

# 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<br>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 <u>awards@rts.org.uk</u>

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

| $\textbf{\leftarrow} \Rightarrow \textbf{C}$ | dev.awardsentry.rts.org.uk/entrant/video/list.php  |           |              |                  |              |                        | ☆ ≡ |
|--|--|-----------|--------------|------------------|--------------|------------------------|-----|
|  | ROYAL TELEVISION SOCIETY   |           |              |                  | LOGGED IN AS | JAMIE O'NEILL   LOG OU | π   |
|  |  | DASHBOARD | CREATE ENTRY | VIDEO MANAGEMENT | USERS        | ACCOUNT SETTINGS       |     |
|  | Welcome to Video Management  |           |              |                  |              |                        |     |
|  | instructions   |           |              |                  |              |                        |     |
|  |  |           |              |                  |              |                        |     |
|  | Associate video with entry<br>13 Go Io Doahhoard, find relevant entry<br>14 Societ Associate Video from Actions menu<br>14 Societ Associate Video from Actions menu<br>14 Societ associated for submitted entries:<br>15 RTS approves video and email confirmation is sent<br>Contact awards@rts.org.uk with any queries |           |              |                  |              |                        |     |
|  |  |           |              |                  | -            |                        |     |
|  | Video Management   |           |              |                  | Refresh A    | dd 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.

| Add New Video  |   |  |
|--|---|--|
| Videos are listed on the Video Management page.<br>To add a new video, type the title of the entered programme/film into I | Title field below:  |  |
| Title  |   |  |
| Allow download Yes 🔻   |   |  |
| <ul> <li>In addition to online streaming.</li> <li>To enable downloading, select</li> </ul>                                | e RTS allows jurors to download and watch entries<br>se                                   |  |
| You cannot upload the video on this page. When you save this record it   | II appear on the list of videos together with a link to upload the associated video file. |  |
| Cancel 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         |                                     | Published?               |           |
|------|--------------------|--------------------------|----------------------------|-------------------------------------|--------------------------|-----------|
|      |                    | Any 🔻                    | Any 🔻                      | Associated with?                    | 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.

| Upload your file   |   |  |  |  |  |  |
|--|---|--|--|--|--|--|
| To upload your video file<br>options:  | either please use   | one of the following                           |  |  |  |  |
| <ol> <li>Select Choose file of<br/>drive</li> <li>Drag and drop the<br/>allotted area.</li> </ol>          | and locate the file<br>video file from you  | on your computer's hard<br>Ir desktop into the |  |  |  |  |
| Once you have selected<br>Please note that only one<br>Thupload a new video fi<br>the plevant Video record | Once you have selected your video file click Start upload.<br>Clease note that only one file can be uploaded per window.<br>In upload a new video file please click on the upload link next to<br>the plevant Video record. |  |  |  |  |  |
| Choose file  | Start upload  | Cancel upload                                  |  |  |  |  |
| You can a  | also drag and drop  | files here                                     |  |  |  |  |

8. Click on the Start upload button to commence the upload.

|            | Choose file      | Start upload       | Cancel upload | t      |
|------------|------------------|--------------------|---------------|--------|
|            | You can (        | also drag and drop | files here    | 7      |
|            |                  |                    |               |        |
| 3.71 Mbit/ | s   00:02:25   4 | .13 %   2.92 MB /  | 70.54 MB      |        |
| Test1.wm   | NV 70.54 MB      |                    | Start         | Cancel |

9. 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              | Uplood status<br>Any ▼             | Transcoding status<br>Any  | Associated with?                    | Published?<br>Any <b>v</b> | 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 <b>V</b> |

## **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 |  |  |

10. 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              | Uplood status<br>Any             | Transcoding status<br>Any           | Associated with?                    | Published?<br>Any V      | 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 <b>V</b> |

11. 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<br>Any ▼           | Transcoding status<br>Any v                 | Associated with?                    | Published?<br>Any <b>v</b>                            | 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 <b>v</b> |

- 12. 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.
- 13. 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**.

|  | DASHBOARD   | CREATE ENTRY | VIDEO MANAGEMENT | USERS | ACCOUNT SETTINGS |
|--|---|--------------|------------------|-------|------------------|
| Video Association  |   |              |                  |       |                  |
| Please select your entry from the list below to associate your video. Plea | e note that only one video can be associated with each entry. |              |                  |       |                  |
| You will find below details of the videos associated with your entry: te   | t   |              |                  |       |                  |
| Undergraduate Comedy & Entertainment                                       |   |              |                  |       |                  |
| Test (ID15)   Entry Film   |   |              |                  |       |                  |
| Back Save  |   |              |                  |       |                  |
|  |   |              |                  |       |                  |

- 14. The video association step can be repeated as many times as you wish.
- 15. 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:**

- 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. To upload a new video file go to the Video Management page in the RTS Awards Entry site and find the relevant **Video Record**.
- 2. Select **Delete** from the **Actions** menu.

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

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.