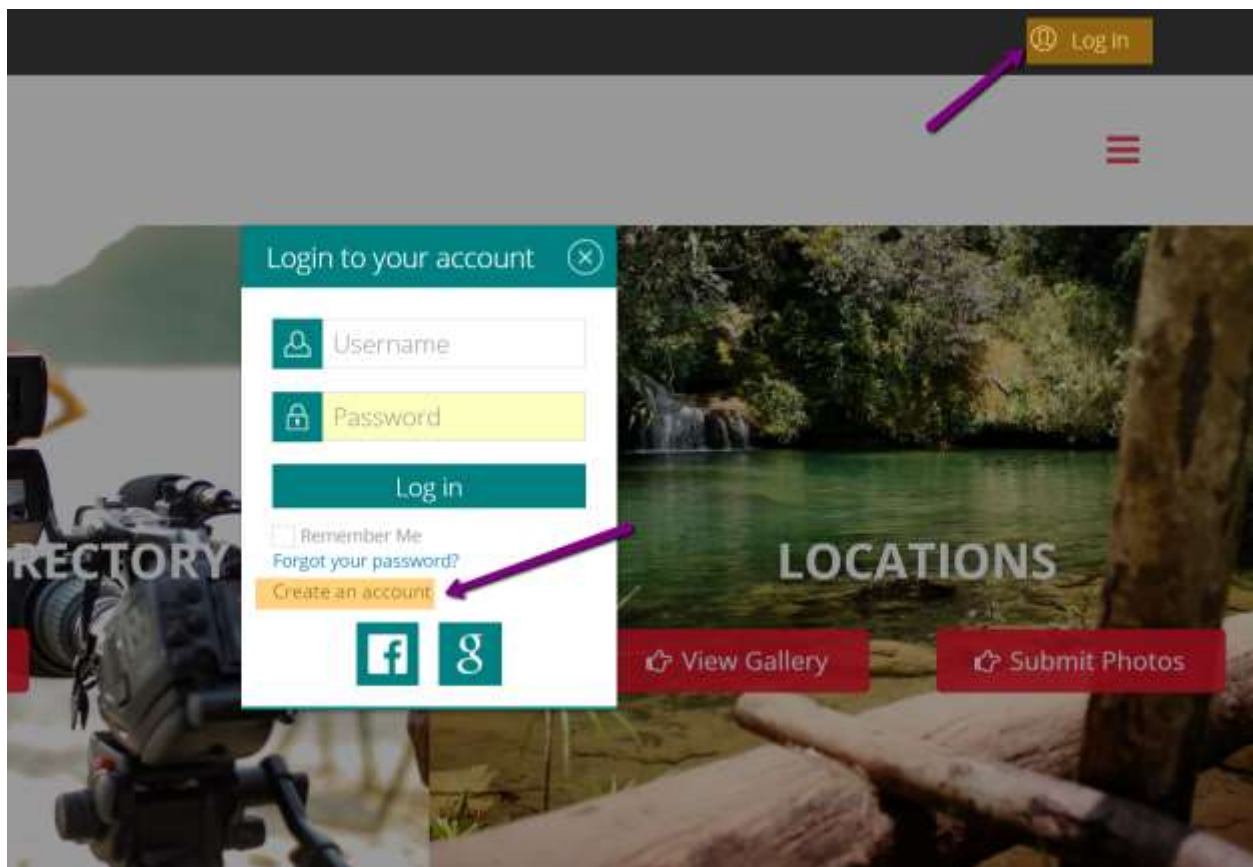




## HOW TO ADD A LISTING TO THE PRODUCTION DIRECTORY?

### STEP 1: LOGIN

Log into your account by clicking the **LOGIN** button at the top right of your page, and the login window will open. If you do not have an account, simply click on the **CREATE AN ACCOUNT** link in the login window.





## STEP 2: ADD LISTING

Navigate to the sub-category where you would like your listing to appear, then click on the **ADD YOUR LISTING HERE** link.

A screenshot of the Trinidad &amp; Tobago Film Company Limited website's Production Directory. The page has a dark teal header with the title "PRODUCTION DIRECTORY" and a breadcrumb trail: "Home / Production Directory / Guilds &amp; Professional Associations". Below the header, a light grey box contains the text "No records found." on the left and a yellow button with a plus icon and the text "Add your listing here" on the right. A purple arrow points to this button. To the right of the button is a search bar with the placeholder text "Search...". In the bottom right corner, there is a red button with the text "How to add a listing" and a question mark icon. The Trinidad &amp; Tobago Film Company Limited logo is visible in the top left corner of the page.



Enter your information, paying attention to the required fields, and save.

## Add Listing

[Submit](#) [Cancel](#)

All fields marked with an asterisk (\*) are required.

Category      Production Directory > Guilds & Professional Associations

[Change category](#)

Contact Name \*

Company Name

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

**B** *I* U ~~S~~    [Text Alignment Icons]    Paragraph ▾    [List Icons]    [Link/Unlink Icons]    [Code Icon]    [Table Icon]     $x_1$   $x^2$      $\Omega$

### STEP 3: APPROVAL BY MODERATOR

Once you have saved your listing, it will be reviewed by the site moderator. You may be contacted by FilmTT to verify your information. Once the moderator approves the listing, it will be published.