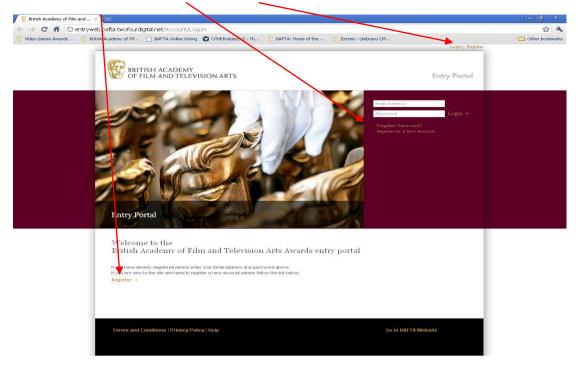
Welcome to the BAFTA Entry guide for the Children's Awards in 2012

To view and download various pieces of Entry information, including the **Rules and Guidelines** for the Children's Awards click on the following link: <u>http://www.bafta.org/awards/information/awards-entry-information,2037,BA.html</u>

Click on the link below to visit the Entry Portal Website: http://entryportal.bafta.org

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



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

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2 Contact Information		characters.		
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Once you have completed all fields, press 'Register':

This is the main Create an Entry page.

You can 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.)

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To **Create an Entry**, select the category/ies that you would like to enter (Please note that the system is built around the video-you can enter a video into as many categories as it is eligible and will only need to upload each video once):

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	1 Select Awards for Entry (3 Categories Selected)	education departments. Can include single or long-running drama. Credits	
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Please note that if you tick more than one category, each one must pertain to **the same overall programme**.

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

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

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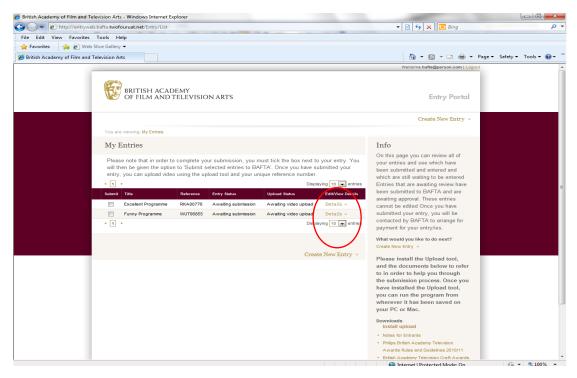
You have now created your entry. Please note your **reference number**, which you will need in order to upload video to support your entry from the **'My Entries'** page.

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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:

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	Please note that in order to complete your submission, you must tick the box next to your entry. You will then be given the option to "Submit selected entries to BAFTA". Once you have submitted your entry, you can upload video using the upload tool and your unique reference number.	On this page you can review all of your entries and see which have been submitted and entered and which are still waiting to be entered Entries that are awaiting review have	
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		cannot be edited Once you have	
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You will then be given the option to 'Submit selected entries to BAFTA'

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When you press 'Submit selected entries to BAFTA, you will be taken to the payment page, where you will need to select either Invoice or Sagepay.

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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 72 hours, particularly if you have uploaded large video files.

How to upload supporting material to the Viewing portal

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.	

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 programme you first need to download and install **Silverlight** (<u>www.microsoft.com/getsilverlight</u>)

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

This will save it to your <u>'All Programs'</u> folder if you are using a PC and the <u>'Applications'</u> folder if you are using a Mac.

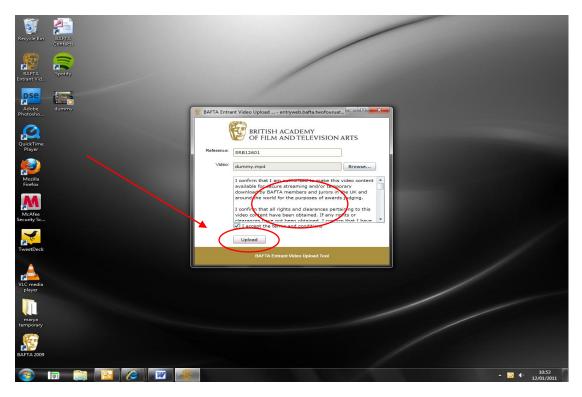
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6 British Academy of Film and T	My Entries Please note that in ord will then be given the d	er to complete your submission, you must tick the box next to your entry. The provided tool and your unique reference number. ■ Deploying Tore of the submitted your wideo using the upload tool and your unique reference number. ■ Deploying Tore of the submitted your ■ Deploy	Info On this page you can review all your entries and see which have been submitted and entried and which are still waiting to be entered. Entries that are awaiting review have been submitted to BAFTA and are awaiting review have been submitted to BAFTA and are awaiting approval and cannot be a for payment. Setup I After submitting an entry, you a contacted by BAFTA to be for payment. would you like to do next? Now Entry → n you have submitted an you may then upload the amme to the online viewing able below. Once you have lied the Upload tool, you can be program from wherever it	lage v Safety v Tools v @v
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Once you have installed the Upload tool, **Run** it from wherever it has been saved.

You will see this screen:

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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'**



Please note that the progress bar is not necessarily a direct representation of time left. Some uploads will stay at 99% for some time as a large action takes place at this time. If you cancel you will have to start the upload again. Once it has uploaded, you will see the word **'Complete'** in the window.

😵 BAFTA Entrant Video Upload entryportal.bafta.org				
BRITISH ACADEMY OF FILM AND TELEVISION ARTS				
Reference:	NRG44523			
Video:	dummy.mp4	Browse		
	I confirm that I am authorised to make this v available for secure streaming and/or tempor download by BAFTA members and jurors in th around the world for the purposes of awards I confirm that all rights and clearances pertai video content have been obtained. If any right clearances have not been obtained. I confirm Complete.	rary he UK and judging. ining to this hts or		
BAFTA Entrant Video Upload Tool				

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 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 David Lortal at BAFTA on 020 7292 5818 or email <u>entrysupport@bafta.org</u>