Welcome to the BAFTA Entry guide for the Cymru Awards in 2013

> You must read the Rule Book to ensure that your programme is eligible prior to creating a new entry. It can be found here:
> http://awards.bafta.org/sites/default/files/images/Logos/Files/british_academy_cymru_a

1. Go to our Entry Portal: **http://entryportal.bafta.org/Account/Logon** and **Register** to create a new account.
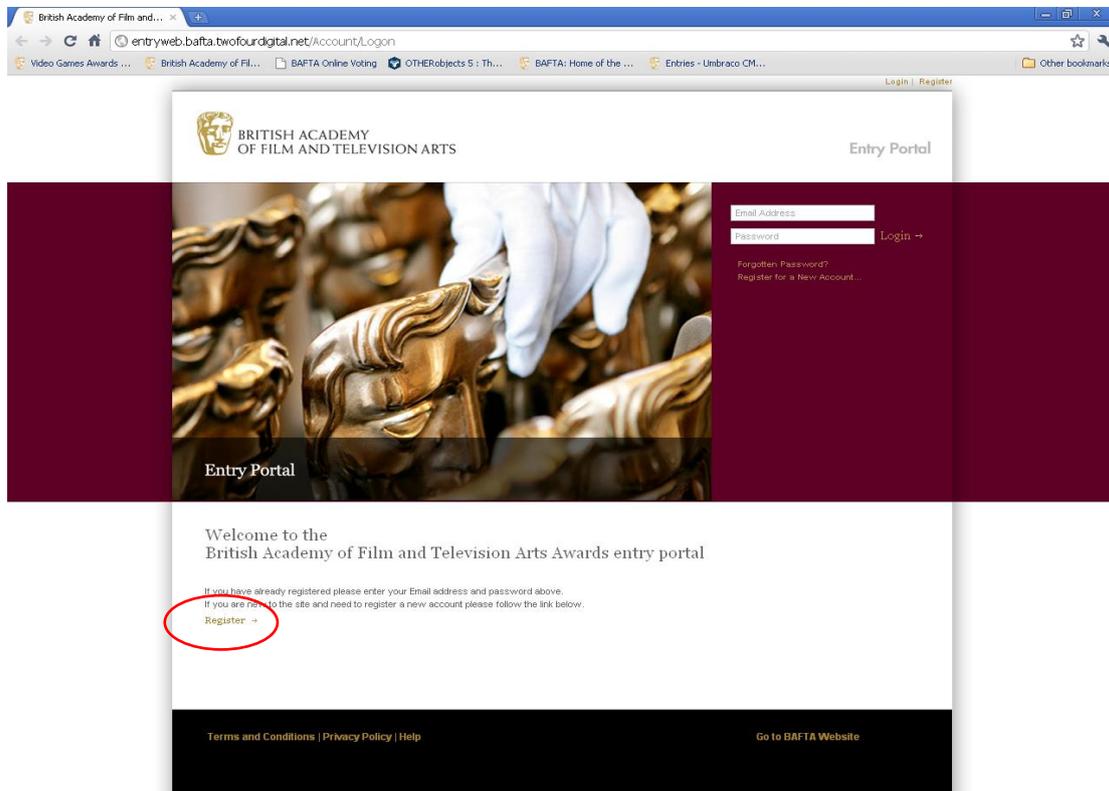
2. Fill in the form, making sure to enter details into **all required** fields. Then click **Register**
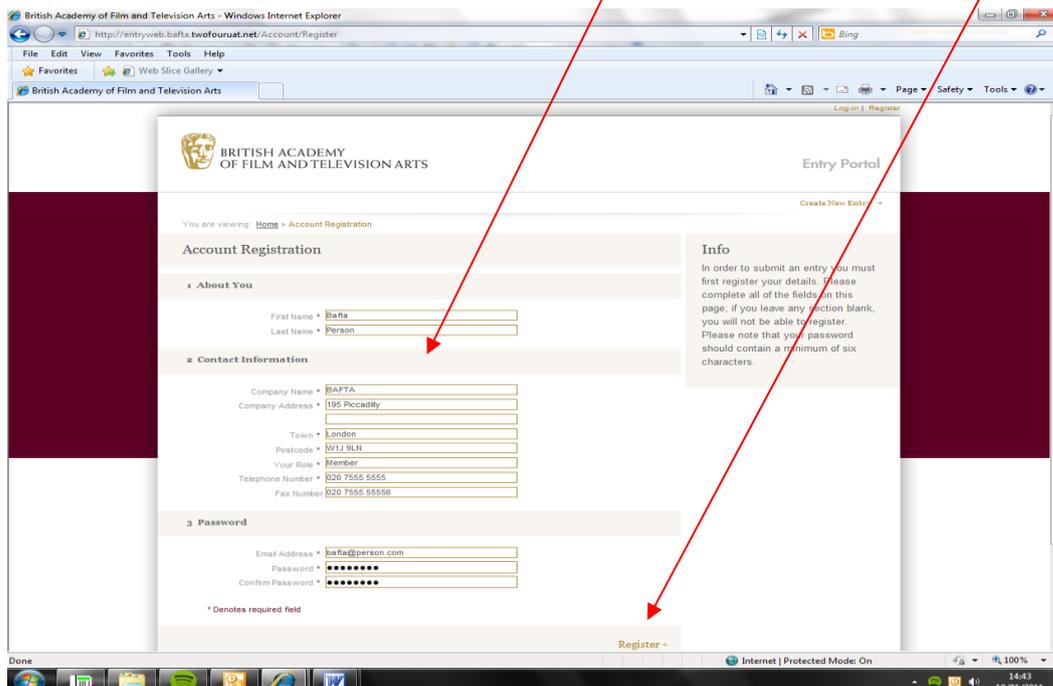
3. **Create a new entry. There may well be more than one Awards open so please ensure that you select the categories listed under the British Academy Cymru Awards.**
4. Each programme will ONLY be eligible for ONE Production category. Please refer to the Rule Book to find out which category description fits your programme. You may enter as many performers as you wish into the performance categories.
5. Please note that you can ONLY upload one episode to represent each category. The entry is based upon the episode you upload. If you are uploading the same video for multiple categories please do this within one entry.

Nb: Do not click 'Back' on your browser, scroll to the bottom of the screen and click the 'Save and Continue' link otherwise all data you have entered will be lost.

A. Select all relevant categories where you wish to enter the programme and then click **Continue.**
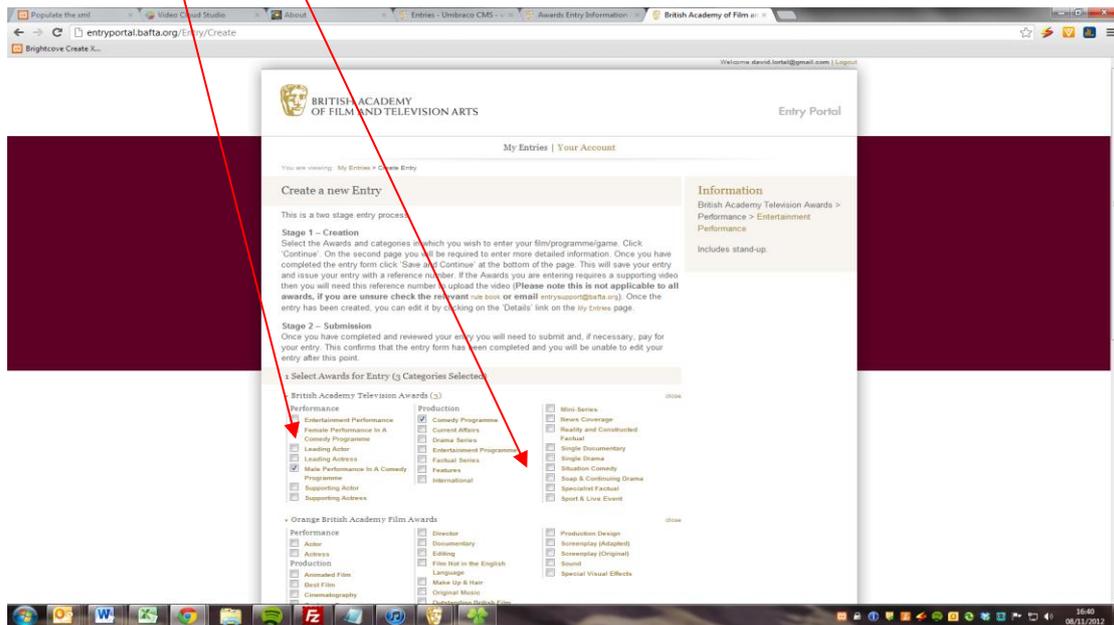
A. Enter the requested information in the initial fields.
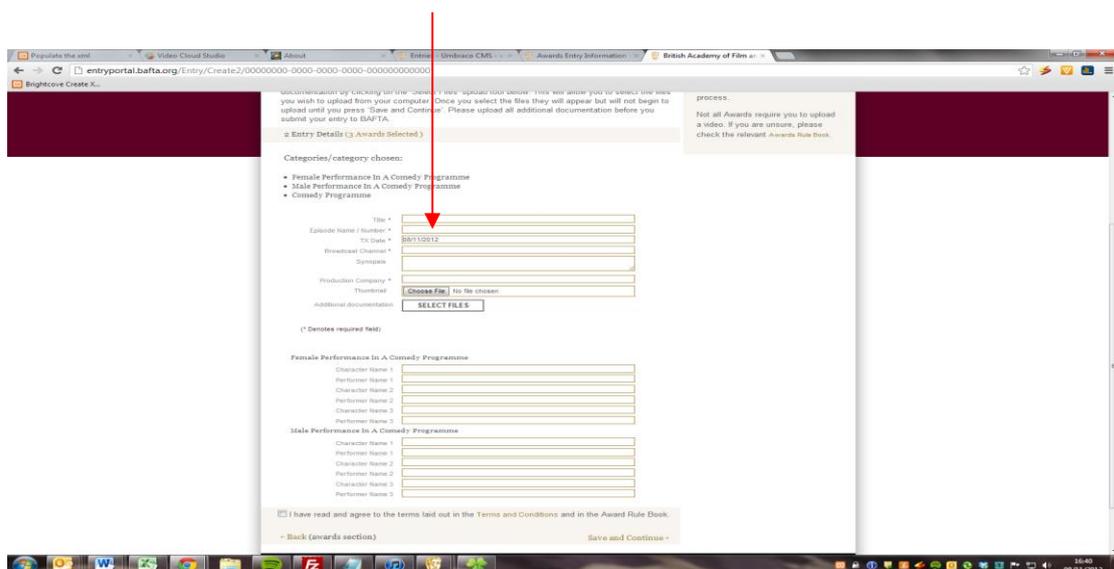
Please note that if you do not have the required information you are permitted to return to the entry and update as many times as you wish.

B. Scroll to the bottom of the page and press 'Save and Continue', you should do this regularly to ensure your information isn't lost. Your entry will not be saved until you click Save and Continue.

C. **Read and accept** the Terms and Conditions, and press **'Save and Continue'**. Your additional documentation will be uploaded at this point. You can return to update the entries by going to the **My Entries** page and clicking on the **details** link which is located by your entry.

D. Your entry has now been created, please note your **reference number** as you will need to use this when contacting BAFTA regarding your entry.
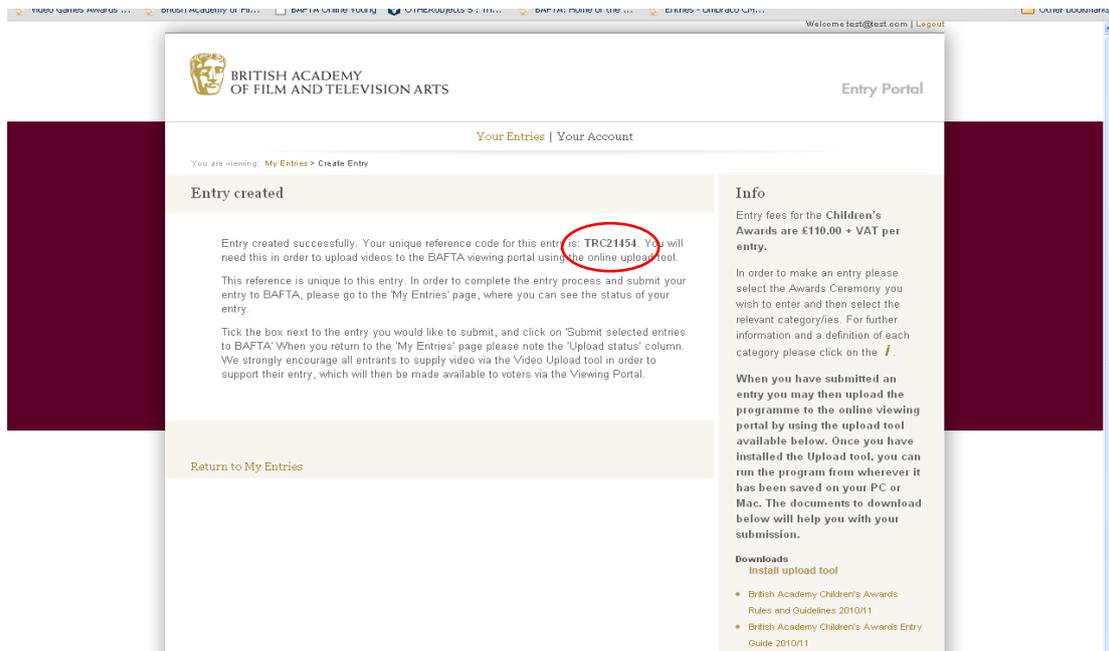
6. **Create another Entry/review entry screen.** You can save multiple entries in your user profile. Once you return to the **My Entries** page, you can create entries for more games by clicking on the **Create New Entry** link repeating the process. In addition you can also **edit** your entries by clicking on the details link, as long as it has not yet been submitted to BAFTA.
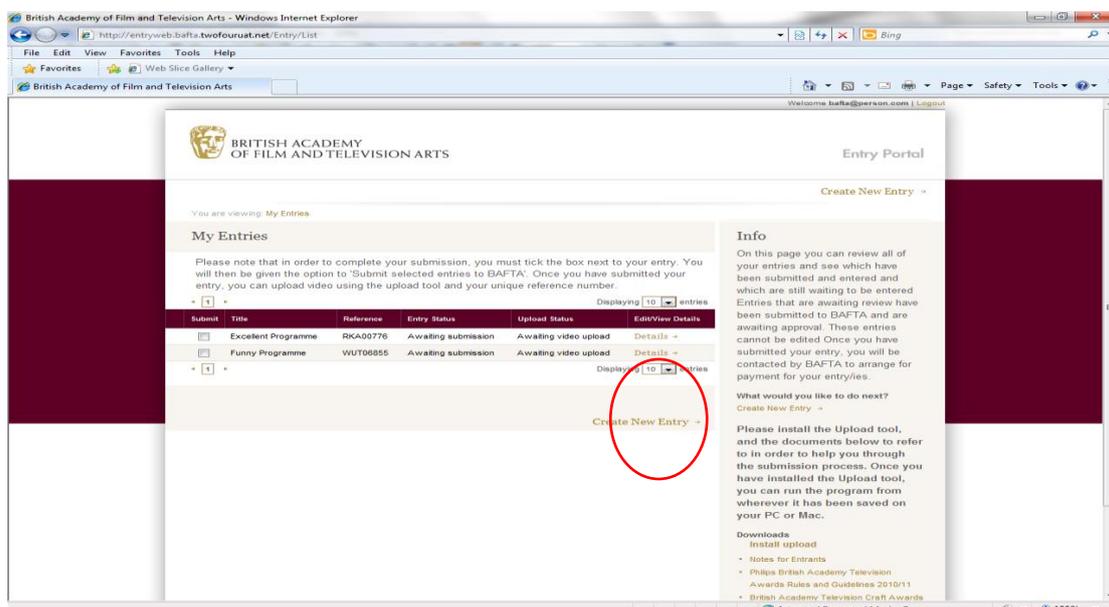
7. **When you have reviewed the information in your entry** and are ready to submit to BAFTA, please **select the box/es beside the entry/ies** you would like to submit, and click on **'Submit selected entries to BAFTA'.** Fully completed entries must be submitted by 19 April 2013.
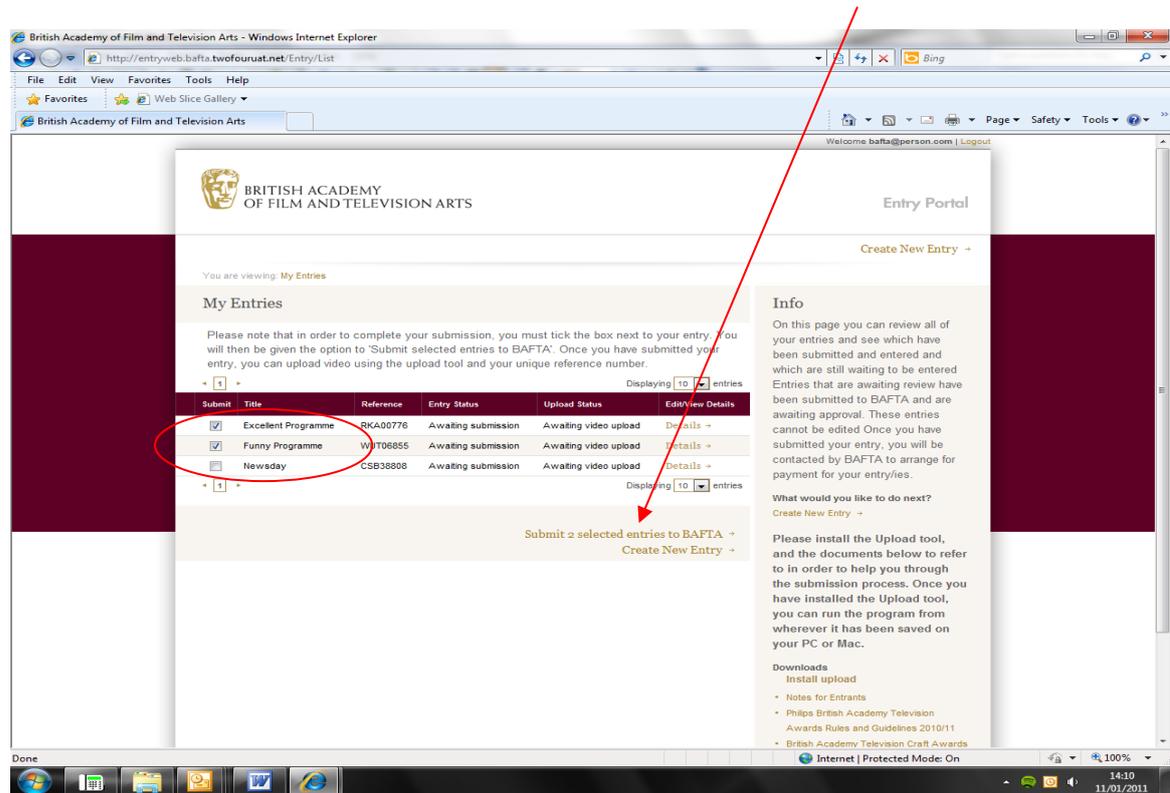
You will then be taken to this page:
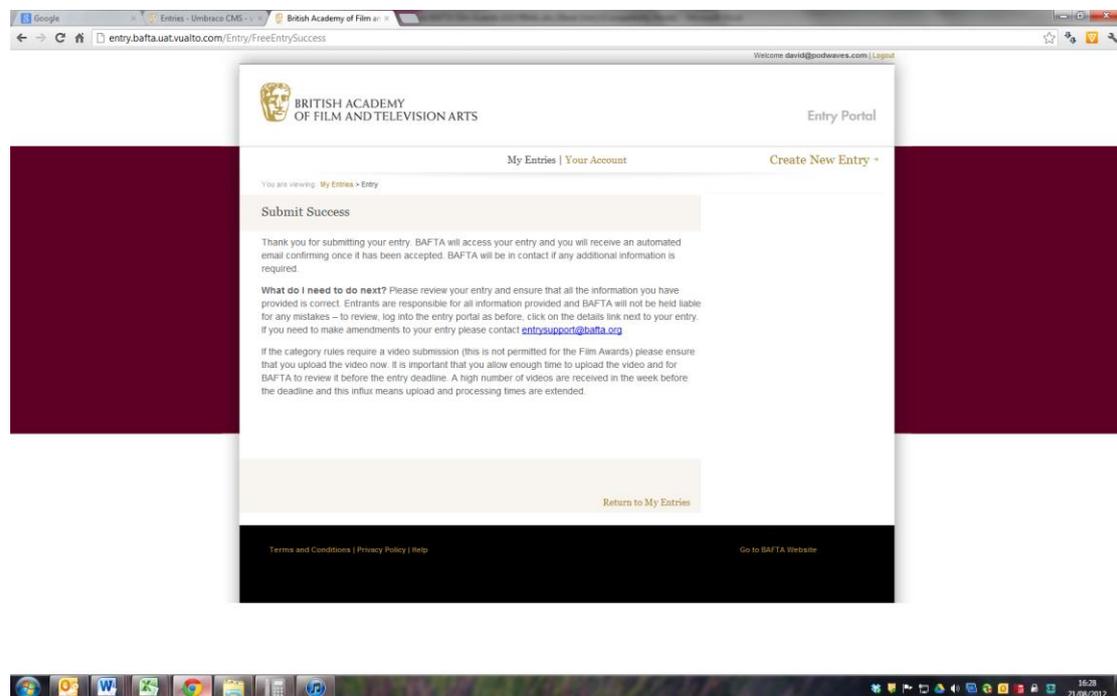
You will receive an automated email receipt confirming the details of your entry. When you return to the **My Entries** page, please note that your Entry Status will have changed from '**Awaiting Submission**' to '**Submitted and awaiting BAFTA review'** (as below). Once the details have been checked and approved by BAFTA, it will change to 'Entry Completed'.

If you are having any technical problems, need to amend a submitted entry, or have questions regarding the online entry process please contact Ceri Lewis on 02920 223898 or email ceril@bafta.org

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.	

It is not compulsory to upload material to the Viewing portal. However, it is strongly encouraged in order to support your entry.

1. In order to upload a programme you first need to ensure you have **Java** installed: http://www.java.com/en/download/manual.jsp

2. Click on **'Launch Video Upload Tool'** link on the "My Entries" page and you will see the following screen. Enter your **Reference Number** and click on **Proceed.**
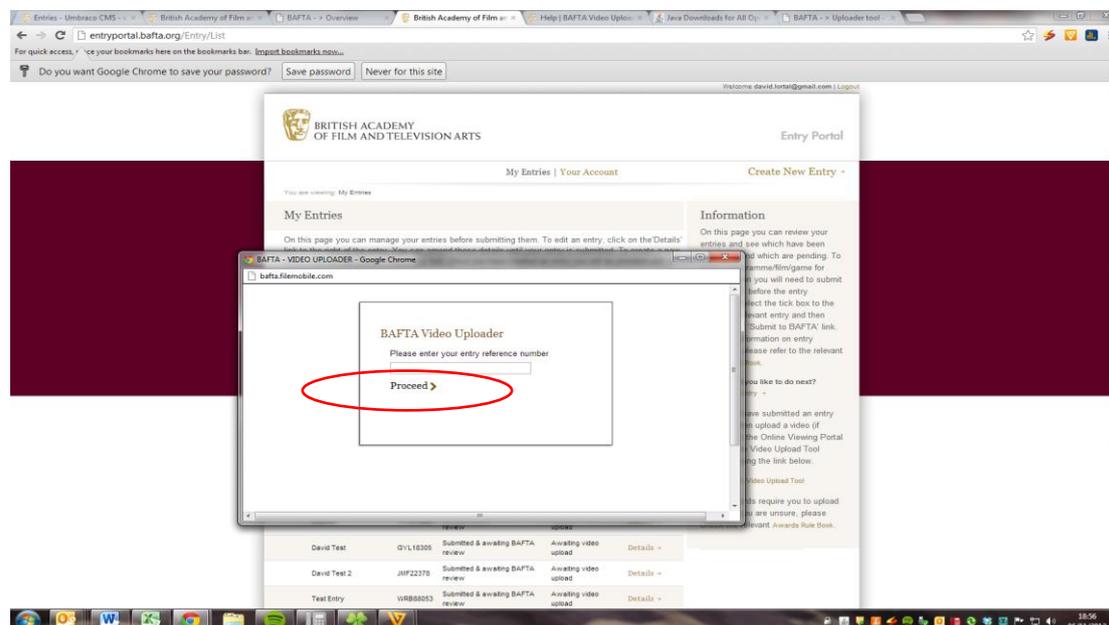
3. You will be taken to the upload file page. Click on the **Add** button
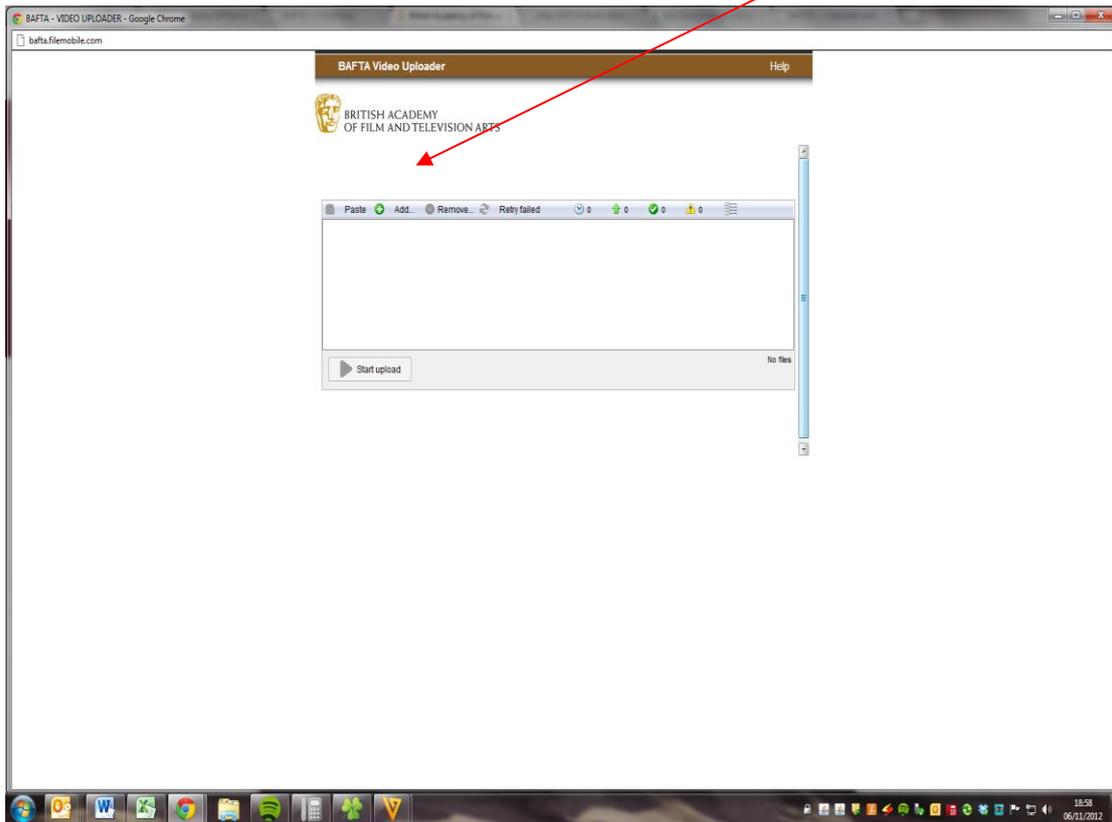
4. Select the file that you wish to upload on your computer and click on **Open**.
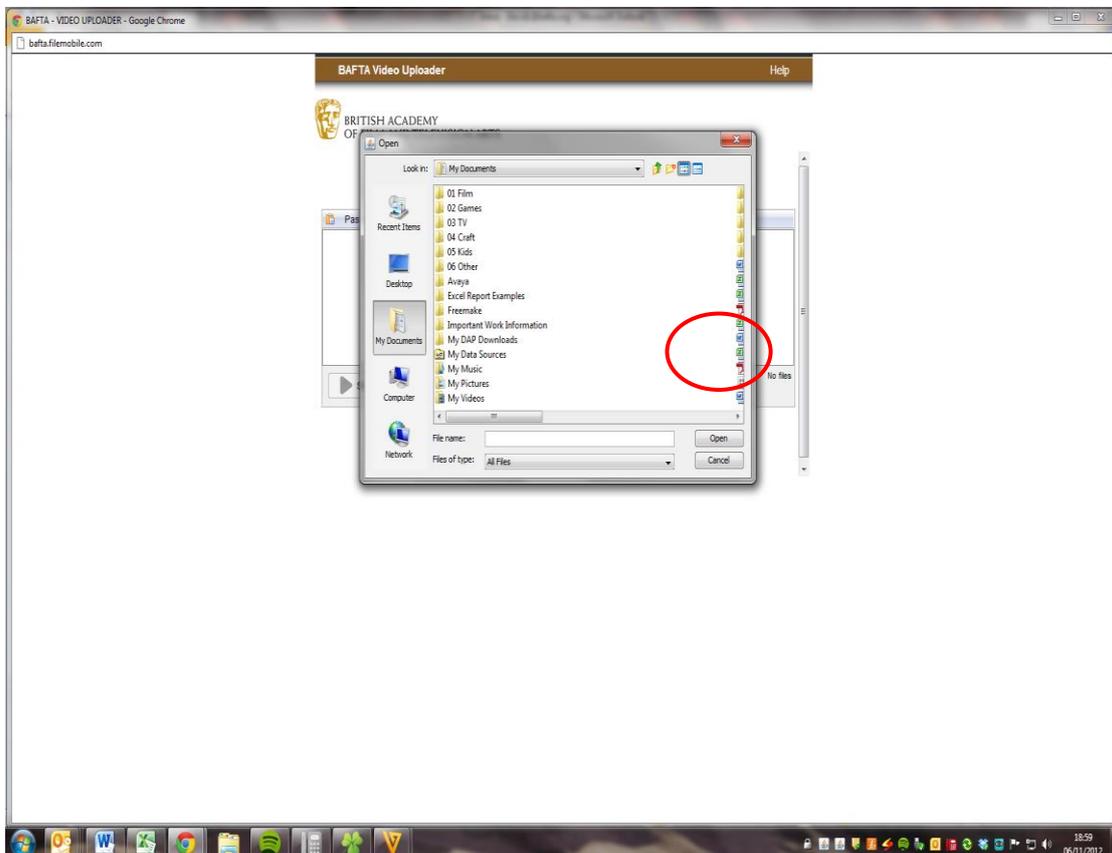
5. You will be taken back to the main video upload screen. Click on the **Start Upload** button to begin the upload.
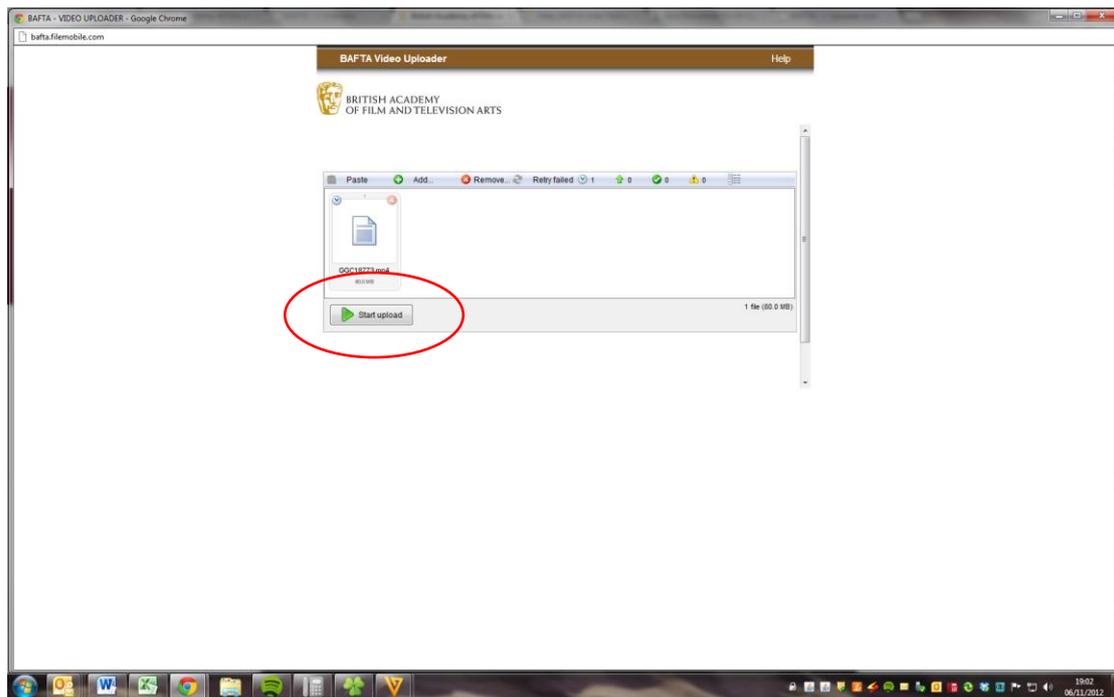
6. You can view the upload progress which will show you the expected upload duration and data flow.
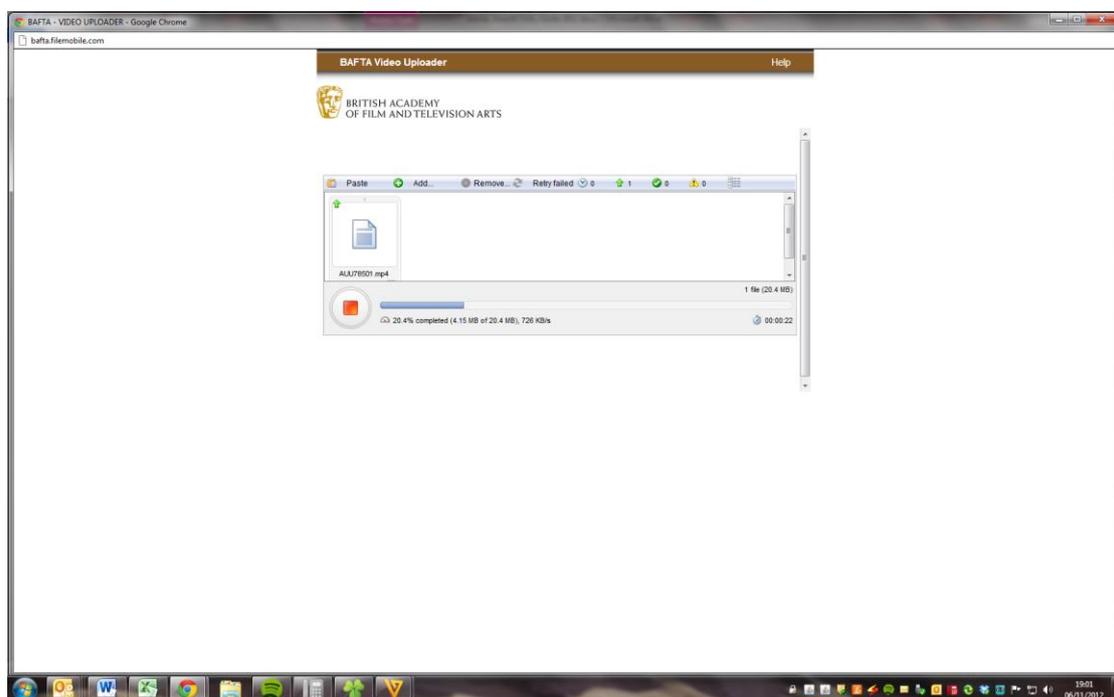
7. Once the file has completed you will see this screen. You will have the opportunity to upload a new file.
8. Once your file has been received you will receive an automated email confirming this.

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 technical problems concerning the video upload process please contact David Lortal on 020 7292 5818 or email entrysupport@bafta.org