## 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
- Go to our Entry Portal: <u>http://entryportal.bafta.org/Account/Logon</u> and Register to create a new account.



2. Fill in the form, making sure to enter details into **all required** fields. Then click **Register** 

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- 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**.

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\	and issue your entry with a reference number. If the Awards you are entering requires a	supporting video	
	then you will need this reference number to upload the video (Please note this is not a	oplicable to all	
	entry has been created, you can edit it by clicking on the 'Details' link on the MyEntries a	age.	
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	Once you have completed and reviewed your entry you will need to submit and, if neces	sary, pay for	
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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.

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Entry created successfully. Your unique reference code for this entr (M: TRC21454 You will need this in order to upload videos to the BAFTA viewing portal using the enline uploadool. This reference is unique to this entry. In order to complete the entry process and submit your entry to BAFTA, please go to the 'My Entries' page, where you can see the status of 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 stongly encourage all entrants to supply dideo via the Ydee Upload tool in order to support their entry, which will then be made available to voters via the Viewing Portal.	In order to make an entry please select the Awards Ceremony you wish to enter and then select the relevant categoryines. For further information and a definition of each category please click on the <i>1</i> . When you have submitted an entry you may then upload the programme to the online viewing
Return to My Entries	portal by using the upload tool available below. Once you have installed the Upload tool, you can run the program from wherever it has been saved on your PC or Mac. The documents to download below will help you with your submission. Downloads Install upload tool Bettish Academy Chikers's Awards Rukes and Guidelines 2010/1 Bettish Academy Chikers's Awards 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.

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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.

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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'.

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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:
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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 encoded to the	<b>mp4 is the only acceptable format.</b> If you need to get your programme/s 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: <u>http://www.java.com/en/download/manual.jsp</u>
- 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**.

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3. You will be taken to the upload file page. Click on the Add button

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4. Select the file that you wish to upload on your computer and click on **Open**.

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5. You will be taken back to the main video upload screen. Click on the **Start Upload** button to begin the upload.

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- 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.

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	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 <u>entrysupport@bafta.org</u>