



## ENTERING BREAKTHROUGH BRITS 2014 – FILM AND TV APPLICANTS

### Contents:

- 1 – Creating an account
- 2 – Creating an entry form
- 3 – Uploading a showreel
- 4 – Managing your account

## 1 - CREATING 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, BAFTA Crew or Scholarships 2014 please click 'Register' below:

LOGIN REGISTER

Email

Password

Log in

[Reset your password](#)

[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

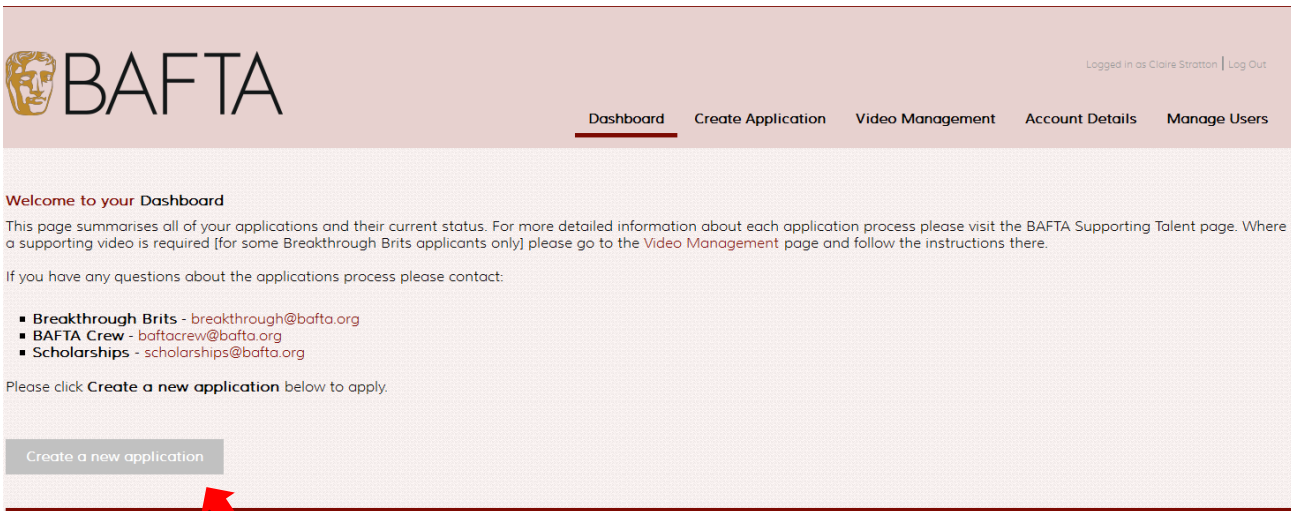
Alternative mobile number

Alternative phone number

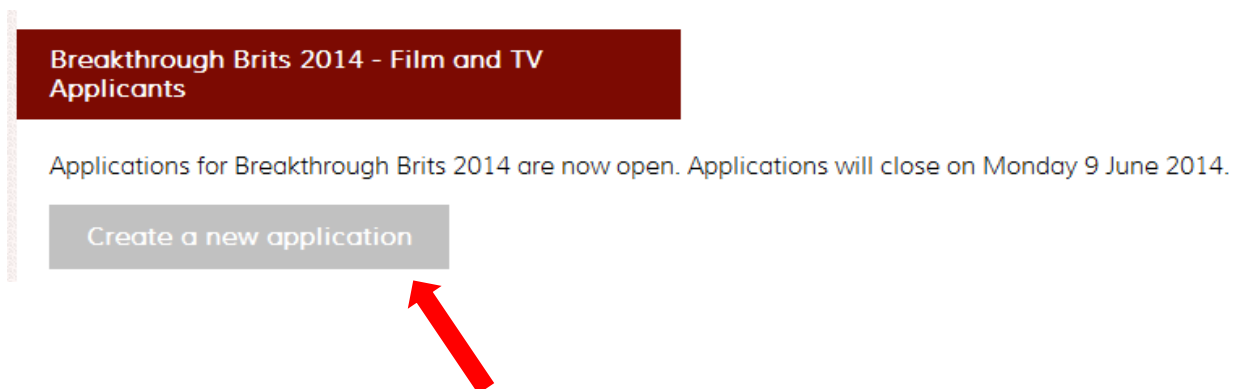
Email

## 2- CREATING AN ENTRY FORM

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



2. Select **create a new application** under **Breakthrough Brit 2014 – Film and TV Applicants**. Note that the Initiative's entry status and deadline appears below the red title box:



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**. While you have already provided some of these once, we do need to take them again to process your application form.

About You

Name

Email Address

Phone Number

Date of Birth:

Nationality: British

Are you currently residing in the UK? Yes

City/Town:

Job title:

6. If you enter information which renders you ineligible for Breakthrough Brits 2014, a message will appear to explain why:

Nationality: British

Are you currently residing in the UK? No

The Breakthrough Brits initiative is open to British nationals who are currently residing in the UK. If you are not a British national, please visit [click here](#) to find out how else BAFTA supports new talent.

7. In the next section you will be asked to tell us about your work. You need to have worked on a film or broadcast television programme that has been released in the UK or broadcast on a UK television channel between August 2013 and August 2014, along with completing your first lead or head of department role on a project between these dates to be eligible for Breakthrough Brits. **Please note that your work on one project might fulfil both of these criteria.**

There is space on the application form to tell us about this/these credit(s); any others should be included on your uploaded CV:

## Your Work

We are looking for candidates who have been involved in a piece of work that has been, or will be, theatrically released in the UK or broadcast on a UK television channel between August 2013 and August 2014. Please tell us about this work in the **Supporting Credit** section of the form below.

In addition, the project on which you held your first lead or head of department role must be completed by August 2014. Please tell us about this piece of work in the **Lead Credit** section of the form below. **This may be the same project as detailed in the Supporting Credit section.** If this is the case, please provide these details again to complete the application form.

If you would like to discuss your application, please email [breakthrough@bafta.org](mailto:breakthrough@bafta.org).

	Project Title	Your Role	Broadcast/Release Date
Supporting Credit	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lead Credit	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<small>This may be the same project as detailed in the Supporting Credit section.</small>		
CV Upload	<input type="button" value="Browse..."/> No file selected.		
	<small>Please now upload your up-to-date CV. Your CV should include your most recent work and all relevant dates.</small>		

8. You will then be asked the three application questions below:

## Application Questions

Short Biography (300 words):

Please write a short biography which includes an overview of your experiences to date.

Give an example of a time when you demonstrated creative entrepreneurship (500 words):

Creative entrepreneurs are investors in talent – their own or other people's. ...More help

What makes you a Breakthrough Brit? (500 words)

- We require two professional references to consider you for Breakthrough Brits. These should come from industry professionals who you have worked with in the last year. Please give their name, job title and contact details here, along with their statement, and make sure that they're happy to be contacted in regard to your application:

#### Supporting your Application

We ask that you provide two references in support of your application. References should come from industry professionals with whom you have worked in the last year.

You may invite referees to write their statements into this form by giving them access to your application. Alternatively, you may receive their statements and input them into the form yourself.

Referees may be contacted to validate their statements or to provide further information at any time during the application process. Please ensure that your referees are happy to be contacted in this way before submission.

	Name	Job Title:	Email	Contact Number
First Referee				
Supporting Statement				
Second Referee				
Supporting Statement				

- The next section of the application form asks you if you are a writer to determine what supporting materials you need to provide. If you are a writer, you will be asked to provide two full scripts and indicate a ten page extract for jury consideration.

#### Supporting Materials

Are you a writer?

You are required to submit two full scripts to support your application. One of these should be from a piece of work that has been, or will be, broadcast on a UK channel or theatrically released in the UK between August 2013 and August 2014. The other should be from a piece of work on which you were the lead writer which has been completed by August 2014. You may find that both scripts you submit fulfil both of these criteria.

We ask that you indicate to our judging panel a **ten minute extract from each script** for their review. Please indicate in the box below the page numbers for attention:

Script 1	Extract page numbers
<input type="button" value="Browse..."/> No file selected.	pp.
Script 2	Extract page numbers
<input type="button" value="Browse..."/> No file selected.	pp.

- If you are not a writer, you will be required to upload a showreel via the **Video Management** section of the application site:

Are you a writer? No

You are required to submit your showreel to complete your application. Showreels should be no more than 5 minutes long and your work must be **clearly labelled on screen**. Once you have completed your application form, upload your showreel via the [Video Management](#) page of this application site. Click on the [Video Management](#) tab at the top of the page and you will find instructions on how to upload your showreel. Your uploaded file can then be associated with your Breakthrough Brits 2014 application to complete your entry.

12. If you would like to include any additional materials for the judging panel to consider, please upload them here. **Please note that you are able to upload one file only. Please therefore ensure that all the material you would like to submit for consideration is contained within one file:**

If you would like to include any additional materials with your application, please upload them below. **You are able to upload one file only. Please ensure that all the material you would like to submit for consideration is therefore contained within one file.**

Additional Materials File

No file selected.

13. 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.
14. By submitting your application to Breakthrough Brits 2014 we ask that you agree to the below:

#### Declaration

I declare that all the information that I have provided in this application form is true and complete.

I understand that, if a showreel is required, I must provide this before the closing date to complete my application.

I consent for the data included in this application form to be shared with Jury members for judging purposes.

I have read the full terms and conditions of entry

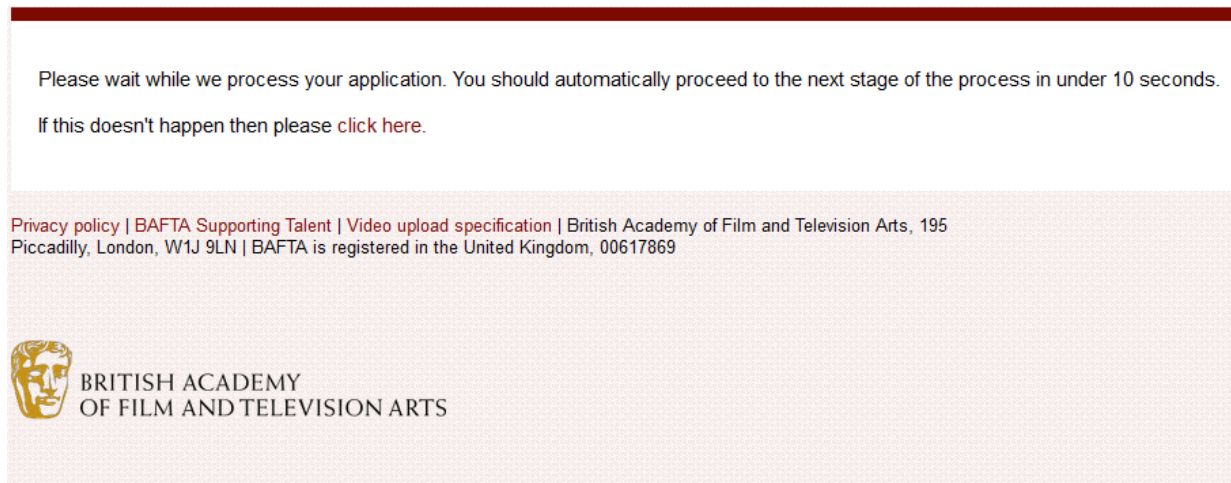
Select

15. 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:

**There are 35 errors in the application data**

⊗ These are shown in red below. Please correct these and then check the application again

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



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

### 3 – UPLOADING A SHOWREEL

BAFTA Applications aims to provide the best possible viewing experience for your content. In particular, we aim to support the following:

- Online viewing within a modern web browser
- Viewing on a local device, such as a tablet

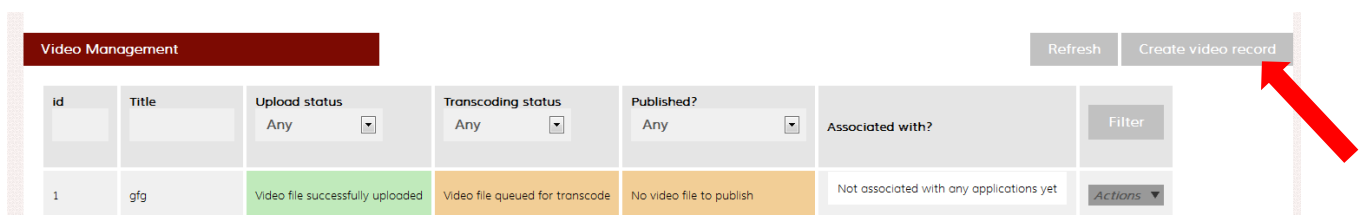
In order to achieve this, we request that you provide a high quality version of your video. Our preferred video specification, along with alternative specifications we are able to accept, is shown below:

	Preferred specification	
<b>File format</b>	.mp4 / .mov Supported alternatives - .wmv, .avi, .dv, .vob, .m2ts, .m4v, .mkv	
<b>Video codec</b>	H.264 (AVC)	
<b>Audio codec</b>	Stereo, 48Khz audio is preferred, in formats: AAC (256k or higher), Linear PCM, or Apple Lossless	
<b>Bit rate</b>	8 – 10 mbps	
<b>File size</b>	File sizes up to 40 Gigabytes are supported. See the table below to estimate upload time for a variety of file sizes and networks	
<b>Frame rate</b>	Frames per second: 24, 25 or 30	
<b>Note</b>	Please <b>do not</b> add letter-box or pillar-box to your video. All videos will display correctly.	

Please note that it is your responsibility to ensure video quality. BAFTA recommend that you check the video quality before the file is uploaded and watch once again when the upload is complete.

#### Video Upload Process:

1. Go to the [Video Management](#) page in the BAFTA Applications site.
2. Click on '**Create video record**' to be taken to the Create video record page.



3. Enter a unique video title in the Title field so that the video record can be identified later and click '**Save changes**'.



**Create a new video record**

Each new video record will appear in the table on the video management page. Once you have created a video record you will be able to upload a video and then associate it with your application. To create a new video record, type the title of the entered programme/film into the **Title** field.

**Title**

ⓘ You can only upload the video on this page. When you save this video record it will appear on the list of videos together with a link to upload the associated video file.

- You will return to the Video management screen and the video record will appear in the table. The upload status will be listed as **Not started**. When you are ready to upload a video select upload from the **Actions** menu.

**Video Management** Refresh Create video record

id	Title	Upload status	Transcoding status	Associated with?	Filter
16	Breakthrough Brits Showreel	Video upload not started	No video file to transcode	Not associated with any applications yet	<b>Actions</b> ▼

- The video uploader pops-up in a new window. Select the video file you wish to upload by either using the **Choose file** link or dragging the file to the highlighted area.

**Upload your file**

To upload your video file either please use one of the following options:

- Select Choose file and locate the file on your computer's hard drive.
- Drag and drop the video file from your desktop into the allotted area.

Once you have selected your video file click Start upload. Please note that only one file can be uploaded per window. To upload a new video file please click on the upload link next to the relevant video record.

Do not close this window until the upload has completed, doing so will cancel the video upload.

**You can also drag and drop files here**

- Click on the **Start upload** button to commence the upload.

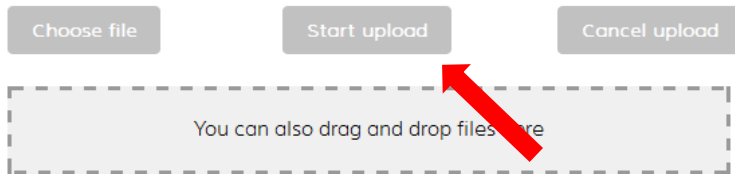
## Upload your file

To upload your video file either please use one of the following options:

1. Select Choose file and locate the file on your computer's hard drive.
2. Drag and drop the video file from your desktop into the allotted area.

Once you have selected your video file click Start upload. Please note that only one file can be uploaded per window. To upload a new video file please click on the upload link next to the relevant video record.

Do not close this window until the upload has completed, doing so will cancel the video upload.



7. You can view the upload progress on the **Video Management** screen. Please note this information is not live and you will need to refresh the page to update the information.

Video Management					Refresh	Create video record
id	Title	Upload status	Transcoding status	Associated with?	Filter	
16	Breakthrough Brits Showreel	Video file upload in progress 47.7%	No video file to transcode	Not associated with any applications yet	Actions ▼	

8. Once the file has completed uploading it will automatically begin to transcode. Again you can view the progress on the **Video Management** screen and you will need to refresh the page to update the information.

id	Title	Upload status	Transcoding status	Associated with?	Filter
17	Breakthrough Brits Showreel	Video file successfully uploaded	Transcoding in progress 34% complete	Not associated with any applications yet	Actions ▼

9. Once transcoding has completed the video record will appear as below. You can view the video by selecting **Watch** from the **Actions** menu.

id	Title	Upload status	Transcoding status	Associated with?	Filter
17	Breakthrough Brits Showreel	Video file successfully uploaded	Transcoding complete: Video ready to review Watch	Not associated with any applications yet	Actions ▼

- To associate the video with an entry go to your Dashboard, find the relevant submitted application and click on **Associate a video** in the **Actions** menu. Note that you can only associate videos with submitted entries.

#### Breakthrough Brits 2014 - Film and TV Applicants

Application Ref	Name	Actions
703	Test	<a href="#">Associate a video</a> <a href="#">Print application</a>



- Click on the dropdown menu and select the relevant video record from the list. Then click **Save**.

**Welcome to Video Association**

To associate an application with a video, please select the relevant video from the drop down menu below. To upload more video please do so by following the instructions on the [Video Management](#) page.

---

You will find below details of the videos associated with your application: **Test**

**Breakthrough Brits 2014 - Film and TV**

**Test**

Breakthrough Brits Showreel (ID:17) Showreel

- If you wish to change the associations you can do so by repeating the above step.

- Back on the **Video management** screen, you will now see the video record has been associated with your submitted application.

Video Management				Refresh	Create video record
id	Title	Upload status Any	Transcoding status Any	Associated with?	Filter
17	Breakthrough Brits Showreel	Video file successfully uploaded	Transcoding complete: Video ready to review Watch	<b>Breakthrough Brits 2014 - Film and TV Applicants</b> <b>Test</b> Showreel for Breakthrough Brits 2014 - Film and TV - Test <a href="#">delete</a>	<input type="button" value="Actions"/>

#### Replacing a Video file:

- If you are not happy with the video quality then you have the opportunity to replace it at any time. To upload a new video file go to the [Video Management](#) page in the BAFTA Awards Entry site and find the relevant **Video Record**.
- Select **Delete** from the **Actions** menu.
- The video will be deleted and the video record will empty. You can then upload a new video by selecting **upload** from the **Actions** menu.

## 4 - 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 [breakthrough@bafta.org](mailto:breakthrough@bafta.org).