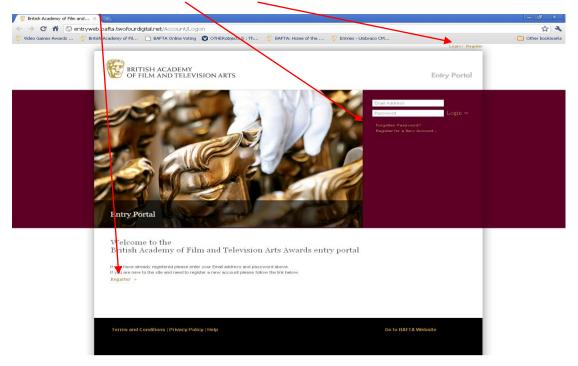
Welcome to the BAFTA Entry guide for the British Academy Scotland Awards 2012

To view and download various pieces of Entry information, including the **Rules and Guidelines** for the British Academy Scotland Awards click on the following link: <u>http://www.bafta.org/scotland/awards/british-academy-scotland-awards-2012-call-for-entries,3347,BA.html</u>

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

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



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

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Account Registration		Info	
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Fist Hame * Befta		page; if you leave any section blank, you will not be able to register. Please note that your password	
2 Contact Information		should contain a minimum of six characters.	
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Once you have completed all fields, press 'Register':

This is the main Create an Entry page.

*PLEASE MAKE SURE YOU CHOOSE THE **BRITISH ACADEMY SCOTLAND AWARDS** OPTION (and not British Academy Children's Awards which is also open at the same time)

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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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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	Create a new Entry	Information British Academy Children's Awards
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	Channel of the Year <i>i</i> Independent Production Short Form <i>i</i> Company of the Year <i>i</i> Trans <i>i</i> Trans <i>i</i> Trans <i>i</i> Torams <i>i</i> Tora	
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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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Your Entries You	Account
You are viewing: My Entries > Create Entry	
Create a new Entry 2 Entry Details (3 Awards Selected) Categories/category chosen: Comedy Pre-School – Animation dideo Game Title *	Information In order to make an entry please select the Awards Ceremony you with then select the relevant category/res. For further information and a definition of each category please click on the 1. When you have submitted an entry you may then upload a video to the Online Viewing Portal by using the Video Upload Tool available below. Once you have installed the Video Upload Tool, you can run the program from wherever it has been saved on your PC or Mac. You have the Upload tool installed
Pre-School – Animation Credi 1 Credi 2 Video Game Credi 1 Credi 2 Video Game Credi 1 Credi 2 Credi 3 Nature 1 Credi 2 Credi 3 Credi 2 Credi 3 Credi 2 Credi 3 Credi 2 Credi 3 Credi 4 Credi 4	the Award Role Book

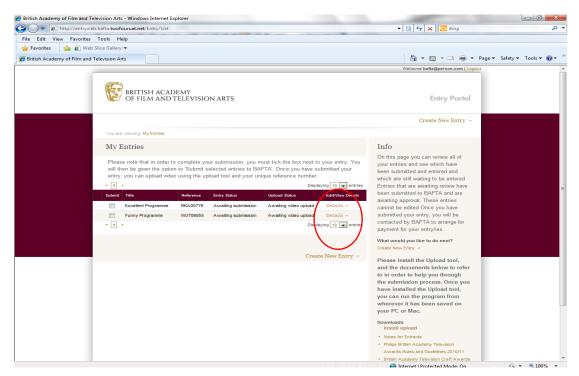
You have now created your entry. Please note your **reference number**, which you will need in order to upload video to support your entry from the **'My Entries'** page.

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Your Entries Your Account		
You are viewing: My Enbles > Create Entry Entry created Entry created successfully. Your unique reference code for this entry is: YLT31386. You will need this in order to upload videos to the BAFTA Viewing Portal usin the Video Upload. Tool. This reference is unique to this entry. In order to complete the entry process and submit your entry. Tick the box next to the entry you would like to submit, and click on 'Submit selected entries to BAFTA. When you return to the 'My Entries' page please note the 'Upload status' column. We strongly encourage all entrants to supply video via the Video Upload tool in order to support their entry, which will then be made available to video via the Video Upload.	Information In order to make an entry please select the Awards Ceremony you wish to enter and then select the relevant categoryles. For further information and a definition of each category please click on the \hat{I} . When you have submitted an entry you may then upload a video to the Online Vewing Portal by using the Video Upload Tool available below. Once you have installed the Video Upload Tool, you can run the program from wherever it has been	
Return to My Entries Terms and Conditions Privacy Policy Help	saved on your PC or Mac. You have the Upload tool installed	

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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	
	Submit Title Reference Entry Status Upload Status Edit/View Details	been submitted to BAFTA and are awaiting approval. These entries	
		cannot be edited Once you have	
	Funny Programme WUT06855 Awaiting submission Awaiting video upload Details >	submitted your entry, you will be	
	■ Newsday 95838808 Awaiting submission Awaiting video upload Details →	contacted by BAFTA to arrange for payment for your entry/ies.	
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		to in order to help you through	
		the submission process. Once you have installed the Upload tool,	
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		 British Academy Television Craft Awards 	
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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 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 72 hours, particularly if you have uploaded large video files.

How to upload supporting material to the Viewing portal

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
	mp4 is the only acceptable format. If you need to get your programme/s above specification, please contact us.

Please prepare your video to the following technical specification:

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.

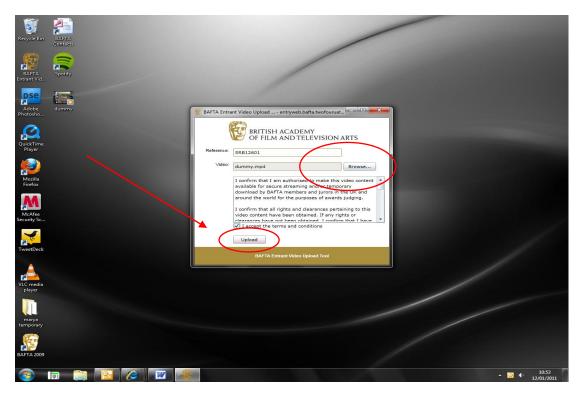
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		The documents to download below will help you with your	
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		 Philips British Academy Television Awards Rules and Guidelines 2010/11 	
		 British Academy Television Craft Awards Rules and Guidelines 2010/11 	
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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.

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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>