



USER GUIDE

FOR PARTICIPANTS

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1. Admin Definition

- ❑ Administrator of your MIPCOM online account is **the first registered person of your company**. They have all entitlements to set up your company page.
- ❑ They can also **add secondary ADMINS (unlimited)** in your company hub page online to share their rights with other colleagues for account set up.

2. Activate Your Account

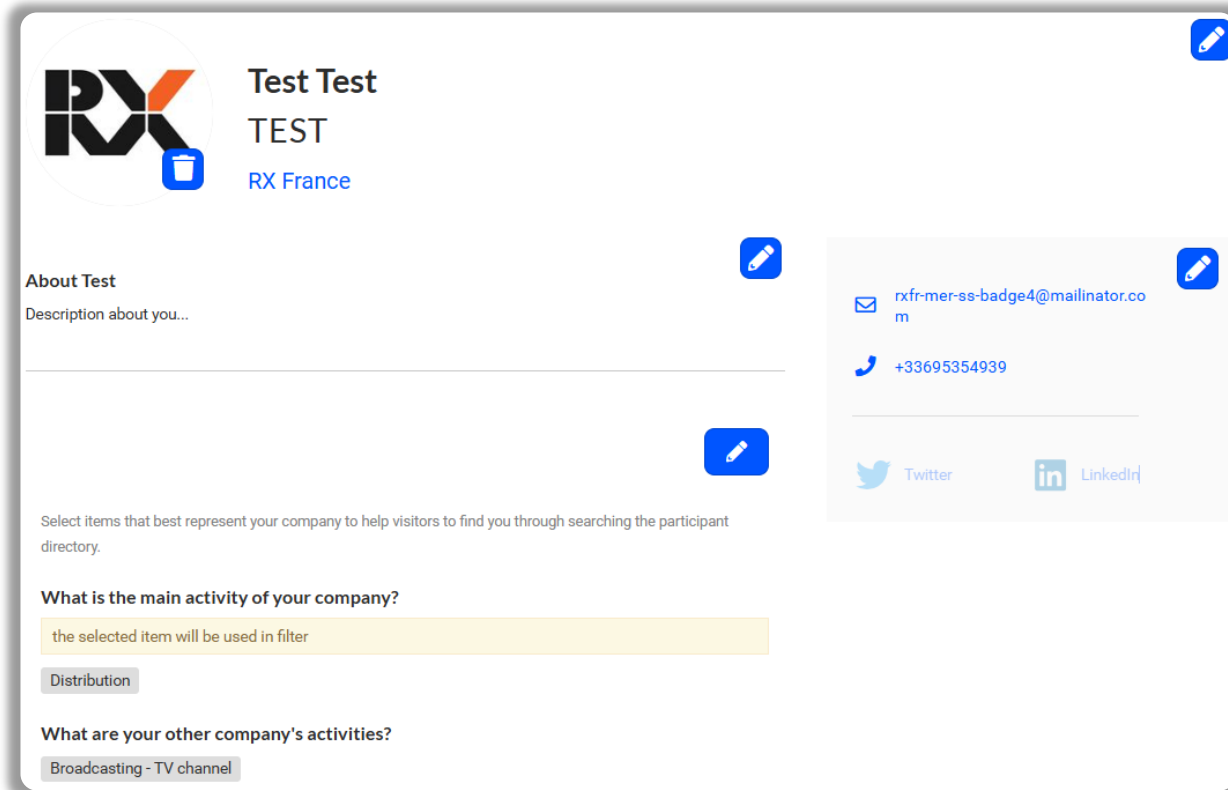
Once your participation is confirmed, you will receive an email from RX Global (It may end in SPAM folders) : no-reply@rxglobal.com

If you have not received it, please contact the [Help Desk](#)



Click on the link received by email & personalize your password

3. Participant Profile



The screenshot shows a participant profile form for 'Test Test TEST' from 'RX France'. The form includes a profile picture placeholder with an 'RX' logo and a trash icon. Below the header, there are three main sections, each with a blue pen icon for editing:

- About Test**: A text area for a description about the company.
- Contact Information**: Fields for email (rxfr-mer-ss-badge4@mailinator.com) and phone (+33695354939), with social media links for Twitter and LinkedIn.
- Company Activities**: A section for selecting items that best represent the company to help visitors find them through searching the participant directory. It includes a dropdown menu for 'What is the main activity of your company?' (currently showing 'the selected item will be used in filter') and a list of activities (currently showing 'Distribution' and 'Broadcasting - TV channel').

Click in top right menu under your name on “**My Profile**”.

Then update your personal profile **by clicking on the pen icon button on each section**

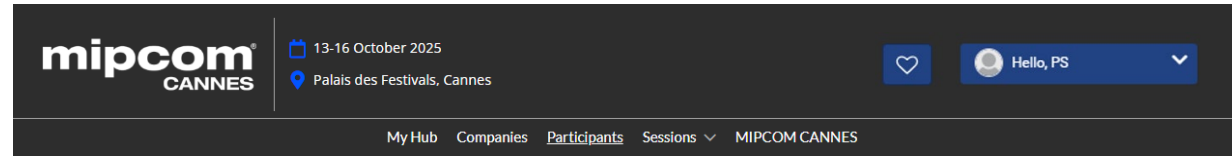
You should add:

- **MANDATORY FOR YOUR BADGE : YOUR PHOTO**
(recommended size 180*180px, max 1MB)
- Your job function and more details about your activity
- Links to your social media profiles (Twitter & LinkedIn)
- Your contact details are displayed by default. Click on the pen picture, then “Change” to hide your email & phone.

IMPORTANT:

Please be as comprehensive and accurate as possible when setting up your personal page so other participants can easily find you in our listings.

4. Participants Directory



MIPCOM CANNES > MIPCOM Digital Platform - Participants Directory > MIPCOM Digital Platform - Participants Directory

MIPCOM Participants Directory

Participant Directory

Search participants



Last name (A-Z)

316 Participant(s)

Filters

Features

- ☐ Buyers (12)
- ☐ Delegates (126)

Company activities

- ☐ Buyers Content sourcing-commissioning (20)
- ☐ Content creation - right holders (73)
- ☐ Content distribution - media rights (97)
- ☐ Financing & investors (15)
- ☐ Others (9)
- ☐ Regional or Representative Pavilion (40)

More

Company genres

- ☐ Docs - Factual (27)
- ☐ Drama - Scripted Format (33)

Atermer Affiliate

Manager

Affiliates New Company Shar

er

Stand: C17

France

040723merater-affiliatenew@mailinator.com

+33077 171 0515

Add to My Network

Send a message

Atermer Affiliate

Manager

Affiliate New Sharer Merater

2

Stand: A112A

France

050723merater-affiliatesh@mailinator.com

+33077 171 0515

Add to My Network

Send a message

Search by:

- Job title
- First and last names
- Company name

Sort by:

- A-Z
- Z-A
- Newest

Option to "Add to My Network" (favourites)

Download your favorites in [PDF!](#)

Filters

Filter participants by

- Buyers/visitors status
- Job function
- Content genre of expertise
- Countries
- etc...

5. Company Profile

Only available for admins

YOUR PROFILE

Exhibition - Event edition
OneMip - April 2022

Profile completeness
53%

Translations
Default Language (English)

Profile Company Administrators

When you upload your content on to this website you acknowledge and confirm that either you, the Exhibitor, own all intellectual property rights in that content, including in all images within that content or you have obtained the rights owner's formal consent to upload that content, including all images within that content and place that content on this website. In addition, personally identifying information should not be entered / uploaded in this profile.

Brands we represent
Tell visitors all the brands that your company will represent at the show
Feature Films, Silent Films, Islandisco Favorites

Filters
Select items that best represent your company to help visitors find you on the website directory. Other Filters selections might be available in Matchmaking (the section below).

Your company activities
Licensing - IP - Merchandising

Your company country / region
France

Your company genres
Docs - Factual

Gallery of products and services
Add products to your Profile to show what you have to offer. Upload an image and full details for each product.
+ Add product

COMPANY WEBSITE
COMPANY EMAIL
COMPANY PHONE
ADDRESS
27 Quai Alphonse La Gallo
CS 10026
BOULOGNE-BILLANCOURT CEDEX
92513
France

Click on “Edit my profile” in your “Company Hub” or in the top right menu “**My Company**”.

Then update your company profile **by clicking on the pen icon button on each section**

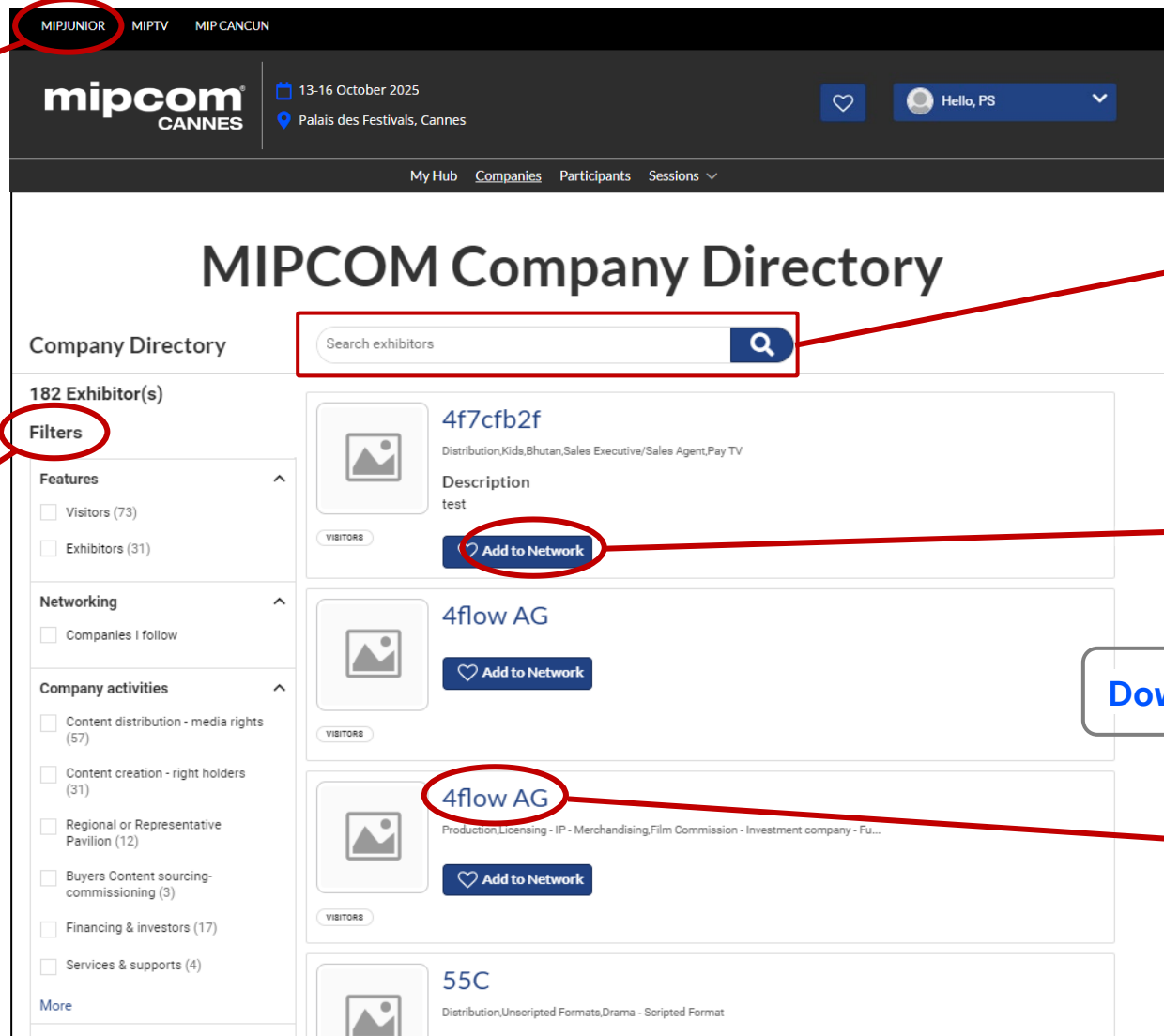
You should add:

- **Your logo** (recommended size 180x180px , max. 1MB)
- Your banner (recommended size 600x150px, max 1MB)
- Your company description and contact info
- Your company content genre
- Documents (PDF format, max size 5 MB per file)

IMPORTANT:

Please be as comprehensive and accurate as possible when setting up your company page so other participants can easily find you in our listings.

6. Company Directory



Same email (login) & same password for **mipcom.com** and **mipjunior.com** (if you are registered to both)

Filters

Find your best targets using the filtering options

Enter any keywords to find your targets

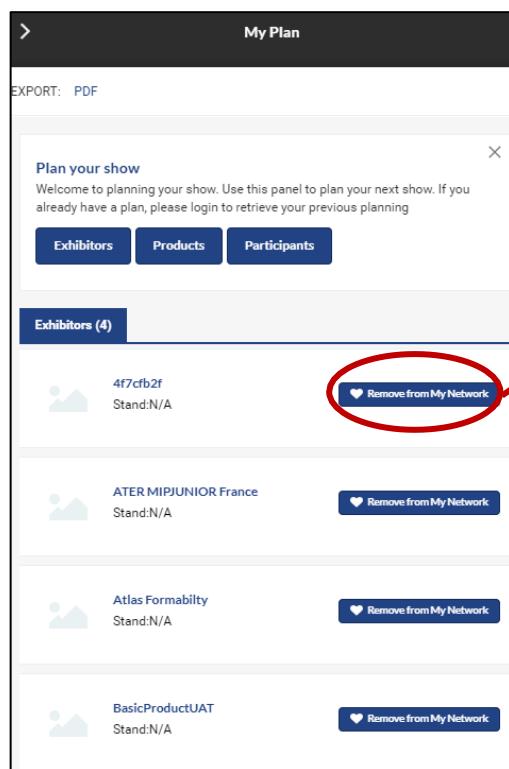
Add a company to your favourites list called "My Network & Plan" (Heart icon on top)

Download your favorites in [PDF!](#)

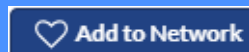
Quick link to company details

7. My Network & Plan

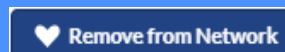
This new functionality is used to add favorites and save some records in case it should be accessed quickly later by participants



It is possible to favorite a company, a participant, or a session using following button on directories or details pages:



It is possible to remove a favorite by clicking on the following button:



WARNING:

PDF extract does only contain companies and sessions. Neither products not participants.

My Network & Plan is always available through the option in platform's header by clicking on the heart icon



“Network Feed” is displayed on the home page and shows the activity of the companies and participants you follow on your “Network and Plan”

8. Messages



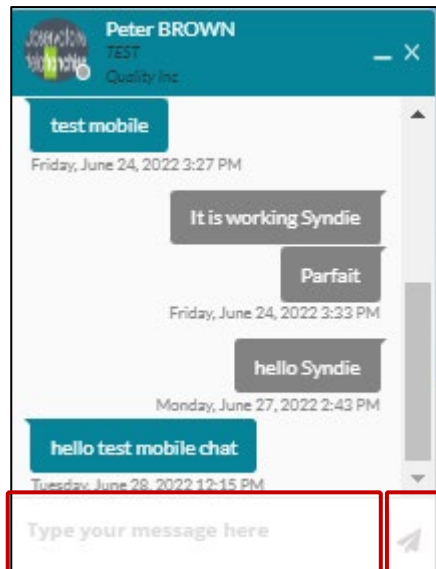
- Chat module is always available in the bottom right of the platform
- It can be minimized or displayed using the small arrow



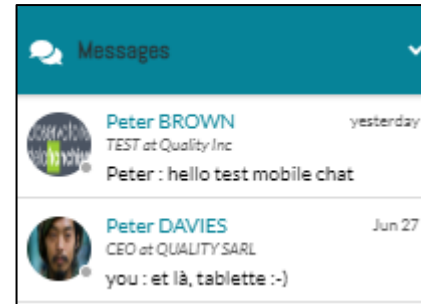
To start a discussion, click on “Send a message” on a participant details page



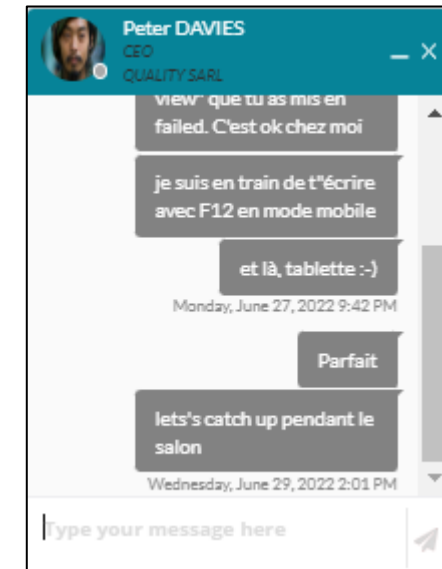
- New messages are notified through a particular icon in the chat module header



- New posts can be filled in a chat window. Click send to post the message.
- URL will display as links.



All active discussions are available in the list. Click on one item to open the thread in a separate panel.



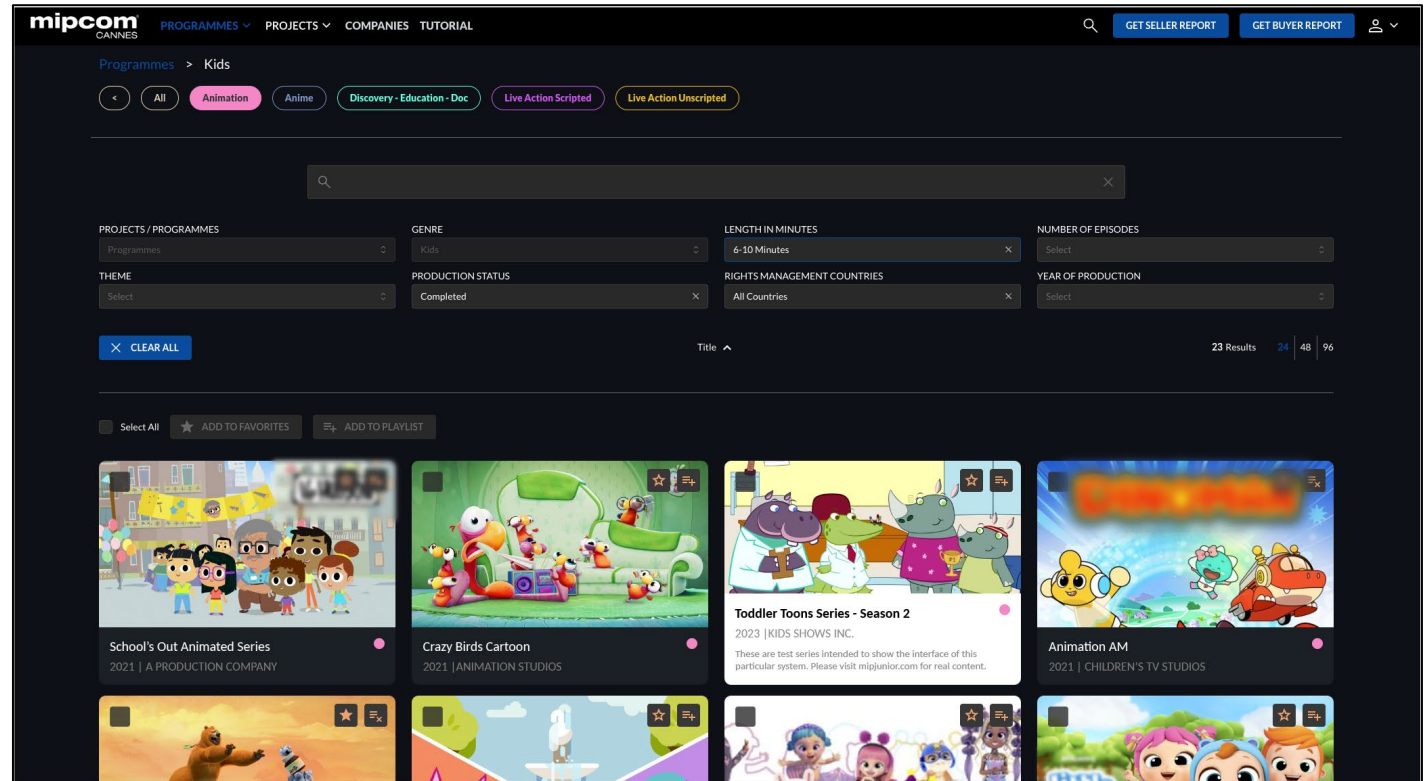
User's availability is displayed next to the picture:

- **Green:** participant is connected
- **Grey:** participant is offline

9. MIPCOM Online Screening Library

Only available for buyers

- Buyers will get an **invitation** via email to access **MIPCOM Online Screening Library** in **early September**.
- They will also receive instructions on how to use the **MIPCOM Online Screening Library** online to screen the content uploaded by MIPCOM's Exhibitors on their company hub. Screening will start **from September 8**.
- Buyers will be able to continue screening online after MIPCOM CANNES **until 20 November**.



NEED ANY ASSISTANCE



Contact our Customer Helpdesk :

- By phone : (+33) 1 47 56 51 00

Our telephone service is open from
Monday to Friday, 9am to 6pm CET.

- By [Form](#)
- Read the [FAQ](#)