



WAIVER CODE INFORMATION FOR SUBMITTING FILMS

As a member of the one of our **Partner Schools** you can **submit your film free of charge** to FEST, through our page in the [FilmFreeWay](#) platform.

On the page, select **“Submit Now”** and choose the film that you want to submit, afterwards the category that best suits your film and click on **“Add to Cart & Checkout”**. At the end of the checkout page, you should insert your waiver code and click on **“Apply Now”** - the discount will be applied automatically, so don't worry.

Please ensure that you choose the right code so you can submit your films.

INSTRUCTIONS ON - HOW TO SUBMIT MY FILM?

The process is simple, please follow the instructions below.

1. First you need to **fill in all the information that FilmFreeWay requires**. You should use your FilmFreeWay account, or create a new account (for example, you can do it using your Gmail), after your account is created you should go to **“My Projects”**. In case you don't have your film information, you should go to **“Add project”** and fulfill all the required data, we advise to include non-mandatory fields, since all details can add value to your submission. Make sure to **“Save Project”** along the way, otherwise you could lose the information you have already written down.

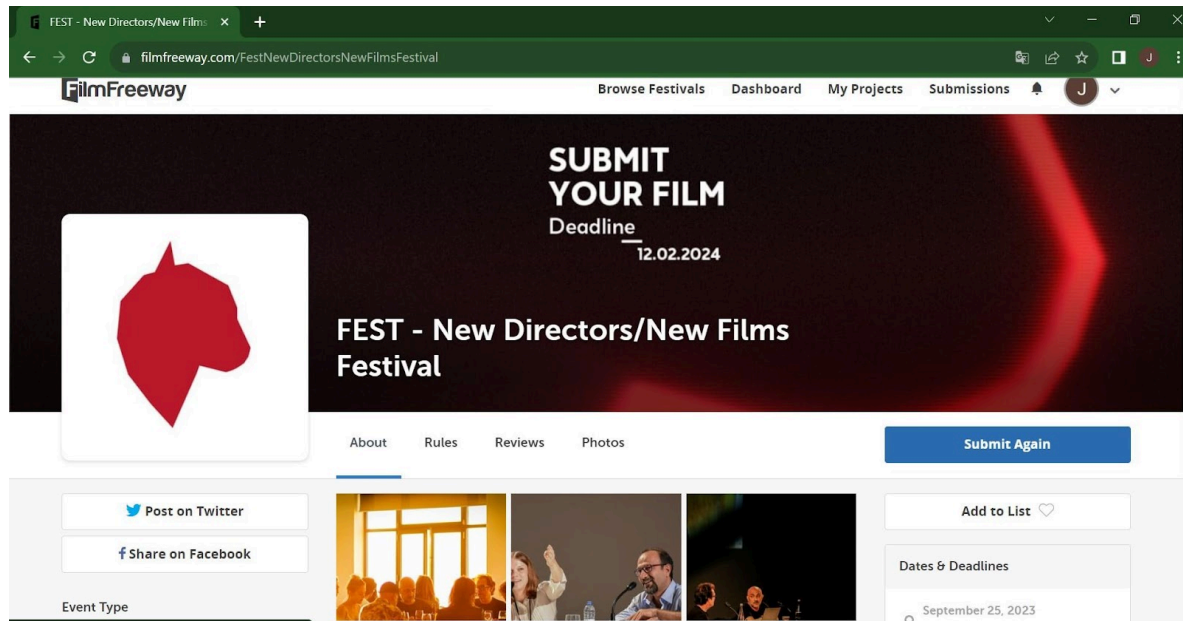
The screenshot shows the 'Add a Project' form on the FilmFreeWay website. The browser address bar shows 'filmfreeway.com/projects/new'. The page has a navigation bar with 'Browse Festivals', 'Dashboard', 'My Projects', and 'Submissions'. The main heading is 'Add a Project'. Below it, a section titled '1 Project Information' contains the following fields:

- Project Type:** Radio buttons for 'Film / Video' (selected), 'Script', 'Music / Songwriting', 'Photography / Design', and 'VR / XR / Immersive' (marked BETA).
- * Project Title (English):** A text input field containing 'ABCDEFGHIJKLMNOPQRSTUVWXYZ'.
- Brief Synopsis (English):** A text area containing 'ABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFGHIJKLMNOPQRSTUVWXYZ'.
- ☐ My Project also has a non-English Title and Synopsis

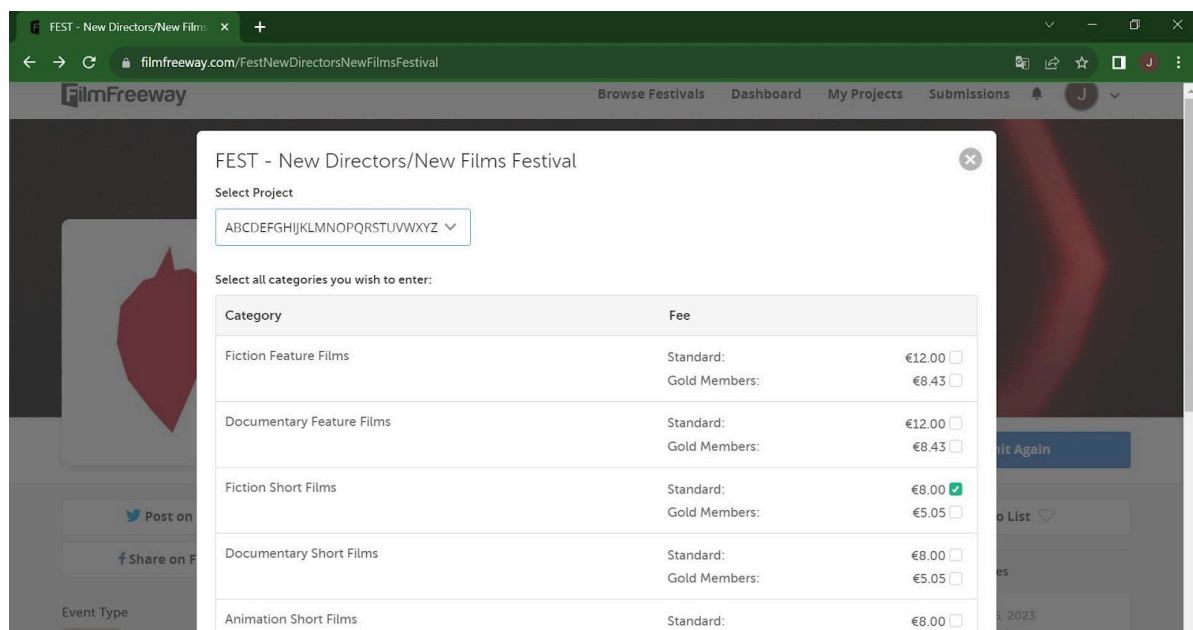


FEST — New Directors New Films Festival

2. When you have your film and all the data in the platform you should go to our festival page on FilmFreeWay <https://filmfreeway.com/FestNewDirectorsNewFilmsFestival>.



On the main page, you should select **“Submit Now/Again”** and choose the film that you want to submit, afterwards, it is necessary to select the **“Category”** for which you want to apply.



At the end, just click on **“Add to cart & Checkout”** which will lead you to the payment page.



FEST — New Directors New Films Festival

3. At the end of the payment page, you can find a box saying “**Discount/Waiver Code**”. It’s in this field where you should **insert the waiver code that was previously given to you**.

Payment Summary	
Subtotal	€8.00
Submission Protection	€0.00
Service Fee	€0.91

Click on “**Apply Code**”, then the **payment page will automatically refresh** and your discount fee will appear.

Payment Summary	
Subtotal	€8.00
Discounts / Waivers	-€8.00
<i>-Entry Fee Waiver FEST - New Directors/New Films Festival</i>	
Total	€0.00 (EUR)

[Complete Order](#)

Now you need to proceed with your payment by clicking in “**Complete Order**”. Your submission is complete and it has been assigned a submission code that you can use to identify your film. If you need to contact us, you may use it.

We recommend that you read the [rules and regulations](#) before submitting your film to FEST - New Directors | New Films Festival.

If you have any further questions or find any problem, feel free to contact us at students@fest.pt.