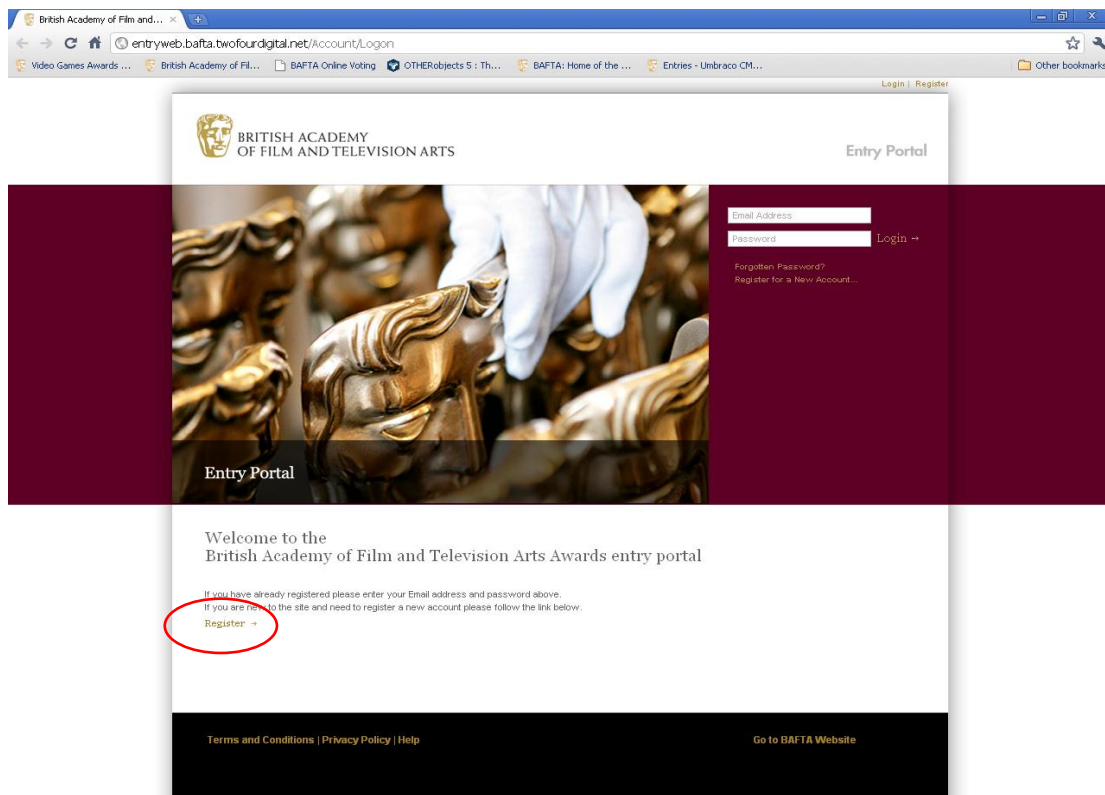


Entering a Feature Film in the EE British Academy Film Awards

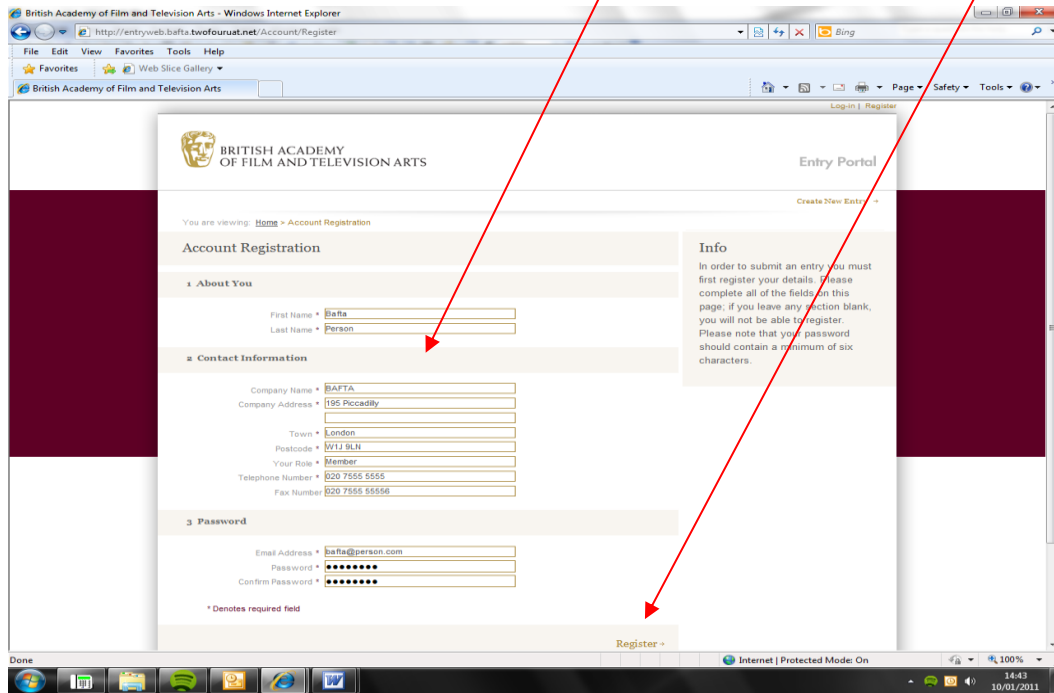
You must read the Rule Book to ensure that your film is eligible prior to creating a new entry. It can be found here:

<https://static.bafta.org/files/rule-book-bafta-film-awards-1213-final-1511.pdf>

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**

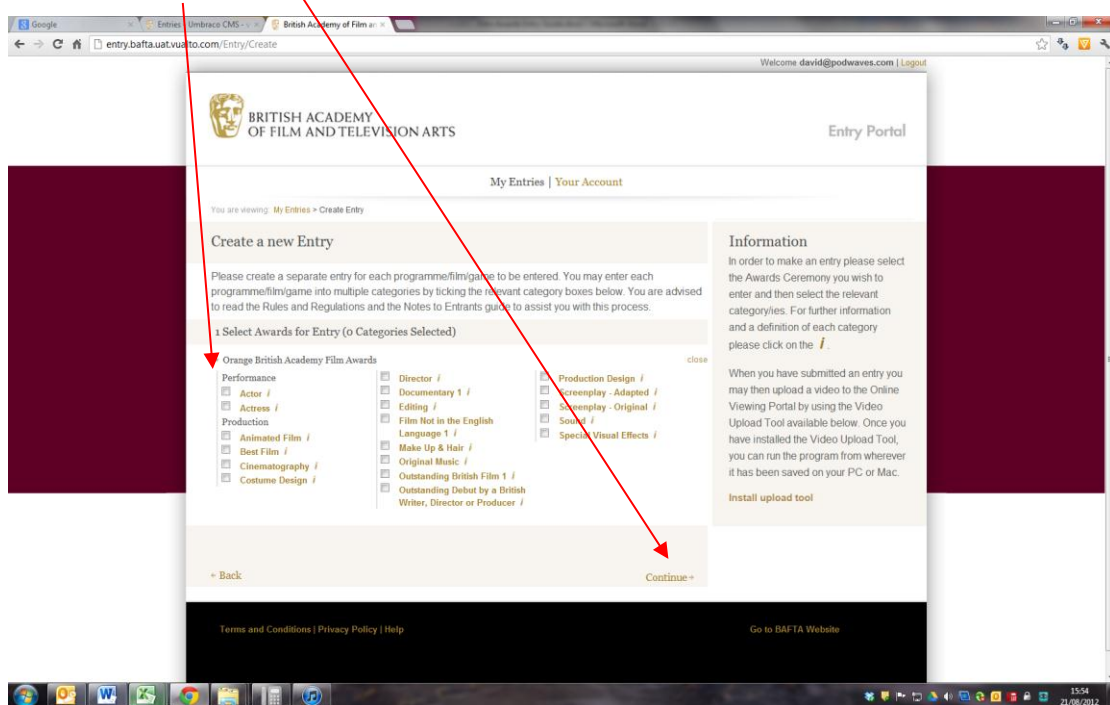


Nb: This Entry Portal is for all our Awards, hence not all information is applicable. Please ignore all information pertaining to Video Upload. This is only relevant to BAFTA Awards in Television and Craft.

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 EE British Academy Film Awards.

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. **Films must be entered into ALL categories where there is a screen credit.** For exceptions see page 5 in the Rule Book. **Select all relevant categories** and then click **Continue**.



B. Enter the requested information in the initial fields.

You are viewing: My Entries > Create Entry

Create a new Entry

Entry Details (19 Awards Selected)

Categories/category chosen:

- Actor
- Actress
- Animated Film
- Best Film
- Cinematography
- Costume Design
- Director
- Documentary 1
- Editing
- Film Not in the English Language 1
- Make Up & Hair
- Original Music
- Outstanding British Film 1
- Outstanding Debut by a British Writer, Director or Producer
- Production Design
- Screenplay - Adapted
- Screenplay - Original
- Sound
- Special Visual Effects

Title *

Country of Origin *

Production Company *

UK Distributor *

Running Time

UK Theatrical Release Date

Duration of Release

No. of Screens

Prior to the UK release date, has the film been screened on Television or

Information

In order to make an entry please select the Awards Ceremony you wish to enter and then select the relevant category/ies. For further information and a definition of each category please click on the [/](#).

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.

[Install upload tool](#)

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.

C. 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.

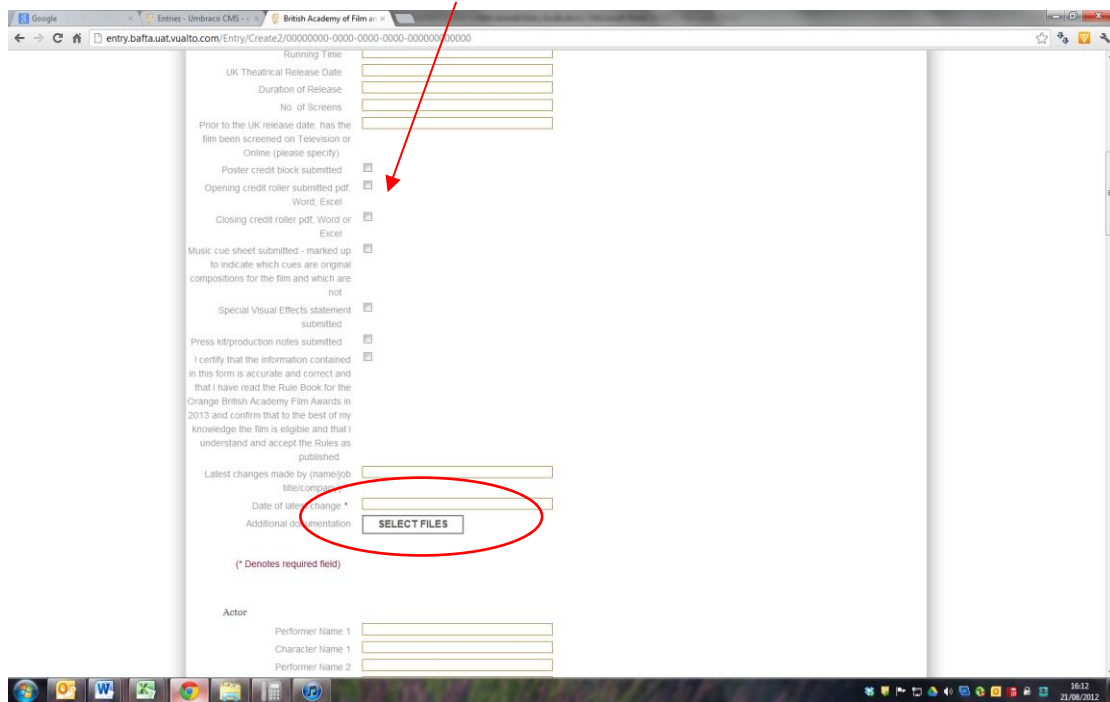
D. You will need to upload the following information to support your entry:-

- Poster Credit Block
- Opening Credit Roller
- Closing Credit Roller
- Music Cue Sheet (if 50% of the music in the film is original)
- Special Visual Effects Statement (optional)
- Press kit/Production Notes

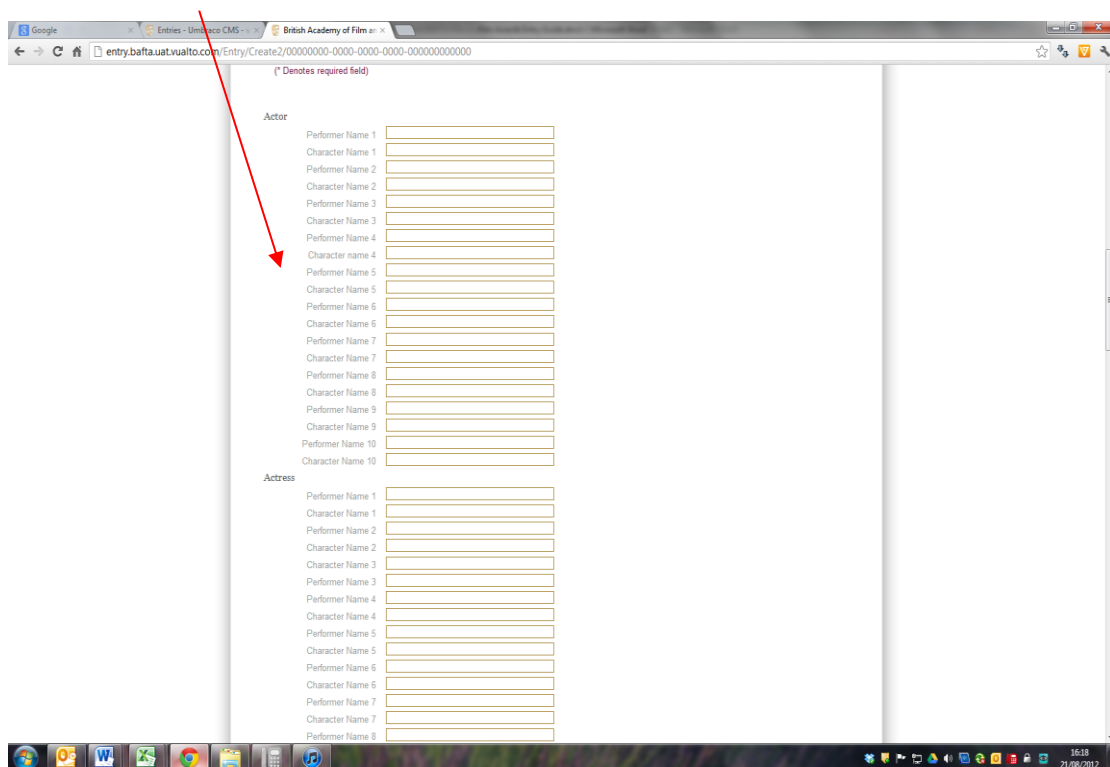
These must be uploaded before you finally submit your entry.

Only Word, Excel and PDF files can be submitted. Please note that files will not be uploaded until you click **Save and Continue** at the bottom of the page. Please check the relevant tick box once a file has been uploaded.

To upload a file click on the **Select Files** button (circled below). Select the relevant document on your computer and click open. The file will then be listed on the screen. If you need to add further files please repeat the process. Then for reference click in the check box that relates to the document you have selected.



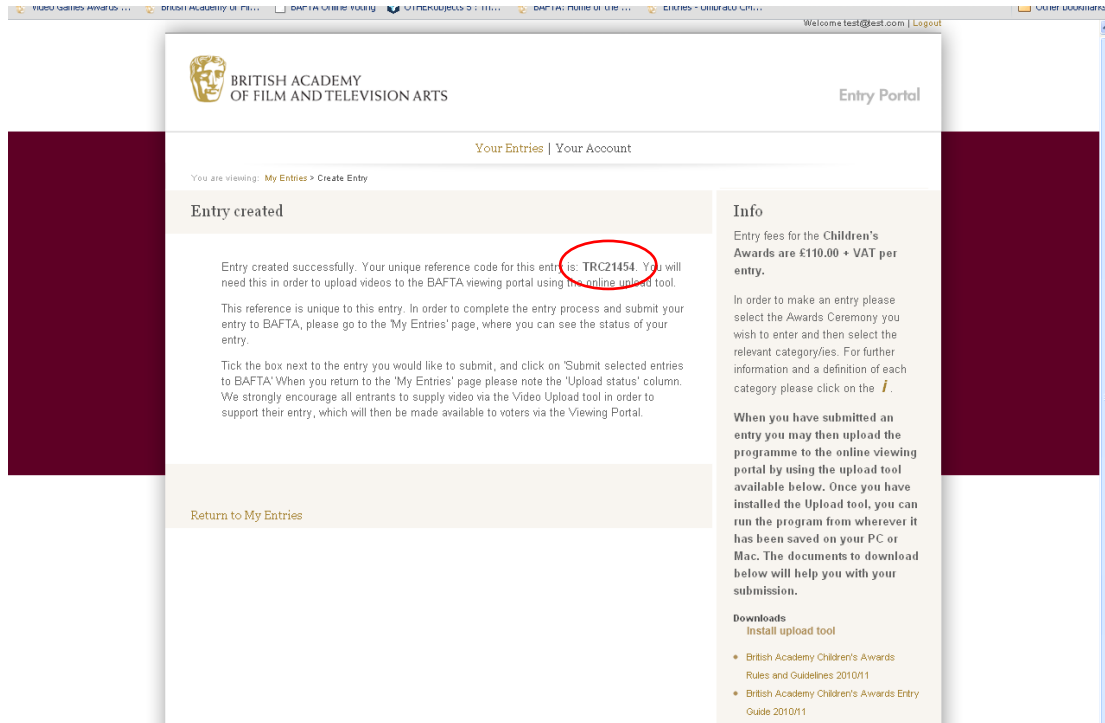
- E. Enter the relevant required information for each category selected taking care to submit the correct information in the correct boxes eg:
 Screen Credit 1 – Director
 Name 1 – Steven Spielberg



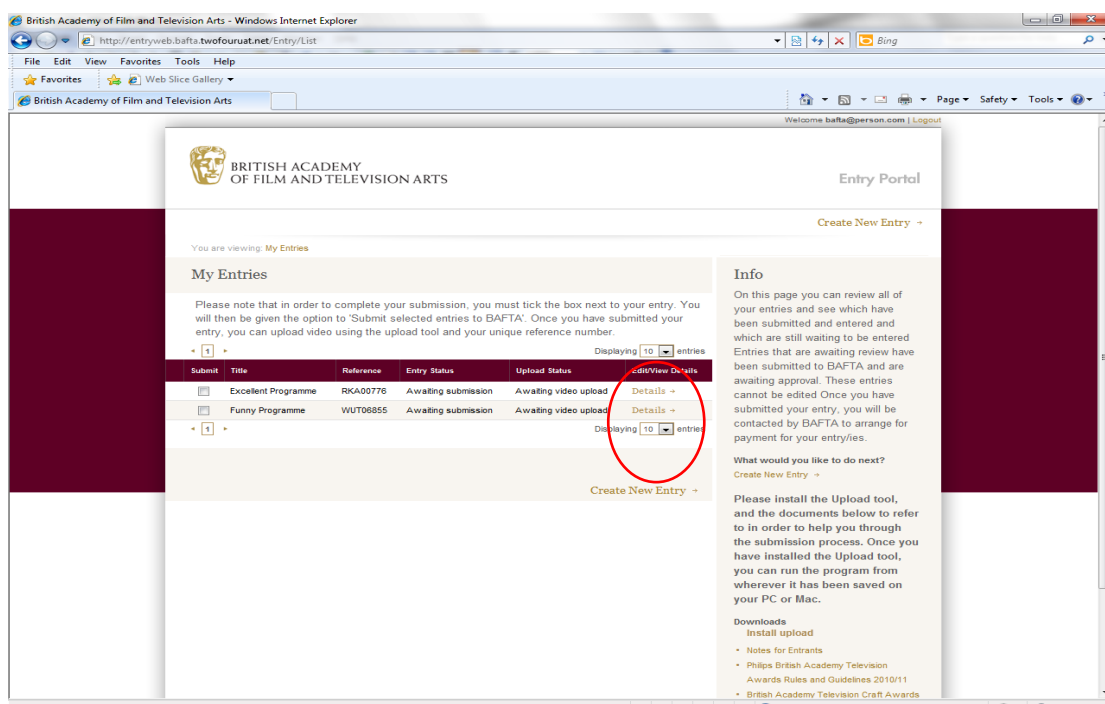
Nb: When it comes to submitting screen credits in the performance categories please note that at this stage we do not distinguish between Leading and Supporting. BAFTA Voting Members are able to choose whether to vote for an actor or actress in Leading and Supporting. When the results are received, we place them in the category in which the majority of Members placed them in. The combined number of Leading and Supporting votes are used to determine the top five in each category.

F. **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.

G. Your entry has now been created, please note your **reference number** as you will need to use this when contacting BAFTA regarding your entry.



4. **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 films 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.



If your entry needs to be approved by more than yourself, you may choose to give them your username and password. You can record who last made a change to the form and when using this box:

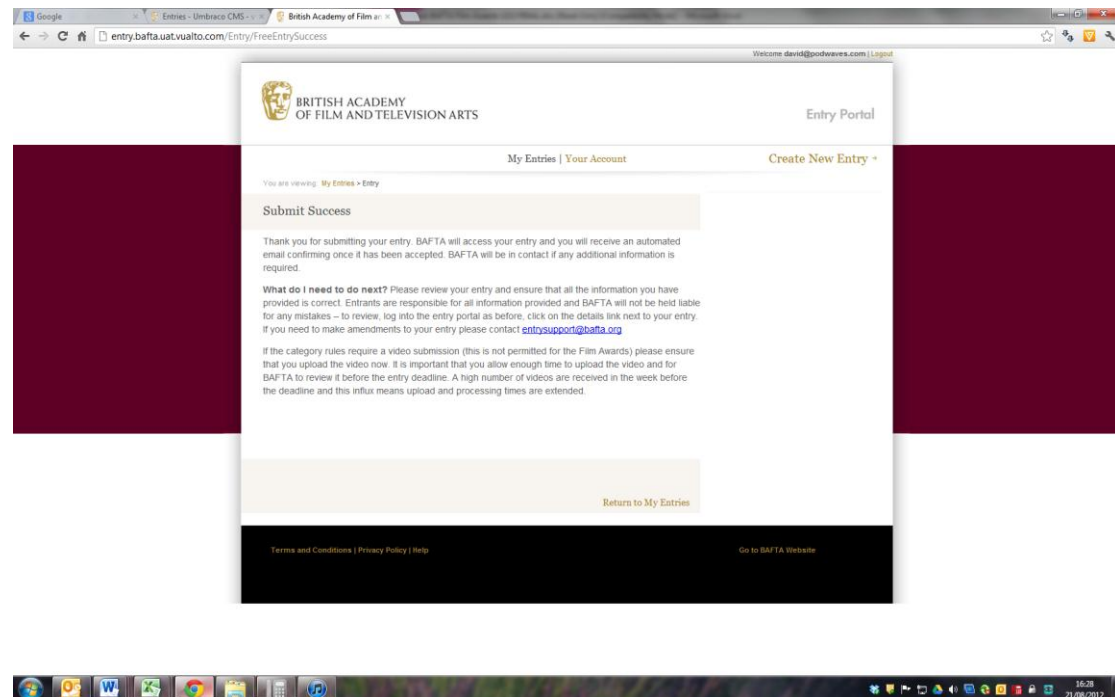
The screenshot shows the 'Special Visual Effects' entry form. It includes fields for Title, Country of Origin, Production Company, UK Distributor, Running Time, UK Theatrical Release Date, Duration of Release, and No. of Screens. There are several checkboxes for document uploads: Poster credit block, Opening credit roller, Closing credit roller, Music cue sheet, Special Visual Effects statement, and Press kit/production notes. A red arrow points to the 'Latest changes made by (name/job title/company) *' field, which is currently empty. Below it is a 'Date of latest change *' field and a 'SELECT FILES' button. A note at the bottom states '(* Denotes required field)'.

5. **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 14 November 2012.

The screenshot shows the 'My Entries' section of the BAFTA Entry Portal. A table lists three entries: 'Excellent Programme' (RKA00776), 'Funny Programme' (WJT06855), and 'Newspaper' (CSB38808). The checkboxes for the first two entries are circled in red. Below the table, a button labeled 'Submit 2 selected entries to BAFTA' is highlighted with a red arrow. The page also includes an 'Info' section with instructions and a 'Downloads' section with links to installation guides and rules.

Submit	Title	Reference	Entry Status	Upload Status	Edit/View Details
<input checked="" type="checkbox"/>	Excellent Programme	RKA00776	Awaiting submission	Awaiting video upload	Details ->
<input checked="" type="checkbox"/>	Funny Programme	WJT06855	Awaiting submission	Awaiting video upload	Details ->
<input type="checkbox"/>	Newspaper	CSB38808	Awaiting submission	Awaiting video upload	Details ->

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 David Lortal on 020 7292 5818 or email entrysupport@bafta.org

If you have any questions regarding the rules and regulations please contact Alex Cook on 020 7292 5855 or email alexc@bafta.org