

INSTRUCTIONS FOR ENTERING DATA VIA WEBSITE (MEMBER ZONE)

- Go to our website (www.europa-cinemas.org)
- In the '**Member zone**' section to the right of the screen, enter your '**Login name**' and '**Password**', then click on '>>'. Note: If you no longer have your codes or wish to change them, please contact us.
- You will reach your own personalised welcome page.
Before entering the details of your programming, please visit **Your personal data** in order to confirm or amend if necessary the data about your company, your film theatre(s) and contact details.
- In the menu on the left, click on **Programming Report** to reach the **Update of the Programming Report** page. This page comprises a table showing the period of programming, the name of your film theatre(s), the corresponding town(s), total films, screenings and admissions.

You have two possibilities:

- 1) If you wish to import your programming in an Excel table (please refer to the provided table on the back of this page), click on [Add from an Excel File](#) and follow the instructions given.
- 2) If you wish to enter your programming directly through the Member zone, click on [Create/Use the Programming Report](#) opposite the relevant film theatre. Please proceed as follows:

Click on [Add a film](#)

Enter just the first letters of the 'Original Title'; you will be offered a scrolling list of several choices of film. Select the title required. Information about the film selected will be updated automatically in the corresponding fields.

If the film is not in our database, you will then have to complete all fields (original title, local title, director, year of production).

In both cases the following fields must be completed:

- 1st (First Run)
- YA (Young Audiences)
- Date of national release
- Date of release in film theatre
- Version (Original Version - VO or Dubbed - DB)
- Number of weeks
- Screenings (number of screenings)
- Admissions (Number of admissions)
- Box Office (takings)

N.B.: To find a film in our database, you can also use the search engine on the right of your screen. This allows you to search for the film by Title, Director's first name or Director's surname.

Once all fields have been completed, click on [Save](#).

You will return to your programming summary. You can then:

- Modify the information entered about the film by clicking on  or delete the film entered by clicking on 
- Return to the list of your film theatres by clicking on [Back to the list of your cinemas](#)
- Continue to enter your programming by clicking on [Add a film](#)
- Delete your summary by clicking on [Delete the programming](#)

Validating the summary

- Up until the time you validate your programming, you can amend it or add data at any point by clicking on [Use the Programming Report](#)
- To validate your programming, click on [Validate the Programming Report](#) and complete the CERTIFICATE validating the accuracy of data submitted.
- To modify certain data items after validating your summary, simply click on [Unvalidate the Programming](#) and Europa Cinemas will invalidate it.