

HOW TO ENTER THE BRITISH CYMRU AWARDS

You **must** read the Rule Book to ensure that your programme is eligible prior to creating a new entry. The Rule Book can be found here: awards.bafta.org/entry

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1 - CREATING AN ACCOUNT

1. Go to the BAFTA Awards Entry website: entry.bafta.org and **register** to create a new account.



Welcome to BAFTA Awards Entry


Please note that the BAFTA Awards Entry site is currently in BETA Test Phase. During this feedback please email entrysupport@bafta.org.

In order to create an entry please either register or login below.

LOGIN	REGISTER
<input type="text"/>	
<input type="password"/>	
<input type="button" value="Log in"/>	
Reset your password	

2. Fill in the form, making sure to complete **all required** fields, which are denoted by a bright blue rectangle. If your company's billing details are different to your office address please ensure that you enter them under the **Billing details** section. Click **Register**.

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



Dashboard Create entry Video

Online Entry System Registration
Online entry system registration intro

Indicates required field

About you

First name Bafta

Last name Test


Job title

Primary phone number 020 7292 5855

Alternate mobile number

2- CREATING AN ENTRY FORM

1. Once logged in, **Create a new entry**.



Welcome to your Dashboard
This page summarises all of your entries and their current status.
Link to Help Guide
If you have any questions about entry please contact entrysupport@bafta.org

Create a new entry

Unsubmitted Entries

Summary: 1 entry across 1 award

View unsubmitted entries

Submitted Entries

Summary: 0 entries across 0 awards

2. Select **Create new entry** under **British Academy Television Awards**. Note that the Awards' entry status and deadline appears below the black title box.

EE British Academy Film Awards

The EE British Academy Film Awards in 2015 will open for entry in Summer 2014 when the rule book is published.

British Academy Television Craft Awards

The British Academy Television Craft Awards in 2015 will open for entry in Autumn 2014 when the rule book is published.

British Academy Television Awards

Entry for the British Academy Television Awards is currently closed for more information.

British Academy Games Awards

The British Academy Games Awards in 2015 will open for entry in Spring 2014 when the rule book is published.

British Academy Cymru Awards

Entry for the British Academy Cymru Awards is currently open and will close on 31st March 2014.

Create a new entry



3. The entry form is divided into sections and designed such that the following section appears only after certain mandatory fields have been completed. 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 entry and update the information as many times as necessary.
4. Please ensure you read all text on the entry form to ensure you understand what information BAFTA requires and why. Errors or incomplete details can result in your entry being temporarily withdrawn by BAFTA, which will slow down your submission.
5. Begin by completing the **Transmission Date**.

Category Selection

Production Categories

Select...

Please select one category only. To view all Craft and Performance categories select **None of the above**

- If you enter information which renders your entry ineligible, a message will appear to explain why.

Entry Form

This section of the form will establish the programme/film/production eligibility.

Transmission/Release Date: 14/06/2014

Please enter the transmission/release date for the episode put forward for consideration.

Sorry your production is not eligible as it was not released within the eligibility period of 01/04/2013 - 31/03/2014

- Next you will be asked to confirm that your entry conforms to the Welsh eligibility criteria. To be eligible you must confirm that your entries meets a minimum of two of the criteria set out on the entry form.
- In the next section you will select the categories you wish to enter. Firstly select the production category. If you only wish to enter performance categories select **None of the above**.

Category Selection

Production Categories

Please note Youth programmes aimed at children of 12 years and over can be entered for any relevant programme category.

Select...

Please select one category only. To view all Craft and Performance categories select **None of the above**

- Depending on your category selection you will be presented with the craft and/orv performance categories. Should you wish to enter any performers check the relevant categories.

Craft Categories

☐ Costume Design
 ☐ Editing
 ☐ Director: Fiction
 ☐ Photography & Lighting
 ☐ Production Design
 ☐ Make Up & Hair
 ☐ Original Music
 ☐ Sound
 ☐ Special, Visual & Graphic Effects
 ☐ Writer

Performance Categories

☐ Actor
 ☐ Actress

10. Once your category selections have been made the **Basic Details** section will appear. Please note that all information entered will appear on the voting website and in press releases as entered by you.

Basic Details

Title:

Episode:

Production Company/ies:

Please enter all production companies. If there is more than one production company involved then list in the order they appear on the credits and separate with an /

Broadcast Channel:

Please select the relevant broadcast channel where the programme transmitted from the list above ...More help

11. In the **Categories** section, you are asked to provide the name for the **Candidates for nomination**. This is the person who will collect the award should the entry win. If you put forward a production team name then you must specify the name of the person who will represent the team at the award ceremony.

You are also asked to provide a contact email for the person you are putting forward and to state their territory of residence. If the territory is not Wales it will not make the entry ineligible.

Television Drama

- For a single drama of up to 75 minutes or an episode of a series, serial or continuing drama.

Candidate for nomination:

Full name:

Production credit:

Contact email:

Territory of residence:

If one entering a team type **Production Team** into the **Full name** field

Please note that due to time limitations during the ceremony, only one person will be permitted to collect the Award and make a speech. Please confirm in the event of winning who will be collecting the Award.


Please specify:

Production team representative name:

12. In the **Performance categories** section you should list any performers that you wish to enter for the episode that you listed in the **Basic details** section. If you wish to enter performances for a different episode then you will need to complete a separate entry form. Select the number of performers you wish to enter and then this will reveal the fields.

Actor

- For film or television drama.
- Please indicate on the online entry form the name of the character played by the entrant.

How many actors would you like to put forward: 

	Performer Name:	Character Name:
Actor 1:	<input type="text"/>	<input type="text"/>
Actor 2:	<input type="text"/>	<input type="text"/>
Actor 3:	<input type="text"/>	<input type="text"/>

13. There is a **notes** section that you can use to make notes for yourself or other users. **Please note that BAFTA Admin do not have access to these notes and cannot see them.**

Notes

Notes

These notes will only be visible to other users of this account - entrysupport@bafta.org


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.

Basic Details

Title:


Episode:

Production Company/ies

 You must provide an answer to this question. Please provide an answer and recheck the entry.

Please enter all production companies. If there is more than one production company involved then list in the order they appear on the credits and separate with an /

Broadcast Channel:

 You must provide an answer to this question. Please provide an answer and recheck the entry.

Please select the relevant broadcast channel where the programme transmitted from the list above ...More help

15. Once all errors have been corrected and you have clicked **Review and submit**, you will be taken to the **Entry Summary** page. This page will list all categories in which your

programme will be entered. If you are happy with your entry, click **Submit**. You will then be taken to the page shown below which details the categories that you have entered.

To edit the entry form, click **Go back**, or click **Submit** to submit the entry.

Entry Summary

This page lists all the categories that your entry will be placed in, based on the information given. Final eligibility decisions rest with BAFTA.

Your entry will be listed in the following categories as displayed below:

Television Drama

Go backSubmit

16. You will receive an automated email receipt confirming the details of your entry. When you return to the **Dashboard**, please note that your entry will now be listed under **Submitted** Entries.

3 – UPLOADING A SUPPORTING VIDEO

BAFTA Awards Entry 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

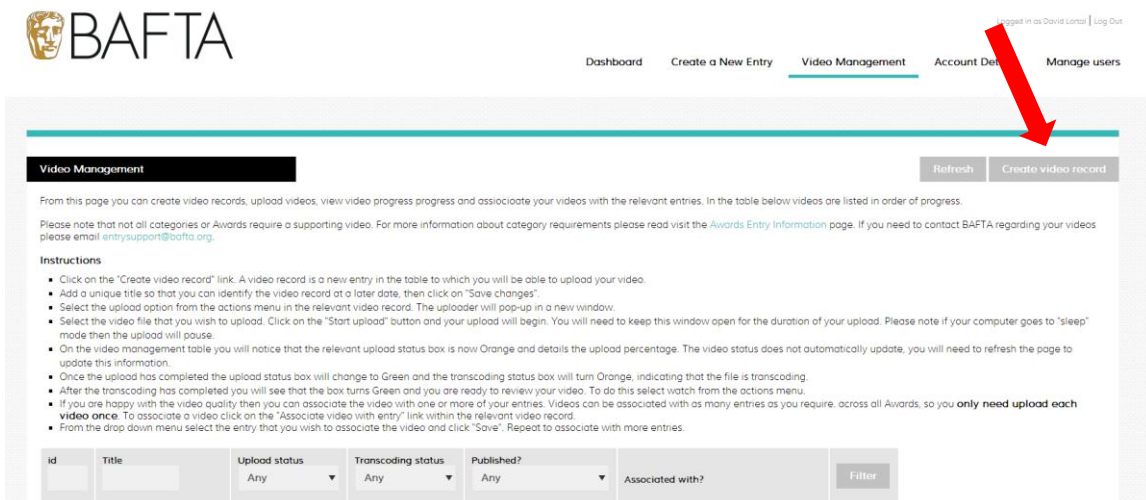
In order to achieve this, we request that you provide a high quality version of your video:

	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 <u>do not</u> add letter-box or pillar-box to your video. All videos will display correctly.	

Please note that as the entrant it is your responsibility, as the entrant to ensure video quality. BAFTA recommends that you check the video quality before the file is uploaded and watch once again when the upload is complete. If you are not happy with the video quality please recreate the file and if the file has been uploaded notify BAFTA entrysupport@bafta.org. BAFTA will not be held responsible for any video quality issues - these rely solely on the entrant.

Video Upload Process:

1. Go to the [Video Management](#) page in the BAFTA Awards Entry site.
2. Click on **Create video record**.



BAFTA

Dashboard Create a New Entry **Video Management** Account Details Manage users

Video Management Refresh Create video record

From this page you can create video records, upload videos, view video progress and associate your videos with the relevant entries. In the table below videos are listed in order of progress.

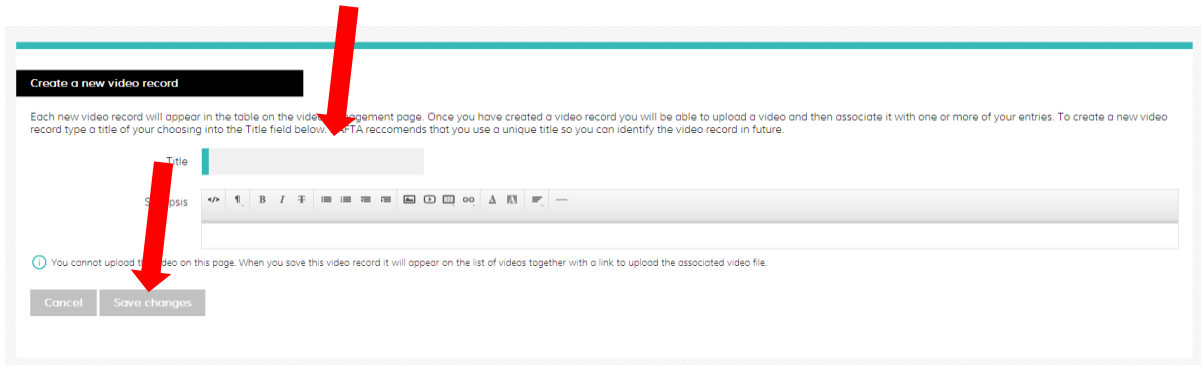
Please note that not all categories or Awards require a supporting video. For more information about category requirements please read visit the [Awards Entry Information](#) page. If you need to contact BAFTA regarding your videos please email entrysupport@bafta.org.

Instructions

- Click on the "Create video record" link. A video record is a new entry in the table to which you will be able to upload your video.
- Add a unique title so that you can identify the video record at a later date, then click on "Save changes".
- Select the upload option from the actions menu in the relevant video record. The uploader will pop-up in a new window.
- Select the video file that you wish to upload. Click on the "Start upload" button and your upload will begin. You will need to keep this window open for the duration of your upload. Please note if your computer goes to "sleep" mode then the upload will pause.
- On the video management table you will notice that the relevant upload status box is now Orange and details the upload percentage. The video status does not automatically update, you will need to refresh the page to update this information.
- Once the upload has completed the upload status box will change to Green and the transcoding status box will turn Orange, indicating that the file is transcoding.
- After the transcoding has completed you will see that the box turns Green and you are ready to review your video. To do this select watch from the actions menu.
- If you are happy with the video quality then you can associate the video with one or more of your entries. Videos can be associated with as many entries as you require, across all Awards, so you **only need upload each video once**. To associate a video click on the "Associate video with entry" link within the relevant video record.
- From the drop-down menu select the entry that you wish to associate the video and click "Save". Repeat to associate with more entries.

id	Title	Upload status	Transcoding status	Published?	Associated with?	Filter
		Any	Any	Any		

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



Create a new video record

Each new video record will appear in the table on the video management page. Once you have created a video record you will be able to upload a video and then associate it with one or more of your entries. To create a new video record type a title of your choosing into the Title field below. BAFTA recommends that you use a unique title so you can identify the video record in future.

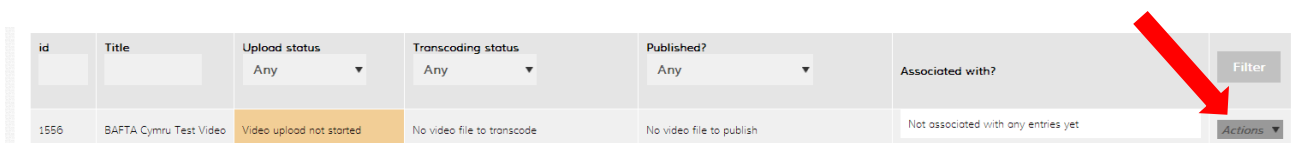
Title

Summary

You cannot upload this video on this page. When you save this video record it will appear on the list of videos together with a link to upload the associated video file.

Cancel 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.



id	Title	Upload status	Transcoding status	Published?	Associated with?	Filter
1556	BAFTA Cymru Test Video	Video upload not started	No video file to transcode	No video file to publish	Not associated with any entries yet	Actions

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.

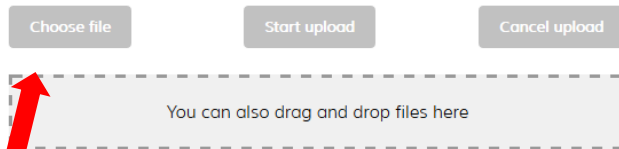
Upload your file

To upload your video file either please use one of the following options:

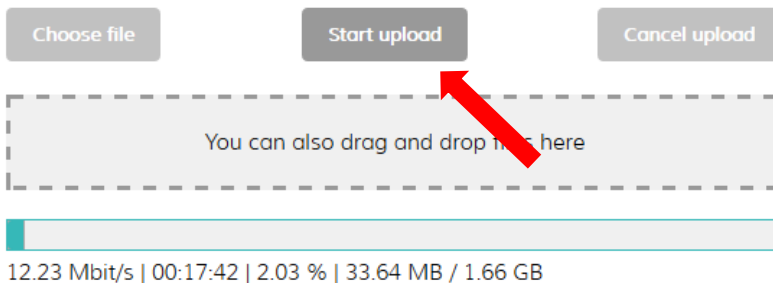
1. Select Choose file and locate the file on your computer's hard drive.
2. Drag and drop the video file from your desktop into the allotted area.

Once you have selected your video file click Start upload. Please note that only one file can be uploaded per window. To upload a new video file please click on the upload link next to the relevant video record.

Do not close this window until the upload has completed, doing so will cancel the video upload.



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.

1556	BAFTA Cymru Test Video	Video file upload in progress 0.44%	No video file to transcode	No video file to publish
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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.

1556	BAFTA Cymru Test Video	Video file successfully uploaded	Transcoding in progress 2% complete	No video file to publish
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9. Once transcoding has completed the video record will appear as below. You can view the video by selecting **Watch** from the **Actions** menu.

1556	BAFTA Cymru Test Video	Video file successfully uploaded	Transcoding complete: Video ready to review Watch	Awaiting publication - double check video association
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10. To associate the video with an entry go to the Dashboard 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**.

Welcome to Video Association

To associate each category with a video please select the relevant video from each drop down menu below. To upload more video please do so by following the instructions on the [Video Management](#) page.

You will find below details of the videos associated with your entry: **Sit-Com Funny Ha Ha**

Situation Comedy

Programme BAFTA TEST 1 14.08.13 (ID:50) ▼

Back Save

[Terms of use](#) | [Privacy policy](#) | [Awards entry information](#) | [Video upload specification](#) | British Academy of Film and Television Arts, 195 Piccadilly, London, W1J 9LN | BAFTA is registered in the United Kingdom, 00617869

12. If you wish to change the associations you can do so by repeating the above step. Once your entry has been accepted by BAFTA you will no longer be able to edit the video associations for the entry. A video can be associated with as many entries as you require so there is no need to upload a video multiple times.
13. Only submitted entries associated with a video will be published to the viewing website. You will receive an email confirmation when your entry and video have been accepted and published.

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 before the video is accepted by BAFTA. 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.

1556	BAFTA Cymru Test Video	Video file successfully uploaded	Transcoding complete: Video ready to review Watch	Awaiting publication - double check video association
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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- COMPLETING PAYMENT

1. To complete your entries you will need to make a payment. If you process payment for a batch of entries and then create a new entry the payment will be calculated separately and any discounts will not be applied.
2. Once you have submitted all of your British Academy Cymru Award entries go to the **Dashboard** click on the **View submitted entries**, and then click on **Proceed to payment**.
3. You will see a preview of your invoice. You can view this at your convenience by clicking on the **Preview invoice** link. When ready to pay click on **Continue to payment**.

British Academy Cymru Awards invoice preview

The table below details the current invoice for your British Academy Cymru Awards entries:

Item	Quantity	Unit cost	Item total
4 categories in the 1 or more categories price bracket	4	£50.00	£200.00
Subtotal:			£200.00
VAT @ 20%:			£40.00
TOTAL:			£240.00

To pay for your British Academy Cymru Awards entries click on the **Continue to payment** button. Any discounts will not be applied across multiple invoices.

[Continue to payment](#)

- If you wish to add a PO number to your invoice you must do so in the text field provided. Once you click on **Proceed to payment** you will not be able to amend the PO or add entries to this invoice. Type **I AM SURE** into the box and click on **Proceed to payment**.

Confirm payment for this award?

⚠ Once click on **proceed to payment** below you will no longer be able to add additional entries to this invoice. All new submissions will be calculated separately. Please ensure that you have submitted all of your entries before you proceed.

PO Number:

Card payments do not require you to enter a PO number. If you need to pay via invoice please contact entrysupport@bafta.org before you proceed. Please ensure that the PO number you have entered above is correct as this cannot be amended.

Are you sure you want to continue?

You must type "I AM SURE" in this box.

[Cancel](#)

[Proceed to payment](#)

- You will be taken to the confirmation page below and sent an email copy of your invoice. There are options to view and pay the invoice from the **Dashboard**. You can pay the invoice immediately by clicking on **Pay now** and following the onscreen instructions. Please have your payment card ready.

Invoice for Entries Generated

Please note that your entries will not be accepted until you have completed your entries.

An email containing an invoice for these entries has been sent to the

✕

[View Invoice](#)

[Pay now](#)

[Return to dashboard](#)

5 - 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.

About you

First name

Last name

Job title

Primary phone number

Alternative mobile number

Alternative phone number

Email

ⓘ

This will be used to log in.

Alternative email

ⓘ

Please ensure that you provide an alternative email address. This can be a secondary email address or the email address for someone else in your

Password

ⓘ

Password must be at least six characters.

Confirm password

ⓘ

Leave password fields blank to retain existing password

2. Edit the relevant information and then click **Save**. Note that you must be an admin user in order to edit billing details.

6 - MANAGING USER ACCOUNTS

1. Once you have signed up it is possible to create accounts for other users to access the BAFTA Awards Entry site. This will assist companies who have multiple users creating entries and uploading videos for the Awards.

There are two types of users that you can create:

Normal user: create, submit and edit entries, upload and associate videos. Normal users will only have permission to view the entries that they have created.

Admin user: all normal user permissions plus the ability to view entries created by all users and to create more users.

2. To create a new user click on the **Manage Users** link. You will see a list of current users who have access to your account.

Manage users

First Name	Last Name	Phone	Email	Type	Last login	
				Both ▼		Filter
David	Tree	123456789	test@bafta.org	Admin user	25/02/2014 12:31	Actions ▼
Test	Test	123456789123	test@test.org	Normal user	Not logged in	Actions ▼

Add new user

3. Click on the **Add new user** button to create a new account. Fill in all of the mandatory information, including selecting the user type (see above) and click **Save**.
4. The user will now be listed on the **Mange Users** page where you can edit their details. You will need to inform the new users of their login details as they will not receive these automatically.

Contact Details

If you have any questions about the BAFTA Awards Entry website that are not covered in this guide please contact David Lortal:

Email - entrysupport@bafta.org

Phone - 020 7292 5818

If you have any questions regarding eligibility/rules please contact the BAFTA Cymru office:

Email - FionaL@bafta.org / ClaireHe@bafta.org

Phone – (0)2920 223 898