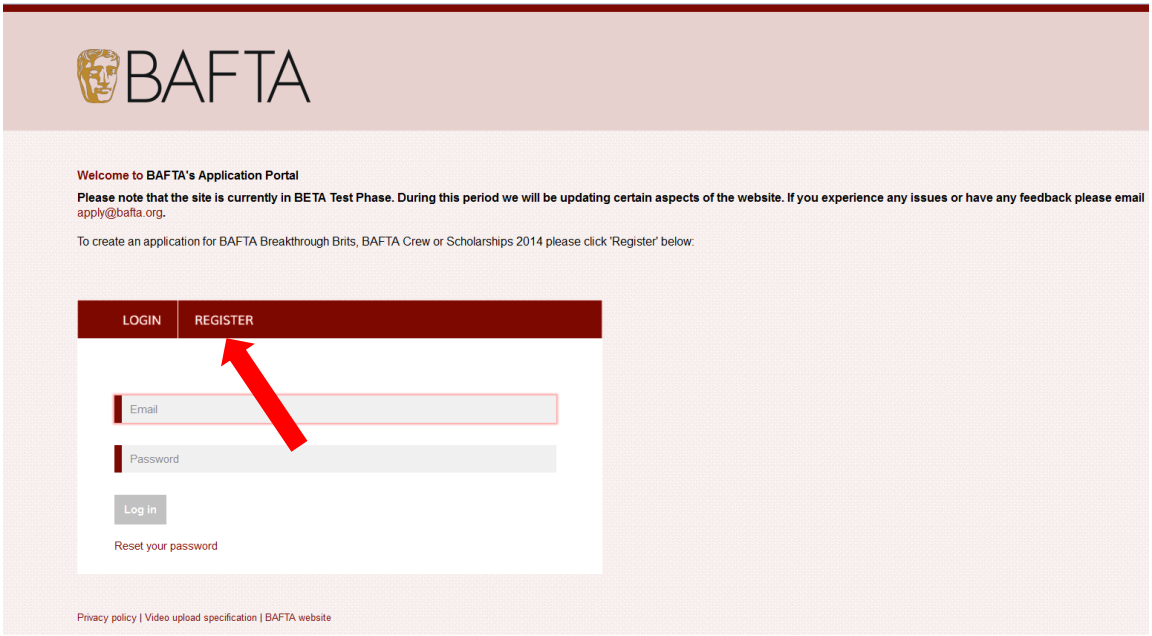
BRITISH ACADEMY
TELEVISION CRAFT AWARDS

ENTERING BREAKTHROUGH BRITS 2014 – GAMES APPLICANTS

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

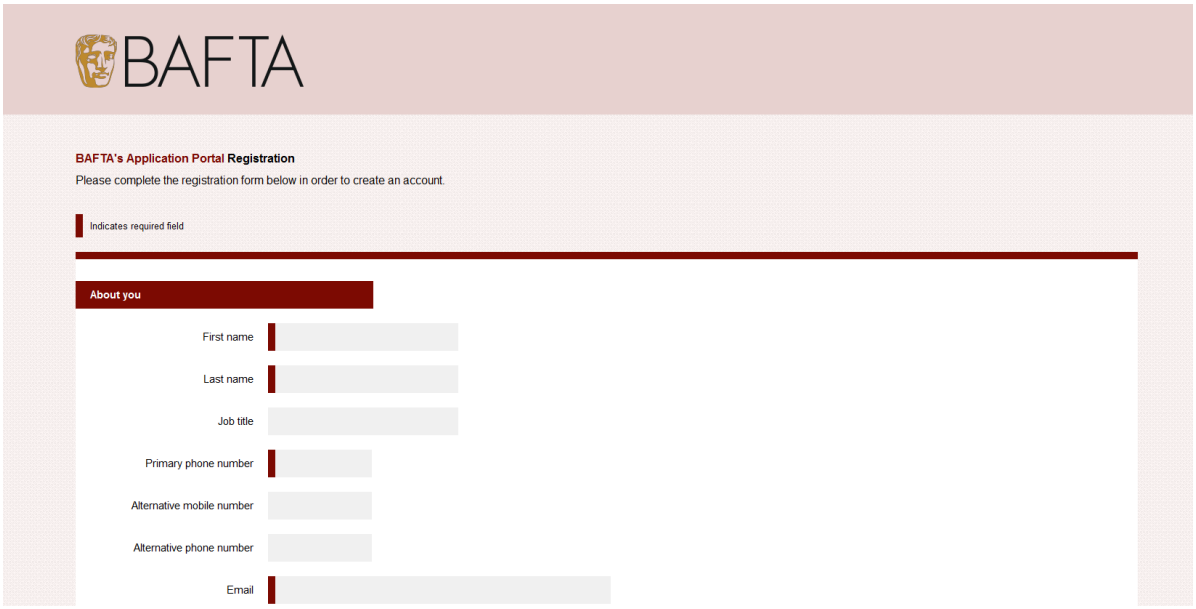
1 - CREATING AN ACCOUNT

1. Go to the BAFTA Applications website: apply.bafta.org and **register** to create a new account.



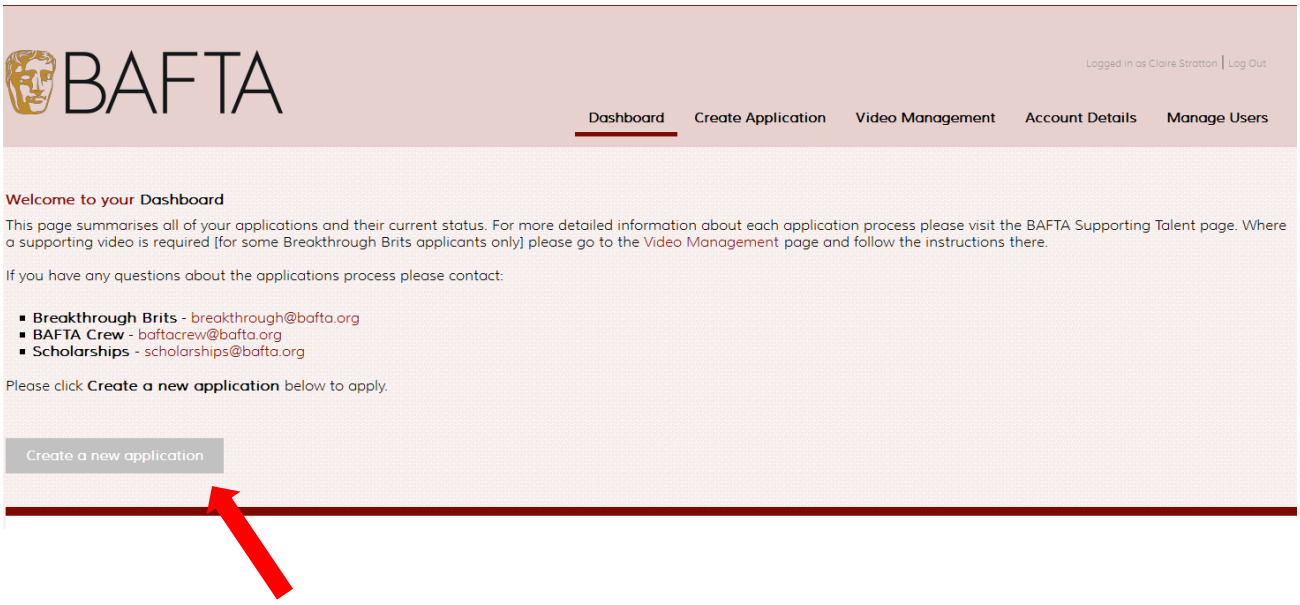
2. Fill in the form, making sure to complete **all required** fields, which are denoted by a dark red rectangle. Click **Register.**

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

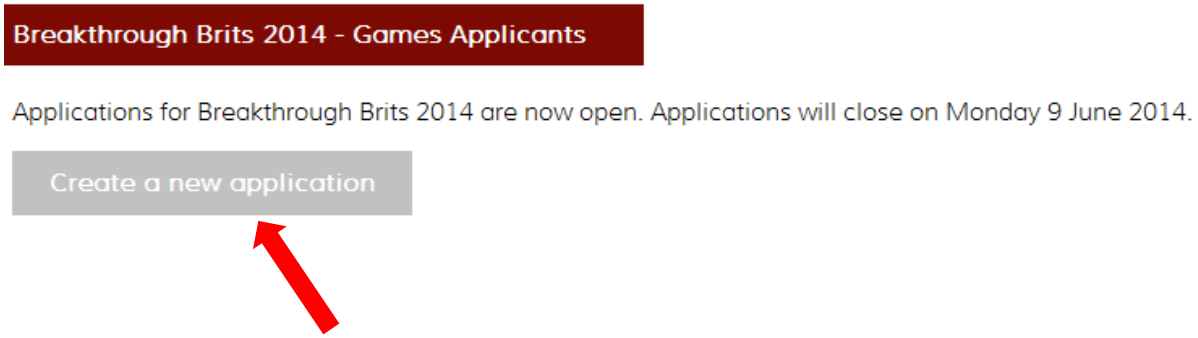


2- CREATING AN ENTRY FORM

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



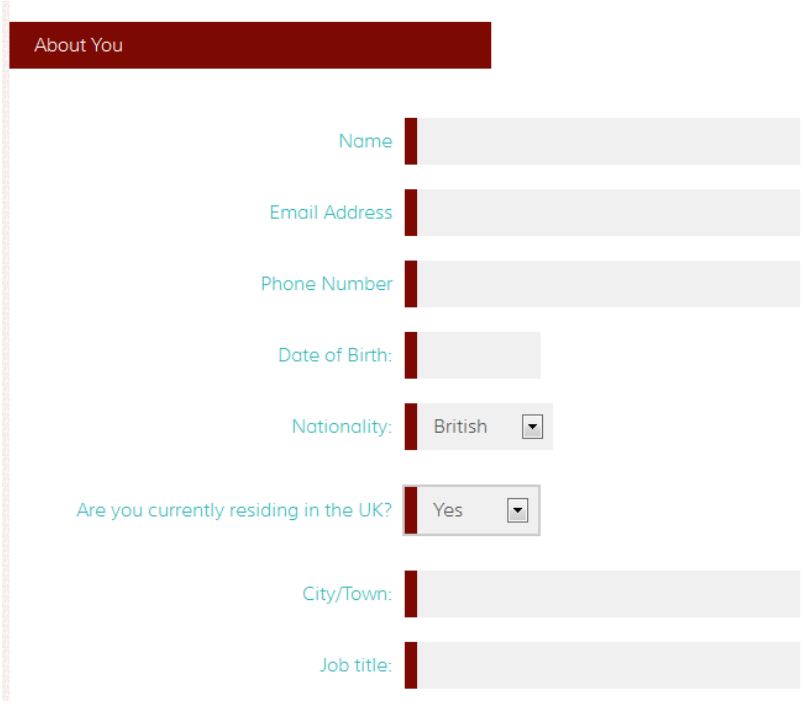
2. Select **create a new application** under **Breakthrough Brit 2014 – Games Applicants.** Note that the Initiative's entry status and deadline appears below the red title box:



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.

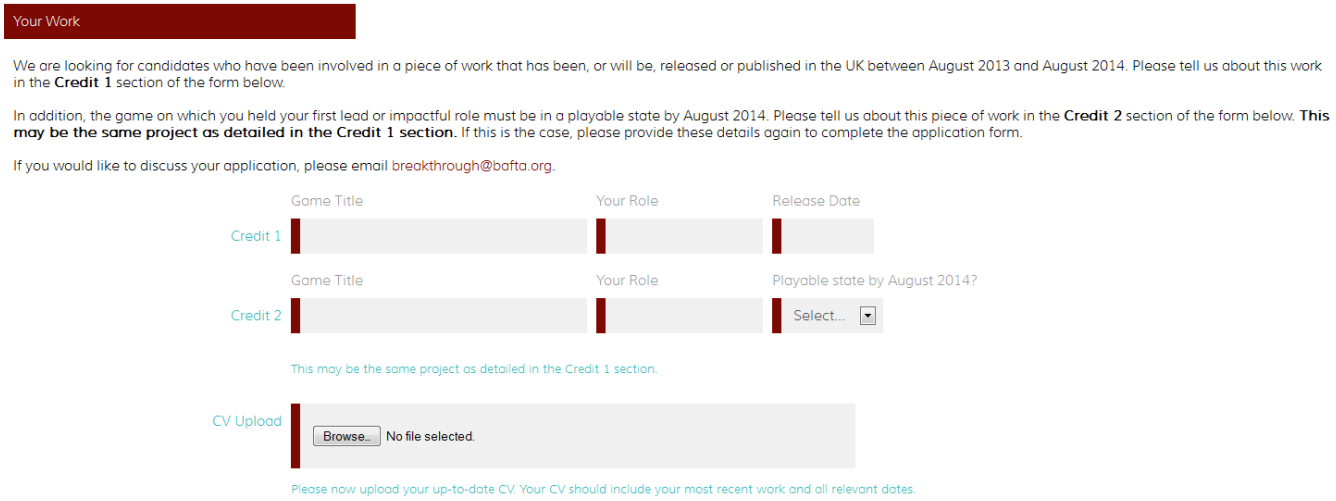
5. First you will be asked to provide details **About You.** While you have already provided some of these once, we do need to take them again to process your application form.



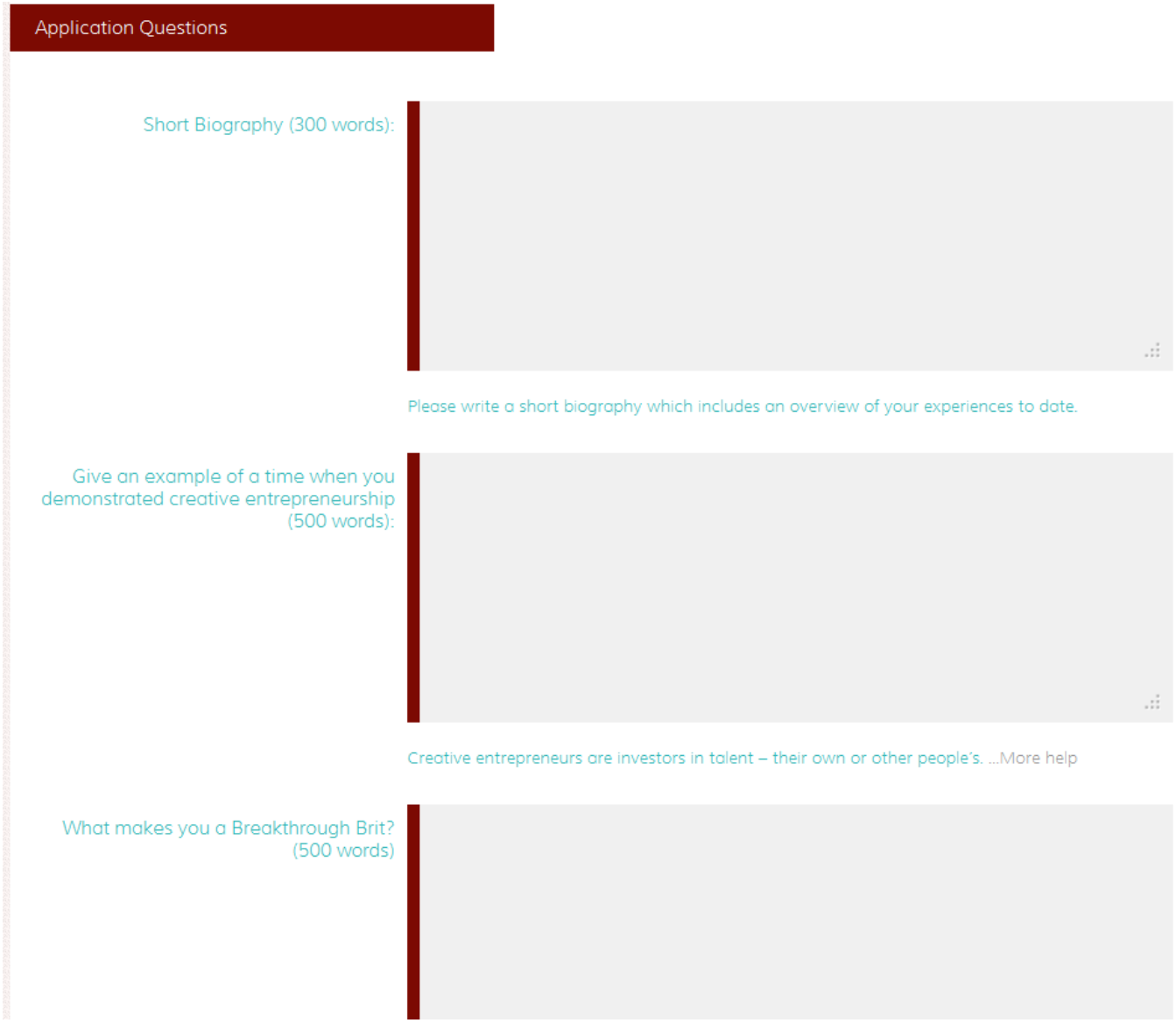
6. If you enter information which renders you ineligible for Breakthrough Brits 2014, a message will appear to explain why:

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

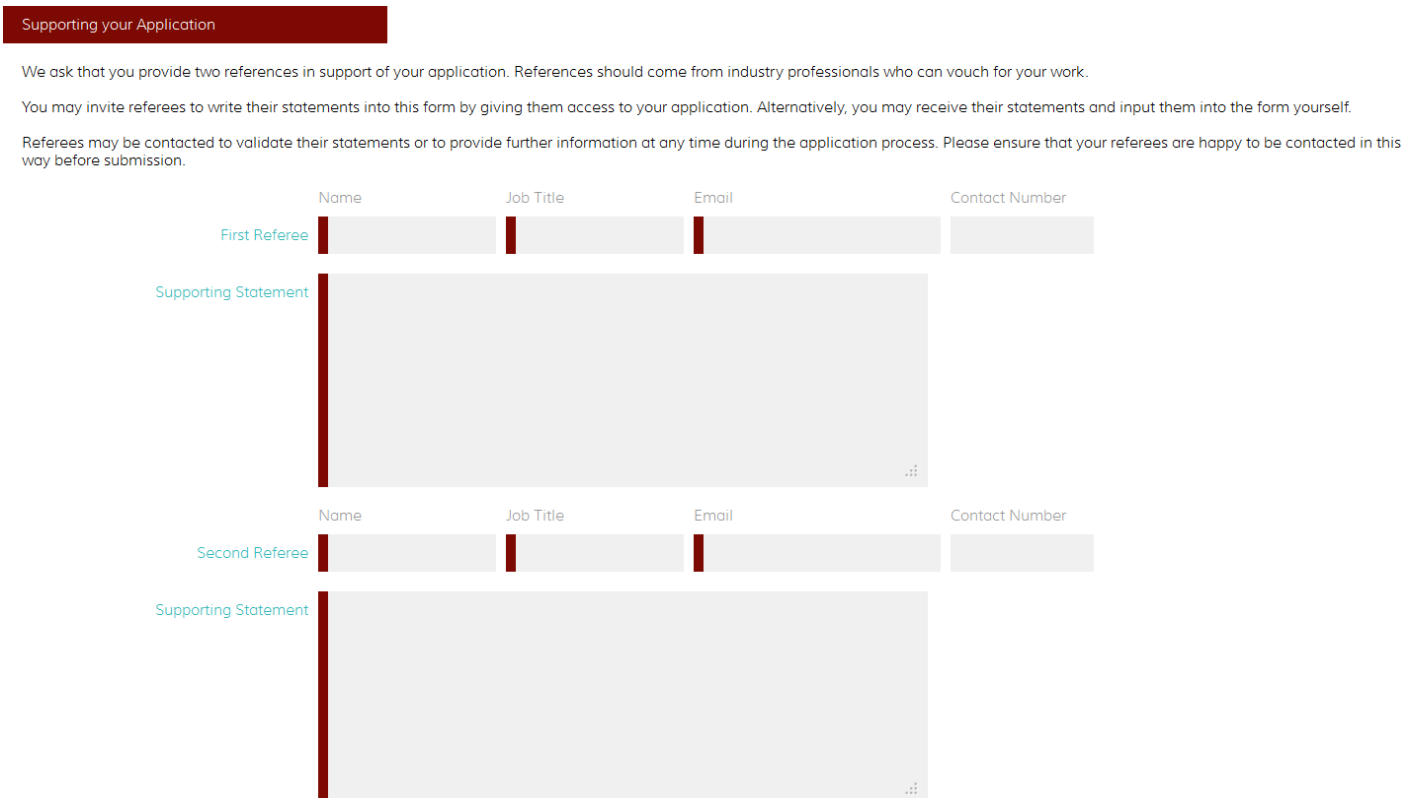
   There is space on the application form to tell us about this/these credit(s); any others should be included on your uploaded CV:



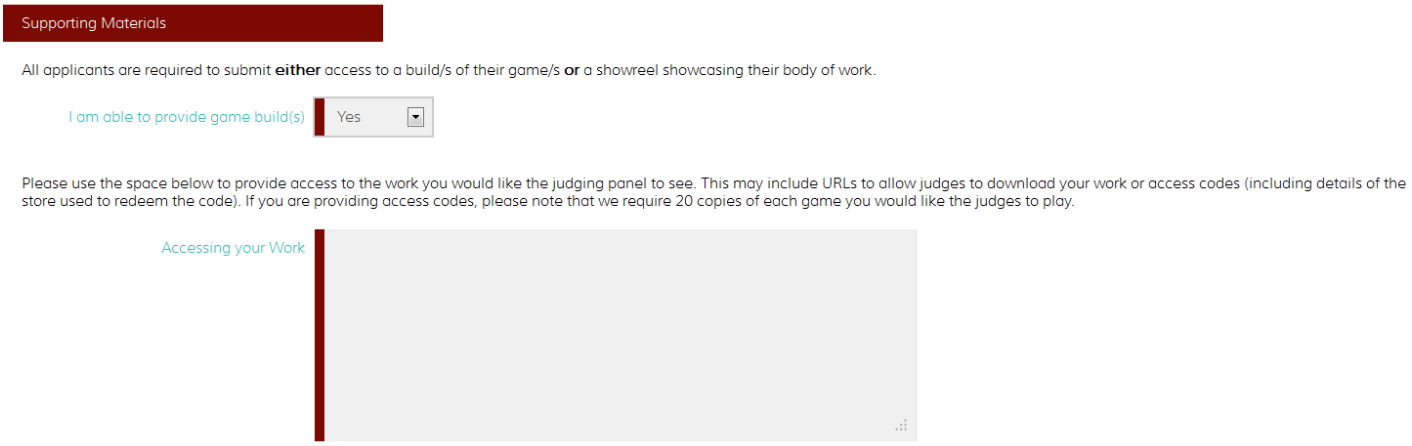
8. You will then be asked the three application questions below:



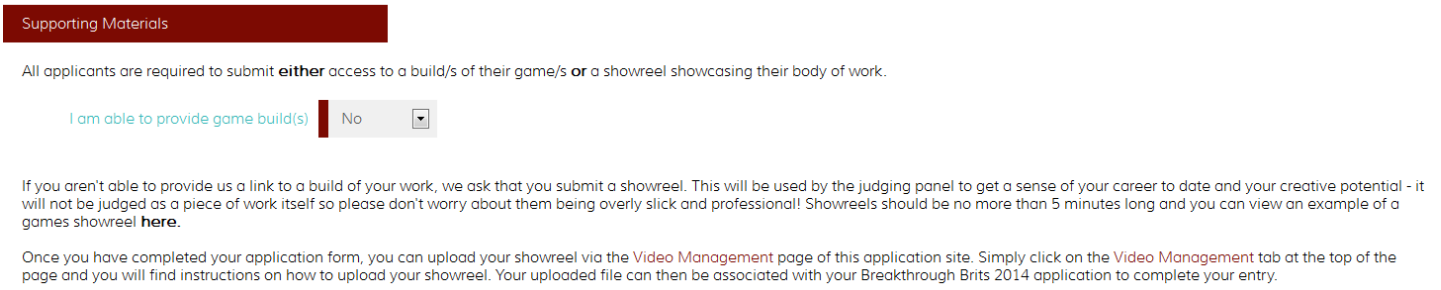
9. We require two professional references to consider you for Breakthrough Brits. These should come from industry professionals who can vouch for your work. Please give their name, job title and contact details here, along with their statement, and make sure that they're happy to be contacted in regard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



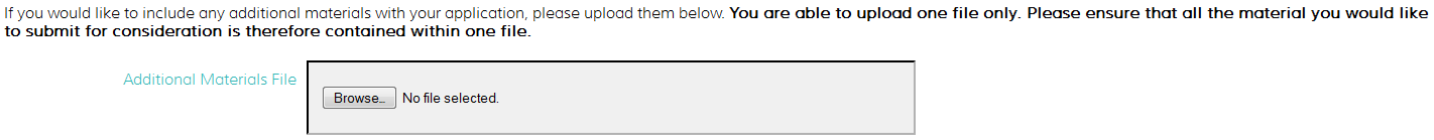
10. The next section of the application form asks you to provide supporting materials for your application. Games applicants are asked to provide **EITHER** a build of your game(s) for the judging panel to play:



OR a showreel showcasing your work. This will be used by the judging panel to get a sense of your career to date and your creative potential - it will not be judged as a piece of work itself so please don't worry about them being overly slick and professional! Showreels should be no more than 5 minutes long and may be uploaded via the **Video Management** section of the application site.

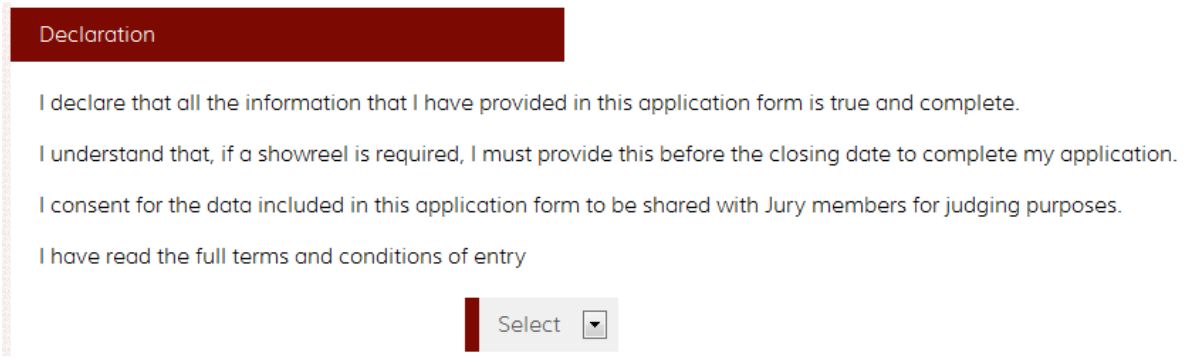


11. If you would like to include any addition materials for the judging panel to consider, please upload them here. **Please note that you are able to upload one file only. Please therefore ensure that all the material you would like to submit for consideration is contained within one file:**

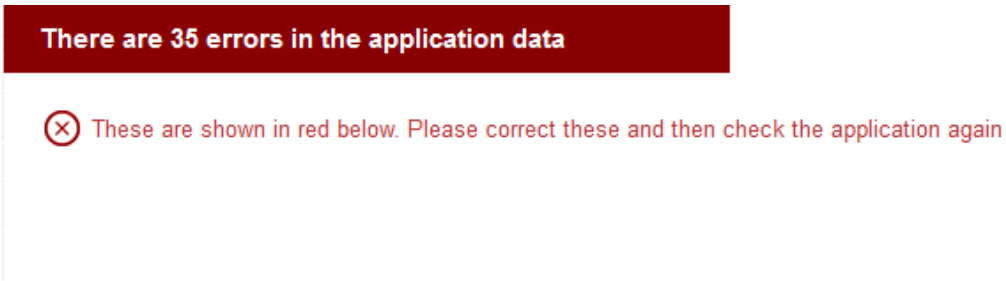


12. The next section of the application form helps us to develop our equal opportunities polices and any information you provide will not be considered as part of your application. If you do not wish to provide some or all of the information, please leave the questions blank.

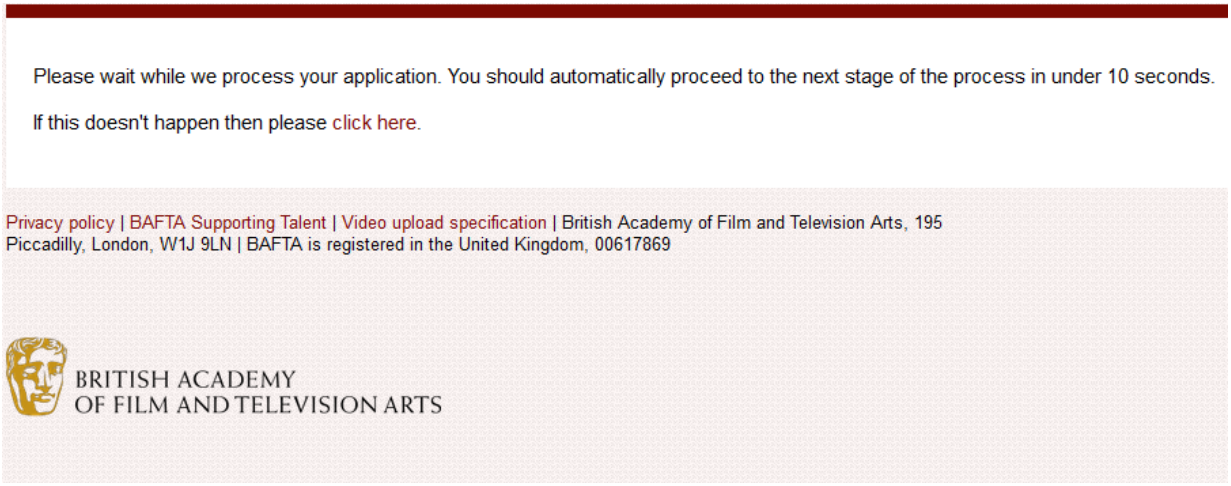
13. By submitting your application to Breakthrough Brits 2014 we ask that you agree to the below:



14. 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:



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



16. 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

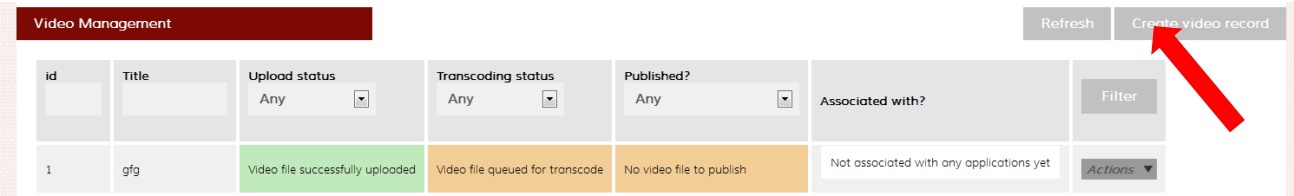
In order to achieve this, we request that you provide a high quality version of your video. Our preferred video specification, along with alternative specifications we are able to accept, is shown below:

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

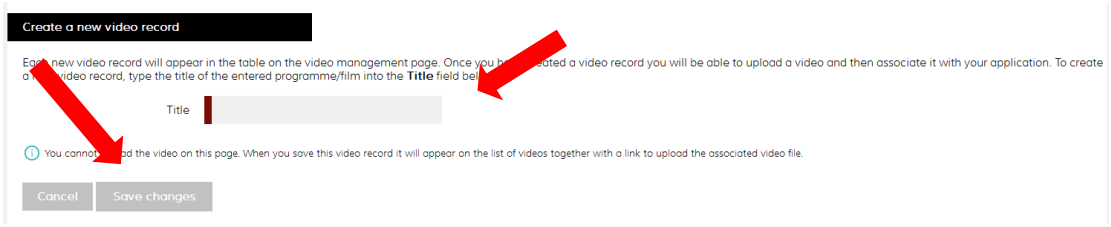
Please note that it is your responsibility to ensure video quality. BAFTA recommend that you check the video quality before the file is uploaded and watch once again when the upload is complete.

Video Upload Process:

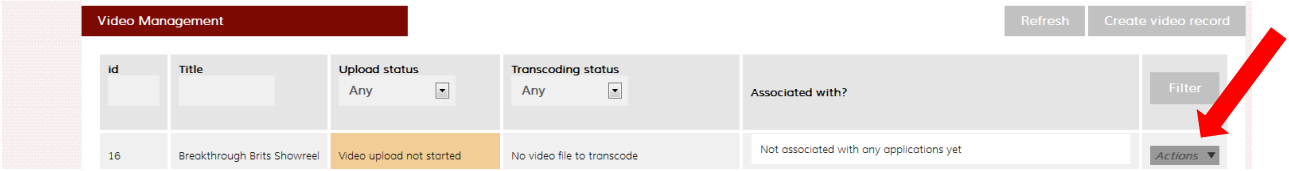
1. Go to the Video Management page in the BAFTA Applications site.
2. Click on **'Create video record'** to be taken to the Create video record page.



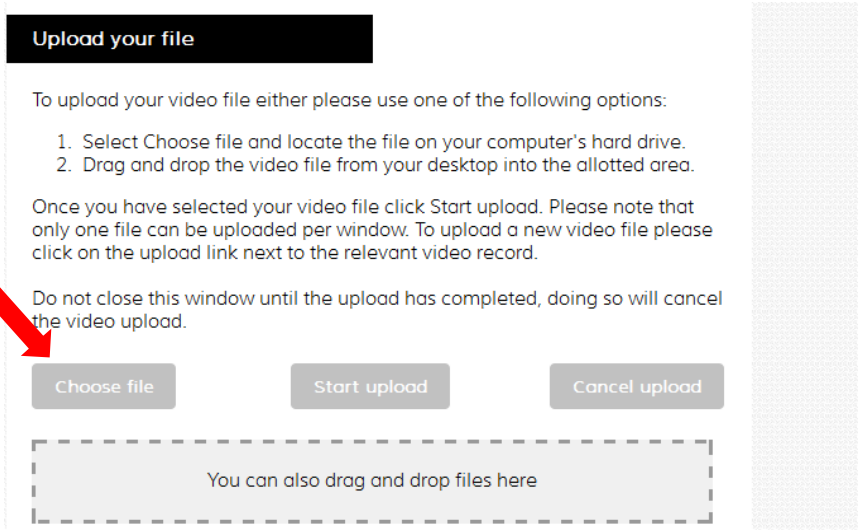
3. Enter a unique video title in the Title field so that the video record can be identified later and click **'Save changes'**.



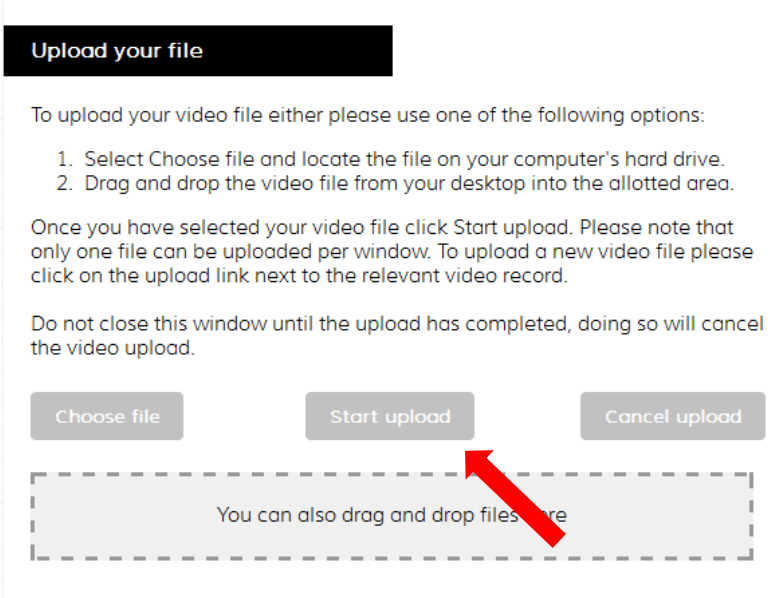
4. You will return to the Video management screen and the video record will appear in the table. The upload status will be listed as **Not started**. When you are ready to upload a video select upload from the **Actions** menu.



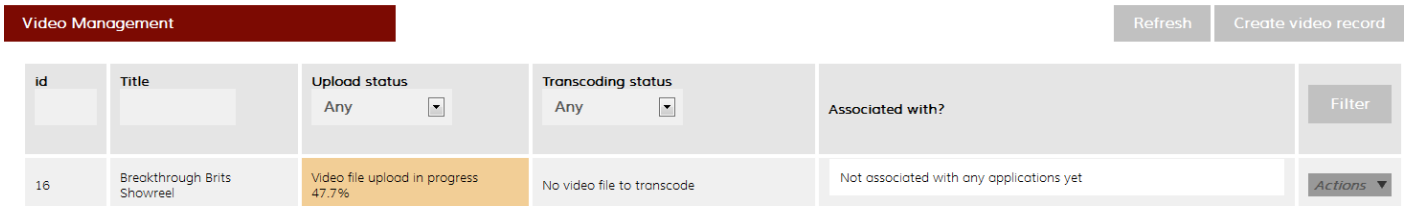
5. The video uploader will pop-up in a new window. Select the video file you wish to upload by either using the **Choose file** link or dragging the file to the highlighted area.



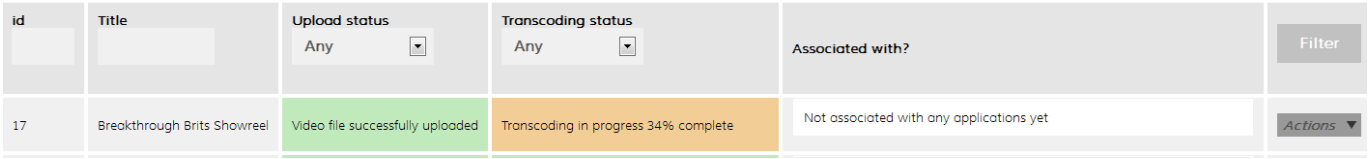
6. Click on the **Start upload** button to commence the upload.



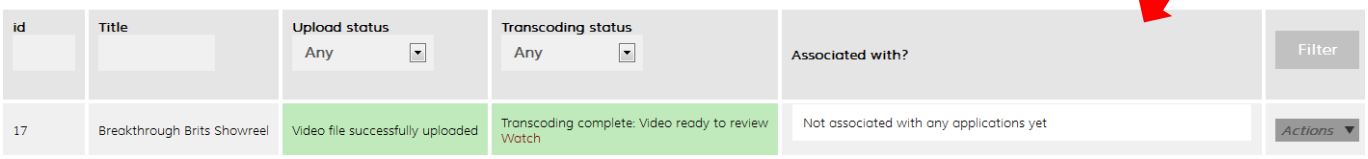
7. You can view the upload progress on the **Video Management** screen. Please note this information is not live and you will need to refresh the page to update the information.



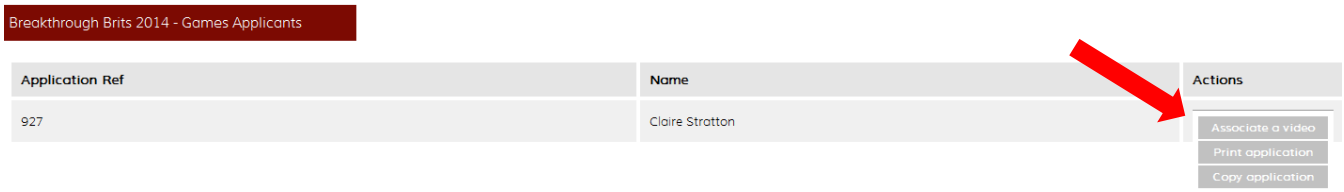
8. Once the file has completed uploading it will automatically begin to transcode. Again you can view the progress on the **Video Management** screen and you will need to refresh the page to update the information.



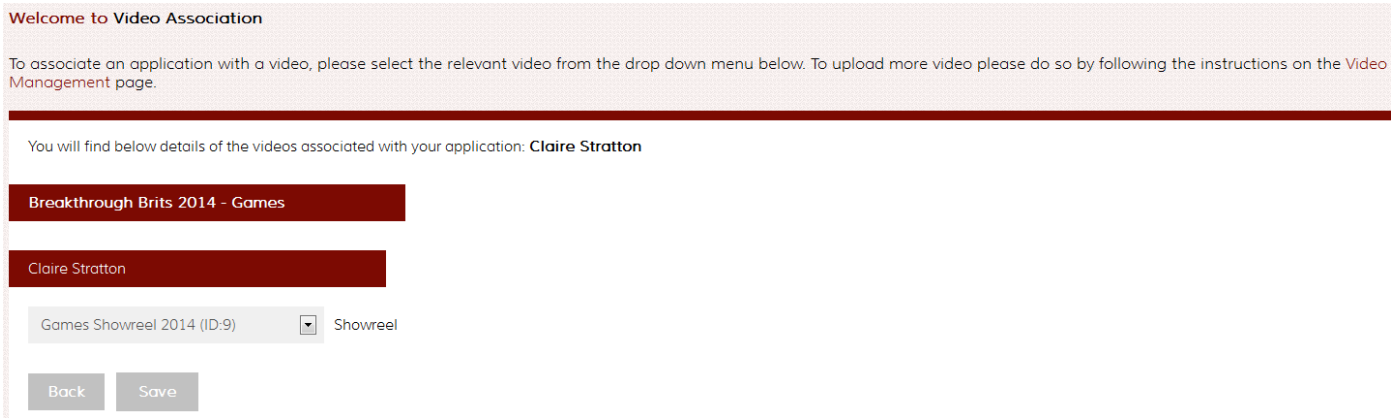
9. Once transcoding has completed the video record will appear as below. You can view the video by selecting **Watch** from the **Actions** menu.



10. 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.

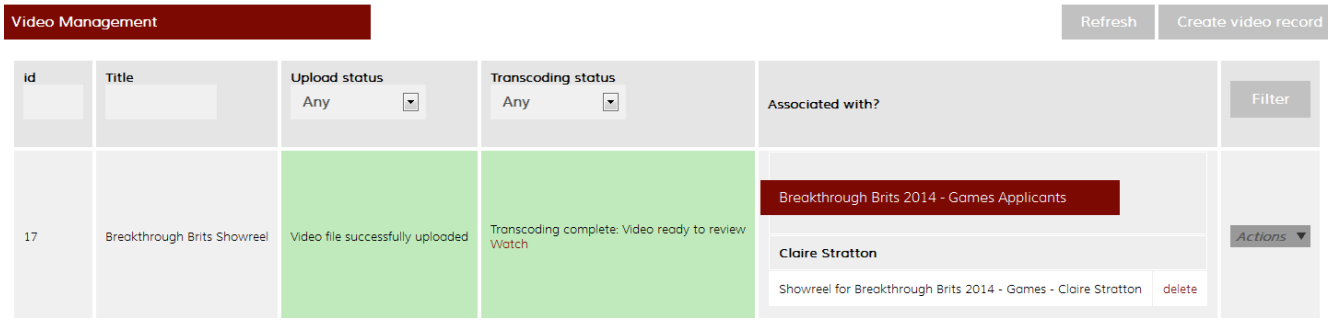


11. Click on the dropdown menu next to each category/performance and select the relevant video record from the list. Then click **Save**.



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

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



Replacing a Video file:

1. 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**.

2. Select **Delete** from the **Actions** menu.

3. 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.