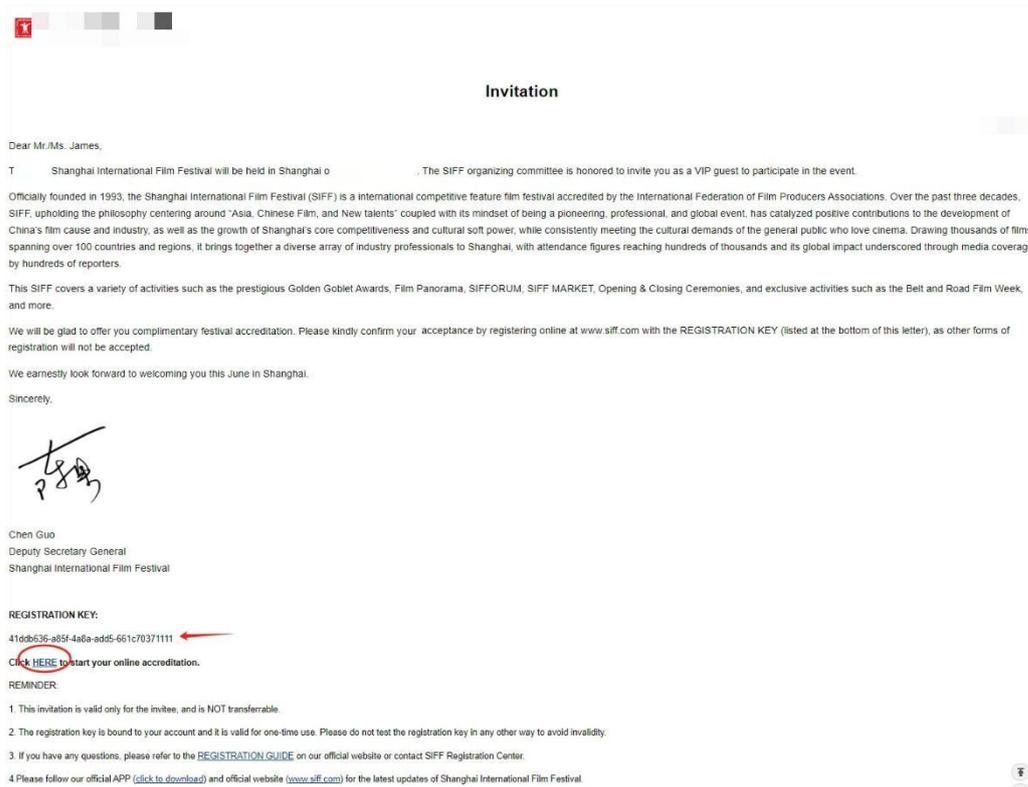


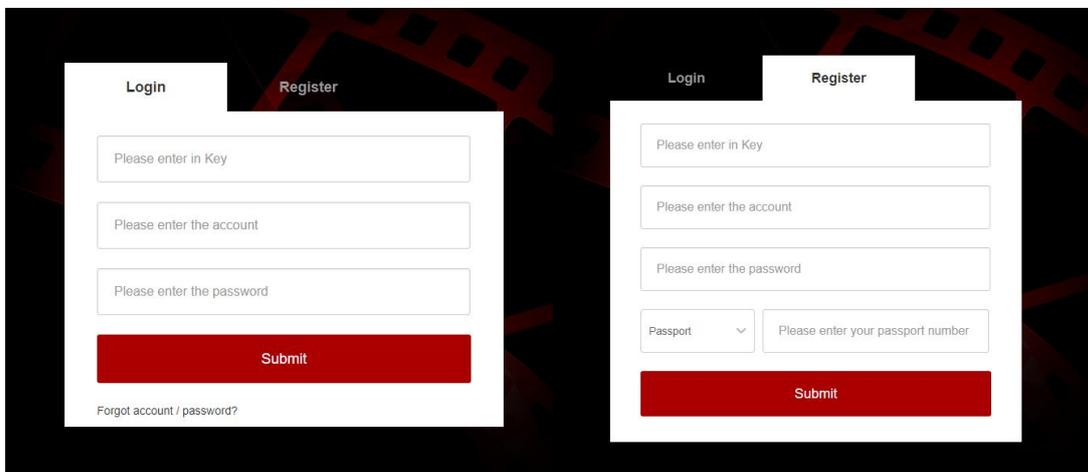
# SIFF Guest Registration Guide

## I. Registration Process

#1 After receiving an invitation letter to the film festival, register according to the Key and link provided in the invitation letter.



#2 For the guest with an account, selects “login” to enter the Key, account and password. For the guest without an account, selects “register” to enter the Key, account, password and passport number.



### #3 Fill in or confirm your personal information for registration.

(Please make sure all the blanks with \* are filled)

<p>* Account</p> <input type="text" value="Please enter the account"/> <p><b>The Account must only contain letters, digits, underscores (_), @, dots (.), or hyphens (-)!</b></p> <p>* Password (6 or more characters, at least 2 types of characters)</p> <input type="text" value="Please enter the password"/>	<p>* Email</p> <input type="text" value="Please enter the email"/>  <p>* Confirm</p> <input type="text" value="Confirm your password"/>
<p>* Name</p> <input type="text" value="Please enter your name"/>	
<p>* Gender</p> <p><input type="radio"/> Male <input type="radio"/> Female</p>	<p>* Birthday</p> <input type="text" value="Click the calendar icon on the right to select the date"/>
<p>* ID type(中国人请选择中文界面注册报名,请不要在此处使用中国护照)</p> <p>Passport <input type="button" value="v"/></p> <input type="text" value="Please enter your passport number"/>	<p>Valid date of ID</p> <input type="text" value="Click the calendar icon on the right to select the date"/>
<p>* ID photo (Upload the scanning copy of passport, Less than 1MB)</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"><input type="button" value="Upload"/></div>	<p>* Photo (Less than 1MB)</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"><input type="button" value="Upload"/></div> <p>Please upload recent bareheaded photos (i.e., non-art, life, side profile, etc.). White background photos are preferred.</p>

#### #4 After the information is completed, please click submit.

\* Company

Department  Position

Telephone e.g. - Country Code : 86 City Code : 21 Number : 12345678 or 1234567-101  
Country/Region  City  Number  Address

Detailed address  Postcode



**Dear Rocky :**

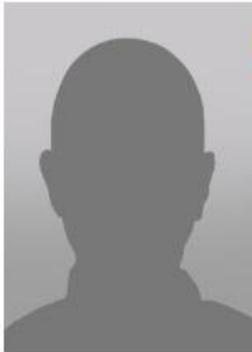
Account:  Registration Fee:

Warm greetings from the Shanghai International Film Festival  
We have received your REGISTRATION INFORMATION, please keep your username and password carefully.  
Please read the 'Notice to guests' to get the registration information.  
Thank you for your always support to SIFF and we look forward to welcoming you in June.

Remark: Your registration information has been handed over to the organizing committee. We will send the confirmation letter to your mailbox after your information being confirmed. Please print and bring your confirmation letter when you come to the site for registration. Thanks again for your participation. If you need to edit your registration information, please login "GUEST CENTER".

## II. Photo Upload Steps

\* Photo (Less than 1MB)



Upload

step 1

Please upload recent bareheaded photos (i.e., non-art, life, side profile, etc.). White background photos are preferred.

Upload photo

×

Picture format only support: JPG, GIF, PNG, JPEG (Less than 1MB)  
(Please cut the head image according to the template style)  
(First select with the mouse, then click the crop button)

Upload photo

step 2



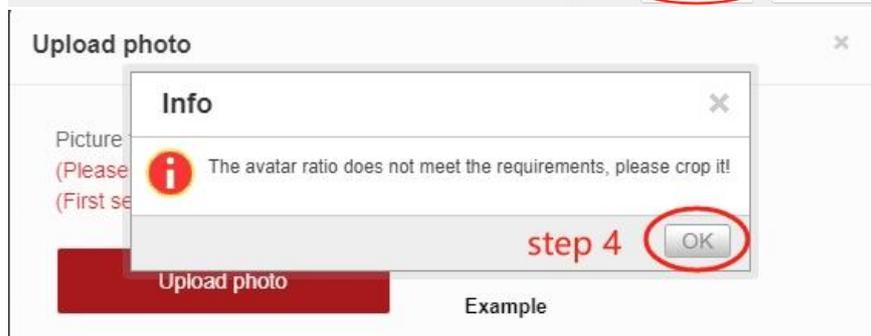
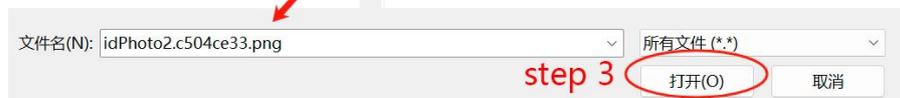
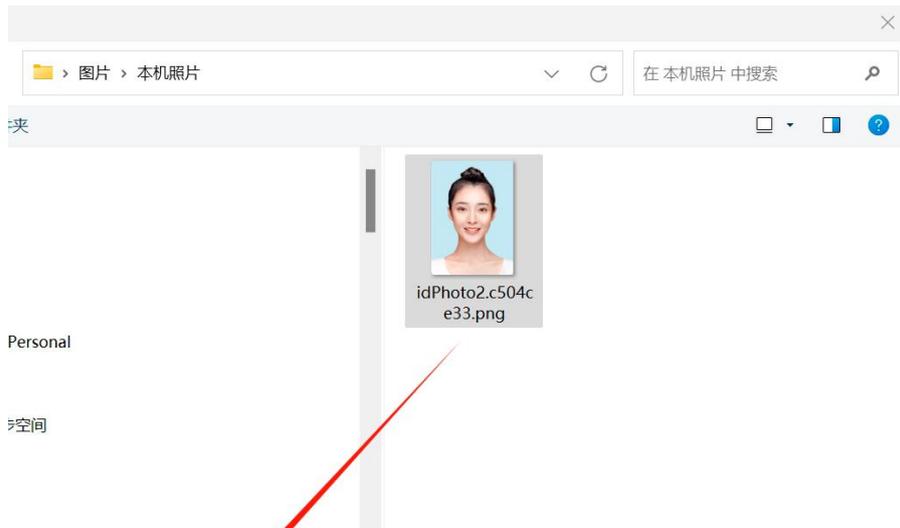
Example



Revert

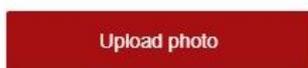
Crop

Ok

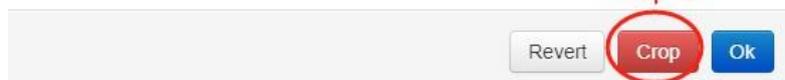
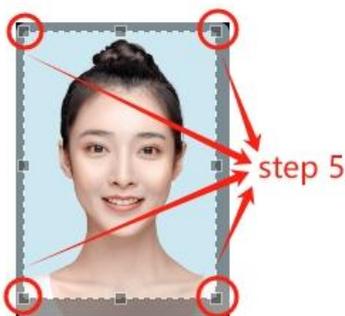


### Upload photo

Picture format only support: JPG, GIF, PNG, JPEG (Less than 1MB)  
(Please cut the head image according to the template style)  
(First select with the mouse, then click the crop button)



Example



## Upload photo

×

Picture format only support: JPG, GIF, PNG, JPEG (Less than 1MB)  
(Please cut the head image according to the template style)  
(First select with the mouse, then click the crop button)

Upload photo

Example



step 7

Revert

Crop

Ok

\* Photo (Less than 1MB)



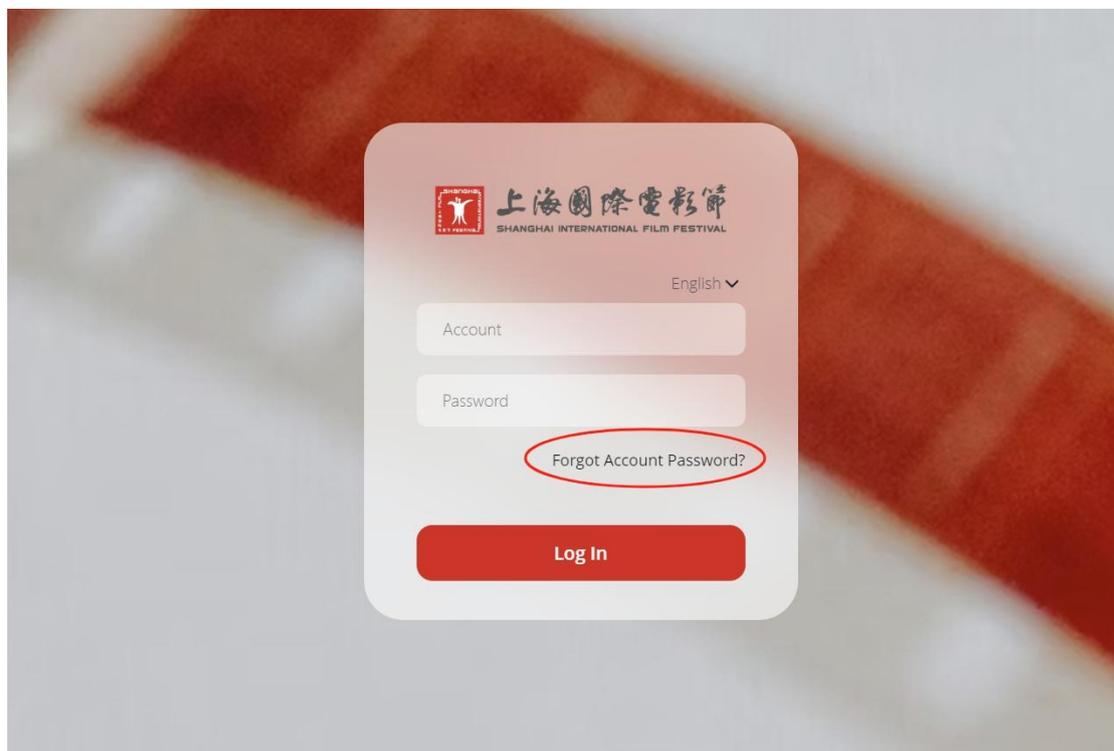
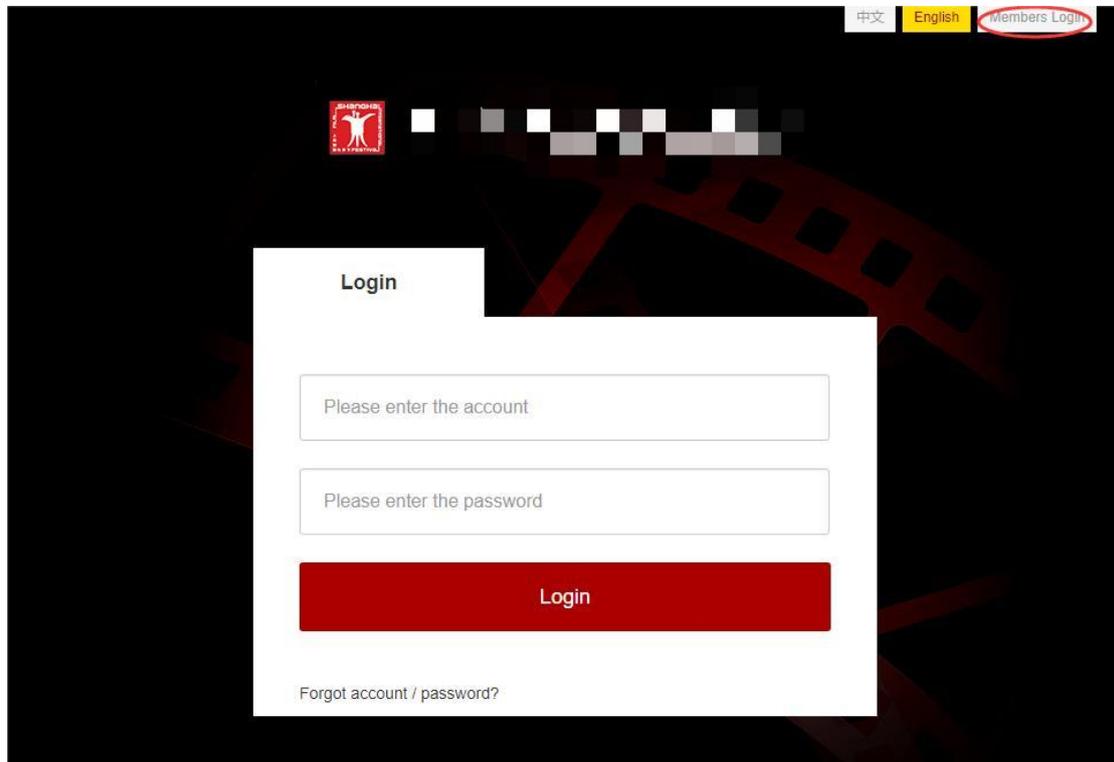
Upload

Done

Please upload recent bareheaded photos  
(i.e., non-art, life, side profile, etc.). White  
background photos are preferred.

### III. If you forget your password or account number, how to get it back?

#1 Click “members login” and “forgot account/ password?”



## #2 Enter the registered name and passport.

### Retrieve the password

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Name

Please enter your name **enter the registered name and passport**

Please enter your passport

Please enter your passport

Submit

## #3 Retrieve through the mailbox

### Retrieve the password

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Prompt email:

3\*\*\*\*\*@qq.com

Email:

Please enter the complete email **enter your email used to register**

Submit

- After entering the email address you filled in during registration, a modification mail will be sent to your registered email address.

## Retrieve the password



### The mail was sent successfully

Mail has been sent to your registered   please check.  
For details on how to change the password, please check the email details, Thank you for your dedication and support.

Finish

please check your mailbox

## Modify the password ☆

发件人: GuestSIFF <guest@siff.com> 

时 间: 2019年5月15日(星期三) 晚上6:32

收件人: Rocky <312027540@qq.com>

纯文本 |     

Dear Rocky :

Hello, your login account is 12345.

Please click [here](#) to update your password.

This mail is automatically sent by the system, please do not reply, thank you for cooperation.

Shanghai International Film Festival

- Click the link to enter the password modification page.

## Retrieve the password

Password input your new password

Please input your password

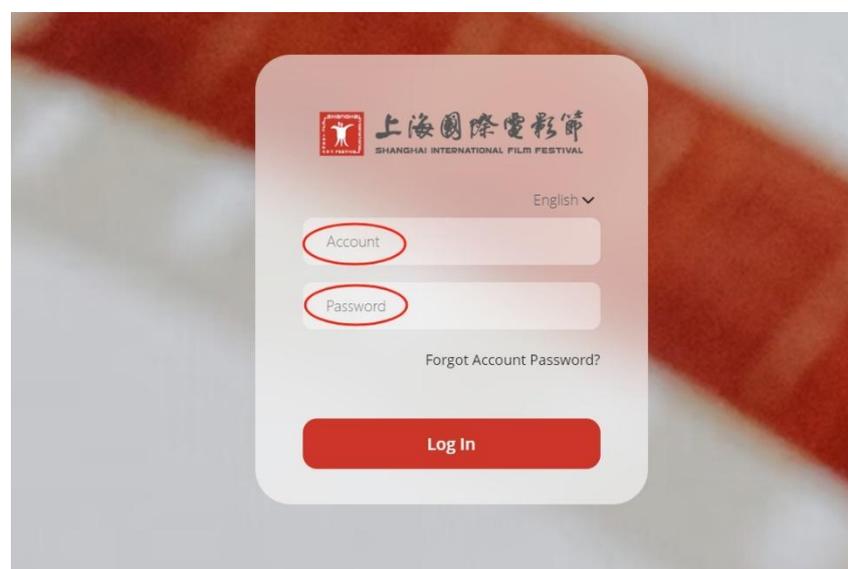
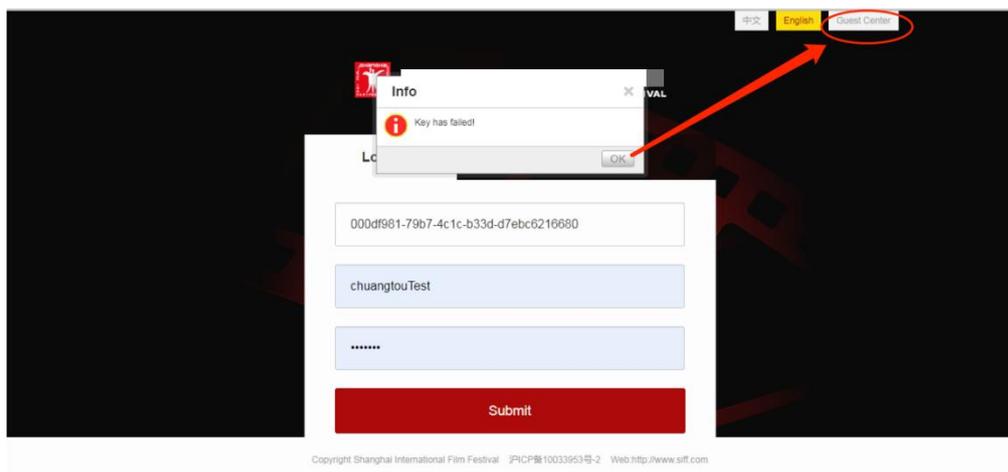
Please input your password!

Submit

- After entering the new password, click Submit and the modification is successful.

## IV. What if your Registration Key shows Failed?

1. If you haven't use the Registration Key before, you can contact the Registration Key provider to confirm if the Key has been used by other guests.
2. If the Registration Key has been used before (You used the invitation code in the second step of the "Registration Process," which took you to the next step of entering personal information for the registration process).
  - Because the Registration Key becomes invalid once it is linked to an account, if you exit halfway through filling in your personal information, you can click on "Guest Center" at the top right of the webpage and log in with the account that you just linked with the invitation code. After logging in, you can continue to complete the personal information filling and submit your registration.



## SIFF Registration

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### Online Market Guest

Registered

Information confirmation

**Information editing/registration**

## Basic Information

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Change password

Basic information editor