The Long Way Home

Follow-along guide for the FilmBase Getting Started series

This guide has every name, number, date and setting typed or picked in the ten Getting Started episodes, so your copy of *The Long Way Home* matches the one in the videos. Every kind of step is shown on camera once. When a step has to be repeated many times, such as tagging the rest of the script or adding the rest of the cast, the video shows a pause card: we did the rest, and you pause the video and add yours. Everything you add at a pause card is in this guide.

Each episode's section follows the order of the video. Sections marked PAUSE list what you add while the video is paused. Values to type are shown `like this`. Everything in this production is invented: the people, the companies, the addresses and the email addresses.

What is in the pack

File	Used in
`The Long Way Home.fdx`	Episode 2: the screenplay you import.
`Photos/Cast` and `Photos/Crew`	Episode 1 (your profile photo, optional) and episode 6 (contact photos). Each file is named after the person and their character or role, for example `Photos/Cast/Naomi Castellanos–Tess.jpg`.
`Documents/Invoice – Copper Bend Classic Campers.pdf` `Documents/Payment confirmation.pdf`	Episode 9: the invoice and proof of payment for the camper van deposit.
`Logo/Long Way Home Productions logo.png`	Episode 10: the production company logo for report headers.

Before you start

- Dates in this guide are written the US way (Dec 3, 2026), and amounts are in US dollars. Episode 1 sets the project's region to United States so yours match.
- The series schedules the shoot in December 2026. If you follow along later, you can keep the same dates. Forecasts only reach 8 days ahead, so in episode 8 we type Day 1's weather in by hand; you can do the same, or click Fetch the forecast once the day is within 8 days.
- Episode 3 has the longest pause in the series: tagging the rest of the script takes a while. Accepting the auto-tag suggestions from episode 2 saves most of the typing.

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EPISODE 1 Your First Project

Create the project and set its region.

New project

Project name	`The Long Way Home`
Description	Leave empty.
Location	Leave as it is.
Password-protect this project	We switch it on to show the fields, then switch it off again before clicking **Create project**. Episode 10 sets the password.

Tour and Help

- The guided tour opens with the project: we click **Next** twice, then **Skip tour**. Close the **Get started** panel with its cross or Escape.
- In Help, we search for `hold`.

Your profile

The account in the videos belongs to the production's producer. Use your own details, or these if you want the account menu to match.

Name	`Imogen Achterberg`
Role	`Producer`
Email	`imogen.achterberg@example.com`
Photo	`Photos/Crew/Imogen Achterberg–Producer.jpg`

Account menu and Settings

- Account menu (the avatar): we click **Light**, then **Dark**. The videos use the dark theme in English.
- Account menu > **Settings** > Project > **Region and format**: open the **Region** list and pick **United States**, even if it already shows it. The project then uses US dollars and US dates, which the rest of the series assumes. Press Escape to close Settings.

EPISODE 2 Import and Break Down Your Script

Import the screenplay, tag scenes 1 and 14, and promote three elements.

Import

- Script > **Import script** > **Select file**: `The Long Way Home.fdx`. The dialog shows 25 scenes, 9 characters and 15 locations. Leave **Create breakdown strips** and **Import scene elements** ticked.
- On the **Locations** tab, tick **CAMPER VAN** and **CAMPER VAN - MOVING** and click **Merge** to see how it works, then click **Undo merge**. Keep the two names separate: episode 8 assigns them by name.
- Click **Import 25 scenes**.

Scene 1, tagged by hand

Highlight	Category	Then
`GARDEN GNOME`	Props	Promote to element (at the end of the episode).
`bowling bag`	Props	
`camper van` (in "the shape of a camper van")	Vehicles	Rename the tag `Beverly`, then promote it to an element.

Scene 14, auto-tagged

Run auto-tagging on **Current scene**. The suggestions can vary slightly from the video.

Suggestion	What we do
`watermelons`	Accept. It goes onto Props.
`GOOSE`	Accept. It goes onto Animals. Then promote it to an element.
`Milo's` (suggested as an animal)	Dismiss.
`hay bale`	Right-click > Change category > **Set dressing**, then accept.
`Thunder`	Drag onto the **Sound** card.

Then set the scope to **All scenes** and run auto-tagging again. Leave its suggestions waiting: episode 3 uses them.

If your scene 14 has no GOOSE chip, tag `GOOSE` by hand as Animals. If there is no Thunder chip, drag `RAIN` onto Sound instead.

Promote to element

Right-click each chip > **Promote to element**: **Beverly** and **GARDEN GNOME** in scene 1, and **GOOSE** in scene 14.

EPISODE 3 Elements and the Magic Sheet

Finish the breakdown, set story days, and give Beverly a daily rate.

Finishing the breakdown

- Scene 14: in the suggestions panel, accept `RAIN`. It goes onto Special Effects.
- Scene 2: turn on tagging mode, highlight `van` in "Behind them Dot loads the van" and pick **Vehicles**. Click the chip, type `Beverly` and press Return. Right-click it > **Promote to element**. Because an element called Beverly already exists, the tag is linked to it instead of making a second one.

PAUSE At the pause card: tag the rest of the script

Tag scenes 2 to 25 with tagging mode or the auto-tag suggestions. Use these categories and spell the names exactly as shown: tag names become element names, and later episodes use them. Where a suggestion has different wording, accept it, then click the chip and type the name from this list.

For Beverly, GOOSE and GARDEN GNOME, tag the item in each scene, rename the chip to match if needed, and right-click > **Promote to element**. Each one links to the element that already exists.

Category	Name	Scenes
Vehicles	`Beverly`	3, 4, 5, 7, 8, 12 to 20, 24 (1 and 2 are done on camera). Tag the "camper van" or "van" text, rename the chip Beverly, then Promote.
Vehicles	`Duarte's tow truck`	7, 8, 12
Vehicles	`Sheriff's cruiser`	15
Vehicles	`Tess's hatchback`	20, 25
Vehicles	`Rowboat`	21
Vehicles	`School bus`	4
Vehicles	`Tractor`	13
Animals	`GOOSE`	15, 16, 17, 19, 20, 22 (14 is done in episode 2). Promote each one.
Animals	`Biscuit` (the dog)	18, 21, 22, 25
Stunts	`Milo's stunt double`	14, 22
Background Actors	`Diner regulars`	6, 10
Background Actors	`Little League team`	10
Background Actors	`Motel guests`	9
Background Actors	`Market shoppers`	14
Background Actors	`Brass band`	14
Background Actors	`Market stallholders`	14
Background Actors	`School bus driver`	4
Background Actors	`Tractor farmer`	13
Special Effects	`RAIN`	14 only, accepted on camera. The Magic Sheet step later adds 15 and 16.
Special Effects	`Radiator steam`	7
Special Effects	`Exhaust smoke`	3
Special Effects	`Lake mist`	21, 22, 25

Category	Name	Scenes
Special Effects	`Neon sign`	11
Visual Effects	`Geese in a V`	22
Visual Effects	`Goose in the final photo`	25

Props, wardrobe, set dressing and makeup by scene

Tag these with the names shown, in Props, Wardrobe, Set Dressing and Makeup/Hair. Two names repeat on purpose so each stays one item: `GARDEN GNOME` in 6, 9, 13, 18, 21, 24 and 25 (promote each one; it links to the GARDEN GNOME element from episode 2), and `Polaroid camera` in 4, 6, 11, 22 and 25. Scene 5 has none.

#	Props	Wardrobe, set dressing and makeup/hair
1	`GARDEN GNOME` and `bowling bag` (episode 2), `YOUR MOVE, GUS index card`, `Trash bags`	Set Dressing: `Labeled boxes`, `Dust sheet over the van`
2	`Thermos`, `Envelope of cash`, `Skateboard`, `Headphones`, `Picnic hamper`, `Sleeping bags`	Wardrobe: `Milo's Soggy Biscuits T-shirt`
3	`Keys on rubber duck keychain`	Wardrobe: `Dot's driving gloves`
4	`Walt's annotated road map`, `Polaroid camera`, `Film packs`, `Polaroid of Dot`	
6	`Peach pie`, `Coffee pot`, `Menus`, `GARDEN GNOME`, `Polaroid camera`	Wardrobe: `Bernie's waitress uniform`
7	`Phone`	Wardrobe: `Benny's coveralls`
8	`Work light`, `1989 Polaroid`, `Corkboard of Polaroids`	
9	`Room 6 key`, `Register`, `GARDEN GNOME`	Wardrobe: `Wendell's vest and name badge`
10	`Peach pie`, `Coffee`, `Milo's Polaroids`	
11	`Hot chocolates`, `Polaroid camera`, `Black Polaroid`	Wardrobe: `Dot's quilted robe and slippers`, `Milo's hooded sweatshirt`
12	`Cash`, `1989 Polaroid`, `Keys`, `Polaroid of Benny`	
13	`GARDEN GNOME`	
14	`watermelons` (episode 2), `Keys`, `Eggs`, `Honey`, `Pies`, `Apple crates`, `Breakaway pumpkins`	Wardrobe: `Dot's yellow rain poncho`, `Marjorie's apron and visor`. Set Dressing: `hay bale` (episode 2)
15	`Ticket book`, `Warning slip`, `Learner's permit`, `Registration`	Wardrobe: `Deputy uniform with hat rain cover`, `Dot's yellow rain poncho`
16	`Phone`, `Road map`	
17	`WALT'S DRIVING MIX cassette`	
18	`Note on the door`, `Phone light`, `GARDEN GNOME`	Set Dressing: `FENWICK sign`
19	`Patchwork quilt`, `Fairy lights`, `Sleeping bags`	Wardrobe: `Milo's pajama pants`
20	`Blanket`	Wardrobe: `Tess's work clothes`
21	`GARDEN GNOME`, `1989 Polaroid`	Wardrobe: `Gus's red cap`
22	`Polaroid camera`	Wardrobe: `Wet Soggy Biscuits T-shirt`

#	Props	Wardrobe, set dressing and makeup/hair
23	`Shoebox of Polaroids`, `Thermos`, `Coffee`	Wardrobe: `Gus's red-and-black flannel shirt` (Milo wears it). Makeup/Hair: `Milo's wet hair`
24	`GARDEN GNOME`, `YOUR MOVE, DOT index card`, `Sleeping bags`	
25	`Polaroid camera`, `Final group Polaroid`, `Thermos`, `GARDEN GNOME`	

Leave any other auto-tag suggestions waiting in the panel.

PAUSE At the pause card: promote these to elements

Right-click each chip > **Promote to element**: **Duarte's tow truck**, **Sheriff's cruiser**, **Tess's hatchback**, **Rowboat**, **Biscuit**, **Milo's stunt double**, **Market shoppers**, **Brass band** and **Polaroid camera**. Promote each tag once; the same name in its other scenes counts towards the same element. Leave RAIN as a tag: we promote it from the Magic Sheet later in the episode.

Story days

Click **Set story day** under the scene heading, type the number and press Return. On camera: scene 1 is `1` and scene 2 is `2`.

PAUSE At the pause card: the rest of the story days

Scenes	Story day
3 to 11	`2`
12 to 20	`3`
21 to 25	`4`

Magic Sheet

- Categories menu > **None**, then tick **Cast Members**. Type `20–25` into the filter box.
- Tick cast in scenes where they have no lines: GUS in 22 and 25, DOT in 20 and 22, MILO in 20.

PAUSE At the pause card: DOT in 8 and 18

Clear the filter and tick DOT in scenes 8 and 18.

Magic Sheet, continued

- Categories menu > **Select all**. On the RAIN row (Special Effects), press on the empty cell for scene 15 and drag to 16, so all three rain scenes tick.
- Switch **Scenes / Story days** to Story days to see the four days, then back to Scenes.
- Right-click the RAIN row > **Promote to element**.

Elements page

- Click **GOOSE** and rename it `The Colonel (goose)`.
- Click **Beverly** and fill in the fields below, then click **Save changes**.

Description `1970s camper van, mint and cream, pop-top roof`
Quantity `2`
Status In progress
Rate `350`, unit **Day**

Characters

- DOT > **Connect an element**: search `Bev`, pick Beverly, Link as **Drives**, then **Link** and **Done**.
- We select DEPUTY PIKE and MARJORIE to show **Merge 2 characters…**, then click **Cancel**. Don't merge them.
- MILO > **Wardrobe**: add `Soggy Biscuits band T-shirt`. Worn on **By story day**: Day 2 and Day 3.

EPISODE 4 The Stripboard and the Optimizer

Set the number of shoot days, optimize, and arrange the board.

Settings

Settings > Global > **Stripboard**: leave Style on **Card** and Color mode on **By location**. Under the strip columns, switch **Synopsis** off and leave **Story day** on.

Shoot days and the optimizer

- Shoot days: click the shoot days button on the stripboard toolbar. On the Production schedule, type `8` in the shoot days box and press Return.
- Optimize: Priority **Locations**, **Keep day/night separate** off, solve time **Smart**. Click **Optimize schedule**, then **Done**.

Hand edits

- Drag scene 1 into the day with scenes 2 and 3, then right-click > **Lock to day**.
- Right-click the last Dot's House scene on that day > **Add company move**: Destination `Highway 9`, Estimated time `45` minutes.
- Scene 5: **Move to boneyard**, then **Boneyard** > right-click > **Restore to stripboard**.

Scenarios

Click **+** > **Create new scenario**. Right-click the new tab > **Rename** and type `Locations first`. Then click the **Master** tab: the day plan below goes on Master.

PAUSE At the pause card: our day plan

On the Master scenario, drag the strips into these days, in this order. The farmers' market is Day 1 for now on purpose: episode 5 moves that day onto a Saturday, and the day you drag keeps its scenes.

Day	Scenes, in order	Notes
1	14, 15, 16	The farmers' market and County Road 12.
2	2, 3, 1, company move, 7	Scene 1 is already locked. The company move to Highway 9 sits between scene 1 and scene 7.
3	6, 10, 12, 8	
4	4, 9, 11	
5	17, 18, 19, 20	
6	13, 5	
7	21, 22	
8	25, 23, 24	

Page totals on the day markers come from FilmBase's own pagination, 16 6/8 pages in all.

Locking a day

Click the first strip of a day, Shift-click its last strip, then right-click > **Lock to day**. On camera we lock Day 1: scene 14, Shift-click scene 16.

PAUSE At the pause: lock the other days

Lock Days 2 to 8 the same way, so all eight days are locked. Scene 1 is already locked.

EPISODE 5 The Production Schedule

Put the shoot on real dates, with prep, a rehearsal, a day off, a wrap day and post.

Main lane (Timeline view > pencil)

Lane name	`Main Unit` (Type stays **Shoot**)
Start date	Nov 30, 2026
End date	Dec 12, 2026
Shoots on	Monday to Friday (the default)
Production region	Leave empty.

Calendar view (December 2026), in this order

Step	Do this	Result
1	Paint **Prep** on Nov 30 and Dec 1.	The shoot days move to Dec 2 to 11.
2	Drag the **Shoot 1** pill from Wed Dec 2 to Sat Dec 5.	Dec 5 becomes the market day, Shoot 3. Dec 2 becomes Off.
3	Paint **Rehearsal** on Dec 2.	
4	Paint **Wrap** on Sat Dec 12.	
5	Open Dec 2 and tick **DOT** and **MILO** under **Called**.	Their rehearsal day.
6	Open Shoot 1 on Dec 3: Call `07:00`, Wrap `19:00`.	Day 1's call time, used on the call sheet in episode 8.

The finished calendar: Nov 30 and Dec 1 Prep, Dec 2 Rehearsal, Dec 3 Shoot 1 (scenes 2, 3, 1, 7), Dec 4 Shoot 2, Dec 5 Shoot 3 (the market: 14, 15, 16), Dec 6 Off, Dec 7 to 11 Shoot 4 to 8, Dec 12 Wrap.

We also show holding Option while dragging Shoot 4 to Dec 8, then press Escape before letting go, so nothing changes.

Post lane (Timeline view > Add lane)

Type	**Post**
Lane name	`Post`
Start date	Dec 14, 2026
End date	Jan 15, 2027
Milestone	Paint **Picture lock** on Fri Jan 8, 2027 (Calendar view, January 2027).

EPISODE 6 Cast, Crew and Day out of Days

Add the cast and crew with their rates, then read and paint the Day out of Days.

Add each person with Cast & crew > Contacts > **Add contact**. Email addresses follow `first.last@example.com`, for example `constance.ferreira@example.com`. Phone numbers in the video are invented `(555) 014-` numbers; any number works. Add each photo with the photo circle on the contact: cast photos are in `Photos/Cast`, crew photos in `Photos/Crew`.

Naomi Castellanos

Contact type	**Cast**
Name	First `Naomi`, Last `Castellanos`
Email, phone	`naomi.castellanos@example.com`, `(555) 014-2203`
Photo	`Photos/Cast/Naomi Castellanos-Tess.jpg`
Cast details	Search `Tess`, click **TESS**. Tier per role **Supporting**.
Rates	Work day `450`, Hold day `225`, Fitting `120`. Rehearsal stays empty.
Home region	Leave empty, for everyone: nobody in this production has a per diem.

Click **Finalize contact**.

PAUSE At pause card 1: the rest of the cast

Contact type **Cast**. Under Cast details, search for the character and click it, then set **Tier per role**. Under Rates, fill in the **Daily rates**. Blank rates stay empty. Dot and Milo are the only two with a Rehearsal rate.

Actor	Character	Tier	Work day	Hold day	Rehearsal	Fitting	Photo (Photos/Cast)
Constance Ferreira	DOT	Lead	650	325	325	150	Constance Ferreira-Dot.jpg
Ezra Lindgren	MILO	Lead	650	325	325	150	Ezra Lindgren-Milo.jpg
Frank Tolliver	GUS	Day Player	400				Frank Tolliver-Gus.jpg
Teo Ibarrola	BENNY	Day Player	350				Teo Ibarrola-Benny.jpg
Patrice Oduya	BERNIE	Day Player	350				Patrice Oduya-Bernie.jpg
Caleb Sorensen	WENDELL	Day Player	300				Caleb Sorensen-Wendell.jpg
Monique Ashford	DEPUTY PIKE	Day Player	300				Monique Ashford-Deputy Pike.jpg
Gwen Halloran	MARJORIE	Day Player	300				Gwen Halloran-Marjorie.jpg

Sione Tupou

Contact type	**Crew** and **Driver** on
Name	First `Sione`, Last `Tupou`
Email, phone	`sione.tupou@example.com`, `(555) 014-3316`
Photo	`Photos/Crew/Sione Tupou-Driver.jpg`
Role	Type `Cast Van Driver` into **Search or type to add role...** (it isn't one of the suggestions) and click **Create role "Cast Van Driver"**.

Department In the panel that opens, type `Transport` into **Or create new department...**, click the **+** beside it, then click the tick.

Rates Work day `300`

Click **Finalize contact**.

PAUSE At pause card 2: the rest of the crew

Contact type **Crew**. Under Role & department, type the role and pick it from the suggestions, which fill in its department too. Two roles aren't suggested: for **Transport Captain** and **Assistant Animal Wrangler**, click **Create role** and pick the department shown (it already exists by then). Switch on **Driver** where marked: it puts the person on the Drivers page in episode 8. Rates are the Work day rate only.

Name	Role	Department	Work day	Driver	Photo (Photos/Crew)
Imogen Achterberg	Producer	Production			Imogen Achterberg-Producer.jpg
Tomás Echeverría	Director	Direction			Tomás Echeverría-Director.jpg
Grace Whitlock	1st Assistant Director	Direction	450		Grace Whitlock-First Assistant Director.jpg
Darnell Fisk	2nd Assistant Director	Direction	350		Darnell Fisk-Second Assistant Director.jpg
Ji-woo Han	Director of Photography	Camera	600		Ji-woo Han-Director of Photography.jpg
Beatrix Folau	Production Designer	Art	450		Beatrix Folau-Production Designer.jpg
Ollie Brandt	Gaffer	Lighting	450		Ollie Brandt-Gaffer.jpg
Hector Villanueva	Key Grip	Grip	400		Hector Villanueva-Key Grip.jpg
Ingrid Solberg	Production Sound Mixer	Sound	450		Ingrid Solberg-Production Sound Mixer.jpg
Tariq Haddad	Boom Operator	Sound	350		Tariq Haddad-Boom Operator.jpg
Lucía Ferraro	Key Makeup Artist	Makeup	375		Lucía Ferraro-Makeup and Hair.jpg
Wren Takahashi	Costume Designer	Costume	400		Wren Takahashi-Costume Designer.jpg
Cormac Delaney	Location Manager	Locations	375		Cormac Delaney-Location Manager.jpg
Rosa Pietrangeli	Transport Captain	Transport	350		Rosa Pietrangeli-Transport Captain.jpg
Andre Lemaire	Picture Car Coordinator	Transport	350	**On**	Andre Lemaire-Picture Car Coordinator.jpg
Kristy Malone	Driver	Transport	300	**On**	Kristy Malone-Driver.jpg
Della Hutchins	Animal Wrangler	Animals	400		Della Hutchins-Animal Wrangler.jpg
Benji Okoro	Assistant Animal Wrangler	Animals	300		Benji Okoro-Assistant Animal Wrangler.jpg
Viktor Hale	Stunt Coordinator	Stunts	600		Viktor Hale-Stunt Coordinator.jpg
Glen Ostrander	Special Effects Supervisor	Special Effects	450		Glen Ostrander-Special Effects Supervisor.jpg
Amara Lind	Drone Operator	Camera	500		Amara Lind-Drone Pilot.jpg

Kristy Malone's Driver suggestion goes into the Transport department created for Sione Tupou.

Pickup place

Click **Constance Ferreira**. Under **Pickup places**, click **Add place**: Name `Pellham Falls Inn`, Address `210 Lakeview Road, Pellham Falls`. Click **Save**. Episode 8 picks it for her pickup.

PAUSE At the pause: Ezra Lindgren's pickup place

Add the same place to **Ezra Lindgren**: Name `Pellham Falls Inn`, Address `210 Lakeview Road, Pellham Falls`. Leave everyone else without one.

Day out of Days

- **Hold rules**: leave them on their defaults (auto-paint hold days on, hold weekends inside a gap on, Lead and Supporting tiers ticked).
- Paint **Fitting (F)** on TESS's cell for Dec 1.
- Category **Crew**: right-click Ollie Brandt > **Fill prep week (before first shoot)**.
- Right-click Rosa Pietrangeli > **Fill wrap day (after last shoot)**.
- We paint **Off (O)** on Ollie Brandt's Dec 4 to show the "Overwrite shoot day?" warning, then click **Cancel**, so nothing changes.
- Category **Stunts**, then **Animals**, then **All**: these only change the view.

PAUSE At the pause: prep week and wrap day

- Category **Crew**: right-click every other crew member > **Fill prep week (before first shoot)**, so the whole crew has a prep week.
- Right-click **Andre Lemaire**, **Kristy Malone** and **Sione Tupou** > **Fill wrap day (after last shoot)**. With Rosa, all four Transport crew work the wrap day.

EPISODE 7 Budgeting from the Schedule

Build the budget from a template and connect it to the schedule.

Where	What we enter
Start from a template	Film > **Short Film** > **Use template**.
Cast (1300) > Add cast...	Tick all nine cast members > **Add to budget**.
Template placeholders	Click **Lead Cast**, Shift-click **Extras** and press Cmd+Backspace to delete them.
Camera Package (2100 Equipment)	Rate `450`. In the inspector, link the global **Main Unit Shoot Days** (8). The line comes to $3,600.
Catering & Craft (2400 Transport & Catering)	Rate `1200`. Quantity stays 1, with no global. The line comes to $1,200. Episode 9 logs an expense against it.
Settings > Fringes > Add fringe	Name `Payroll tax`, Rate `7.65`, Cutoff empty, **Statutory deduction** ticked. **Save**.
TESS and DOT cast lines	Select the parent line. Under Applied fringes, tick **Payroll tax**.

PAUSE At the pause: Payroll tax on the rest of the cast

Tick **Payroll tax** under Applied fringes on the other seven cast parent lines: BENNY, BERNIE, DEPUTY PIKE, GUS, MARJORIE, MILO and WENDELL. All nine cast lines then show the fringe badge.

Then

Where	What we enter
Transport & Catering (2400) > Import elements...	Tick **Beverly** > **Import 1 element**.
Production schedule, shoot days box	Type `9` to see the Camera Package go to $4,050, then `8` to put it back to $3,600.

EPISODE 8 Call Sheets, Sides and Transport

Add the shooting locations, build Day 1's call sheet, and assign pickups.

Dot's House (Schedule > Locations > Add location)

Location name `Dot's House`

Address `14 Alder Street, Pellham Falls`

Google maps link `https://www.google.com/maps/@41.7004,-73.9210,17z` (latitude 41.7004 and longitude -73.9210 fill in)

Nearest hospital Name `Pellham Falls Community Hospital`, address `12 Mercy Lane, Pellham Falls`

Click **Save location**, then **Add a cover image** on the card and pick `Photos/Locations/Dot's House.jpg`. Open **Unassigned** and drag **DOT'S GARAGE** and **DOT'S HOUSE - DRIVEWAY** onto the Dot's House card. We point at the chip tick boxes and the card's **Merge places…** menu, but don't merge anything.

PAUSE At the pause card: the other eight locations

Add each place with **Add location**. Paste the map link into **Google maps link**, and the latitude and longitude fill in. Give each card its photo from `Photos/Locations` with **Add a cover image**. Every location has the same nearest hospital: `Pellham Falls Community Hospital`, `12 Mercy Lane, Pellham Falls`. After saving, drag each script location from **Unassigned** onto its card, until Unassigned is empty.

Location name	Address	Map link	Script locations to drop on it
Blue Spoon Diner	210 Main St, Copper Bend	https://www.google.com/maps?q=41.7612,-73.9871	BLUE SPOON DINER
Duarte's Garage & Towing	48 Route 9W, Copper Bend	https://www.google.com/maps?q=41.7655,-73.9902	DUARTE'S GARAGE & TOWING
Starlite Motor Lodge	77 Route 9W, Copper Bend	https://www.google.com/maps?q=41.7701,-73.9935	STARLITE MOTOR LODGE - OFFICE, STARLITE MOTOR LODGE - PARKING LOT
Highway 9 Overlook	Storm King Hwy, Cornwall	https://www.google.com/maps?q=41.4290,-74.0005	HIGHWAY 9 - CLIFF ROAD, HIGHWAY 9 - SHOULDER
Millbrook Town Square	Franklin Ave, Millbrook	https://www.google.com/maps?q=41.7851,-73.6943	MILLBROOK TOWN SQUARE - FARMERS' MARKET
County Road 12	County Rd 12, Stanfordville	https://www.google.com/maps?q=41.8673,-73.7151	COUNTY ROAD 12
Lake Wendaway	Lake Rd, Pine Plains	https://www.google.com/maps?q=41.9806,-73.6562	LAKE WENDAWAY - GUS'S CABIN, LAKE WENDAWAY - DOCK, LAKE WENDAWAY - GUS'S CABIN - PORCH
Camper van process base	5 Industrial Way, Pellham Falls	https://www.google.com/maps?q=41.7102,-73.9301	CAMPER VAN, CAMPER VAN - MOVING

The coordinates are real places in the Hudson Valley, New York, so the weather and distances make sense. Leave the script locations separate; don't merge any chips.

Day 1 call sheet

- Call sheets > Day 1 (Thu, Dec 3) > **Fill from schedule** > **Autofill**. Crew call comes in as 7:00 AM from episode 5.
- In **Form** view, leave the parts list as it is: Walkie channels and Transport start unticked because they're empty. The button beside **Form** and **Page** hides the list when you want more room.
- Weather card: type **Conditions** Partly cloudy, **Low** 41, **High** 55, **Rain** 20. Forecasts come from MET Norway and only reach 8 days ahead; once Day 1 is within 8 days, **Fetch the forecast** replaces what you typed with the real forecast. It needs an internet connection.
- In **Page** view, change crew call to `6:30 AM`.
- Status **Prelim** > **Make final**.

- **Export**: **Call sheet + sides**, **Cast version** ticked, **A copy for each person** off.

Drivers

- Section **Vehicles** > **Add vehicle** adds a row: name it `Cast van`, Seats `8`. Add another: `Crew van`, `12`. Switch back to **Days**, Day 1.
- **By driver**: pick **Sione Tupou** from **Add a driver**, then in the **Vehicles** table below choose **Cast van** for him. Drag Constance Ferreira, Ezra Lindgren and Naomi Castellanos onto his lane.
- **Runs**: Constance Ferreira and Ezra Lindgren already show the Pellham Falls Inn (their only pickup place). Their pickup is 5:45 AM: on set by 6:15 AM for the 6:30 AM call, minus 30 minutes' travel. Type Naomi Castellanos's From as `88 Birch Lane, Pellham Falls`.
- **By driver**: pick **Kristy Malone** from **Add a driver** and give her the **Crew van**. Click **Plan route**. In Teo Ibarrola's row, paste `https://www.google.com/maps?q=41.6951,-73.9786` and click **Set**.

PAUSE At the pause: everyone else's map location

In the Plan route dialog, paste each link into the person's box and click **Set**. Passengers first, then the two drivers under **Drivers**.

Passenger	Map link
Imogen Achterberg	`https://www.google.com/maps?q=41.7580,-73.9790`
Tomás Echeverría	`https://www.google.com/maps?q=41.7522,-73.9705`
Grace Whitlock	`https://www.google.com/maps?q=41.6612,-73.9418`
Darnell Fisk	`https://www.google.com/maps?q=41.6668,-73.9512`
Ji-woo Han	`https://www.google.com/maps?q=41.7288,-73.9608`
Beatrix Folau	`https://www.google.com/maps?q=41.7331,-73.9552`
Cormac Delaney	`https://www.google.com/maps?q=41.6822,-73.8982`
Constance Ferreira (Pellham Falls Inn)	`https://www.google.com/maps?q=41.7182,-73.9046`
Ezra Lindgren (Pellham Falls Inn)	`https://www.google.com/maps?q=41.7182,-73.9046`
Naomi Castellanos (88 Birch Lane)	`https://www.google.com/maps?q=41.7066,-73.9404`

Driver (starts from)	Map link
Sione Tupou	`https://www.google.com/maps?q=41.7105,-73.9150`
Kristy Malone	`https://www.google.com/maps?q=41.6930,-73.8960`

Plan the routes

- With **Aim for** on **Least driving**, click **Plan routes**. Then switch **Aim for** to **Shortest rides**, click **Plan routes** again, then **Apply to run** and click **Done**.
- Back on **Call sheets**, Day 1: tick **Transport** in the parts list. The pickups print on the sheet (see them in **Page**). The status reads **Changed since final**; issue a revision from the status button before sending it again.

EPISODE 9 Actuals and the Payment Schedule

Log expenses with their paperwork, plan a payment, and add income.

The Catering & Craft line already has its $1,200 estimate from episode 7. The second expense below goes $200 over it.

Expenses (Budget > Actuals > Expenses, select the line > Add expense)

Click **Expenses** in the toolbar to open the expense panel, then select the line under Transport & Catering.

Field	Beverly	Catering & Craft
Description	`Camper van hire deposit`	`Day 1 catering`
Paid to	`Copper Bend Classic Campers`	`Pellham Falls Catering`
Amount	`800`	`1400`
Date	Nov 16, 2026	Dec 3, 2026
Status	**Paid**	**Invoiced**
Paid on / Due date	Paid on: Nov 16, 2026 (it fills with today; change it)	Due date: Dec 3, 2026
Category	Other (the default)	**Catering**
+ Invoice	`Documents/Invoice – Copper Bend Classic Campers.pdf`	
+ Proof of payment	`Documents/Payment confirmation.pdf`	

Payment schedule

Click **Week**, then **Today**. Right-click the **Camera Package** row in the week of Dec 7 > **Add expense**: Description `Camera package deposit`, Amount `3600`, Status **Pending**. Don't click **Mark paid** on the catering payment, or it moves to today's date.

Cashflow

- **Add source**: Name `Film fund grant`, Total planned `20000`, account code empty.
- Double-click the grant's cell in the week of Dec 7: Amount `10000`, status **Expected**, the date as filled in. Click **Add income**.

EPISODE 10 Exporting and Sharing

Export reports, add the company logo, protect the project, and hand it on.

Scheduling reports

Report	Settings we use
Scheduling > Shooting schedule	Preset **Shooting schedule (color)** and **(black and white)**, PDF or Excel. Shooting block **Main Unit**, script **The Long Way Home**. We cancel the dialog.
Scheduling > Day out of Days (DOOD)	Category **All**. We cancel the dialog.
Schedule > Production schedule > Export	PDF, Layout **Lanes**, **Shooting lanes only** off so the Post lane is included.

Production company logo

Settings > Project > **Region and format** > **Branding** > **Upload** beside **Production company logo**: pick `Logo/Long Way Home Productions logo.png`. It prints in the header of every report. Long Way Home Productions is an invented company, the one the episode 9 invoice is billed to.

More reports

Report	Settings we use
Financial > Budget top sheet	Export report.
Custom reports > Element usage by shoot day	Category **Vehicles** (Beverly is listed first).
Team hub > Export & share	**Exclude amounts** and **Redact contacts** switched on. We don't run it.

Project password

Settings > Project > **Security**: type a password of your own into **New password** and **Confirm new password**, then click **Set password**. The project stays password-protected at the end of the series, and it asks for the password whenever it opens, on this computer too. The password cannot be reset, and a project whose password is lost cannot be opened, so keep it somewhere safe. To change or remove it later, use the project's ⋯ menu on the Project Hub > **Project password**.

Project Hub and sharing

We open **Export project** from the project's ⋯ menu and cancel it, and point at **Share with team** without opening it (team sharing has its own in-depth tutorial). Nothing in the project changes.

EPISODE 11 Connect Your Own AI

Connect an AI app you already use, ask it about the project, hand it one small job, and undo it.

Before you start

You need an AI app that supports the Model Context Protocol (MCP) on the same computer. We use Claude Desktop. FilmBase must be open with the project, and your plan or free trial must be active. The project password from episode 10 is asked for when the project opens.

Turning it on

Settings > Global > **AI connection**: turn on **AI connection**. Leave **Allow changes** and **Include bank and ID details** off for now. Under **Set up your AI app**, click **Copy** beside **Claude Desktop settings**. In Claude Desktop: Settings > Developer > **Edit Config**, paste the block (inside the existing MCP servers section if there is one), save, then quit and reopen Claude Desktop.

The question and the job we use

Step	What we type in Claude Desktop
Ask a question (read only)	*In FilmBase, which scenes are we shooting on Day 1, and where are they set?* Check the answer on Schedule > Stripboards: Day 1 is Thu Dec 3, scenes 2, 3, 1 and 7.
Hand over a job (turn on **Allow changes** first)	*In the FilmBase budget, add two lines under Equipment: Drone hire, 2 days at 400 dollars a day, and Walkie-talkies, 8 days at 25 dollars a day. Do it as one job.* The lines appear on Budget > Detailed budget: $800 and $200.
Undo it	Settings > **AI connection** > **Latest change** > **Undo**. Both lines go in one step, and the budget is back as it was.

An AI app's answers vary from run to run, so yours may be worded differently. When you finish, turn **Allow changes** off again. FilmBase sends nothing itself; your AI app sends what it reads to its provider.