

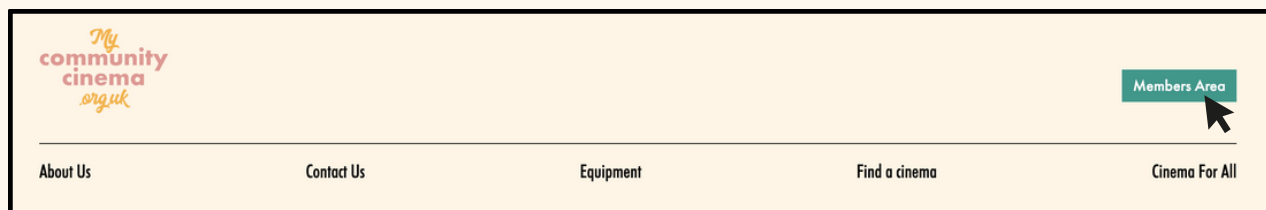
Mycommunitycinema.org.uk

So you've signed up to My Community Cinema and want to build your profile and start advertising your exciting screenings and events. Here you can find out how to create your cinema and upload your screenings.

- Log in to mycommunitycinema.org.uk by selecting 'Log in' in the top right corner of the home page and entering your username and password.



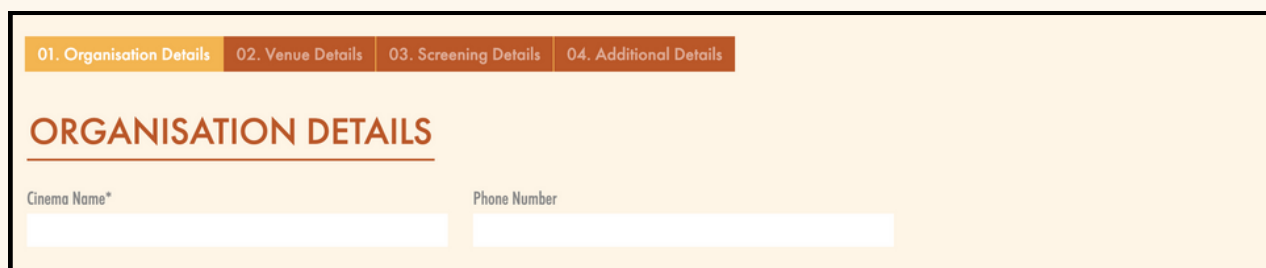
- Once you have logged in, go into the Members Area. Here you'll be able to build your profile and manage your listings.



- To build your cinema profile, scroll down the page and select 'Add a cinema'.

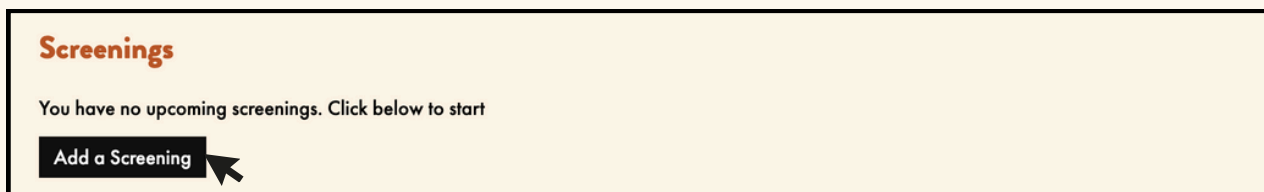


- Complete the form, filling out information about your community cinema. At the end of the form click 'Submit'. The Cinema For All team will then approve your submission.

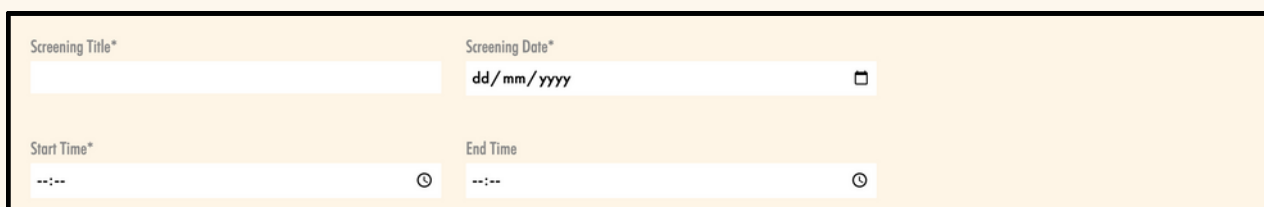
A screenshot of the 'Organisation Details' form. At the top, there are four tabs: '01. Organisation Details', '02. Venue Details', '03. Screening Details', and '04. Additional Details'. The '01. Organisation Details' tab is selected. Below the tabs, the heading 'ORGANISATION DETAILS' is displayed. There are two input fields: 'Cinema Name*' and 'Phone Number'. Both fields are currently empty.

Once the Cinema For All team have approved your submission, you are good to go! You can then start uploading and advertising your screenings on your cinema's page and our online screenings calendar. Below you can find more information on how to upload your screenings.

- Below your cinema in the Members Area, you'll find an option to 'Add a screening'.



- You can then build your event by completing the form.



The screenshot shows a form with four input fields: "Screening Title*" (text), "Screening Date*" (calendar icon, format dd/mm/yyyy), "Start Time*" (time picker, format --:--), and "End Time" (time picker, format --:--).

- To best promote your event, we advise you to upload a photo of the screening poster, an approved film still/promotional image, or an image of your venue.



The screenshot shows a "Screening Poster" section with a "Choose file" button and a "No file chosen" text box. Below it is a green "Submit" button.

- Once you have selected an image and submitted the screening, you can find, edit, and add another screening in the Members Area.

