



## ENTERING BAFTA CREW 2014

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## 1 - CREATE AN ACCOUNT

1. Go to the BAFTA Applications website: [apply.bafta.org](http://apply.bafta.org) and **register** to create a new account.

Welcome to BAFTA's Application Portal

Please note that the site is currently in BETA Test Phase. During this period we will be updating certain aspects of the website. If you experience any issues or have any feedback please email [apply@bafta.org](mailto:apply@bafta.org).

To create an application for BAFTA Breakthrough Brits 2014 or BAFTA Crew 2014 please either register or login below.

LOGIN REGISTER

Log in

Reset your password

[Terms of use](#) | [Privacy policy](#) | [Video upload specification](#) | [BAFTA website](#)

2. Fill in the form, making sure to complete **all required** fields, which are denoted by a dark red rectangle. Click **Register**.

**Nb:** This login can be used to create entries for all BAFTA Initiatives

BAFTA's Application Portal Registration

Please complete the registration form below in order to create an account.

Indicates required field

About you

First name

Last name

Job title

Primary phone number

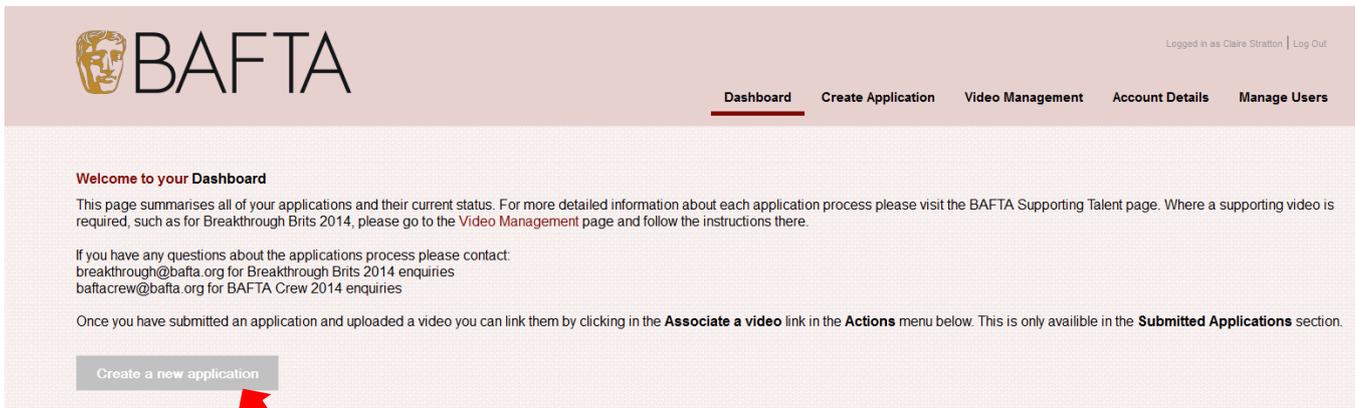
Alternative mobile number

Alternative phone number

Email

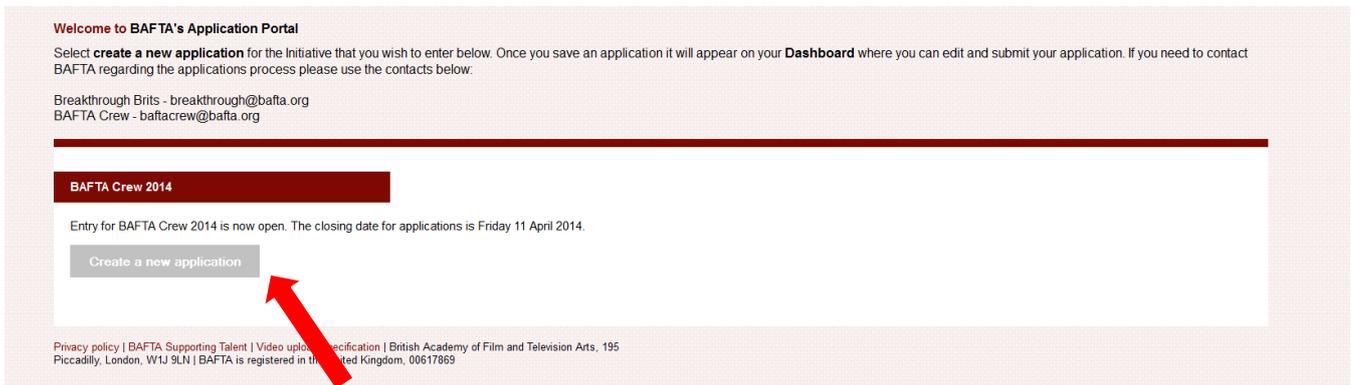
## 2- CREATING AN ENTRY FORM

1. Once registered and logged in, **create a new application**:



The screenshot shows the BAFTA dashboard interface. At the top left is the BAFTA logo. On the right, it says 'Logged in as Claire Stratton | Log Out'. Below this is a navigation menu with 'Dashboard' (underlined), 'Create Application', 'Video Management', 'Account Details', and 'Manage Users'. The main content area has a heading 'Welcome to your Dashboard' followed by a paragraph of text. Below that is a 'Create a new application' button, which is highlighted with a red arrow pointing to it from the left.

2. Select **create a new application** under **BAFTA Crew 2014**. Note that the Initiative's entry status and deadline appears below the red title box:



The screenshot shows the 'Welcome to BAFTA's Application Portal' page. It includes contact information for Breakthrough Brits and BAFTA Crew. A red horizontal bar highlights the 'BAFTA Crew 2014' section. Below this bar, there is a message: 'Entry for BAFTA Crew 2014 is now open. The closing date for applications is Friday 11 April 2014.' A 'Create a new application' button is visible below the message, highlighted with a red arrow pointing to it from the left. At the bottom of the page, there is a footer with legal information.

3. The application form is divided into sections. If you need to gather more information before progressing to the next section, then click **Save** at the top or bottom of the form at any point to allow you to leave and return without losing any data. You'll be able to return to the applications and update the information as many times as necessary.
4. Please ensure you read all text on the application form to ensure you understand what information BAFTA requires and why. Errors or incomplete details can result in your application being disregarded.

5. First you will be asked to provide details **About You** (personal details, if you were a member of BAFTA Crew last year, how you found out about the Initiative and the professional field in which you work) While you have already provided some of these once, we do need to take them again to process your application form.
6. If you enter information which renders you ineligible for BAFTA Crew, a message will appear to explain why:

Do you currently live outside the M25?

BAFTA Crew is open to experienced Film and TV professionals who are based outside of the M25. To find out about other ways that BAFTA supports new talent, please click [here](#).



7. In the next section you be asked to tell us about your work. You need at least four main team broadcast programme or feature film credits to be eligible for BAFTA Crew. There is space on the application form to tell us about these four credits, any others should be included on your uploaded CV. You may also wish to tell us about other skills and training that is relevant to your application:

**Your Work**

Please provide details of four feature film or broadcast television credits (main team). If your credit on the project is a daily or a trainee position, please indicate this on your application:

	Title	Production Credit	Director	Production Year
Credit 1	e.g. Merlin	e.g. costume designer		
Credit 2				
Credit 3				
Credit 4				

Please now upload your CV  No file selected.

Skills and Training:

Please add any professional training or skills you think are relevant for this programme.

8. You will then be asked to tell us why you'd like to join BAFTA Crew:

### Supporting Your Application

Why would you like to join BAFTA Crew? (300 words)

Please tell us why BAFTA Crew will be a valuable opportunity for you and what do you hope to achieve with BAFTA's support?

9. We require two professional references to consider you for BAFTA Crew; please give their name, job title and contact details here and make sure that they're happy to be contacted in regard to your application:

### References

Please give the requested details of your two referees here:

	Name	Job Title	Email	Phone Number
First Referee	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Second Referee	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

10. The next section of the application form helps us to develop our equal opportunities policies and any information you provide will not be considered as part of your application. If you do not wish to provide some or all of the information, please leave the questions blank.

11. By submitting your application to BAFTA Crew you declare that the information submitted is correct. You also declare that you are able to take part in the programme if you are selected until May 1 2015. You also agree that the information you provide in this application form will be used by the BAFTA Crew Jury during the judging process. Should you be selected, your contact details will also be shared with Creative Skillset for evaluation purposes.

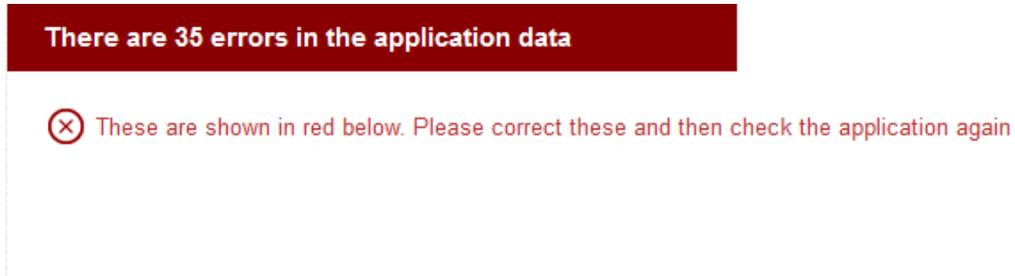
At this point of the application form you will be asked to confirm that you are happy with the above:

### Declaration

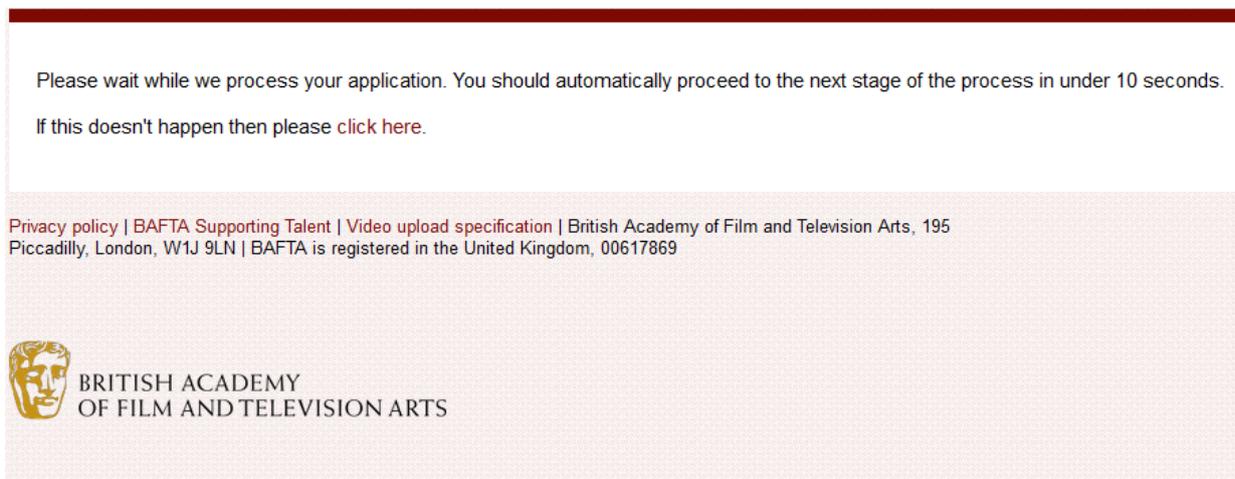
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Select...

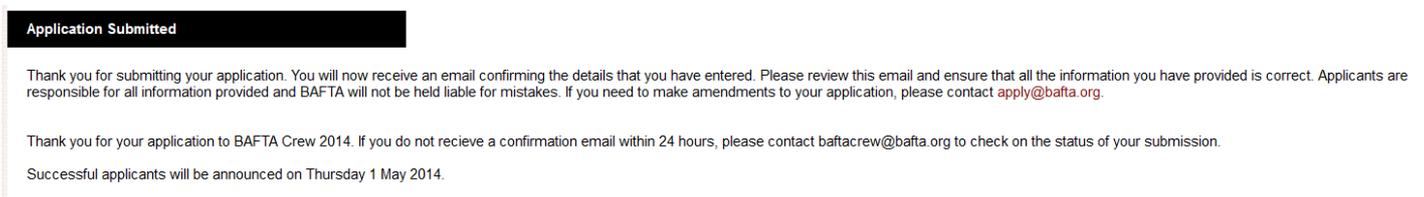
12. Once you are happy that you have entered all required information click on **Review and submit**. The system will check your entry and any errors will be highlighted in red and must be corrected before re-submitting your entry:



13. Once all errors have been corrected and you have clicked **Review and submit**, your application will be processed and the below screen will appear:



14. You will then be taken to a summary page confirming the submission of your application:



15. You will receive an automated email receipt confirming the details of your entry. When you return to the **Dashboard**, please note that your application will now be listed under **Submitted** Applications.

## 5 - MANAGING YOUR ACCOUNT

1. If you wish to amend any of your details, such as address, email, phone number etc. then you can access the information by clicking on the **Account Details** link.
2. Edit the relevant information and then click **Save**.

### Contact Details

If you have any question about the entry website that are not covered in this guide please contact Cassandra Neal:

**Email** – [baffacrew@bafta.org](mailto:baffacrew@bafta.org)

**Phone** - 020 7292 5818