

## Account creation FMM Transfers

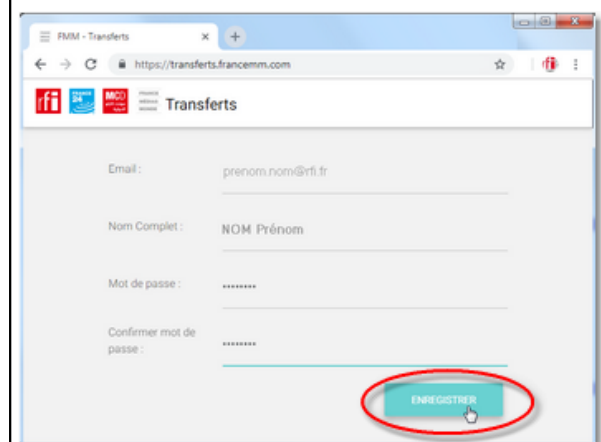
The creation of the account is done by invitation from FMM (RFI and MCD).

To register and create an account on the platform, click on the link in the body of mail.



An account creation page opens in the web browser. Fill in the fields, then save.

WARNING, the name filled will be taken back by the application like name of author at the time of next uses.

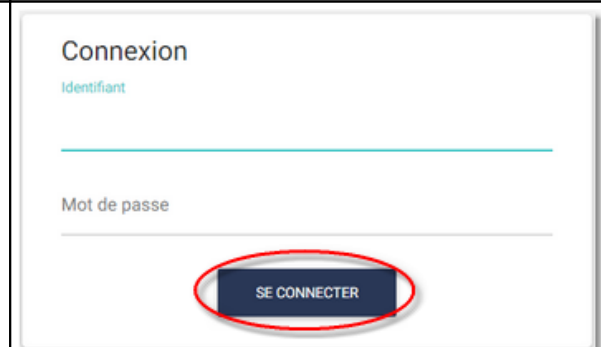


A login window opens. Fill it out with the following information:

Identifiant: **Your email**

Mot de passe: the value previously defined

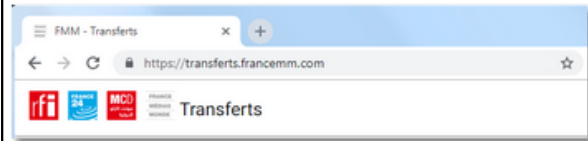
Click on "SE CONNECTER".



## Send your sounds to your RFI or MCD writing by FMM Transfers

### 1. Connect to the Internet at the following address

<https://transferts.francemm.com>



### 2. Log in

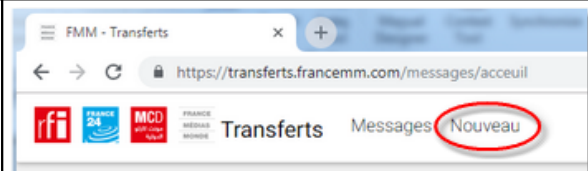
Identifiant: **Your email**

Mot de passe: the value defined during registration



### 3. Click on "NOUVEAU" to send one or more sounds.

NB: in the "Messages" tab you can consult the history of your last mailings.



### 4. choice of sending type (what and how to send it)

**(1)** Contenu divers: Use when you want to send several sounds simultaneously and any other type of file.

**(2)** Son pour CoEd: To submit with CoEd ID (sent by the editors) for a single sound.



## 5.1 Contenu divers:

**(1)** Drag and drop all the files to attach to the shipment.

Clicking in the field opens a dialog box to select the files on the computer.

**(2)** Click on the "Envoyer à" field to choose the recipient (s) in the closed list (see below 5.1.1)

**(3)** Objet du message - *mandatory* -

**(4)** Auteur: Account holder default but editable.

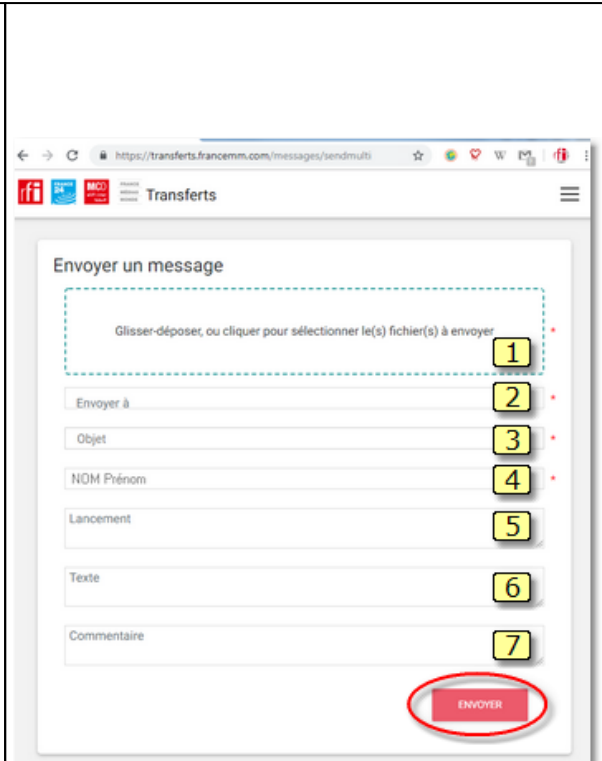
**(5)** Lancement - *optional* -

**(6)** Texte - *optional* -

**(7)** Commentaire - *optional* -

Fields 5, 6 and 7 go back to CoEd for audio files.

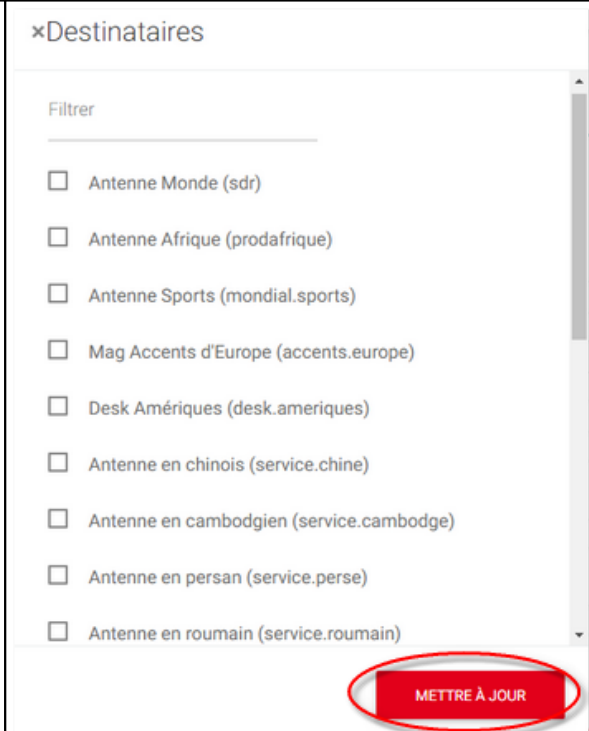
Once the fields are filled, click on "ENVOYER". The email reappears in "MESSAGES" and the recipient (s) is/are alerted.



### 5.1.1 "Envoyer à"

It is possible to select multiple recipients by checking several boxes. The list of recipients is a closed list managed by administrators.

Click on "METTRE A JOUR" to see the recipient (s) in the mailing form.



## 5.2 Son pour COED:

**WARNING : ONE sound per submission**

(1) Clicking in this field opens a dialog to select the audio file on the computer.

(2) Click on the "Send to" field to choose the recipient from the closed list (see below 5.2.1)

(3) Référence: Copy and paste the CoEd (ID) code sent by the editor. - mandatory-

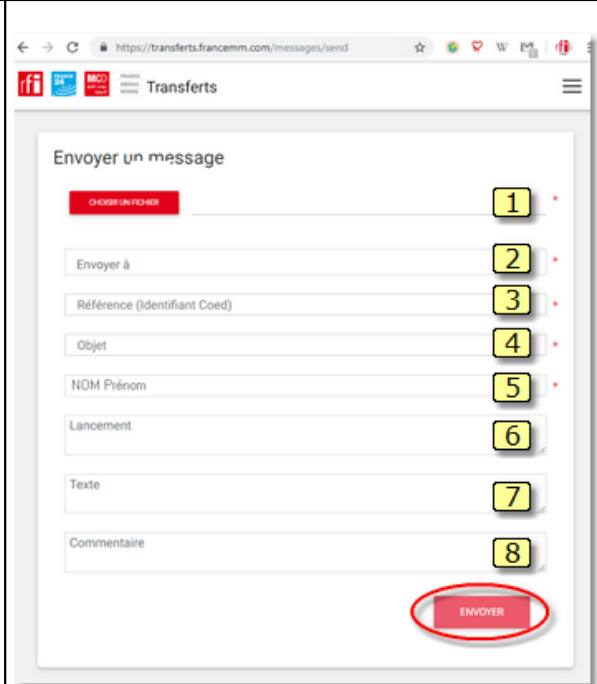
(4) Objet du message. - mandatory -

(5) Auteur: Account holder default but editable. -mandatory-

(6) Lancement - *optional* -

(7) Texte - *optional* -

(8) Commentaire - *optional* -



### 5.2.1 "Envoyer à"

Check ONE and only one recipient in the list. The list of recipients is a closed list managed by administrators.

Click on "METTRE A JOUR" to see the recipient in the mailing form.

