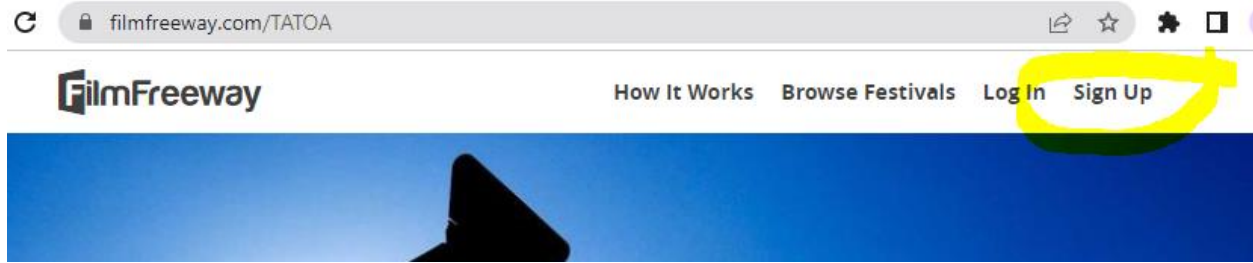
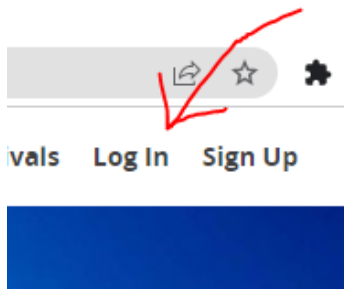


- 1) Go to “FilmFreeway.com/TATOA” This is the only way you will be able to reach our contest. It is not searchable.



- 2) If you don't already have a FilmFreeway account, **you will need to sign up**. Once you complete the signup process, log in.



- 3) Then you will need to select “My Projects,” then “Add a Project.” **You will need to do this for each entry.** After your title, please add your City name. “Title of the Entry – City of Garland”

A screenshot of the 'Add a Project' form on FilmFreeway. The form is titled 'Add a Project' and shows '1 Project Information'. The 'Project Type' is set to 'Film / Video'. The 'Project Title' is 'The Godfather'. The 'Brief Synopsis' is empty. The 'Website' is 'mycoofilm.com'.

- 4) **Here, all you need to enter is the “Project Type, Title and Brief Synopsis. Bypass all of the “Credits” info. We don't need that. Each entry will have to be set up this way.**

2 Submitter Information

Contact Information

Email

Phone

Address

City

State / Province

Postal Code

Country

Birthdate

Gender

- 5) Include your Submitter Information. After you have created a project for your entries, return to FILMFREWAY.COM/TATO. This is the only way you can reach our contest. It IS NOT searchable otherwise.

Test Entry

[View Project](#) [Edit Project](#) [Project File](#) [Privacy](#) [Marketing Options](#)

[View Profile](#)
[Account Settings](#)
[Logout](#)

Add an Online Screener

Link or upload your video. Only festivals you submit to can view your video.

Upload
Upload a high-quality video file, up to 10 GB.

[Choose File](#)

Your file will begin uploading immediately.

Link
If your video is on Vimeo or YouTube, simply paste the URL and password below.

URL

Password (optional)

[Save](#)

- 6) Once you complete filling out the project entry information and save it, this window will appear where you can either choose to upload a file or insert a link to the video. After you have completed all of your “Projects” / “Entries” Save your work and return to FilmFreeway.com/TATOA.



- 7) After you have completed a project for every entry, return to FilmFreeway.com/TATOA and select “Submit,” or “Submit Again.”

The screenshot shows a submission form for the 2022 TATOA Government Programming Awards. At the top, it says '2022 TATOA Government Programming Awards' with a close button. Below that is a 'Select Project' dropdown menu with 'Test Entry' selected. Underneath is the instruction 'Select all categories you wish to enter:' followed by a table of categories and fees. The table has two columns: 'Category' and 'Fee'. The 'Fee' column shows 'Standard:' followed by a price and a checkbox. Red arrows point to the checked checkboxes for 'CAT 1 - Community Event Coverage Under \$250k' and 'CAT 5 - Documentary (Operating Budget under \$250,000)'. The other categories have unchecked checkboxes.

Category	Fee
CAT 1 - Community Event Coverage Under \$250k	Standard: \$60.00 <input checked="" type="checkbox"/>
CAT 2 - Community Event Coverage Over \$250k	Standard: \$60.00 <input type="checkbox"/>
CAT 3 - Student Intern Production (Combined)	Standard: \$60.00 <input type="checkbox"/>
CAT 4 - Public Affairs (Combined)	Standard: \$60.00 <input type="checkbox"/>
CAT 5 - Documentary (Operating Budget under \$250,000)	Standard: \$60.00 <input checked="" type="checkbox"/>
CAT. 6 - Documentary (Operating Budget over \$250,000)	Standard: \$60.00 <input type="checkbox"/>
CAT. 7 - Public Education (Operating Budget to \$250,000)	Standard: \$60.00 <input type="checkbox"/>

- 8) Here is where you select your project. Use the dropdown to select your project, then select the categories below that you are entering. Remember, you can only enter the same video in maximum of two categories.

- 9) After you have assigned all of your entries to a category, you are now ready to check out. Use the code "TATOAMember" for the \$20 discount. Since the we have extended the contest for a week, but am unable to change the posted deadline, please enter the code "ForgiveMe" to enter past the official deadline.

- 10) You're now ready to check out. Enter your credit card information, pay and submit your entries.

Secure Checkout

Discount / Waiver Code

TATOAMember

Payment Method

Credit or Debit Card

PayPal

Card Number: 1234 1234 1234 1234 Expiration Date: MM / YY CVV: CVC

Save this card for faster checkout next time

Payment Summary

Subtotal	\$60.00
Submission Protection	\$0.00
Discounts / Waivers	-\$20.00
-\$20.00 2022 TATOQ Government Programming Awards	
Service Fee	\$2.00
Total	\$42.00 (USD)

IF ARE EXPERIENCING ANY DIFFICULTIES WITH THIS PROCESS, PLEASE LET ME KNOW:

Dan Bach
dbach@garlandtx.gov

972-205-2984 (Office)
214-755-7154 (Mobile) Please call or text if you have any issues.