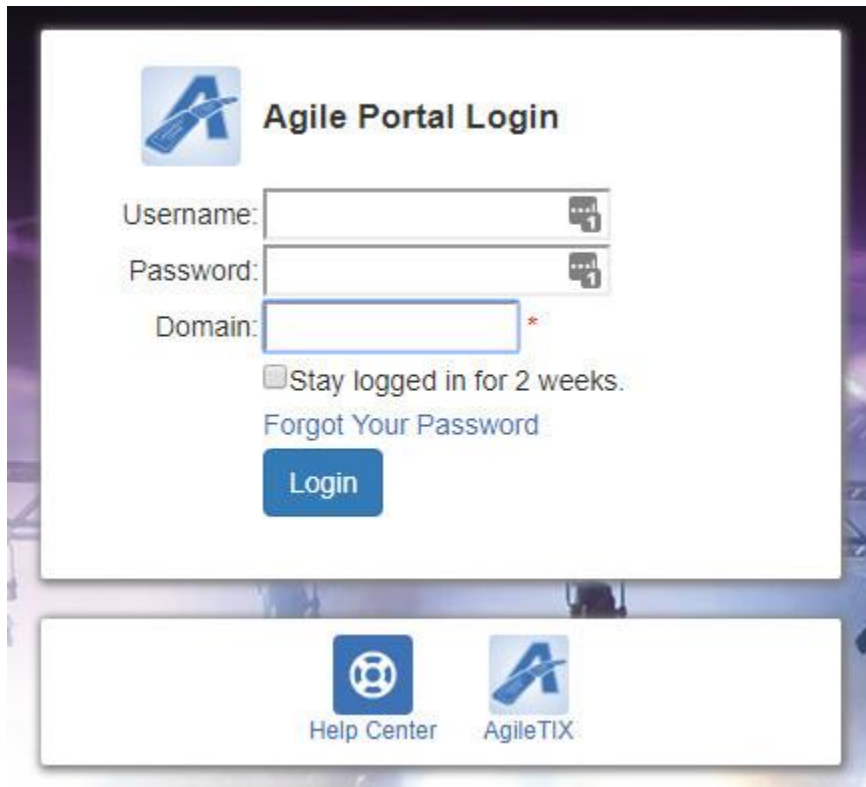
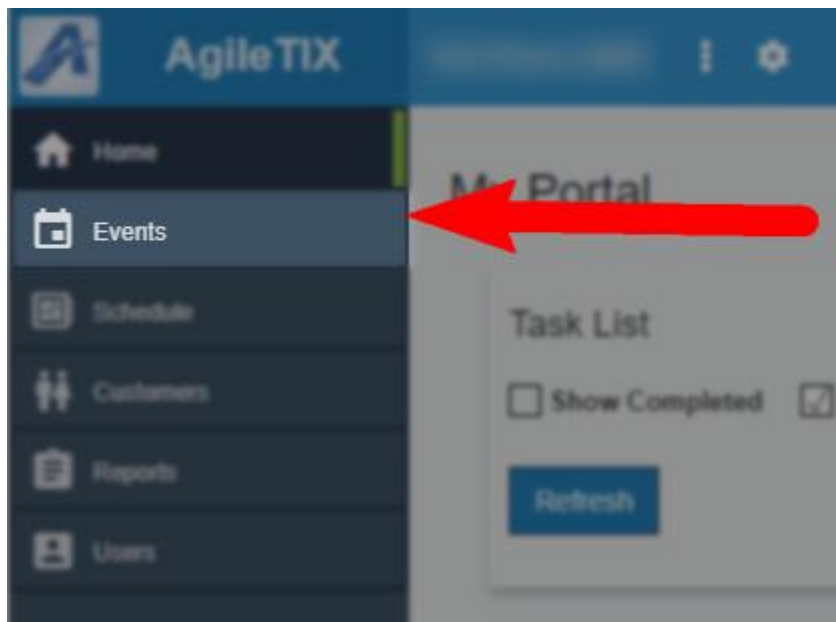


Adding Shorts in Web Portal

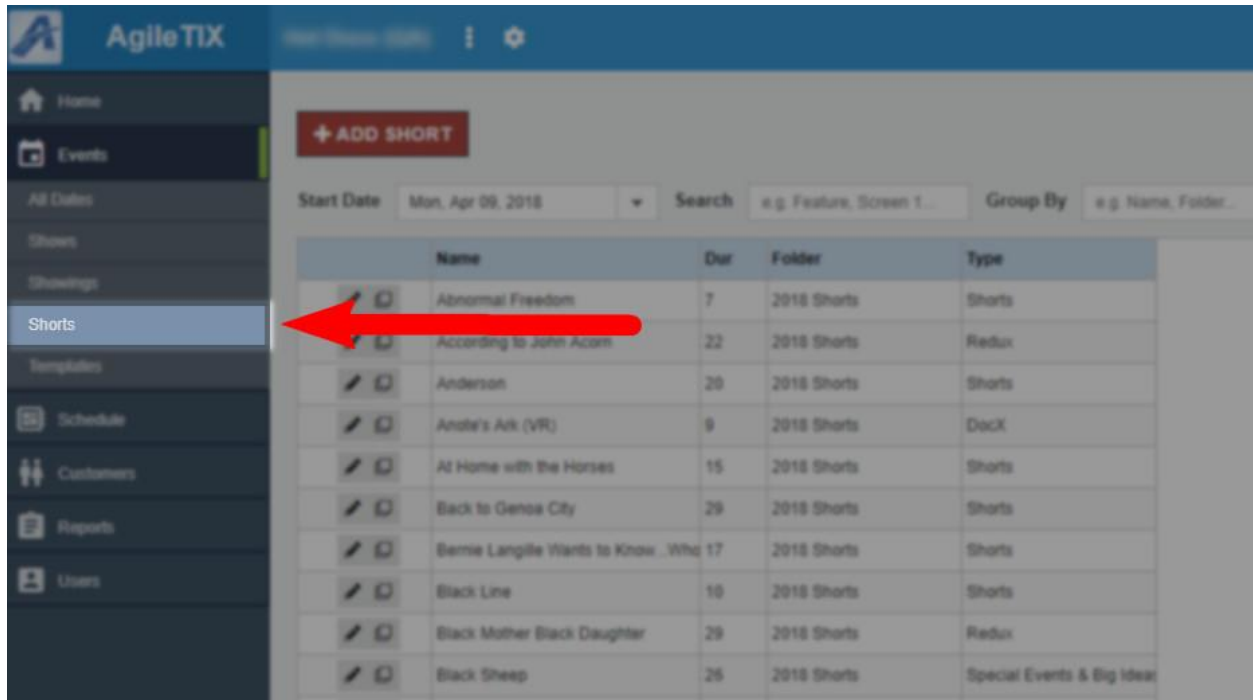
1. Log into [Web Portal](#).



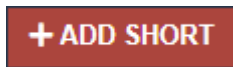
2. Click Events on the menu on the left side of the page.



3. Click the Shorts button.



4. Click the +Add Shorts button at the top of the page.



5. Enter in the Short's Properties:

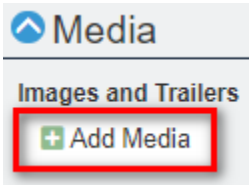
- Name
- Duration
- Include Until: This will determine the date when the Short's page will be taken offline. We recommend that you put the day after your festival, as this will keep the information page available for each short online until after your festival is over.
- Brief Description

The screenshot shows the 'Short Add' form. The 'Properties' tab is active. The form fields are: Name (Borrowed Time), Duration (In Minutes) (7), Include Until (Wed, Aug 30, 2017, 11:59 PM), and Short Description (770 characters remaining). The description text is: 'A weathered Sheriff returns to the remains of an accident he has spent a lifetime trying to forget. With each step forward, the memories come flooding back. Faced with his mistake once again, he must find the strength to carry on.'

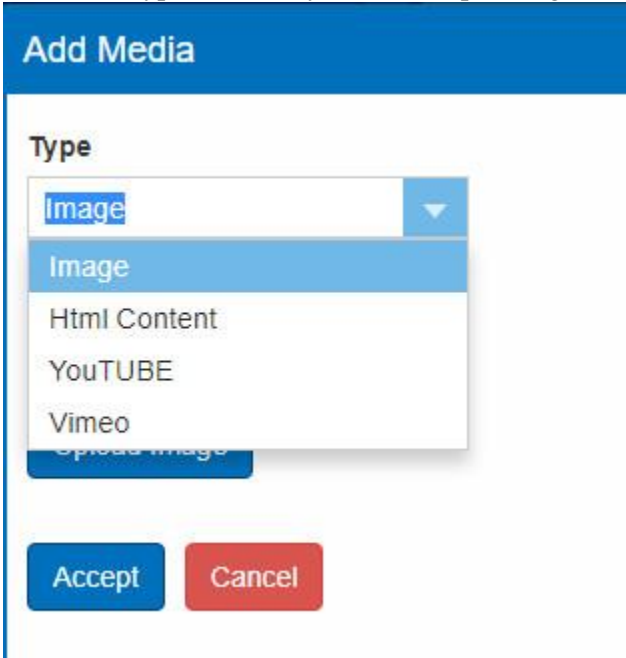
6. Close the Properties tab and open the Media tab.

7. The Media section allows you to upload images and trailers. The ideal image size should be 560 pixels wide by 315 pixels high at 72 dpi. To upload your media content:

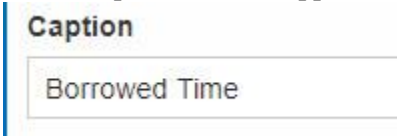
- A. Click the Add Media button.



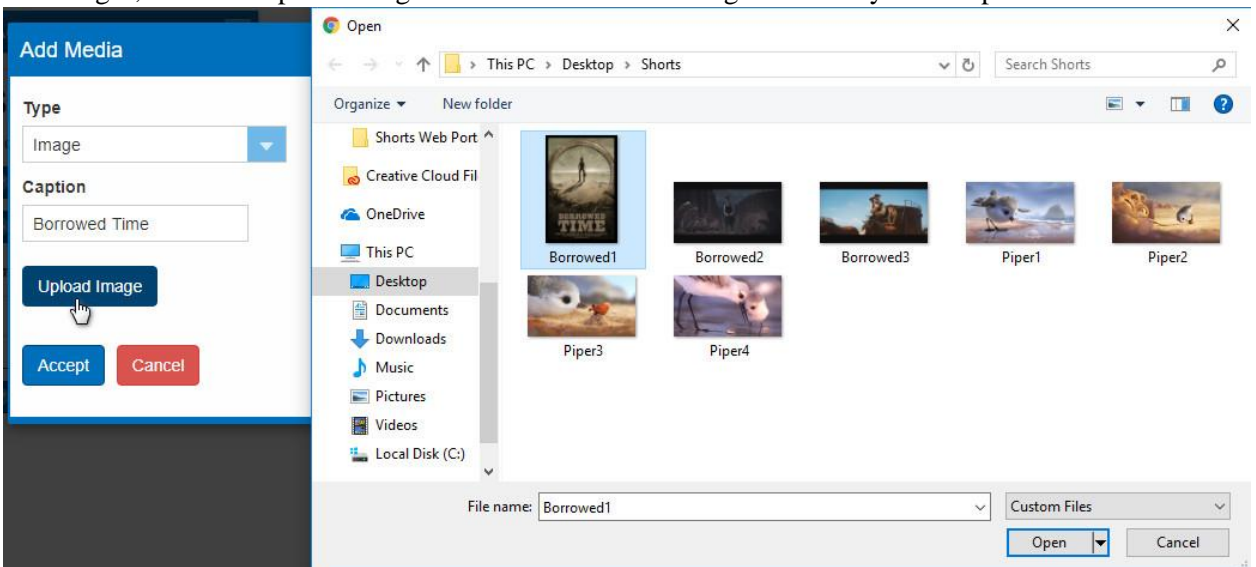
- B. Select the Type of Media you will be uploading.



- C. Add a Caption that will appear on the Image.



- D. For images, click the Upload Image button and select the image file from your computer.




- E. Click the Accept button once you have uploaded your image.

Add Media

Type
Image

Caption
Borrowed Time

Upload Image



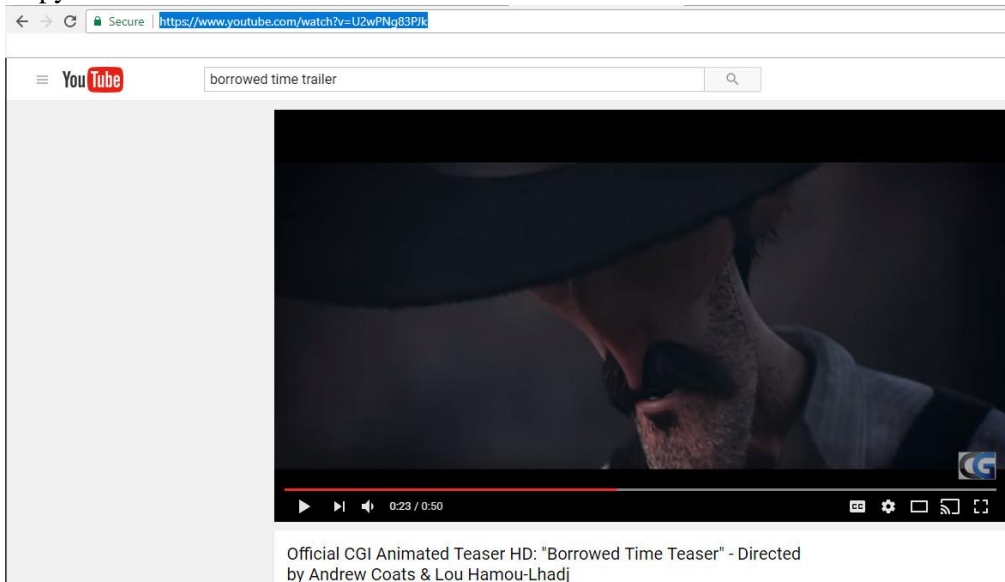
Accept Cancel

- F. When uploading a Video or Trailer, select the Media Type from the drop-down. Videos must be either YouTube or Vimeo formats.
- G. Add a Caption that will appear as a title for the Trailer.

Caption

Borrowed Time Official Tra

- H. Copy the YouTube or Vimeo link and add it to the Paste Trailer Link Here field.



- I. Click the Accept button once you have uploaded all videos/trailers.

Add Media

Type

YouTube

Caption

Borrowed Time Official Tra

Paste Trailer Link Here (e.g. 'https://youtu.be/dQw4w9WgXcQ')

https://www.youtube.com/watch?v=U2wPNg83P

Accept **Cancel**


- J. Repeat the process to add additional images or videos.

- K. You can reorder your images and trailers by clicking on the Move Up or Move Down buttons.

Media


Images and Trailers

Edit Remove Move Down



Borrowed Time

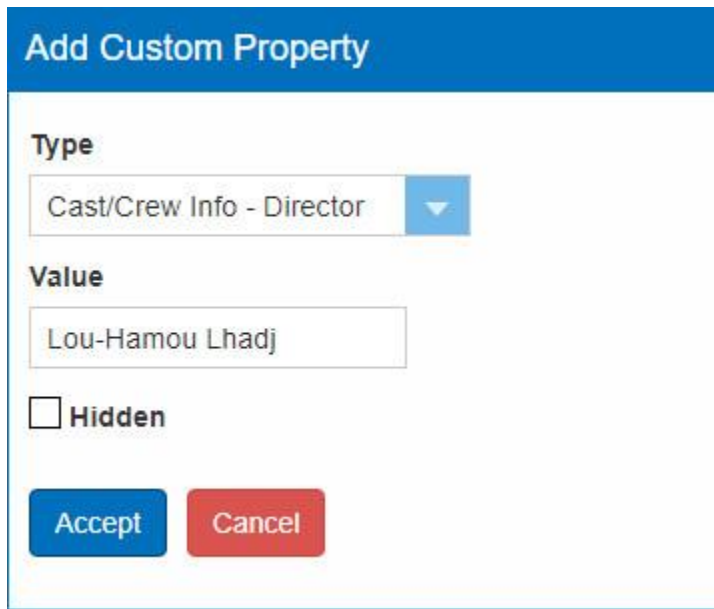
Edit Remove Move Up



Borrowed Time Official Trailer

Add Media

- Once you have added all the media content, close the Media tab and open the Custom Properties tab.
- Click Custom Properties to begin adding any additional content for your show. Custom Properties are where you can add specific information about your show (i.e. Rating, Release Year, Cast & Crew, etc.).



Add Custom Property

Type
Cast/Crew Info - Director

Value
Lou-Hamou Lhadj

Hidden

Accept Cancel

Note: If you do not have information for specific Custom Property fields, you can leave the category blank.

- Once you have entered in all desired custom properties, click the Save Changes button at the bottom of the screen.



























Save Changes Web Links

- Once you have created the Shorts, you will need to nest them into a show or event (click here to learn how to build an [Event](#) or [Show](#)).

















Add the Short to the Show:

- Once you have created your Show/Event, click Event in the menu and select Shows or Events to the side of the screen.

The AgileTIX dashboard features a blue header with the logo and navigation icons. A dark sidebar on the left contains menu items: Home, Events (highlighted with a red box), All Dates, Shows, Showings, Shorts, Templates, Schedule, Customers, Reports, and Users. The main content area includes three buttons: '+ ADD SHOW' (red), '+ ADD SHOWING' (green), and '+ ADD TEMPLATE' (blue). Below these are search and group-by filters. A table lists various shows with columns for Name, Dur, Folder, and Type.

	Name	Dur	Folder	Type
 	Documentary Filmmaking Institute (C	120	Cinema Rentals	Rentals
 	112 Weddings	93	Cinema Films	Film Schedule
 	15 Reasons To Live	83	Cinema Films	Film Schedule
 	1971	79	Cinema Films	First Run
 	1999	90	2018 Hot Docs Films	Canadian Spectrum
 	20,000 Days on Earth	97	Cinema Films	Cinema Eye Audience Cho
 	2013 Cannes Lions Awards: The Wo	0	Cinema Films	Film Schedule
 	2014 Cannes Lions Awards: The Wo	120	Cinema Films	First Run
 	2014 Hot Docs Docs For Schools	0	Cinema Films	Rentals
 	2014 Hot Docs Festival	0	Cinema Films	Rentals
 	2014 Hot Docs Festival - Day 2	0	Cinema Films	Rentals
 	2014 Hot Docs Festival - Day 3	0	Cinema Films	Rentals

13. Click the Edit button next to the Show to which you would like to add the Short(s) and click Manage.

	Name	Dur	Folder	Type
 	Documentary Filmmaking Institute (C	120	Cinema Rentals	Rentals
 	112 Weddings	93	Cinema Films	Film Schedule
 	15 Reasons To Live	83	Cinema Films	Film Schedule
 	1971	79	Cinema Films	First Run
 	1999	90	2018 Hot Docs Films	Canadian Spectrum
 	20,000 Days on Earth	97	Cinema Films	Cinema Eye Audience Cho
 	2013 Cannes Lions Awards: The Wo	0	Cinema Films	Film Schedule
 	2014 Cannes Lions Awards: The Wo	120	Cinema Films	First Run

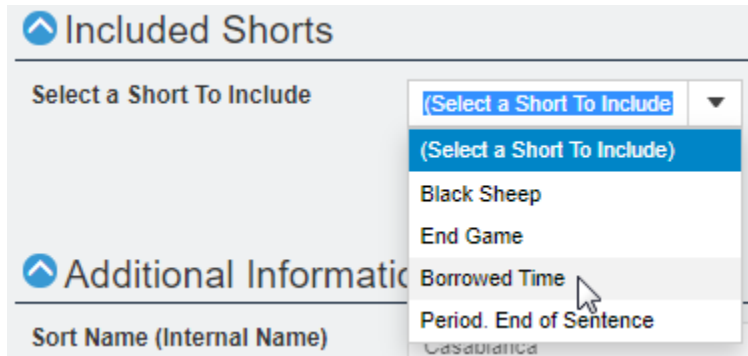
14. You will now be in the Show Edit page. Scroll down to the Included Shorts section.

The 'Included Shorts' section features a header with a back arrow. Below it is a label 'Select a Short To Include' followed by a dropdown menu with the text '(Select a Short To Include)'. A checked checkbox is labeled 'Include Media Elements'.

15. If you wish to include the images and trailers that you added when building the Short film, check the box next to Include Media Elements. This will add the images and trailers to the carousel on the full-length show.

Include Media Elements

16. Next, select the Shorts you wish to include in this Show from the drop-down.



17. Once you have added your shorts, click the Save Changes button at the bottom of the screen.

