ROYAL TELEVISION SOCIETY

UPLOADING VIDEOS FOR YOUR RTS AWARDS 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 RTS:

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

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
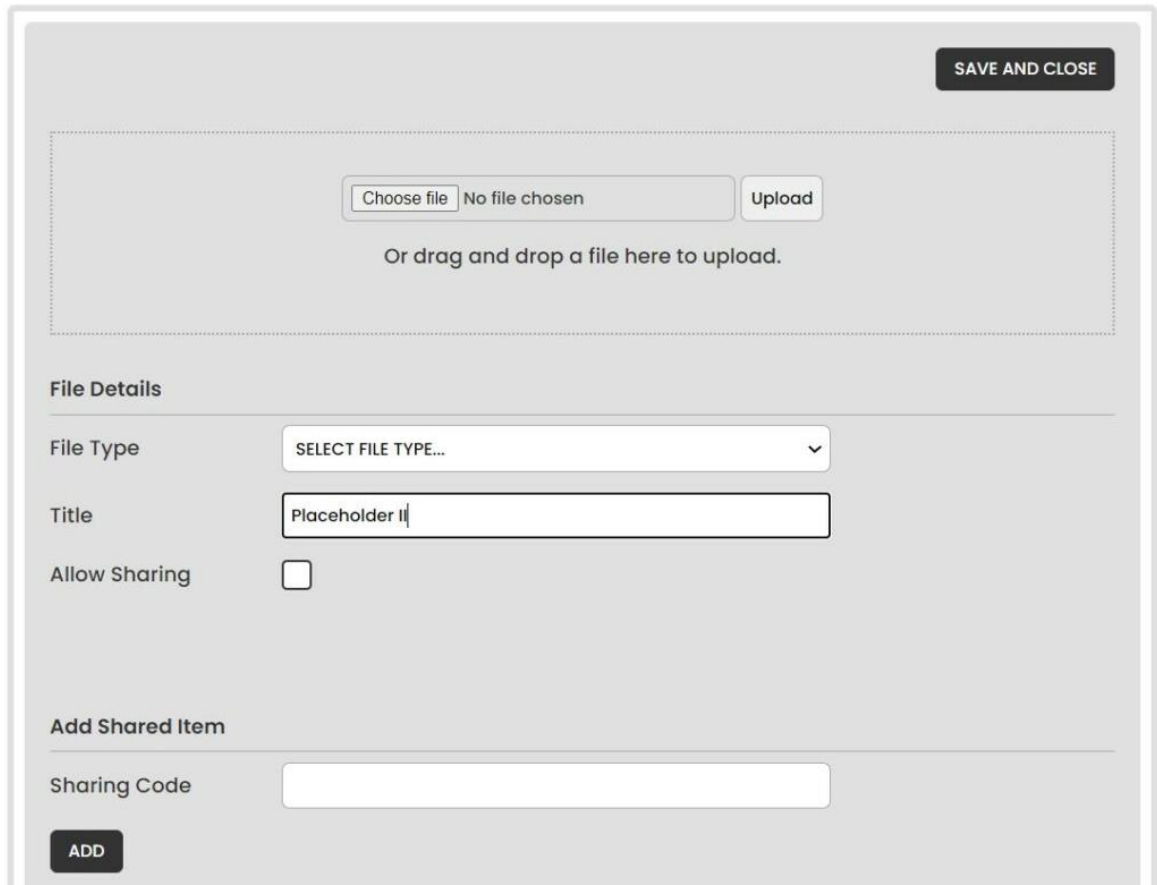
Adding Assets Direct on the Entry Form

- 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, the pop-up window shown below will open and they will be able to upload their new asset in the same way.

Choose File – upload video here

File Details – title of video

- 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**.
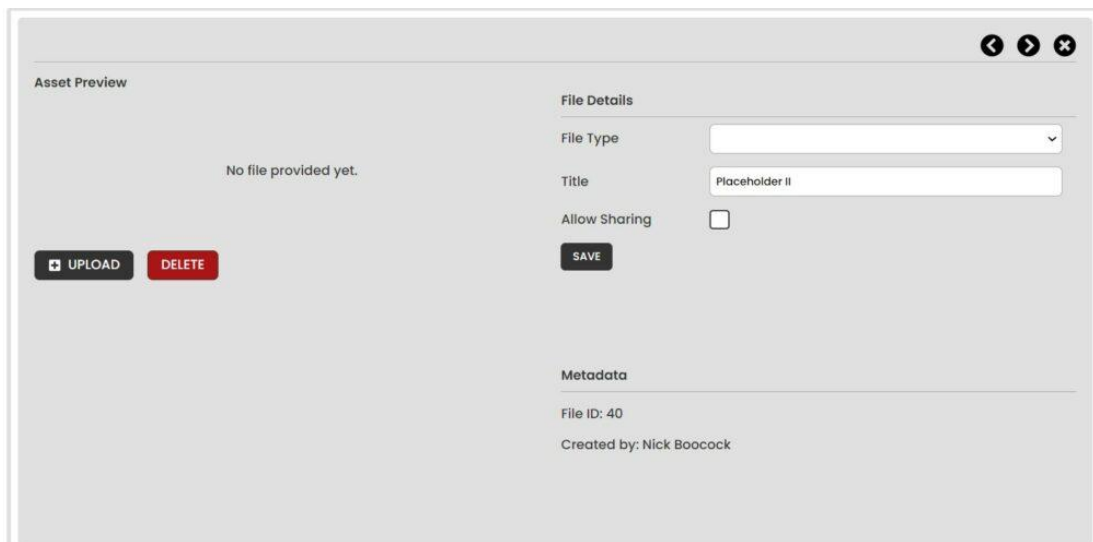 - The asset will be added instantly to their form.

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 their form and Submit.
  - The Placeholder need only be a title entered in the **Title** field.
  - **Save and Close**.

- 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.

- 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.

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

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.