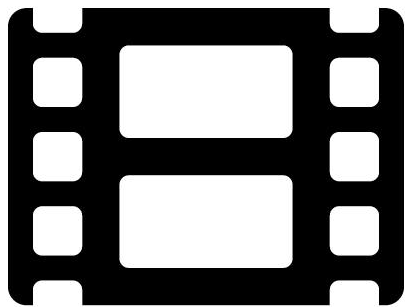


BANFFXchange

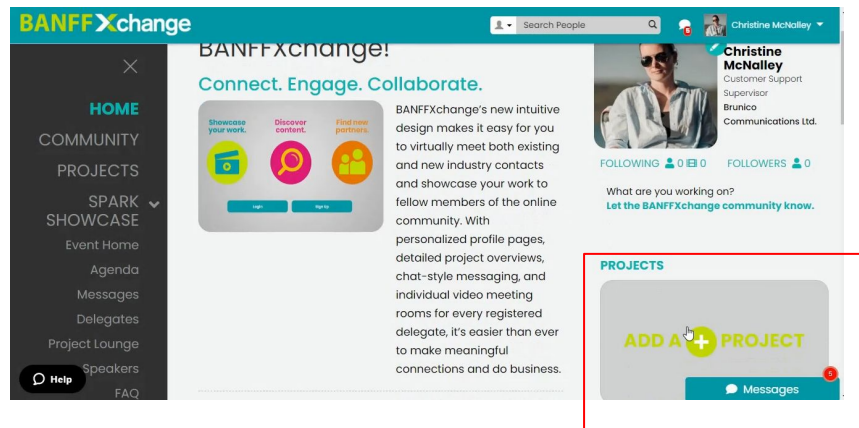
How to add your projects



ADD YOUR PROJECTS

To upload a project, click **ADD A PROJECT** from the BANFFXchange homepage

Note: For BANFF Marketplace Pass holders, the first two projects will be automatically upgraded.



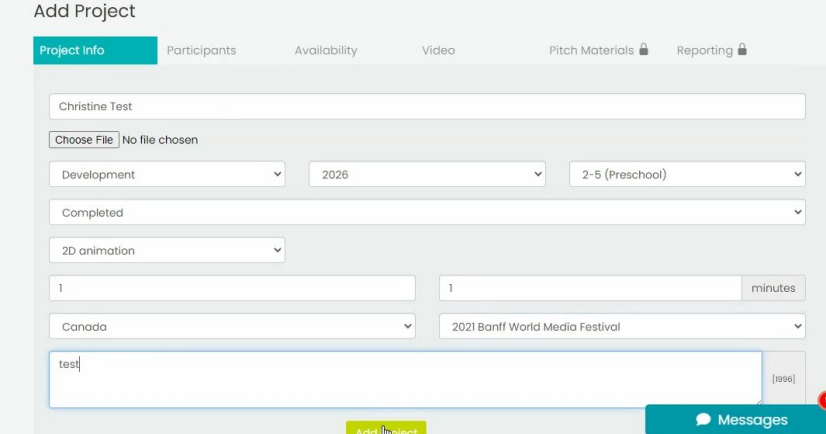
The screenshot displays the BANFFXchange homepage. The top navigation bar includes the logo, a search bar, and the user profile for Christine McNalley. The main content area features a central message: "BANFFXchange! Connect. Engage. Collaborate." followed by a detailed description of the platform's features and a "Log In" button. On the right, there is a user profile card for Christine McNalley, showing her role as a Customer Support Supervisor and her company, Brunico Communications Ltd. Below the profile card, a "PROJECTS" section is visible, containing a prominent "ADD A PROJECT" button with a plus sign icon, which is highlighted by a red rectangular box. A "Messages" button with a notification badge is located below the "ADD A PROJECT" button.

ADD YOUR PROJECTS

Add project info

- Enter the relevant project information
- Click **Add Project** once you have entered all the relevant information

NOTE: Clicking Add Project will add the project to the database



The screenshot shows the 'Add Project' form with the following fields and values:

- Project Name:** Christine Test
- File Upload:** Choose File | No file chosen
- Category:** Development
- Year:** 2026
- Age Group:** 2-5 (Preschool)
- Status:** Completed
- Medium:** 2D animation
- Duration 1:** 1 minutes
- Duration 2:** 1 minutes
- Location:** Canada
- Event:** 2021 Banff World Media Festival
- Description:** test

At the bottom right, there is a yellow 'Add Project' button and a teal 'Messages' button with a red notification badge.

ADD YOUR PROJECTS





Add participants

- Note who else worked on the project using the **Participants** tab

Christine Test
[Return to project profile](#)

Project Info | **Participants** | Availability | Video | Permissions | Pitch Materials

Reporting

Name	Role on Project	Company	
 Christine McNalley (Creator)	Customer Support Supervisor	Brunico Communications Ltd.	
 Apeksha Verma <i>Brunico Communications Ltd.</i> Not them?	<input type="text" value="Marketing Coordinator"/>	<input type="text" value="Brunico Communications Ltd."/>	

ADD YOUR PROJECTS

Indicate availability

Use the **Availability** tab to highlight:

- Broadcasters who have bought your show
- Languages in which the show is available
- Available rights
- Rights that are taken

Christine Test
[Return to project profile](#)

Project Info | Participants | **Availability** | Video | Permissions | Pitch Materials

Reporting

Broadcasters/Platforms

Tell us which broadcasters have bought your show? Territory

Language

Which language(s) is your show available in?

Rights

Which rights are available? Territory

Messages

ADD YOUR PROJECTS

Upload videos

- Upload your project videos directly from your computer by clicking on **Upload** (please view our specifications to make sure your video is the correct size and format)
- To upload a video from YouTube or Vimeo, we recommend you remove any security settings that would prevent the video from playing in BANFFXchange

Christine Test
[Return to project profile](#)

Project Info	Participants	Availability	Video	Permissions
Reporting				

BANFF Xchange [View specifications](#)

Or

Use an existing link Remember to remove any security settings in your video before uploading the link to BANFFXchange.

ADD YOUR PROJECTS

Manage permissions

Use the **Permissions** tab to indicate who you want to be able to view your project. You can choose **Everyone** or **Only accredited buyers** approved by the BANFF team.

The screenshot shows the 'Permissions' tab for a project titled 'Christine Test'. The interface includes a navigation bar with tabs for 'Project Info', 'Participants', 'Availability', 'Video', 'Permissions' (which is highlighted in teal), and 'Pitch Materials'. Below the navigation bar, there is a 'Reporting' tab with a lock icon. The main content area is titled 'Choose who on Xchange can view your project' and contains two radio button options: 'Everyone' (which is selected) and 'Only accredited buyers'. A yellow 'Update' button is located at the bottom of the options.

Christine Test
[Return to project profile](#)

Project Info Participants Availability Video **Permissions** Pitch Materials

Reporting

Choose who on Xchange can view your project

Everyone

Only accredited buyers

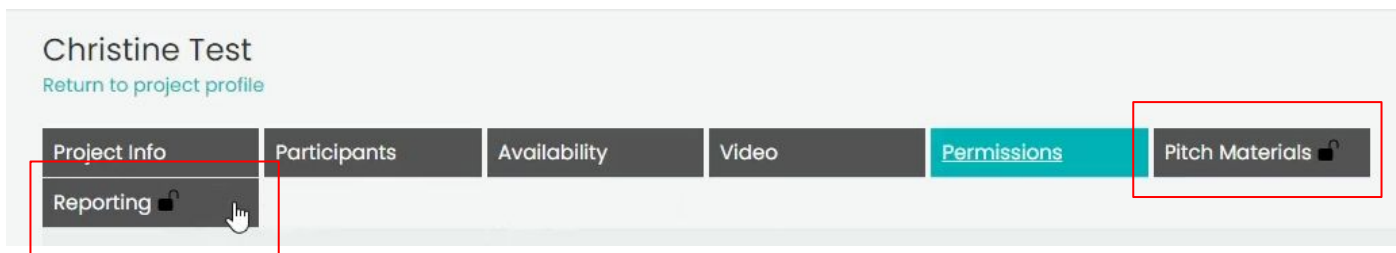
Update

ADD YOUR PROJECTS

Project upgrades

Pitch Materials and **Reporting** are paid upgrades. On an upgraded project, these two tabs will be unlocked.

If you are a Content Pass holder, the Pitch Material and Reporting sections will be locked, but you do have the option of paying per project to upgrade.



ADD YOUR PROJECTS

Add pitch materials

Use the **Pitch Materials** tab to upload a pitch bible, one-sheet, images, company profile and producer/director profile.

The screenshot displays a user interface for a project named "Christine Test". At the top, there is a navigation bar with several tabs: "Project Info", "Participants", "Availability", "Video", "Permissions", and "Pitch Materials" (which is highlighted in teal). Below the navigation bar, there is a "Reporting" tab. The main content area contains a heading "Christine Test" and a link "Return to project profile". Below this, there is a section titled "Show buyers more of your creative work by uploading a bible, a one-sheet or additional images. Click below to add these options." This section lists five options, each with a blue button and a brief description: "Pitch Bible" (Designed to fully introduce a series concept in a pitch meeting...), "One-sheet" (Designed for quick digestion, a one-sheet should convey the series concept succinctly...), "Image" (Upload additional images to illustrate your full cast of characters...), "Company Profile" (A short corporate bio of the production company or companies involved in your show.), and "Producer/Director Profile". At the bottom right, there is a "Messages" button.

ADD YOUR PROJECTS

View reporting

On the **Reporting** tab, you'll see a list of all buyers who have viewed your project, as well as any feedback they may have provided.

The screenshot shows a web interface for a project named "Christine Test". At the top, there is a navigation bar with several tabs: "Project Info", "Participants", "Availability", "Video", "Permissions", and "Pitch Materials". The "Reporting" tab is currently selected and highlighted in a teal color. Below the navigation bar, there is a button labeled "Email report" in the top right corner. The main content area displays the message "This project has no views yet." in the center.

Christine Test
[Return to project profile](#)

Project Info Participants Availability Video Permissions Pitch Materials

Reporting

Email report

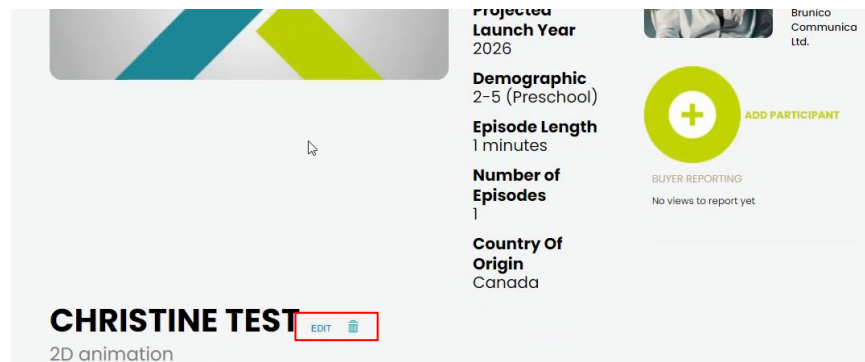
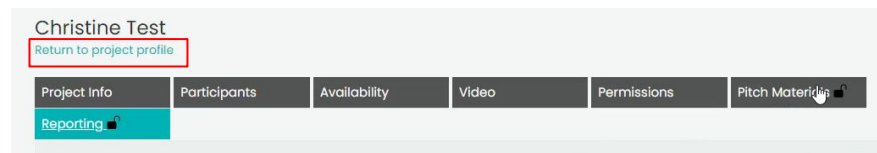
This project has no views yet.

ADD YOUR PROJECTS

Edit/delete your project

- Click **Return to project profile** to go to your project page and see how your project will appear to other delegates
- From your project page, you have the option to edit or delete your project
- To delete a project, you must first remove all participants other than yourself using the **Edit** option

Note: If you delete a project that has been upgraded, you will lose the upgrade.



BANFF Xchange

For more information, please visit our [FAQ page](#).