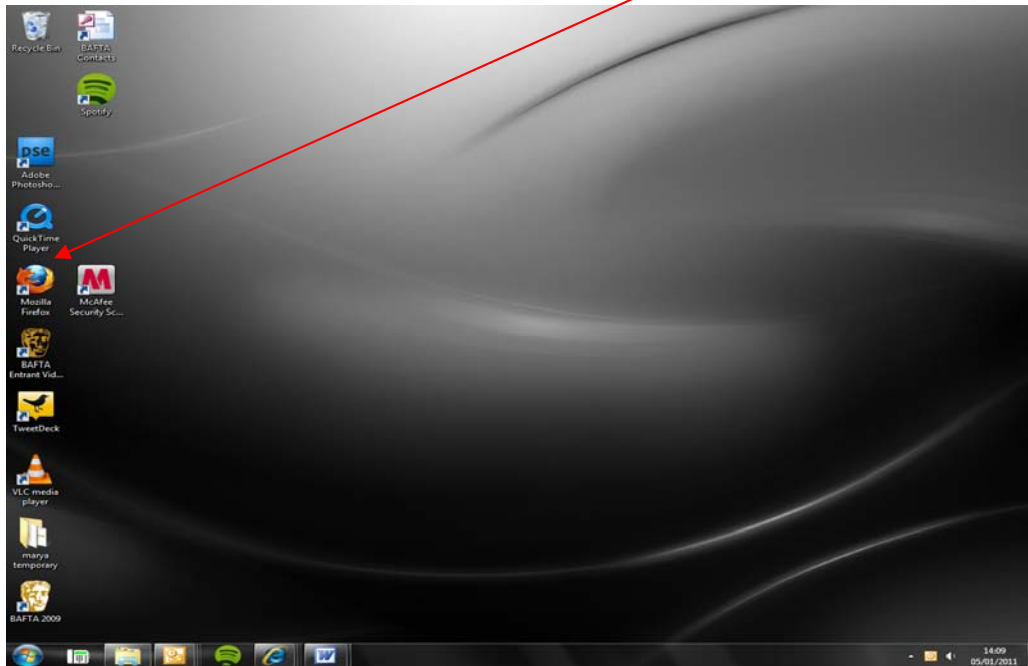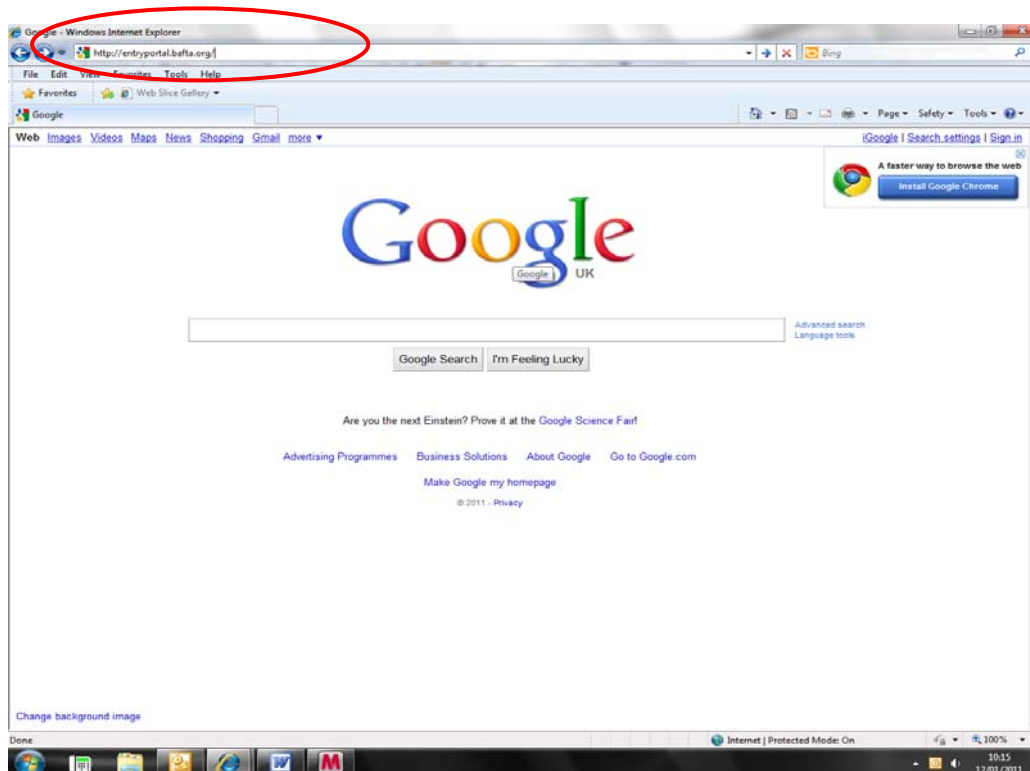## Welcome to the BAFTA Entry guide

Begin by opening up Internet Explorer, or your preferred browser.
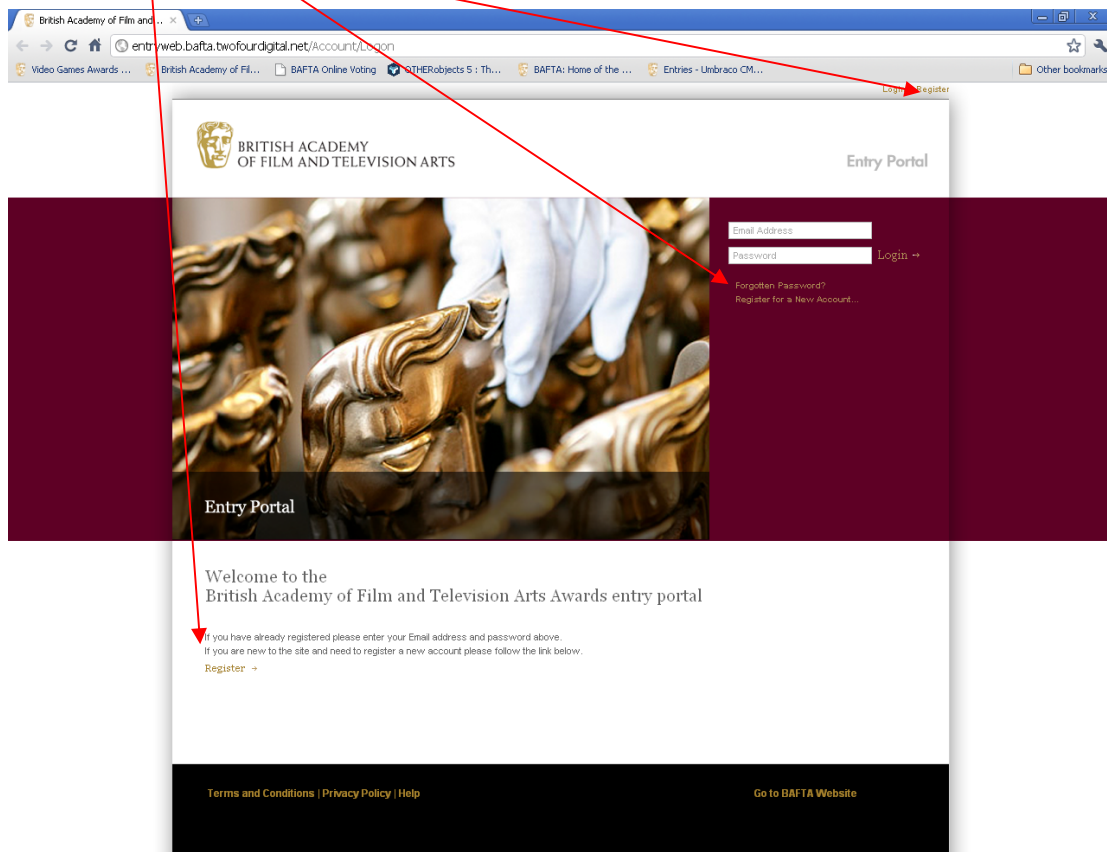

Next, type the web address of the Entry Portal into the taskbar. The address is:
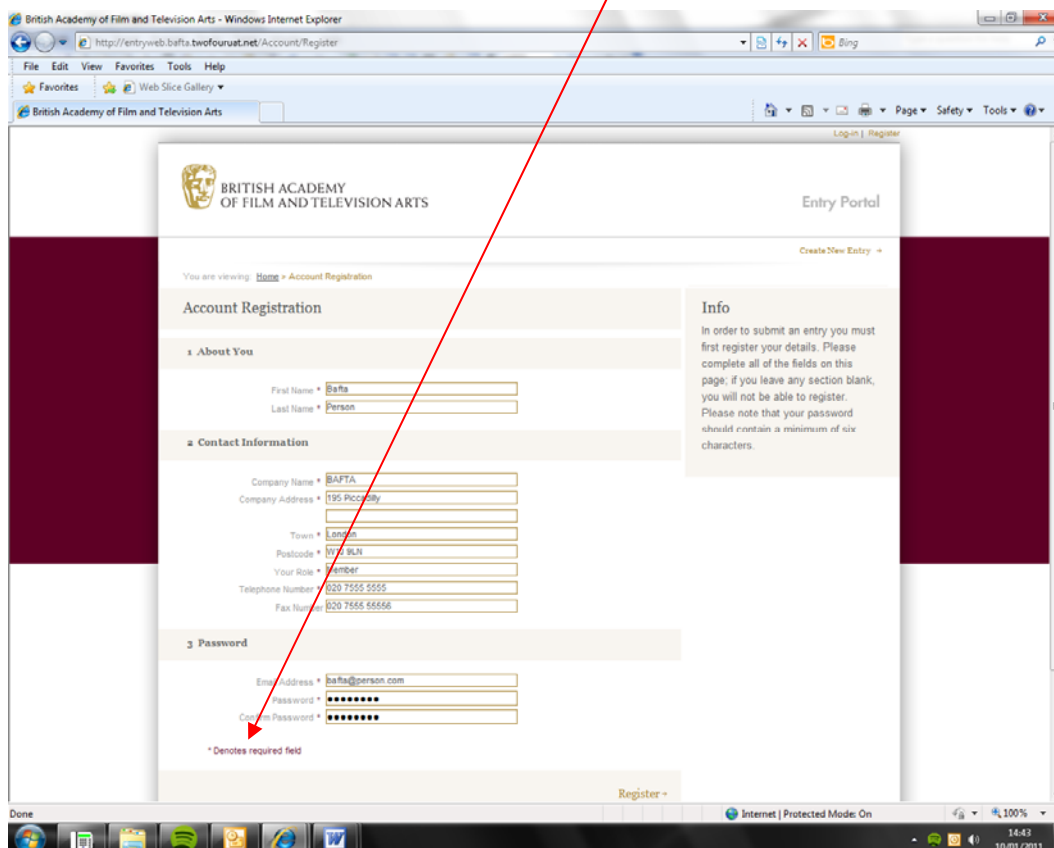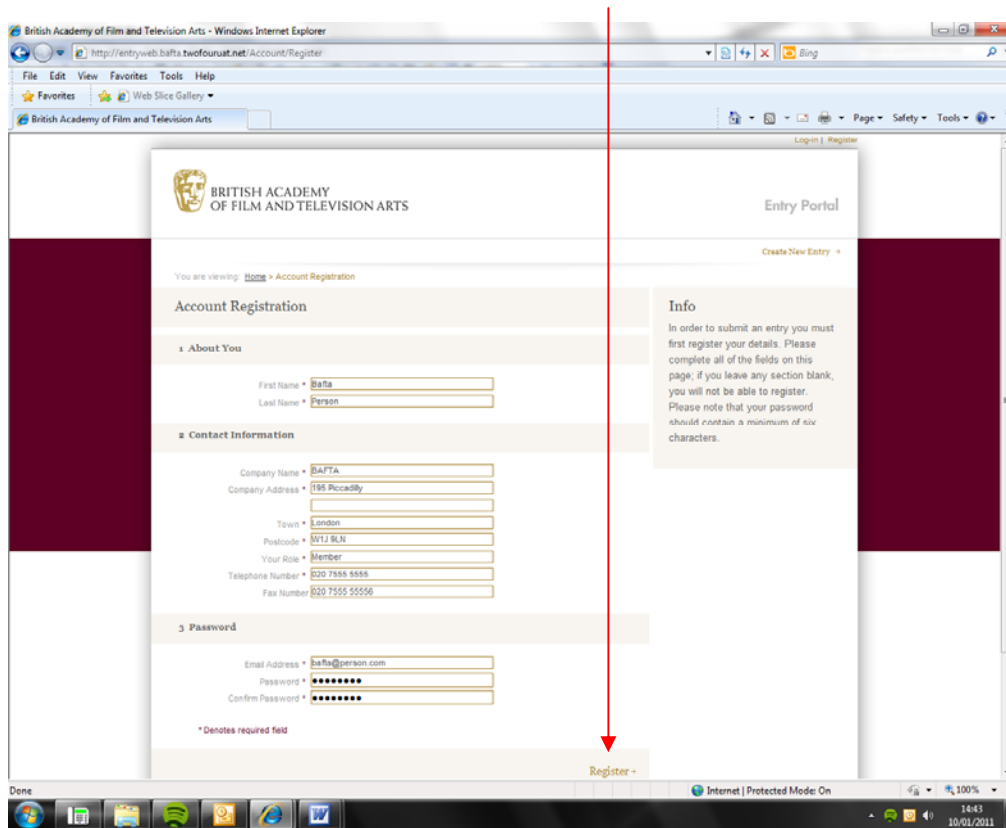
http://entryportal.bafta.org

Next, **Register** to create a new account:

Fill in the form, making sure to enter details into **all required** fields:

Once you have completed all fields, press **'Register'**:

This is the main Create an Entry page.

You must also view and download various pieces of Entry information, including the **Rules and Guidelines**. A link for these files are included on the help page, marked below at the bottom left of the page.

You can also install the Upload tool from this page. You will need this tool in order to submit **video footage** to support your entry. *(Once you have installed the Upload tool, the option to install will no longer appear.)*
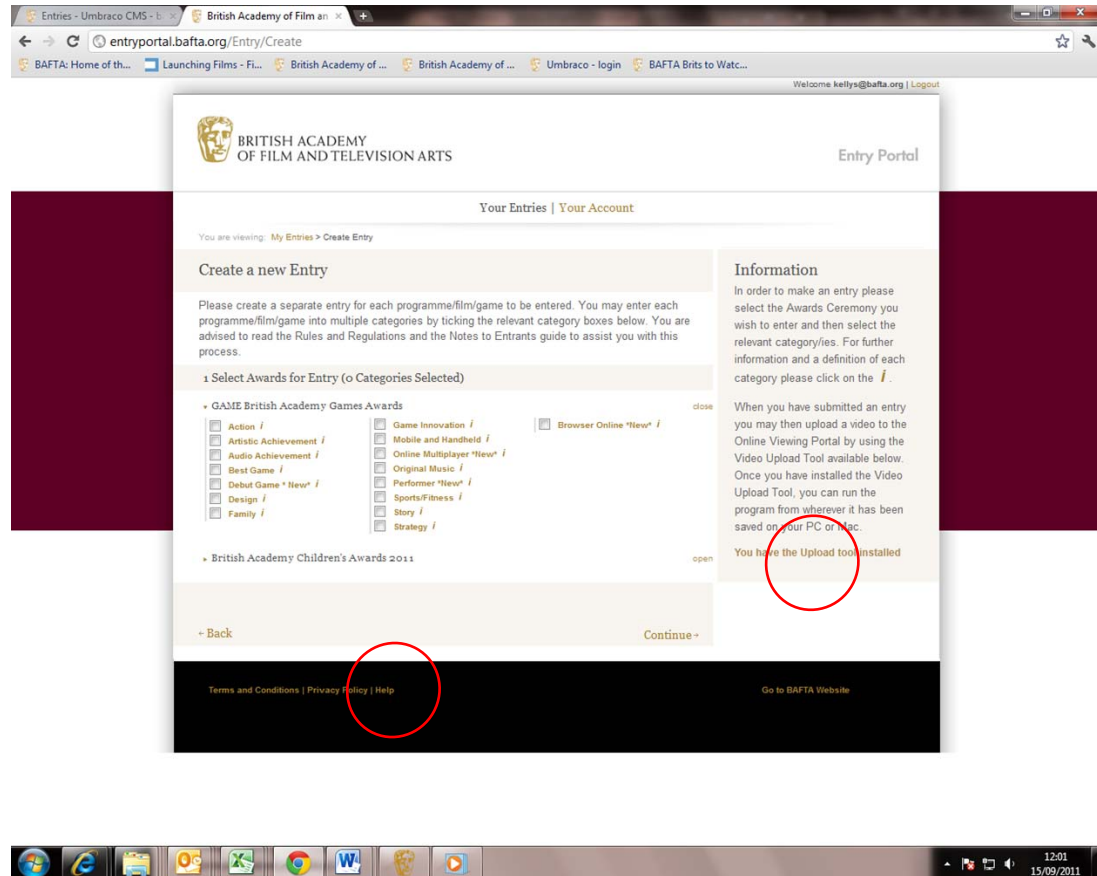
To **Create an Entry**, select the category/ies that you would like to enter. :
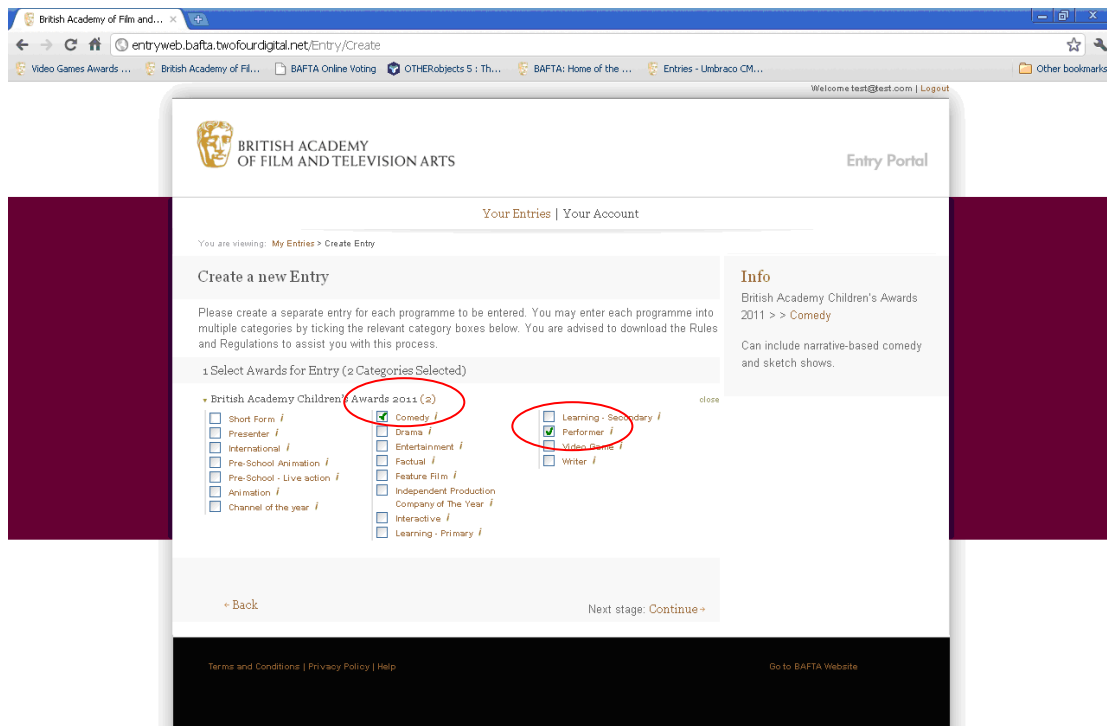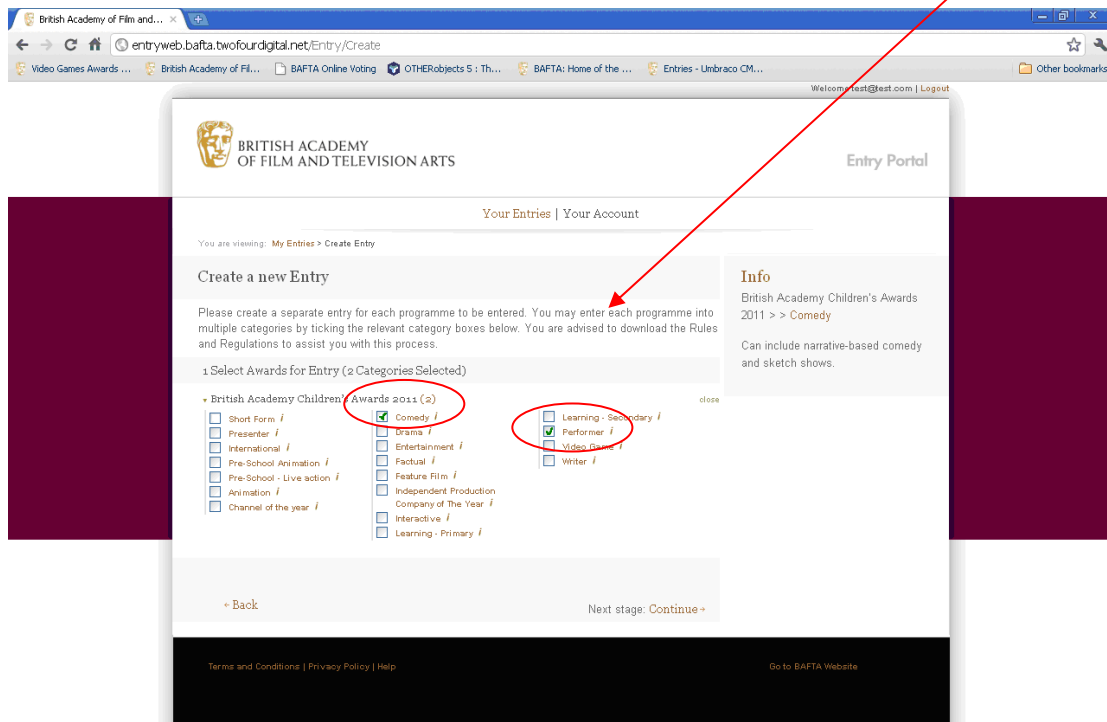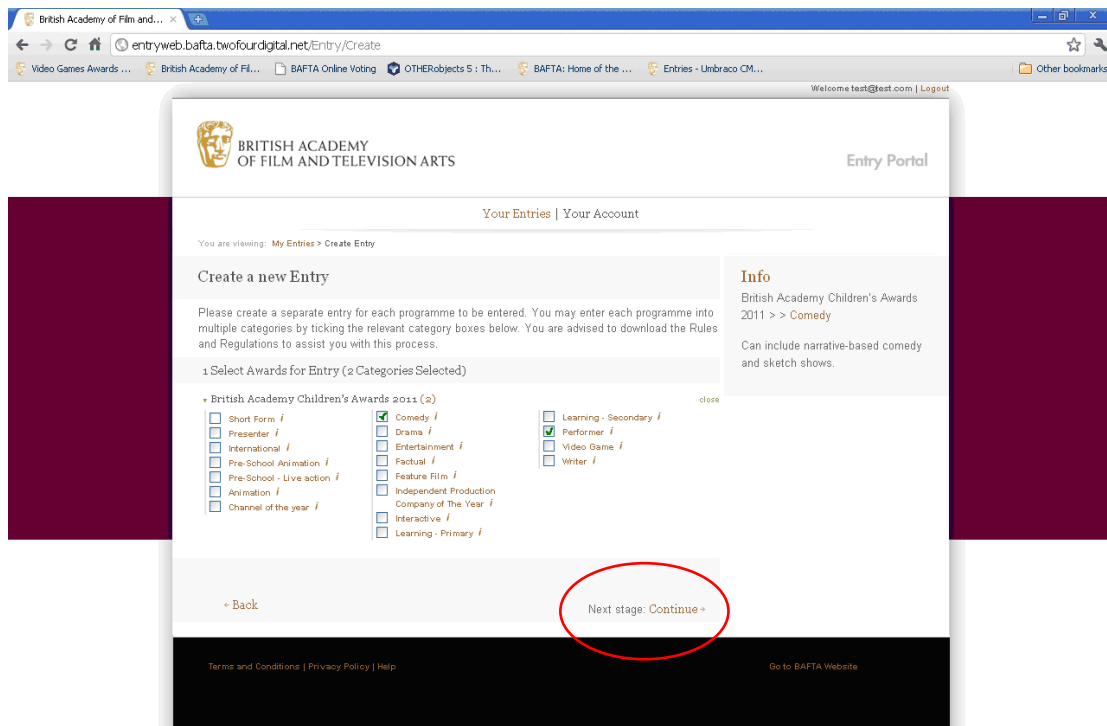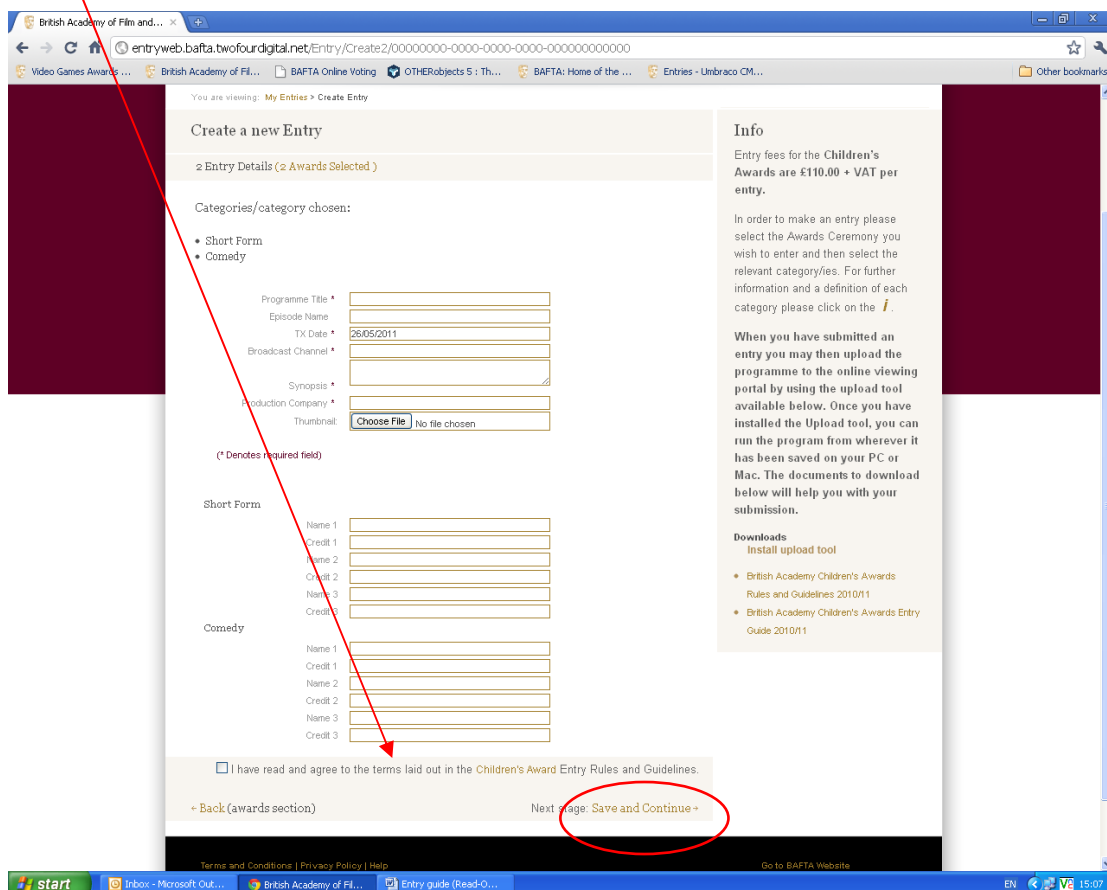

Please note that if you tick more than one category, each one must pertain to **the same overall programme/game**.

Once you have selected your categories, click '**Continue**':

Once you have entered the required fields, please ensure that you have **read and accepted** the Rules and Guidelines, and press **'Save and Continue'**:

You have now created your entry. Please note your **reference number**, which you will need in order to upload video to support your entry from the **'My Entries'** page.
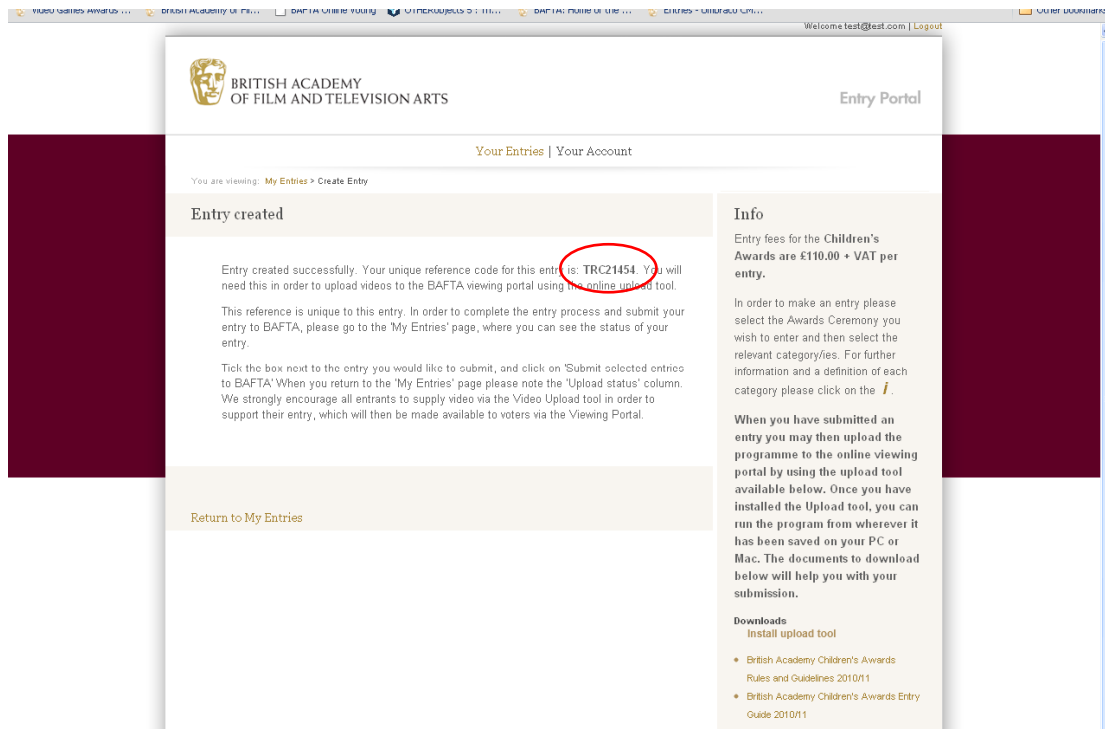
Once you return to the **My Entries** page, you can create as many additional entries as you would like by repeating the process. You will **submit** all your entries to BAFTA from this page.

On this page, you can also **edit** your entry, as long as it has not yet been submitted to BAFTA.
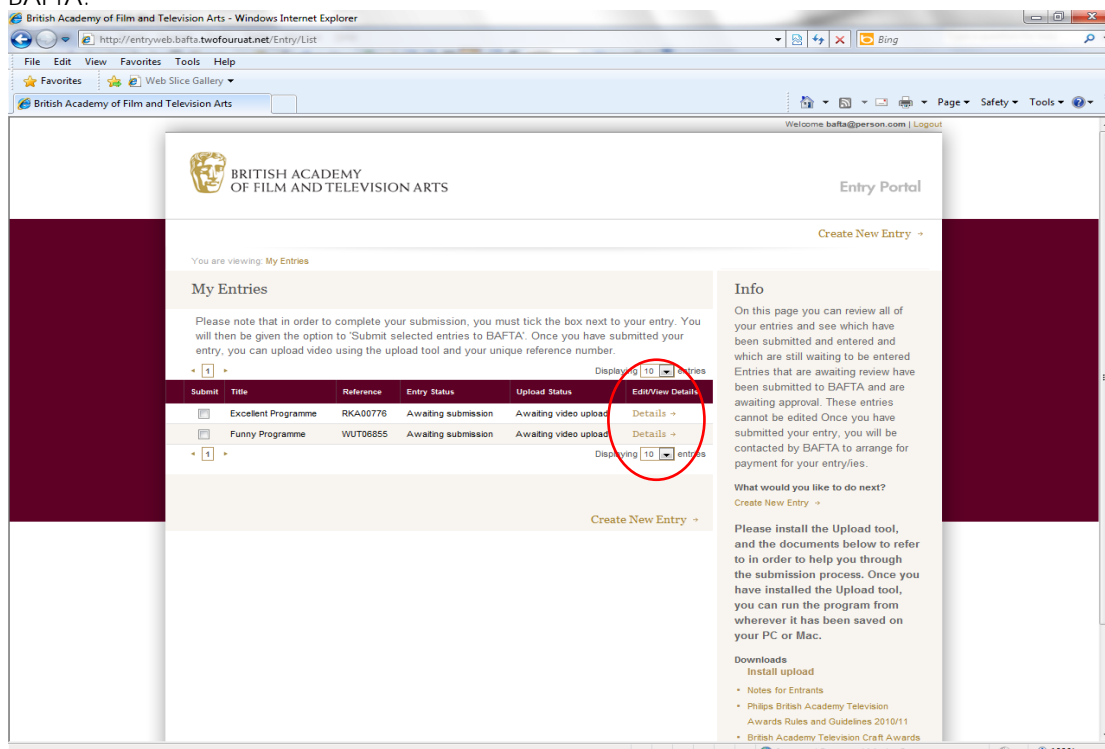
When you are ready to submit your entries to BAFTA, please **select the box(es) beside the entry** you would like to submit:
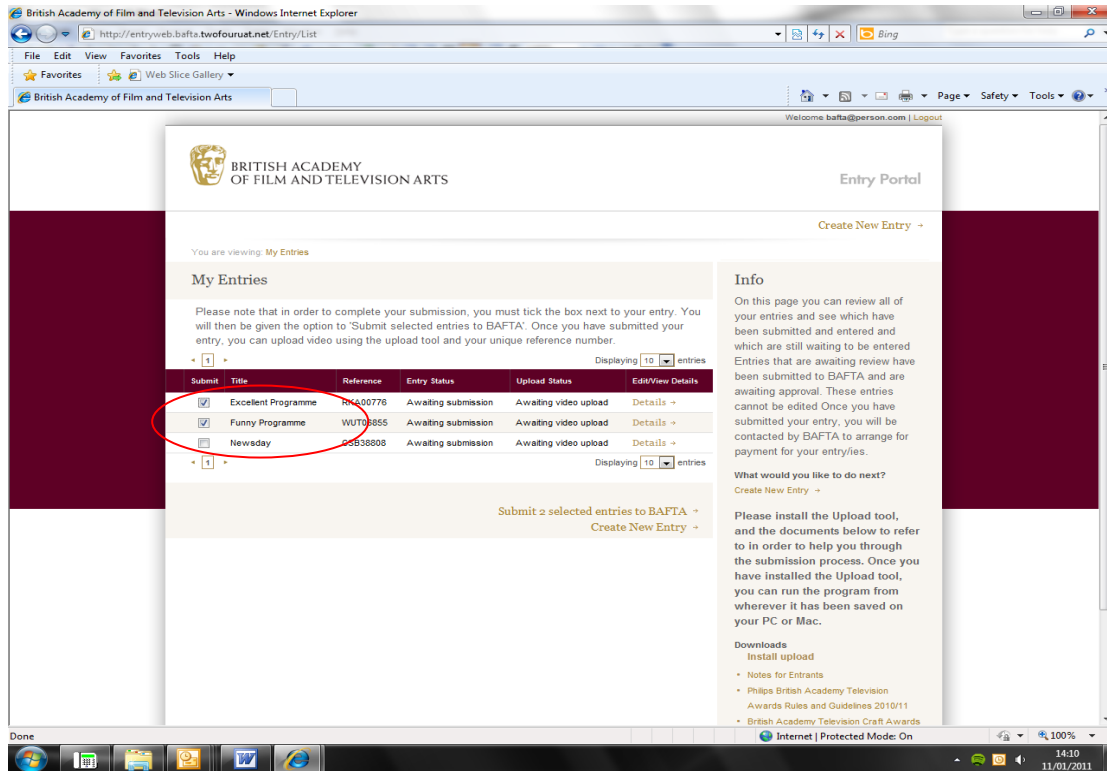
You will then be given the option to **'Submit selected entries to BAFTA'**
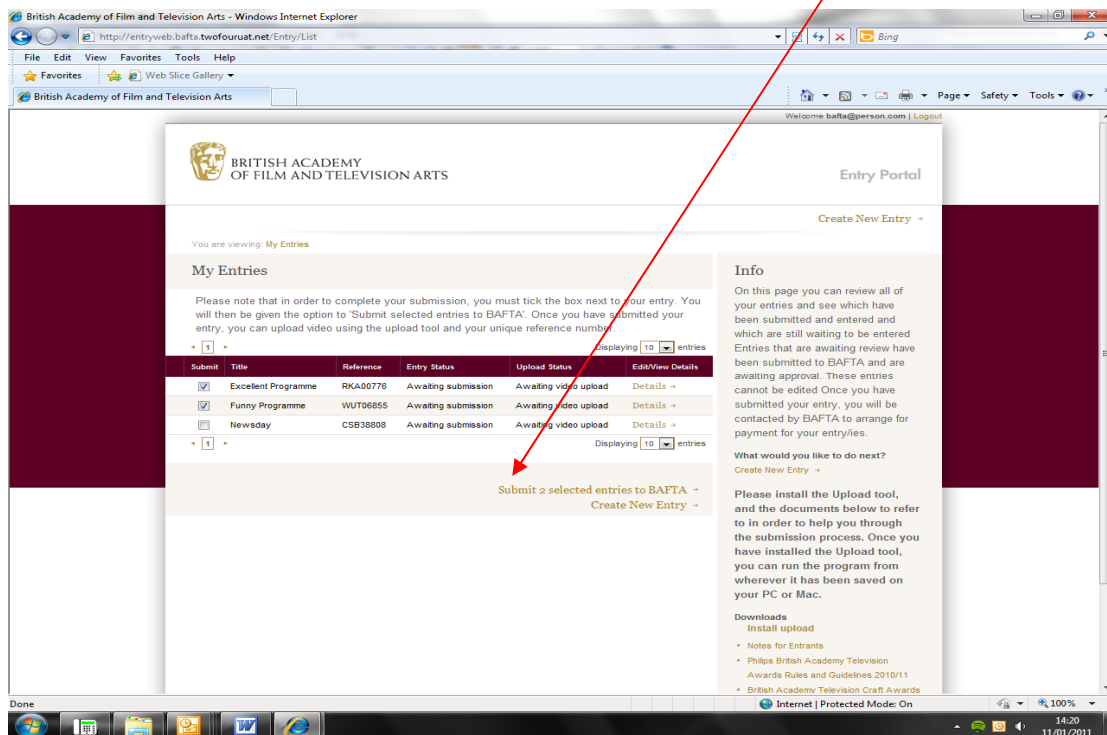
When you press 'Submit selected entries to BAFTA, you will then be taken to this page:
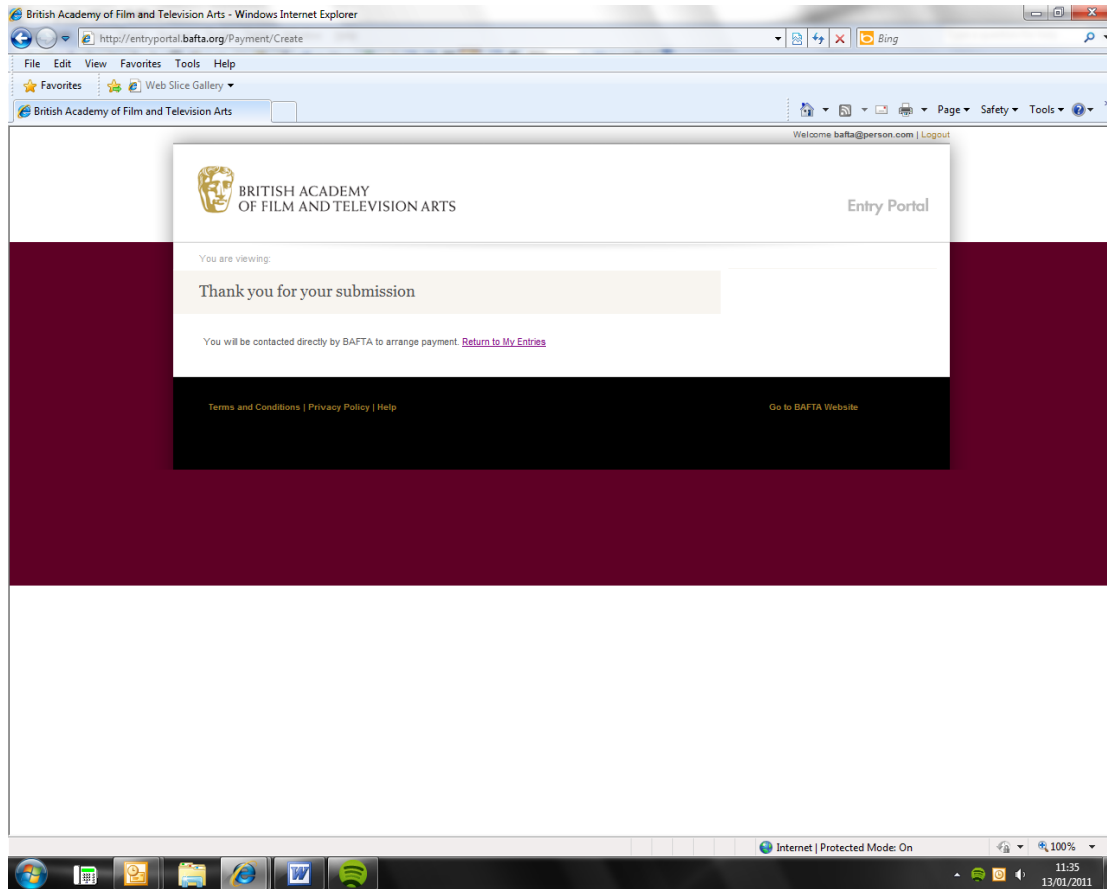
When you return to the **My Entries** page, please note that your Entry Status will have changed from '**Awaiting submission**' to '**Submitted and awaiting BAFTA review**.' Once the details have been checked and approved by BAFTA, it will change to 'Entry completed'.

This can take up to a week, particularly if you have uploaded large video files.

You will be contacted by BAFTA to make payment for the entries submitted.

How to upload supporting material to the Viewing portal

Please note: It is not compulsory to upload material to the Viewing portal. However, it is strongly encouraged in order to support your entry.

In order to upload a video you first need to download and install **Silverlight** (www.microsoft.com/getsilverlight)

When you click on **'Install Upload Tool'**, you will see the following screen. Select '**Install'**.

This will save it to your **'All Programs'** folder if you are using a PC and the **'Applications'** folder if you are using a Mac.
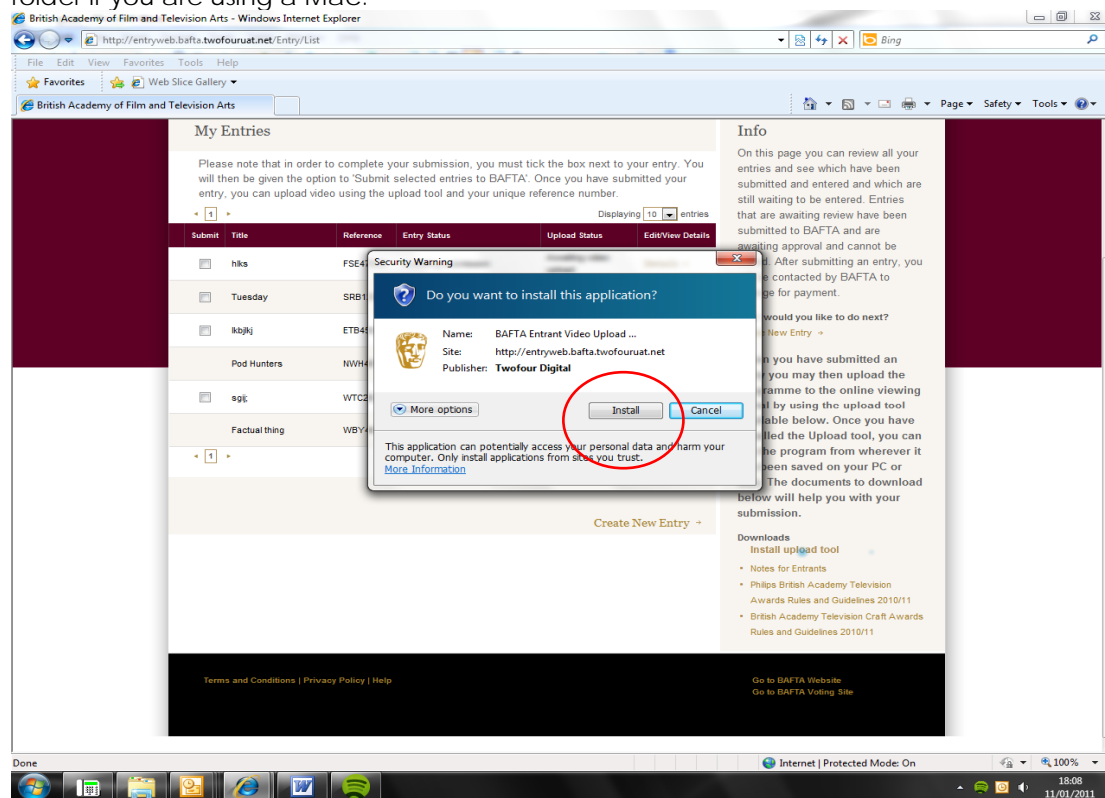
Once you have installed the Upload tool, **Run** it from wherever it has been saved.

You will see this screen:
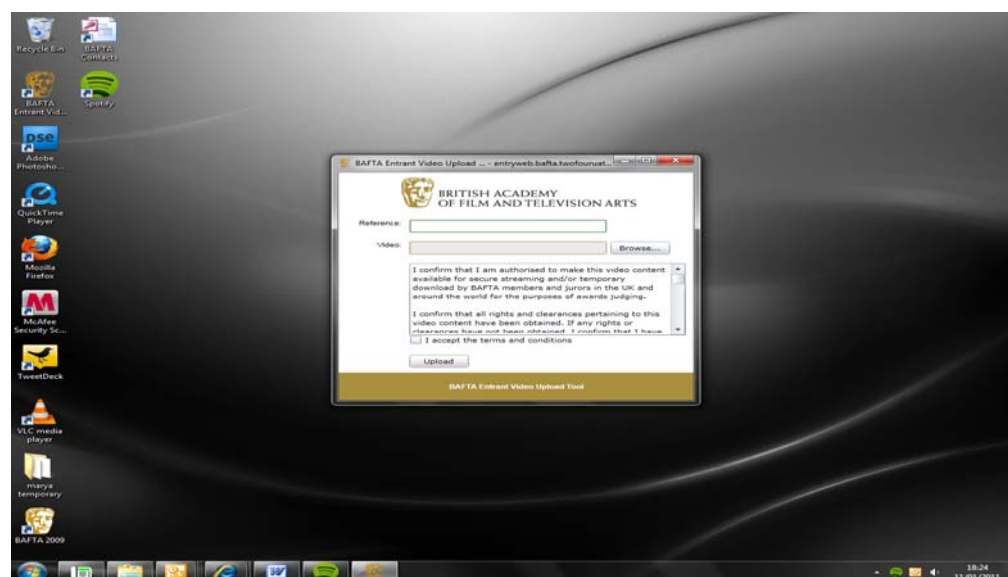
Enter the **reference number** you were given for that particular entry, and Browse your hard drive for the video footage. Once you have selected the file, **accept the terms and conditions**, and select **'Upload'**

Once it has uploaded, you will see the word **'Complete'** in the window.

When the file has been received successfully you will also receive an email notification stating the file has passed initial validation checks and is now being converted for playback.
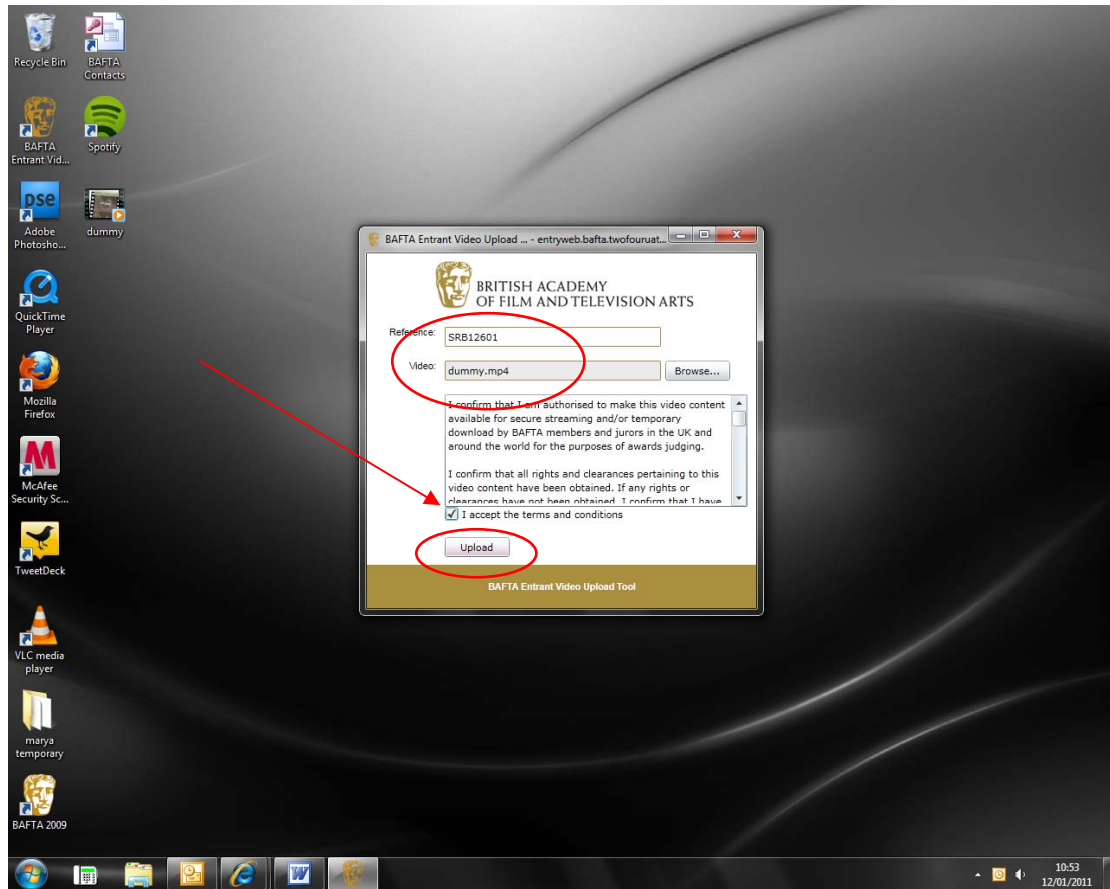
Once your file has been successfully converted you will receive an email alert letting you know it is ready for your review. This can take up to 72 hours. If there are any problems with the converting of your file you will be contacted by BAFTA.

Once you have uploaded the video, you can **Refresh** the My Entries page. The Entry status will have changed to 'Submitted and awaiting BAFTA review', and the Upload status will have changed to 'Awaiting BAFTA review'.

Once the video is ready for playback you will be sent another email confirming that the file is now ready for you to review – we strongly recommend that you take the time to look at your video at this point.

Once BAFTA has reviewed and published your video, the Entry status will have changed to 'Entry completed', and the Upload status to 'Accepted and uploaded'.

You should now have completed the entry submission process.

Please prepare your video to the following technical specification:

Format	**mp4** only
Codec – Video	**h.264** It is suggested that the data-rate is set higher than 6Mbps but no more than 10Mbps for video Or select quality to 'best output'
Codec – Audio	**AAC** Most data rates are catered for but above 256Kbps, 44kHz Stereo is recommended
Frame Rate	**25** per second
Frame Size	**1280 x 720 HD** **1024 x 576 SD** Strongly recommended: **16:9** We can accept 4:3 pillarboxed to 16:9, frame size as stated above
Please note that mp4 is the only acceptable format. If you need to get your programme/s encoded to the above specification, please contact us.	

If you are having any problems or have questions regarding the online entry process please contact Felicity Wright at BAFTA on 020 7292 5845 or email entrysupport@bafta.org