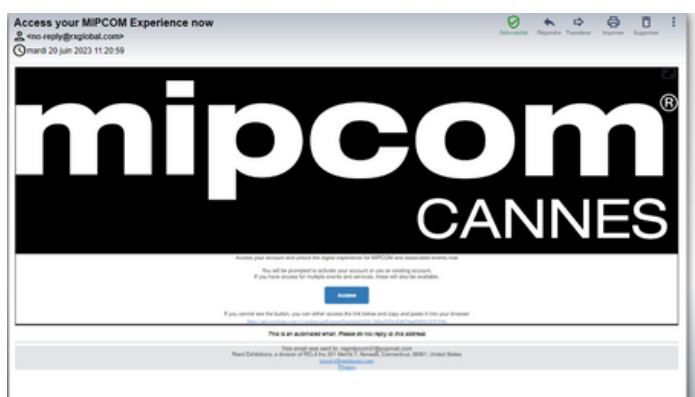


This guide walks you through uploading your content to the Content Library.

Only main company administrator will be able to upload content.



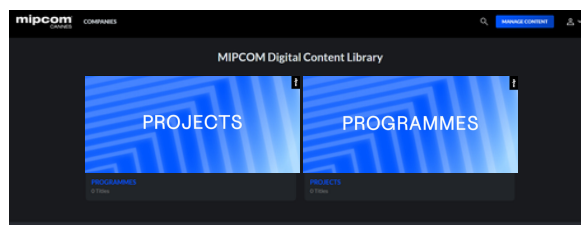
1. Log in to the MIPCOM Digital Platform

Use your MIPCOM login credentials.
(Activation email sent after registration from no-reply@rxglobal.com)

2. Select “Screenings” in the top menu of your company hub



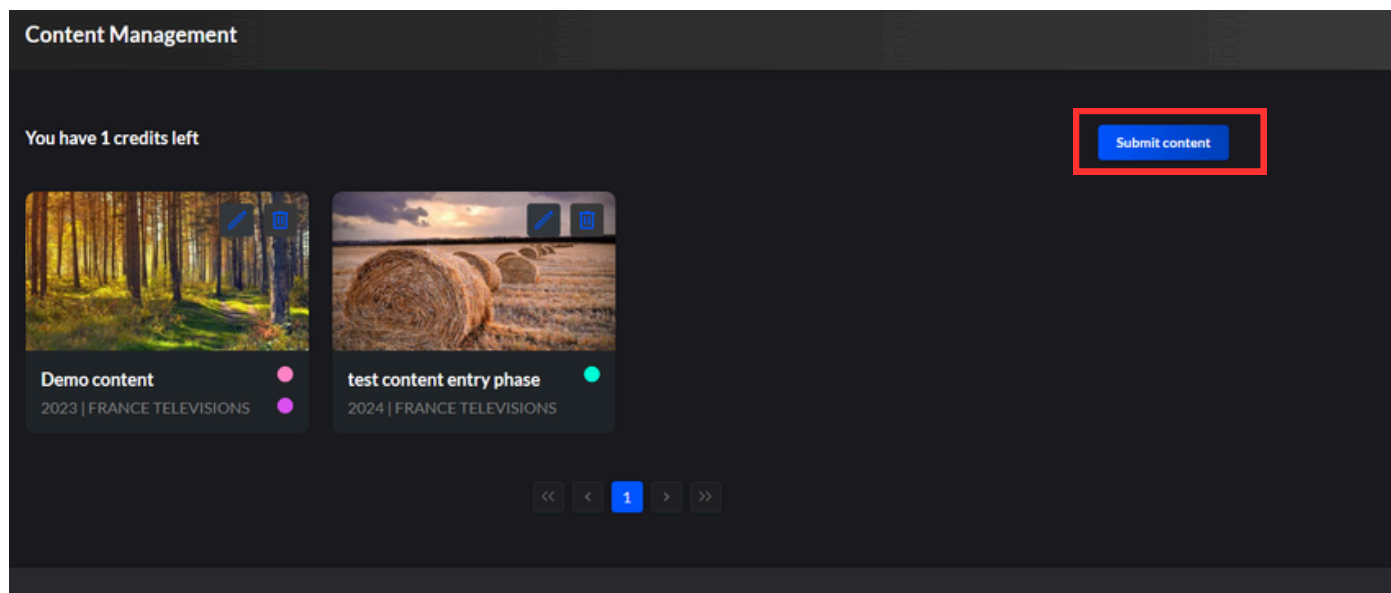
3. Click on “connect” on the page and you will be redirected on the MIPCOM Digital Content Library Home page



4. Click on “manage content” on the top right menu of the home page:



5. On the “content management” page, click on “submit content” button on the right



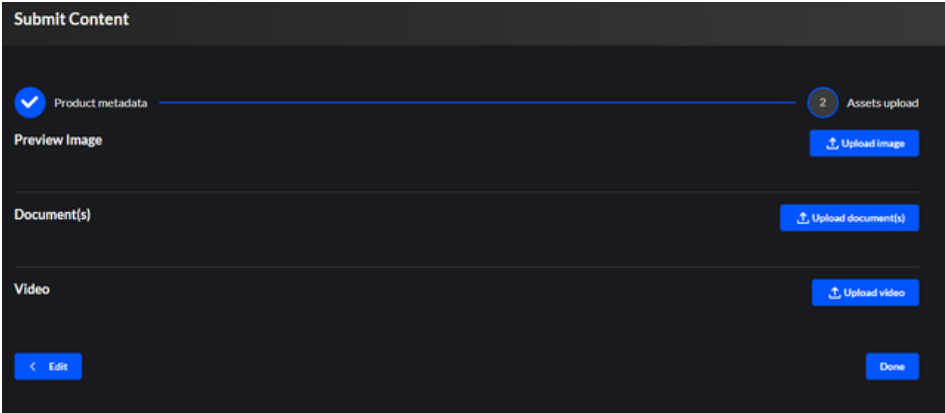
6. Fill out the details of your content on the “product metadata” form

- Title
- Synopsis
- Genre
- Technical information (runtime, language) etc.

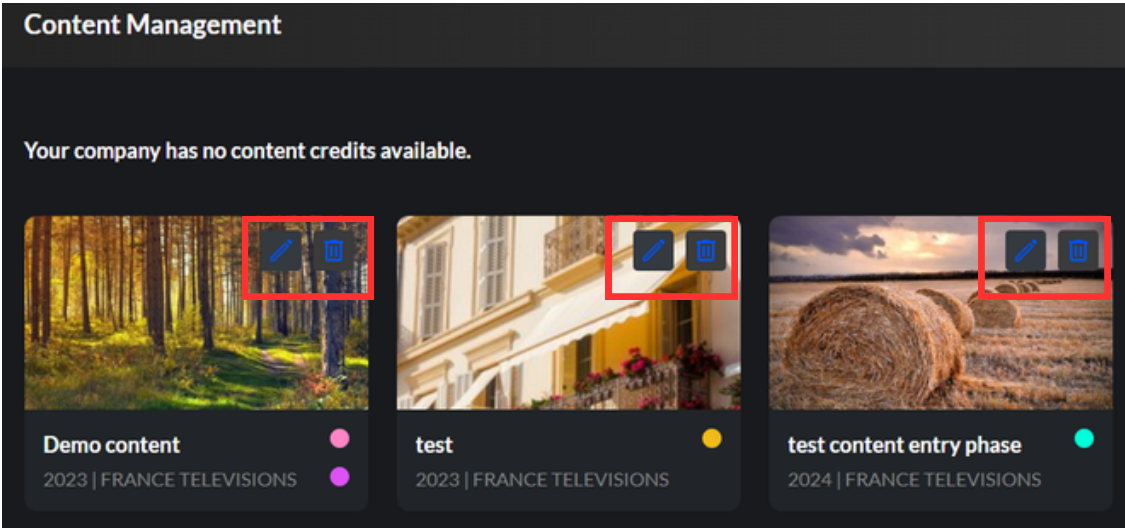
Once you have finished, click on the “submit content” button at the bottom right of the page.

6. Upload your video: follow the 3 steps below

- 1) Your content needs a key art image, upload a high-quality image in landscape orientation and approx. 16:9
- 2) Upload any complimentary document to your video (optional)
- 3) You can choose a file from your computer by clicking on “Upload video file” As of today, following formats are supported: .mpg .mpeg .m4v .mp4 .mov .webm .mkv format, max. 8GB. Wait until video loading bar is full to click ‘done’.



7. Edit or delete your content that are already uploaded anytime on the Content Management page



Important Reminder

- You have **until 7 September** to upload your content
- You can **purchase additional content credits** via the E-Shop of your company hub
- Get **20% DISCOUNT** on programmes by purchasing 3 programmes or more in the ESHOP
- **Download lead reports** from both libraries to track potential buyers.

That's it! Your projects and programmes will be ready to be discovered by buyers from 8 September to 20 November.