

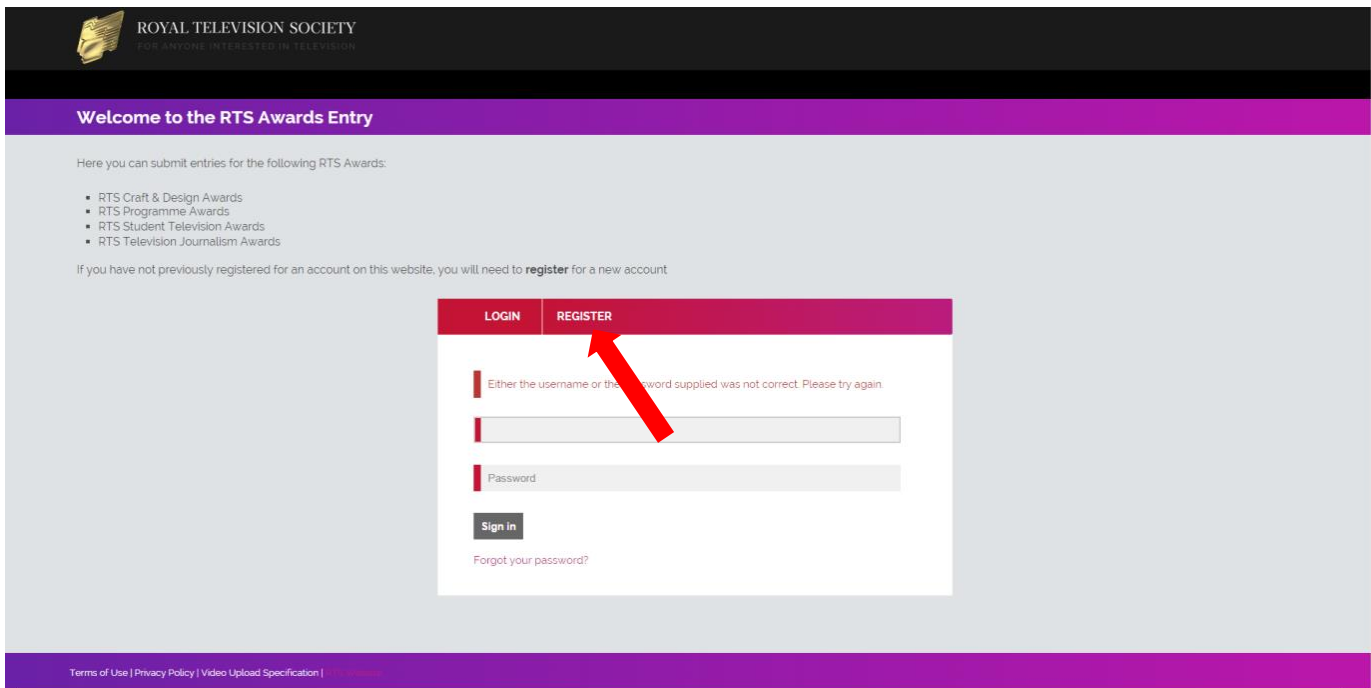
ENTERING THE ROYAL TELEVISION SOCIETY AWARDS

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1 - CREATING AN ACCOUNT

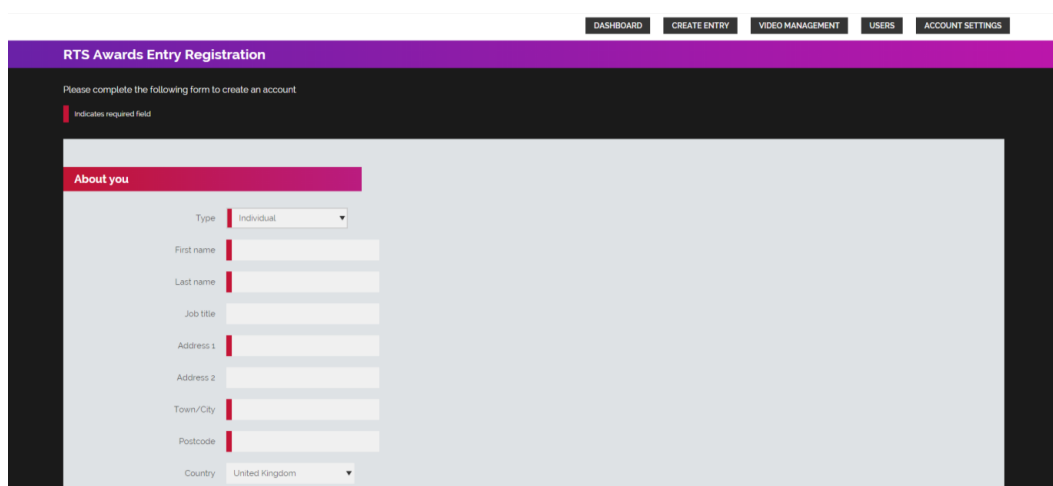
1. Go to the RTS Awards Entry website: <https://awardsentry.rts.org.uk/entrant> and **Register** to create a new account.



The screenshot shows the 'Welcome to the RTS Awards Entry' page. At the top, there is a header with the RTS logo and the text 'ROYAL TELEVISION SOCIETY FOR ANYONE INTERESTED IN TELEVISION'. Below this is a purple banner with the text 'Welcome to the RTS Awards Entry'. The main content area lists the awards: RTS Craft & Design Awards, RTS Programme Awards, RTS Student Television Awards, and RTS Television Journalism Awards. It also states that if you have not previously registered, you will need to register for a new account. A login/register form is displayed with two tabs: 'LOGIN' and 'REGISTER'. A red arrow points to the 'REGISTER' tab. The form includes a message: 'Either the username or the password supplied was not correct. Please try again.' Below this are input fields for 'Username' and 'Password', a 'Sign in' button, and a link for 'Forgot your password?'. The footer contains links for 'Terms of Use', 'Privacy Policy', and 'Video Upload Specification'.

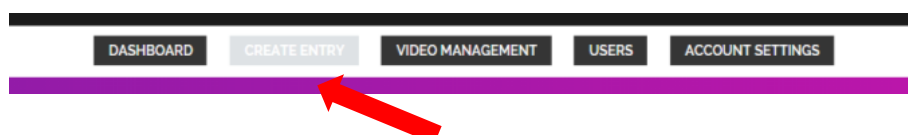
2. Fill in the form, making sure to complete **all required** fields, which are denoted by a bright red rectangle. If your company's billing details are different to your office address please ensure that you enter them under the **Billing details** section. Click **Register**.

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

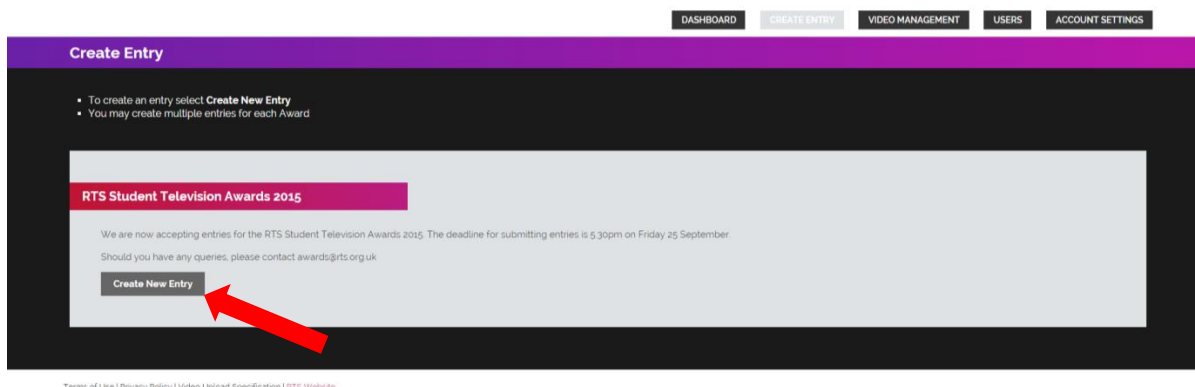
A screenshot of the 'RTS Awards Entry Registration' page. At the top, there is a navigation bar with links: DASHBOARD, CREATE ENTRY, VIDEO MANAGEMENT, USERS, and ACCOUNT SETTINGS. Below the navigation bar, the page title is 'RTS Awards Entry Registration'. A message says 'Please complete the following form to create an account' and 'Indicates required field'. The form is titled 'About you' and contains several input fields: Type (dropdown menu with 'Individual' selected), First name, Last name, Job title, Address 1, Address 2, Town/City, Postcode, and Country (dropdown menu with 'United Kingdom' selected). Each required field has a red vertical bar to its left.

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.

A screenshot of the 'Create Entry' page. The navigation bar at the top is the same. The page title is 'Create Entry'. Below the title, there are two bullet points: 'To create an entry select **Create New Entry**' and 'You may create multiple entries for each Award'. A black title box contains the text 'RTS Student Television Awards 2015'. Below this box, there is a message: 'We are now accepting entries for the RTS Student Television Awards 2015. The deadline for submitting entries is 5.30pm on Friday 25 September. Should you have any queries, please contact awards@rts.org.uk'. At the bottom of this section is a button labeled 'Create New Entry'. A red arrow points to this button. At the very bottom of the page, there is a small link: 'Terms of Use | Privacy Policy | Video Upload Specification | RTS Website'.

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? No

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
Please choose

Subcategory
Please choose

Undergraduate or Postgraduate

Entry Details

Title of Entry

University Name

Academic Department

Course Studied

RTS Centre

RTS Centre
Please choose

Please select the RTS Centre relevant to where your University is located

- 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.

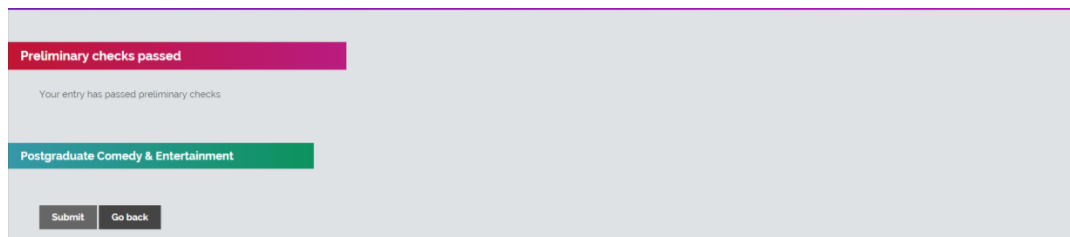
Award Recipients

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		
	Student Name 2	Role
Award Recipient 2		
	Student Name 3	Role
Award Recipient 3		
	Student Name 4	Role
Award Recipient 4		

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 <u>do not</u> 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

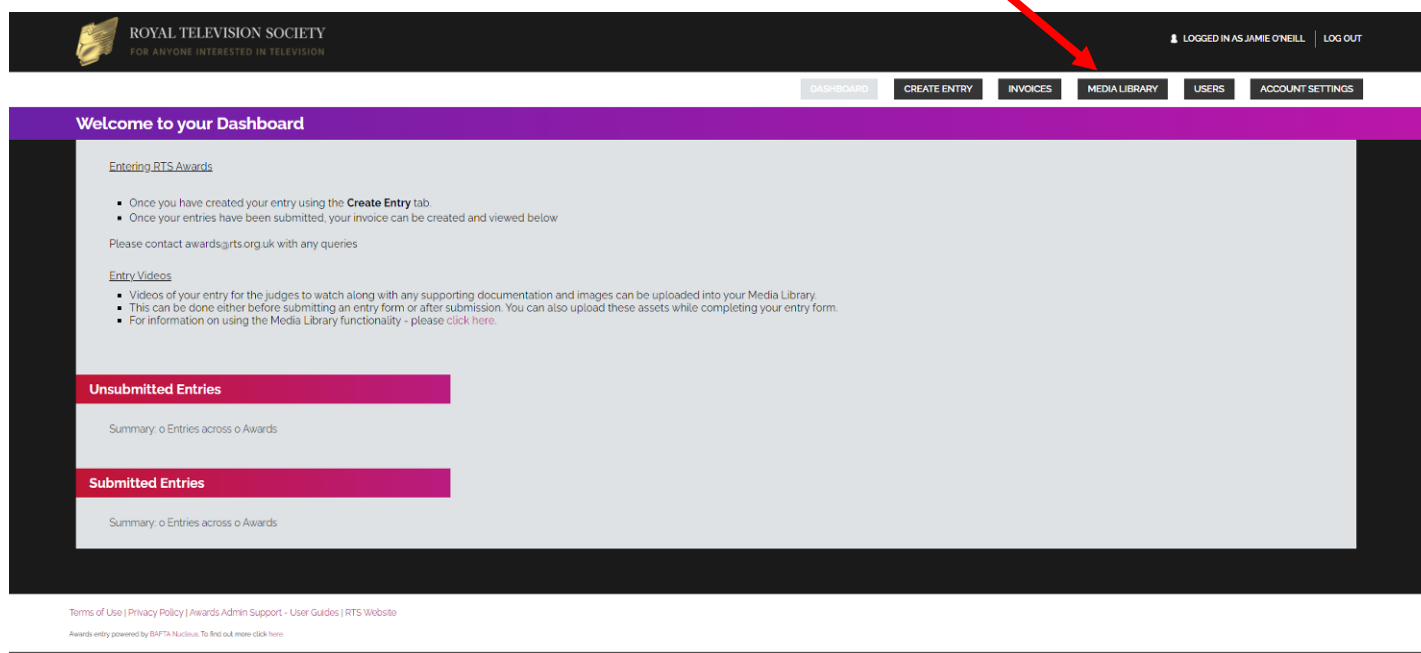
If you have any problems with your video upload that are not covered in this guide, please contact the RTS Awards Team:

Email awards@rts.org.uk

Phone 020 7822 2820

VIDEO UPLOAD PROCESS

1. Videos are managed in the Media Library part of the Awards System

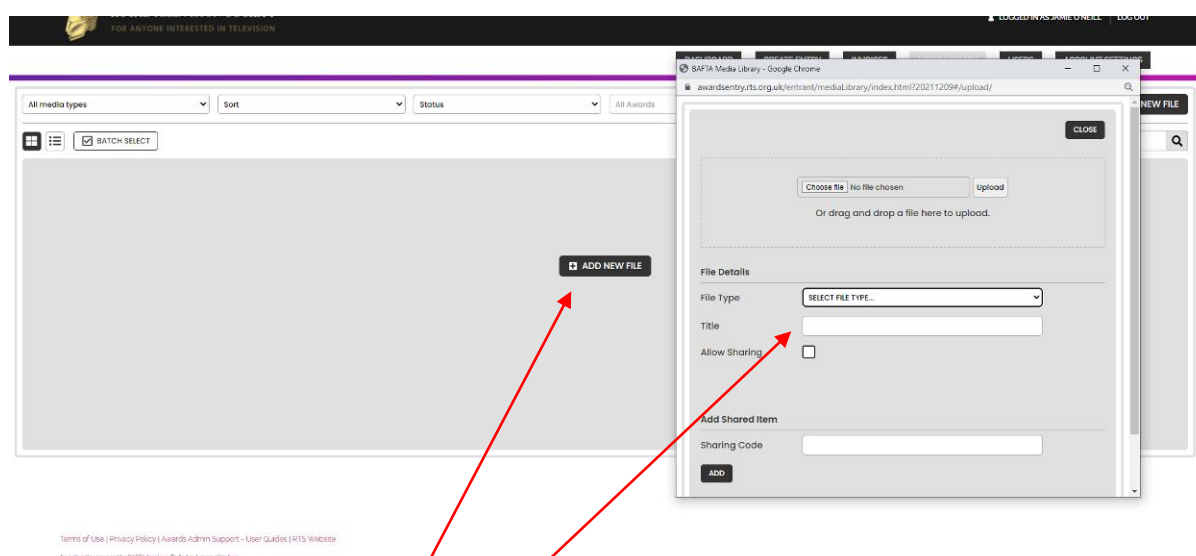


The screenshot shows the Royal Television Society Awards System dashboard. At the top, there is a header with the RTS logo and navigation links: DASHBOARD, CREATE ENTRY, INVOICES, MEDIA LIBRARY (highlighted with a red arrow), USERS, and ACCOUNT SETTINGS. The main content area is titled 'Welcome to your Dashboard' and contains sections for 'Entering RTS Awards' and 'Entry Videos'. The 'Entry Videos' section includes instructions on uploading videos and a link to the Media Library. Below this, there are sections for 'Unsubmitted Entries' and 'Submitted Entries', each with a summary of entries across awards.

In this Media Library – entry videos, documents and images can be uploaded here and then added to the entry form.

- Entrants can upload videos either before completing and submitting the entry form
- During the entry form submission process
- After submitting the entry form and replacing the video placeholder in the entry form

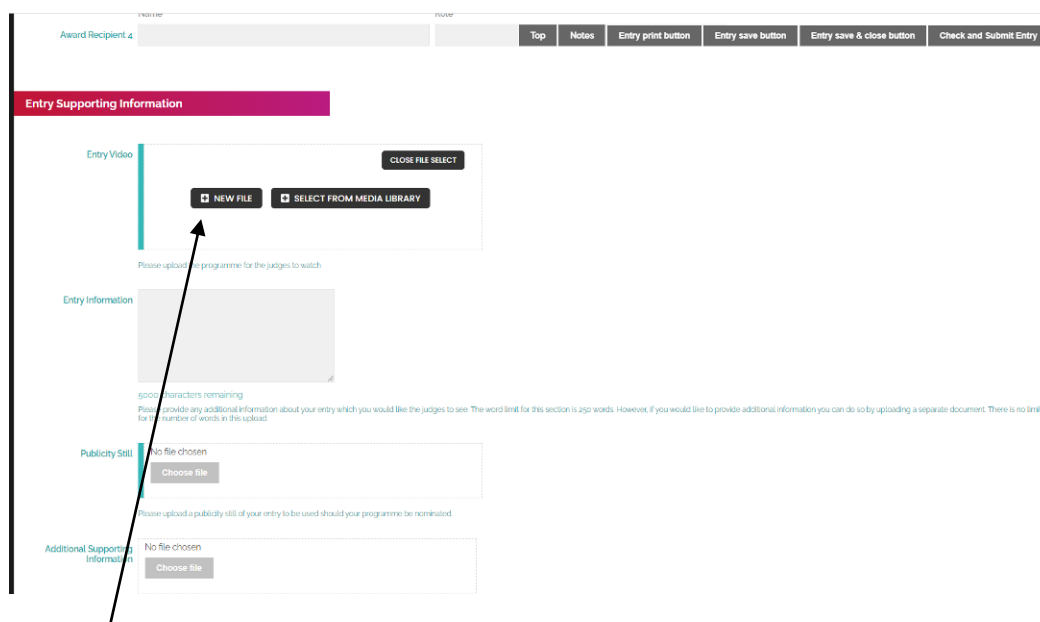
Uploading Assets in the Media Library:



- Click on *Add New File* and upload the relevant file
- Select the relevant file type and title accordingly

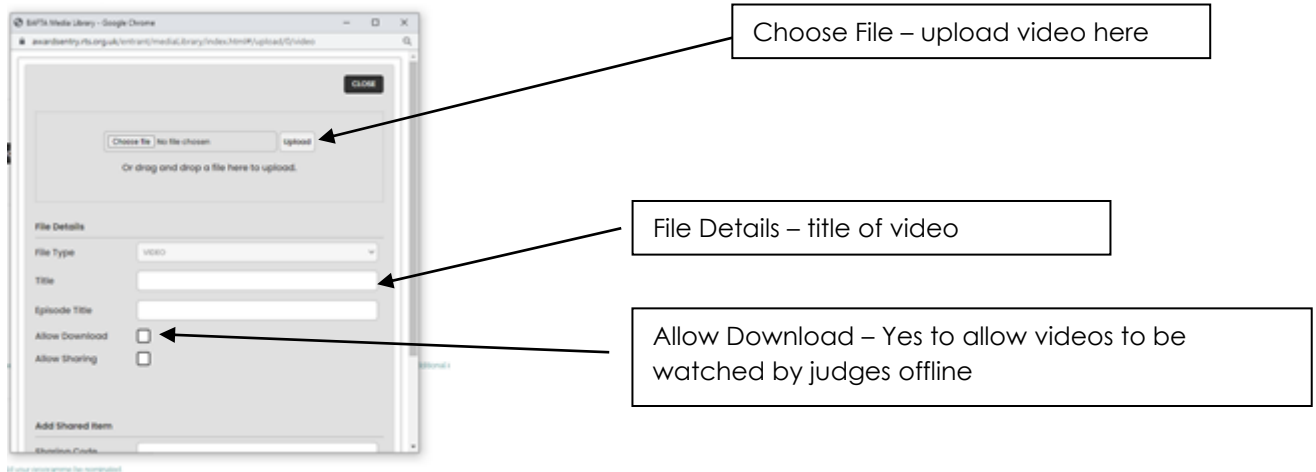
Adding Assets Direct on the Entry Form

- Assets can be added direct to the Entry Form, like the previous Video/Image/Upload questions.
- When the entrant clicks **Choose File** on a Media Library Item question, they are asked if they want to add a **New File** or Select From Media Library.



- If you click New File, a pop-up window shown below will open and you will be able to upload you new asset in the same way.

Upload Screen:



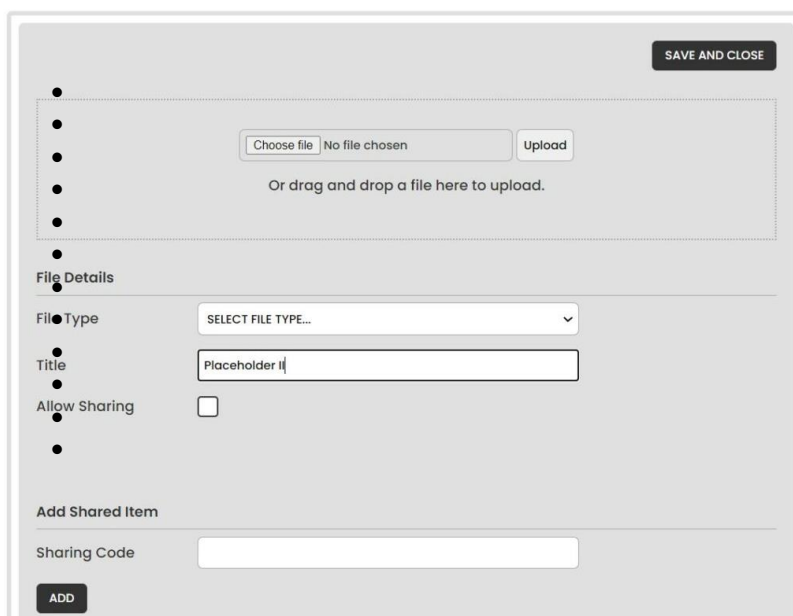
The screenshot shows the B2FA Media Library upload interface. It includes a 'Choose file' button, an 'Upload' button, and a 'File Details' section with fields for 'File Type', 'Title', 'Episode Title', 'Allow Download', and 'Allow Sharing'. Callouts point to these elements:

- Choose File – upload video here**: Points to the 'Choose file' button.
- File Details – title of video**: Points to the 'Title' input field.
- Allow Download – Yes to allow videos to be watched by judges offline**: Points to the 'Allow Download' checkbox.

- As well as being added to their current Entry Form, this asset will now be permanently added to their Media Library.
- To add an existing Media Library asset to their current form, when you get to a Media Library Item question you must click **Select From Media Library**.
 - The Media Library will then open in a pop-up, presenting a choice of the assets that are specific to that particular question ie. if the **Restrict to Types** field was set to Video only, then only the Videos in their library will be available.
 - You should select the required asset and click **Save**.
 - The asset will be added instantly to their form.

Using the Placeholder Functionality

- If we enabled the Placeholder functionality on a Media Item question, you can use it as follows:
- Add a Placeholder (title) to your form and Submit.
 - The Placeholder need only be a title entered in the **Title** field.
 - Save and Close**.



The screenshot shows the B2FA Media Library upload interface with a placeholder title entered in the 'Title' field. The 'Title' field contains the text 'Placeholder it'. The 'File Type' dropdown is set to 'SELECT FILE TYPE...'. The 'Allow Sharing' checkbox is unchecked. The 'Add Shared Item' section is visible at the bottom.

- You will then be able to continue with their form and Submit.
- You can return to your Media Library at any time, click on the Placeholder item and hit **Upload** to add their intended Media Item.

The screenshot shows a window titled 'Asset Preview' with a close button in the top right corner. The main area contains the text 'No file provided yet.' Below this text are two buttons: 'UPLOAD' (with a plus icon) and 'DELETE' (in red). To the right, the 'File Details' section includes a 'File Type' dropdown menu, a 'Title' field with the placeholder text 'Placeholder II', an 'Allow Sharing' checkbox, and a 'SAVE' button. At the bottom, the 'Metadata' section displays 'File ID: 40' and 'Created by: Nick Boocock'.

- This will then open a new window where they can Upload their new video. Once Uploading is completed, they can hit **Save and Close** and it will replace the Placeholder on the form/s it was submitted with.

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.

	Available Bandwidth				
File Size	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

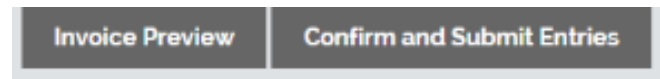
2. Once the file has completed uploading it will automatically begin to transcode.
3. Once transcoded, all videos will be available to watch in your **Media Library**.

REPLACING A VIDEO FILE:

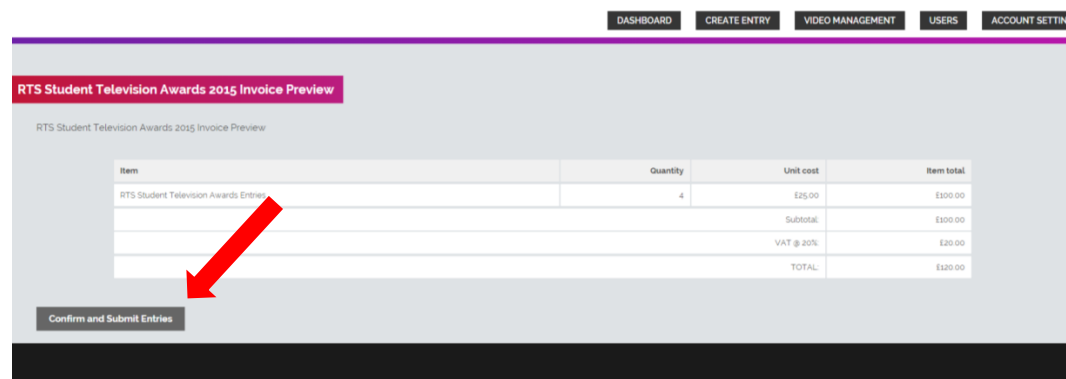
1. If you are not happy with the video quality then you have the opportunity to replace it at any time before the video is accepted by RTS.
2. You can replace existing videos in your Media Library.

4- COMPLETING PAYMENT

1. To confirm and submit your entries you will need to make payment.
2. 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.



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 **Confirm and Submit Entries**.



4. 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? [X]

⚠ 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.

Welcome to your User page

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	Both	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