

## How to upload your films to Screen Archive South East

It's quick and easy to send your films to Screen Archive South East either from your home computer, tablet or smartphone by following the simple steps below:

1. Click the following link to begin the process <http://screenarchive.wetransfer.com>
2. Once you're on the WeTransfer site, you'll need to enter your email address where marked
3. In the box marked 'Message' enter your full name, your postal address, a suitable contact phone number, the title you have given the film, the date the film was made, if you know it, and a short description of why it was made
4. Once those details are completed click 'Next,' and a verification message will be sent to your email address
5. When that number arrives in your Inbox enter it into the 'Verification Code' section, click 'Verify' and let your upload begin
6. Once your upload has arrived at Screen Archive South East you'll receive a confirmation email from WeTransfer and later an email from us to acknowledge receipt of your film

Because of their size, some files might take a long time to upload and send over the internet depending on your connection and broadband speed. With that in mind, we recommend that you upload your films during quiet times of the day or night.

Don't forget if you're under 13 years of age please check with your parents or legal guardians that they are happy for you to send your films to us.