

# Uploading Festival Screeners Using CineSend Requests

Last Modified on 11/12/2025 1:03 pm EST

This guide will walk you through the process of uploading your final export to CineSend Requests for screening at an NYU Festival.

## Delivery Specifications

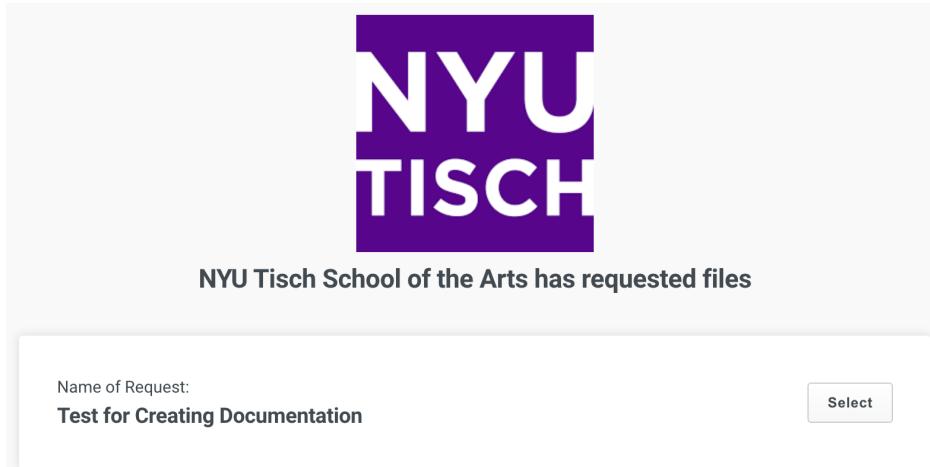
Before uploading your file, it is vital that you ensure it meets the [NYU Festival Delivery Specifications](#). If it doesn't, your file will be rejected and you'll have to resubmit.

## Upload Method #1: Aspera Connect

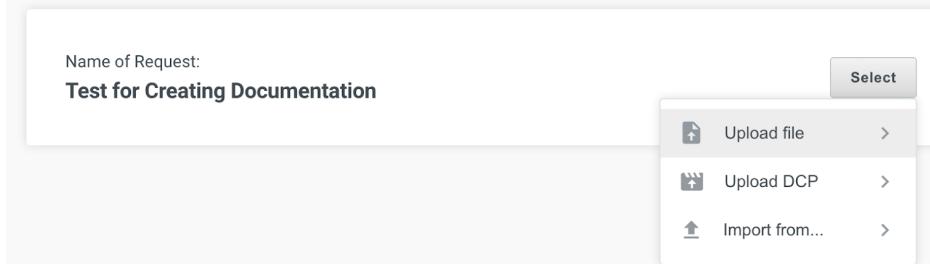
The first upload method available in CineSend Requests is Aspera Connect. This is the preferred method, as it provides faster speeds and more reliable file transfers.

To upload your screener using Aspera Connect:

1. Follow the unique upload link in the email you received from the NYU Festivals group.
2. Click on the **Select** button.

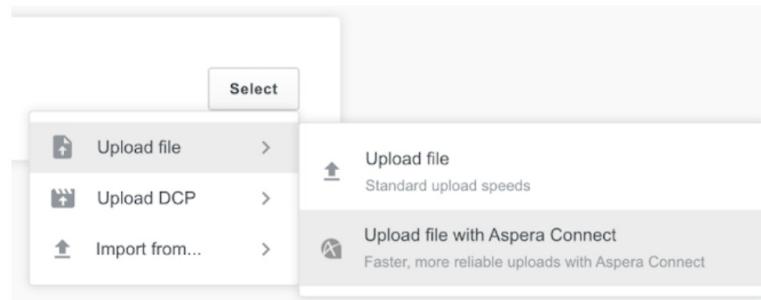


3. Click on *Upload file* or *Upload DCP*, depending on which type of export you want to upload.



4. Choose *Upload file* with Aspera Connect or *Upload with Aspera Connect*, depending on what type of file you're

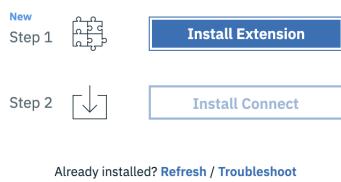
uploading.



5. If you aren't working on a computer that already has Aspera Connect, you'll see a *Required Steps* pop-up prompting you to install the Aspera Connect browser extension and desktop application.

### Required Steps

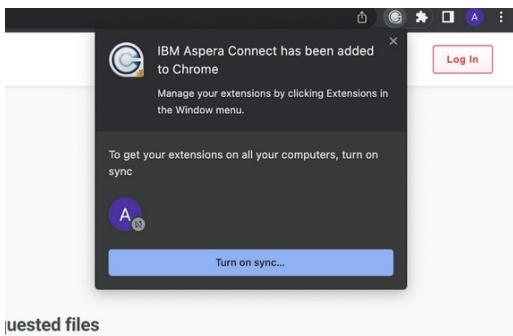
To enable Aspera uploads and downloads, you need to install or upgrade to IBM Aspera Connect 3.11.2.



- a. Click on the *install Extension* button to install the browser plugin.
- b. You will be directed to your browser's web store for the extension IBM Aspera Connect. Follow the steps there to install the extension (will vary from browser to browser).



- c. Once you have installed Aspera Connect, you will be directed back to the CineSend page with a confirmation of the installation.



6. Repeat steps 2-4 to relaunch the *Required Steps* pop-up. You should now see a checkmark next to Step 1 if the extension is successfully installed. Click on the *Install Connect* button to proceed with installing the desktop application.

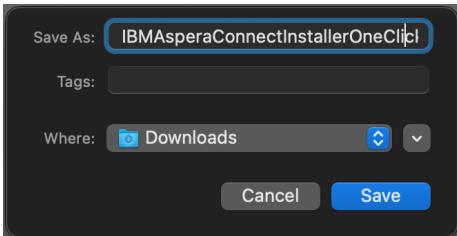
## Required Steps

To enable Aspera uploads and downloads, you need to install or upgrade to IBM Aspera Connect 3.11.2.

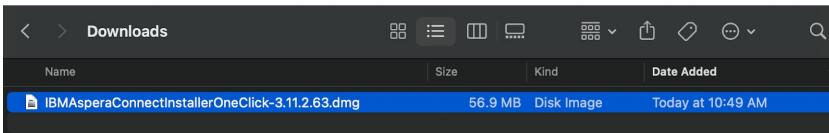


Already installed? [Refresh](#) / [Troubleshoot](#)

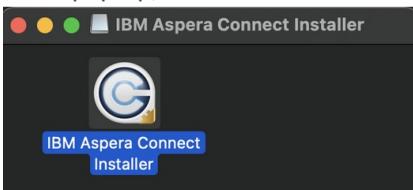
- Save the installer to your desired location on your computer.



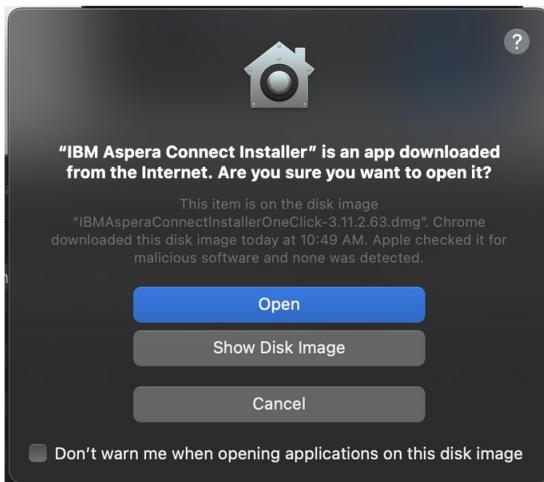
- Double click on the downloaded installer.



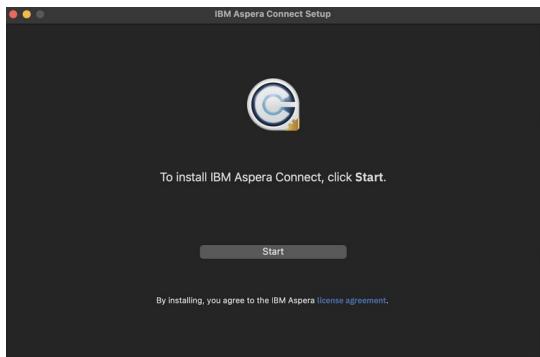
- In the pop-up, double click on the installer application.



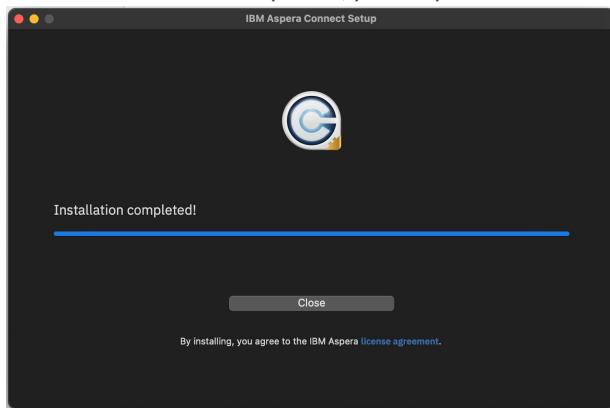
- Click on the *Open* button if your device requests permission.



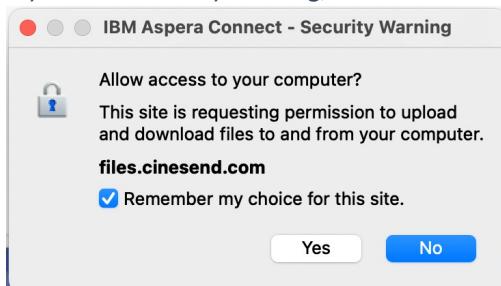
- You will see a setup window. Click on the *Start* button.



f. Once installation is completed, you may click on the Close button.

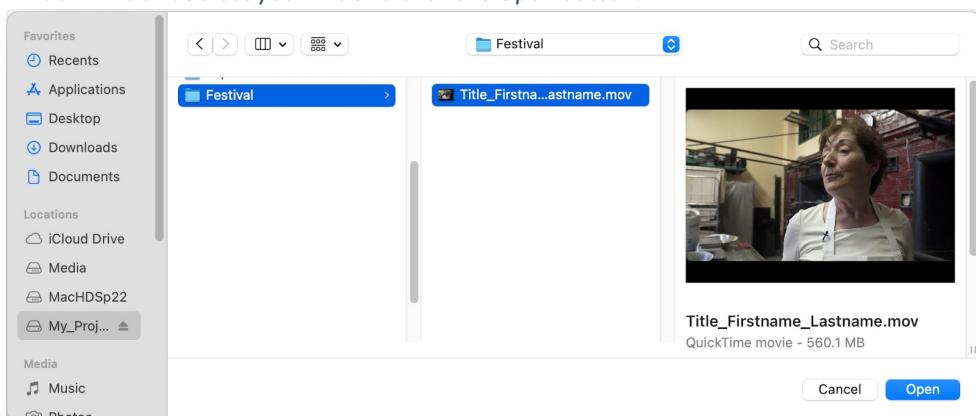


g. If you see a security warning, click on the Yes button to allow Aspera Connect access to your files.



7. Return to the CineSend page in your browser.

8. Repeat steps 2-4. Instead of the *Required Steps* pop-up, you should now be prompted to select your file from a Finder window. Select your file and click the *Open* button.



9. The upload will begin. You can view the upload progress in the Active Upload bar.

Name of Request:  
**Test for Creating Documentation**

Active Uploads (1)

**Title\_Firstname\_Lastname.mov**

Transferring - 71.45 MB / 534.15 MB - 13% Will be finished in a few seconds...

10. Once your upload is completed, a checkmark will appear next to the file name.

Provided Files (1)

**Title\_Firstname\_Lastname.mov** (534.15 MB) February 10, 2023 11:32 AM

## Upload Method #2: Quick Upload

The second upload method available in CineSend Requests is to upload your file using a standard file transfer method, similar to Google Drive. This method is less reliable and will take longer, but can be workable for smaller file sizes.

1. Follow the unique upload link in the email you received from the NYU Festivals group.
2. Click on the **Select** button.

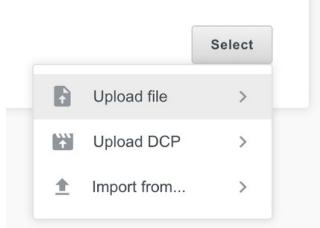


NYU Tisch School of the Arts has requested files

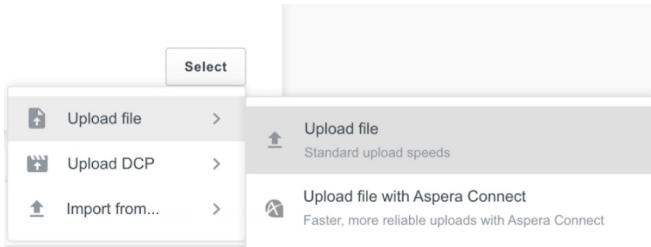
Name of Request:  
**Test for Creating Documentation**

Select

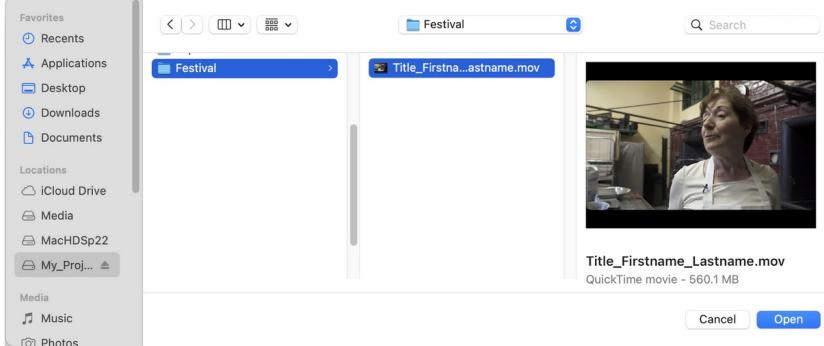
3. Click on **Upload file** or **Upload DCP**, depending on which type of export you want to upload.



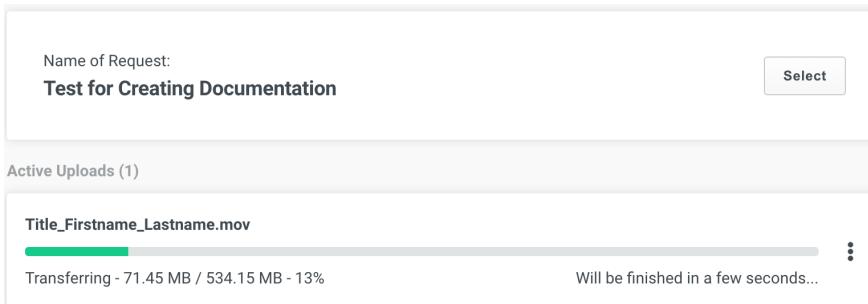
4. Choose **Upload file** or **Upload DCP**, depending on the type of file you're uploading



5. A Finder window will pop up. Select your file and click the **Open** button.



6. The upload will begin. You can view the upload progress in the Active uploads bar.



7. Once your upload is completed, a checkmark will appear next to the file name.

