



ENTERING THE ROYAL TELEVISION SOCIETY AWARDS

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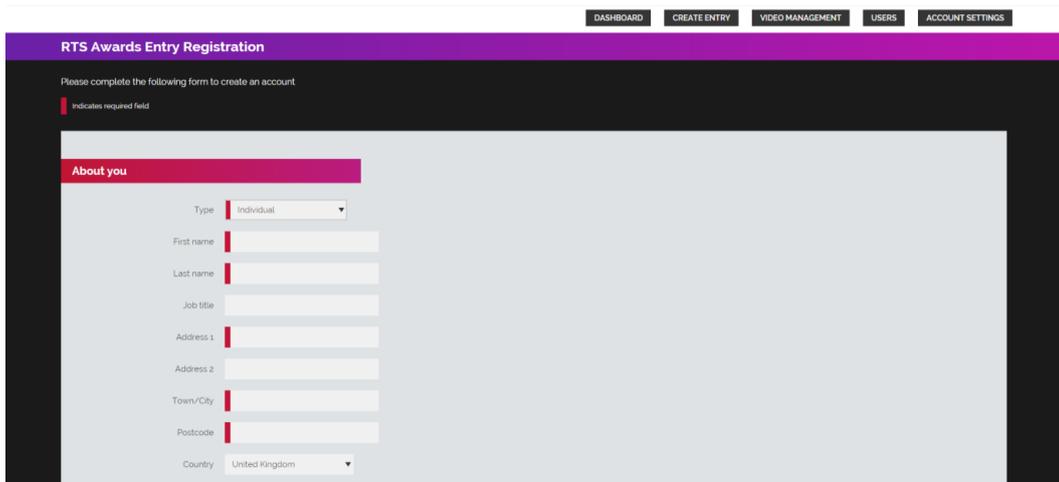
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1 - CREATING AN ACCOUNT

1. Go to the RTS Awards Entry website: <https://awardsentry.rts.org.uk/entrant> and **Register** to create a new account.

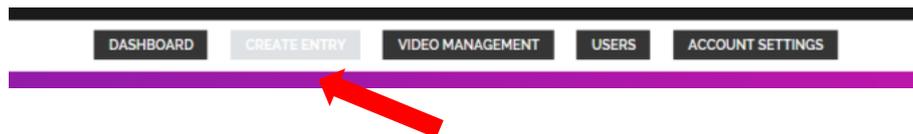
2. Fill in the form, making sure to complete **all required** fields, which are denoted by a bright red rectangle. If your company's billing details are different to your office address please ensure that you enter them under the **Billing details** section. Click **Register**.

NB: This login can be used to create entries for all RTS Awards.

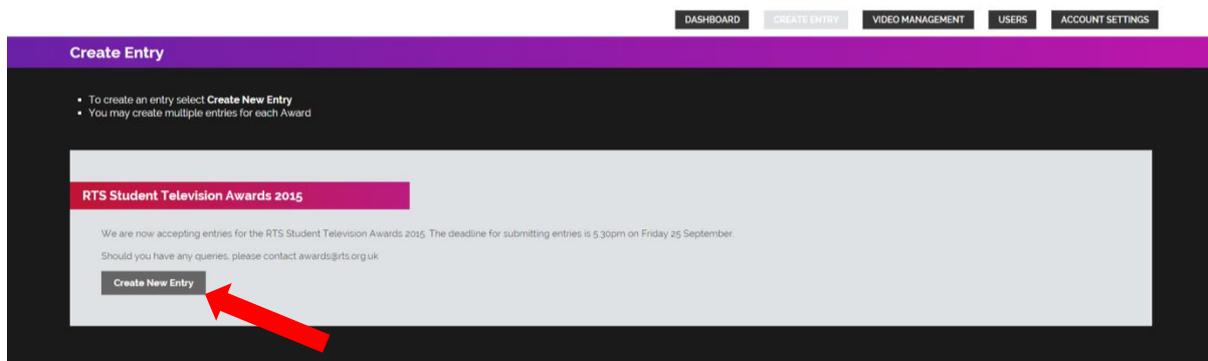


2- CREATING AN ENTRY

1. Once logged in click on **Create Entry** in the menu on the top right of the screen.



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



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 **Entry 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 RTS requires and why. Errors or incomplete details can result in your entry being temporarily withdrawn by RTS, which will slow down your submission.

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

Was your film produced in the 2014/2015 academic year?

Entry Not Eligible

Unfortunately as your film was not produced in the previous academic year, this is not eligible for submission.

- Once your category selections have been made the **Entry Details** section will appear.

Top | Notes | Entry print button | Entry save button | Entry save & close button | Check and Submit Entry

Category

Category

Subcategory

Undergraduate or Postgraduate

Entry Details

Title of Entry

University Name

Academic Department

Course Studied

RTS Centre

RTS Centre

Please select the RTS Centre relevant to where your film is created

- In the **Categories** section, you are asked to provide the names for the **Awards Recipients**. These are the people who will be the nominees should the programme be successfully nominated, this information is mandatory at this stage and must be provided.

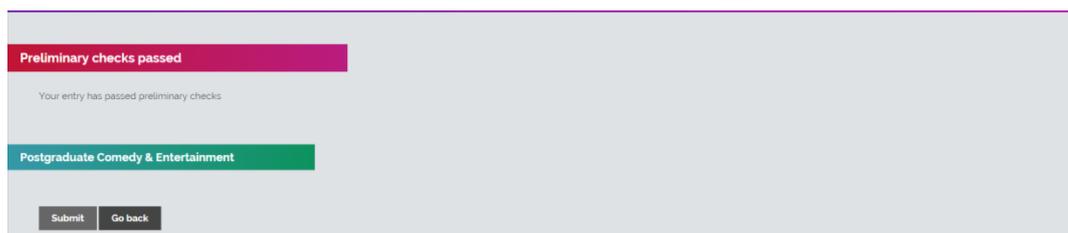
Award Recipients

Please list below the names of the students, up to four, who worked on the film. These names will be used in the production of the certificates and awards should you be nominated.

On each certificate and award we can list a maximum of 4 names and any additional names will be covered by *and team*.

| | Student Name 1 | Role |
|-------------------|----------------------|----------------------|
| Award Recipient 1 | <input type="text"/> | <input type="text"/> |
| Award Recipient 2 | <input type="text"/> | <input type="text"/> |
| Award Recipient 3 | <input type="text"/> | <input type="text"/> |
| Award Recipient 4 | <input type="text"/> | <input type="text"/> |

8. Once you are happy that you have entered all required information click on **Check 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.
9. Once all errors have been corrected and you have clicked **Check 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 your entry.

10. 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

HOW TO UPLOAD SUPPORTING VIDEOS FOR YOUR RTS ENTRIES

RTS Awards Entry aims to provide the best possible viewing experience for your content. In order to achieve this, we request that you provide a high quality version of your video.

Our preferred video specification, along with alternative specifications we are able to accept, is shown below:

| | Preferred specification |
|--------------------|--|
| File format | Preferred 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 (page 4) to estimate upload time for a variety of file sizes and networks |
| Frame rate | Frames per second: 24, 25 or 30 |
| Note | Please do not add letter-box or pillar-box to your video. All videos will display correctly. |

Please use our preferred specification where possible, however if your original best quality video is in another format, we would prefer to receive it with a minimum of trans-coding to preserve quality.

Please note that it is the entrant's responsibility to ensure video quality. RTS recommends that you check the video quality before the file is uploaded and watch once again when the upload and transcode is complete.

If you are not happy with the video quality please recreate the file and, if the file has been uploaded, notify RTS via awards@rts.org.uk

RTS will not be held responsible for any video quality problems.

Contact Details

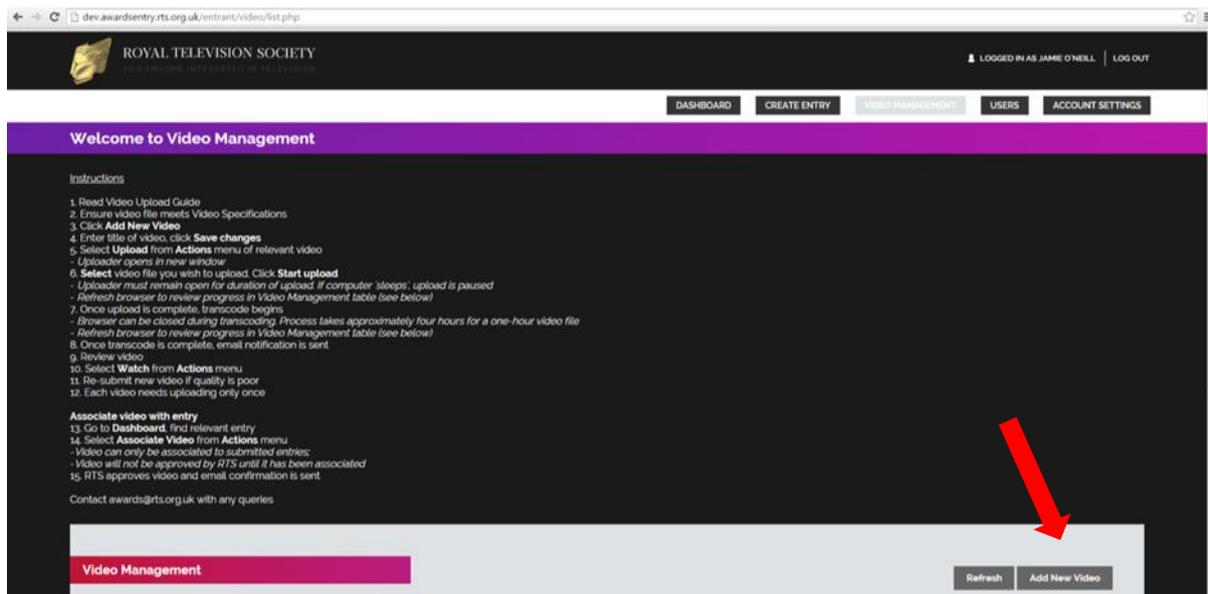
If you have any problems with your video upload that are not covered in this guide, please contact the RTS Awards Team:

Email awards@rts.org.uk

Phone 020 7822 2820

VIDEO UPLOAD PROCESS

1. Go to the Video Management Page in the RTS Awards Entry site.
2. Click on **Add New Video**



The screenshot shows the 'Video Management' page of the RTS Awards Entry site. The page has a dark theme with a purple header. The main content area is titled 'Welcome to Video Management' and contains a list of instructions for video upload. A red arrow points to the 'Add New Video' button at the bottom right of the page.

Instructions

1. Read Video Upload Guide
2. Ensure video file meets Video Specifications
3. Click **Add New Video**
4. Enter title of video, click **Save changes**
5. Select **Upload** from **Actions** menu of relevant video
 - Uploader opens in new window
6. Select video file you wish to upload. Click **Start upload**
 - Uploader must remain open for duration of upload. If computer 'sleeps', upload is paused
 - Refresh browser to review progress in Video Management table (see below)
7. Once upload is complete, transcode begins
 - Browser can be closed during transcoding. Process takes approximately four hours for a one-hour video file
 - Refresh browser to review progress in Video Management table (see below)
8. Once transcode is complete, email notification is sent
9. Review video
10. Select **Watch** from **Actions** menu
11. Re-submit new video if quality is poor
12. Each video needs uploading only once

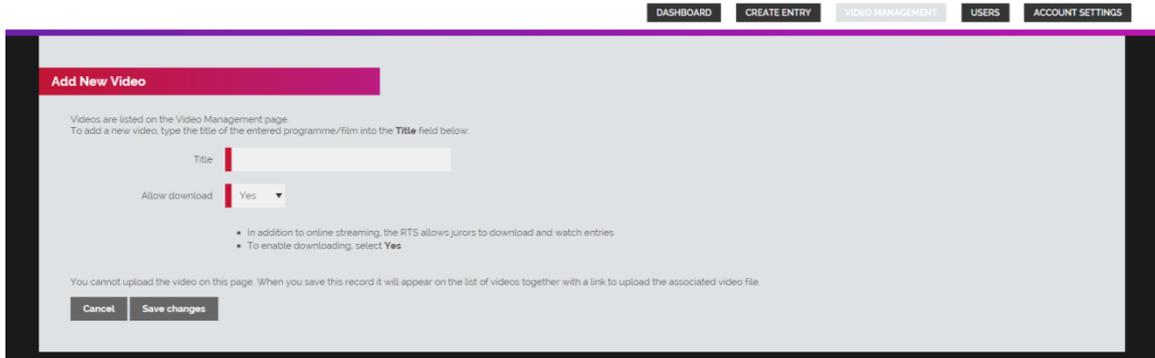
Associate video with entry

13. Go to **Dashboard**, find relevant entry
14. Select **Associate Video** from **Actions** menu
 - Video can only be associated to submitted entries
 - Video will not be approved by RTS until it has been associated
15. RTS approves video and email confirmation is sent

Contact awards@rts.org.uk with any queries

Video Management Refresh Add New Video

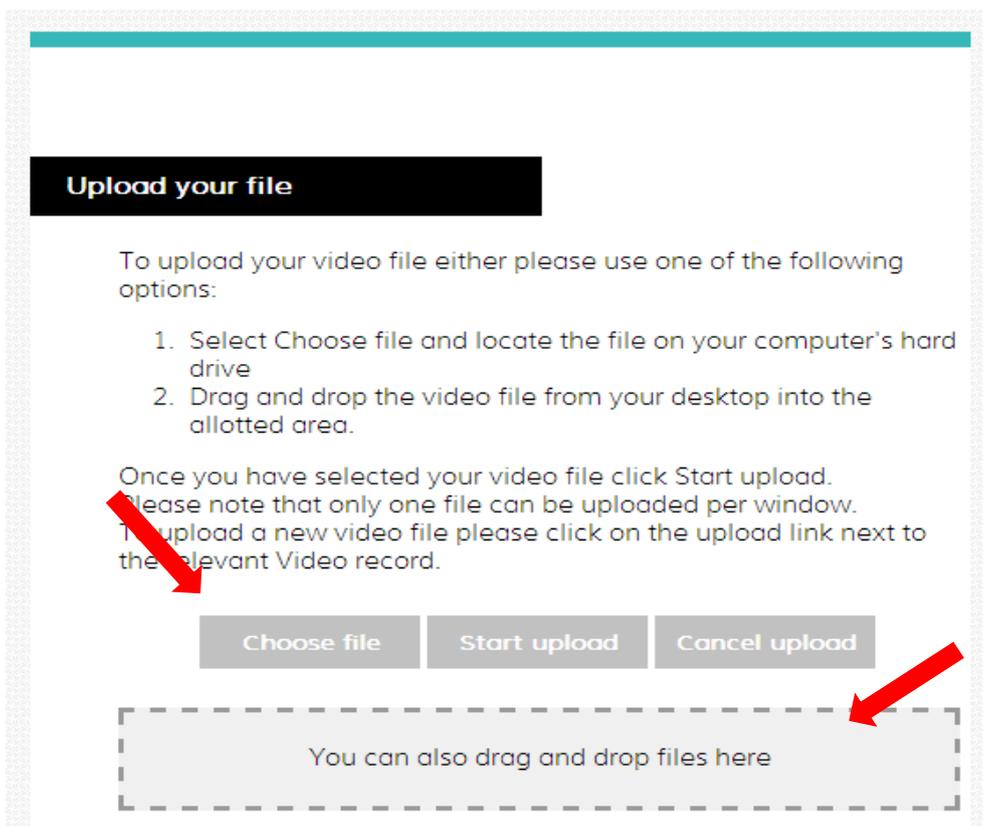
3. Enter a unique video title in the Title field so that the video record can be identified later and click **Save changes**.



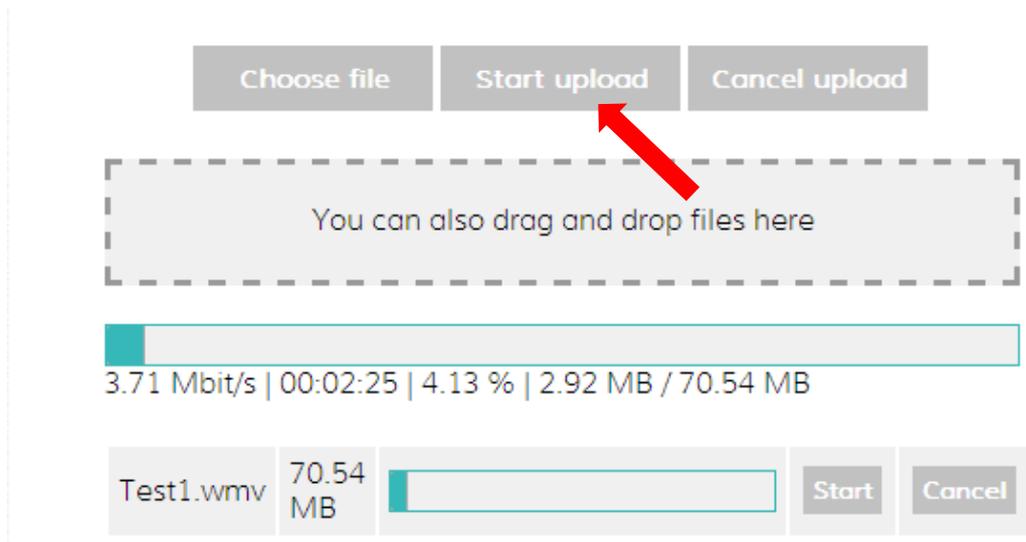
4. In addition to online streaming, the RTS allows jurors to download and watch entries. To enable downloading, select **Yes**
5. You will return to the Video Management screen and the video record will appear in the table. The upload status will be listed as **Not started**. When you are ready to upload a video select upload from the **Actions** menu.
- 6.

| id | Title | Upload status | Transcoding status | Associated with? | Published? | Filter |
|------|--------------------|--------------------------|----------------------------|-------------------------------------|--------------------------|----------------|
| | | Any | Any | | Any | |
| 2217 | Example Video File | Video upload not started | No video file to transcode | Not associated with any entries yet | No video file to publish | Actions |

7. 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.



- Click on the **Start upload** button to commence the upload.



- 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 (Ctrl R) to update the information.

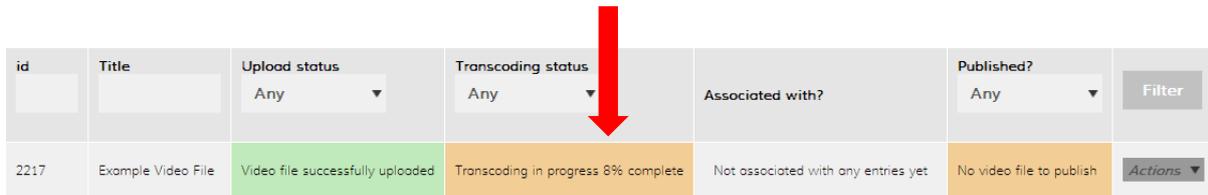
| id | Title | Upload status | Transcoding status | Associated with? | Published? | Filter |
|------|--------------------|------------------------------------|----------------------------|-------------------------------------|--------------------------|-----------|
| 2217 | Example Video File | Video file upload in progress 4.5% | No video file to transcode | Not associated with any entries yet | No video file to publish | Actions ▼ |

Estimated Upload Times

This table shows roughly how long a file will take to upload, based on its size and the available bandwidth. Please note that if your computer goes into 'sleep' mode during this time, the upload will pause.

| File Size | Available Bandwidth | | | | |
|---------------|---------------------|-----------|-----------|-----------|-----------|
| | 2 Mbps | 5 Mbps | 10 Mbps | 15 Mbps | 20 Mbps |
| 0.5 GB | 34.1 mins | 13.7 mins | 6.8 mins | 4.6 mins | 3.4 mins |
| 1 GB | 68.3 mins | 27.3 mins | 13.7 mins | 9.1 mins | 6.8 mins |
| 2 GB | 2.3 hours | 54.6 mins | 27.3 mins | 18.2 mins | 13.7 mins |
| 5 GB | 5.7 hours | 2.3 hours | 1.1 hours | 45.5 mins | 34.1 mins |
| 10 GB | 11.4 hours | 4.6 hours | 2.3 hours | 1.5 hours | 68.3 mins |
| 15 GB | 17.1 hours | 6.8 hours | 3.4 hours | 2.3 hours | 1.7 hours |
| 20 GB | 22.8 hours | 9.1 hours | 4.6 hours | 3.0 hours | 2.3 hours |

- 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.



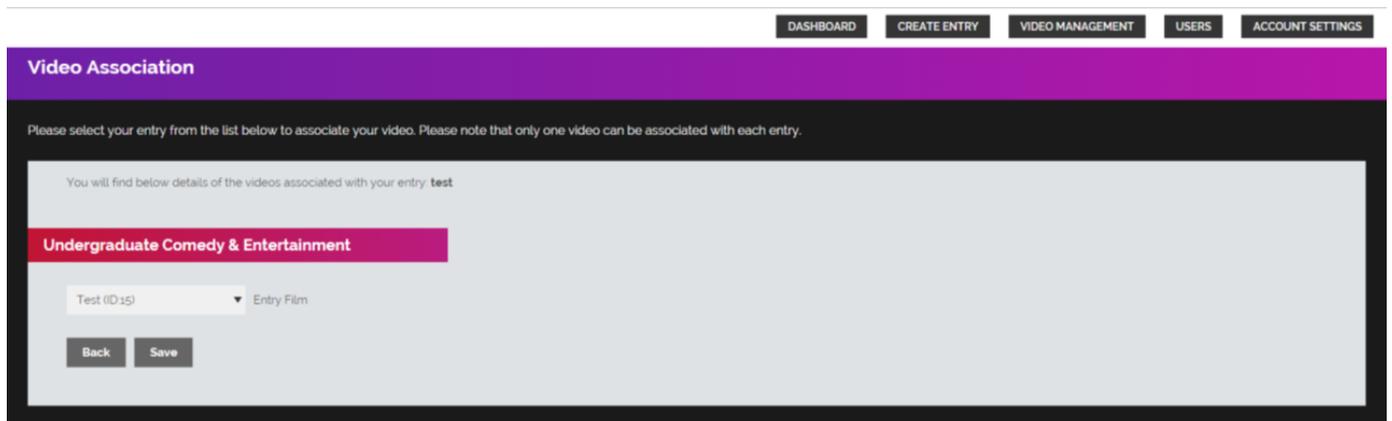
| id | Title | Upload status | Transcoding status | Associated with? | Published? | |
|------|--------------------|----------------------------------|-------------------------------------|-------------------------------------|--------------------------|---------|
| | | Any | Any | | Any | Filter |
| 2217 | Example Video File | Video file successfully uploaded | Transcoding in progress 8% complete | Not associated with any entries yet | No video file to publish | Actions |

- Once transcoding has completed the video record will appear as below. You can view the video by selecting **Watch** from the **Actions** menu.



| id | Title | Upload status | Transcoding status | Associated with? | Published? | |
|------|--------------------|----------------------------------|---|-------------------------------------|---|---------|
| | | Any | Any | | Any | Filter |
| 2217 | Example Video File | Video file successfully uploaded | Transcoding complete: Video ready to review | Not associated with any entries yet | Awaiting publication - double check video association | Actions |

- Video can only be associated with **Submitted** entries. To associate the video with an entry go to the **Dashboard**. Select **Associate Video** from the **Actions** menu next to your submitted entry.
- This will take you to the **Video Association** page. This step links the video with the entry. Select the relevant **Award** and **Entry** that you to link to this video. Then select the categories that you wish to associate with this video. Then click **Save**.



- The video association step can be repeated as many times as you wish.
- Once a video had been uploaded RTS will review and accept the video. Once a video has been accepted you will no longer be able to edit it.

REPLACING A VIDEO FILE:

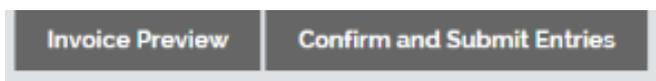
- If you are not happy with the video quality then you have the opportunity to replace it at any time before the video is accepted by RTS. To upload a new video file go to the Video Management page in the RTS Awards Entry site and find the relevant **Video Record**.
- Select **Delete** from the **Actions** menu.

| id | Title | Upload status | Transcoding status | Associated with? | Published? | Filter |
|------|--------------------|----------------------------------|---|-------------------------------------|---|---------|
| 2217 | Example Video File | Video file successfully uploaded | Transcoding complete: Video ready to review | Not associated with any entries yet | Awaiting publication - double check video association | Actions |

- 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

- To confirm and submit your entries you will need to make payment.
- Once you have submitted all of your RTS Award entries go to the **Dashboard** click on the **View submitted entries**, and then click on Confirm and Submit Entries.



- 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 **Confirm and Submit Entries**.

| Item | Quantity | Unit cost | Item total |
|---------------------------------------|----------|-----------|------------|
| RTS Student Television Awards Entries | 4 | £25.00 | £100.00 |
| | | Subtotal | £100.00 |
| | | VAT @ 20% | £20.00 |
| | | TOTAL | £120.00 |

Confirm and Submit Entries

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

Confirm and Submit this Entry? ✕

▲

If applicable, please provide the PO number for your invoice

PO Number:

Are you sure you want to continue?

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

Cancel
Confirm and Submit Entries

- 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.

5 - MANAGING YOUR ACCOUNT

- 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.

DASHBOARD
CREATE ENTRY
VIDEO MANAGEMENT
USERS
ACCOUNT SETTINGS

Welcome to your Account Settings

These details will be used for all communication about your entries and payment. Please ensure your information is up to date.

About you

Type

First name

Last name

Job title

Address 1

Address 2

Town/City

Postcode

Country

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 RTS 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 **Users** tab. You will see a list of current users who have access to your account.

On this page you can add, edit and delete additional users.

Normal User: create, submit and edit forms, upload and associate videos. Normal users will only have permission to view the entry forms 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.

| First Name | Last Name | Phone | Email | Type | Last login | Filter |
|------------|-----------|-------------|--------------------|------------|------------------|---------|
| Jamie | O'Neill | 02078222820 | joneill@rts.org.uk | Admin User | 27/07/2015 10:23 | 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 question about the entry site that are not covered in this guide, please contact the RTS Awards Team:

Email – awards@rts.org.uk

Phone - +44 (0)20 7822 2820