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.
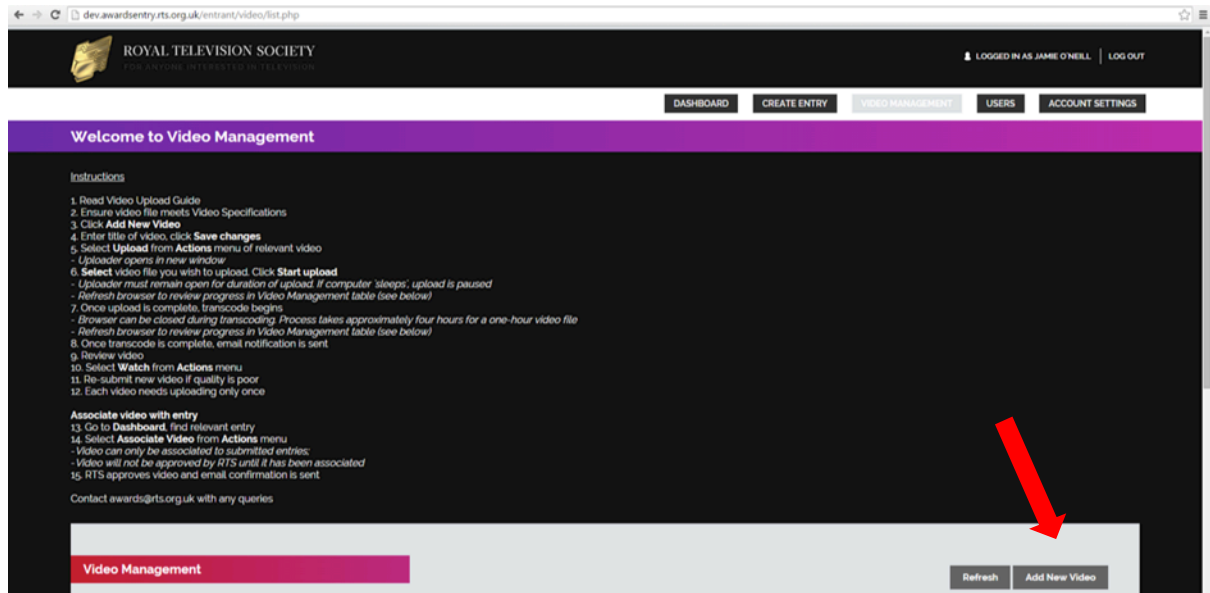
Contact Details

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. Go to the Video Management Page in the RTS Awards Entry site.

2. Click on **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**
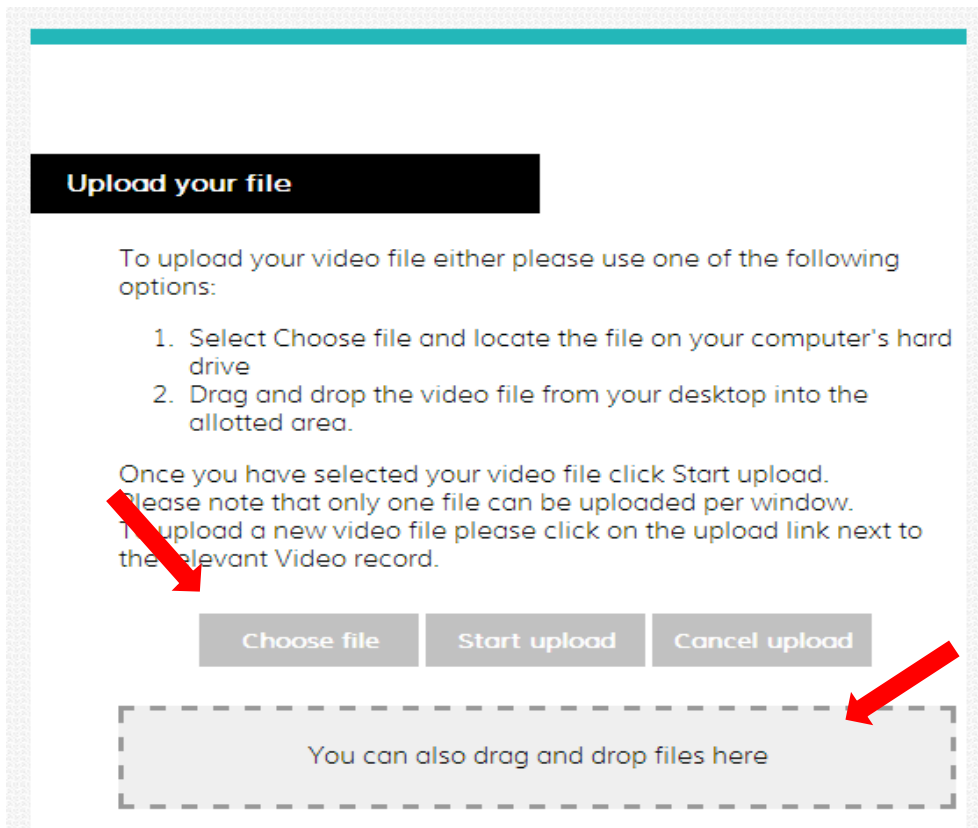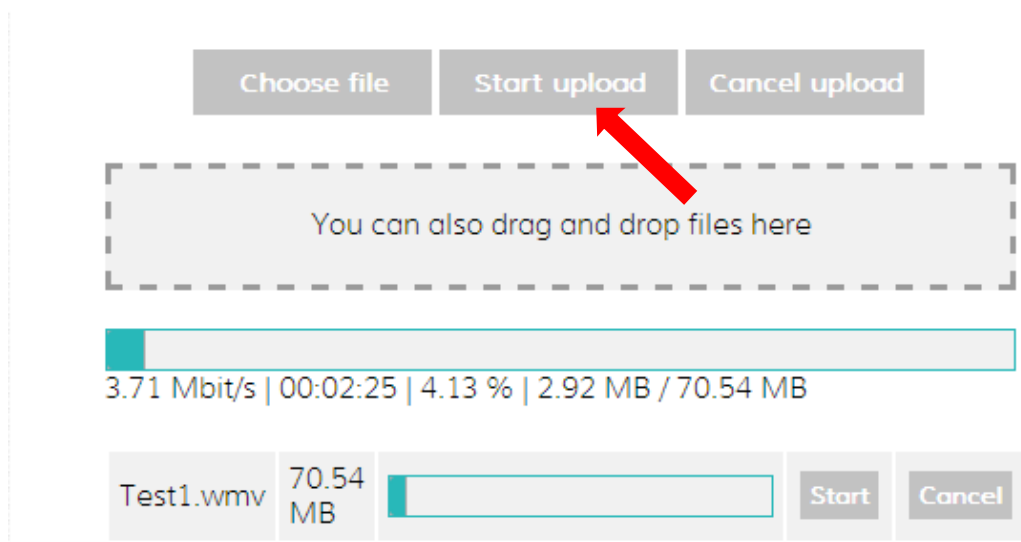
5. You will return to the Video Management screen and the video record will appear in the table. The upload status will be listed as **Not started**. When you are ready to upload a video select upload from the **Actions** menu.

6.

id	Title	Upload status	Transcoding status	Associated with?	Published?	
		Any ▼	Any ▼		Any ▼	Filter
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.

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

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	Upload status	Transcoding status	Associated with?	Published?	
		Any ▼	Any ▼		Any ▼	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

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	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 ▼

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	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 ▼

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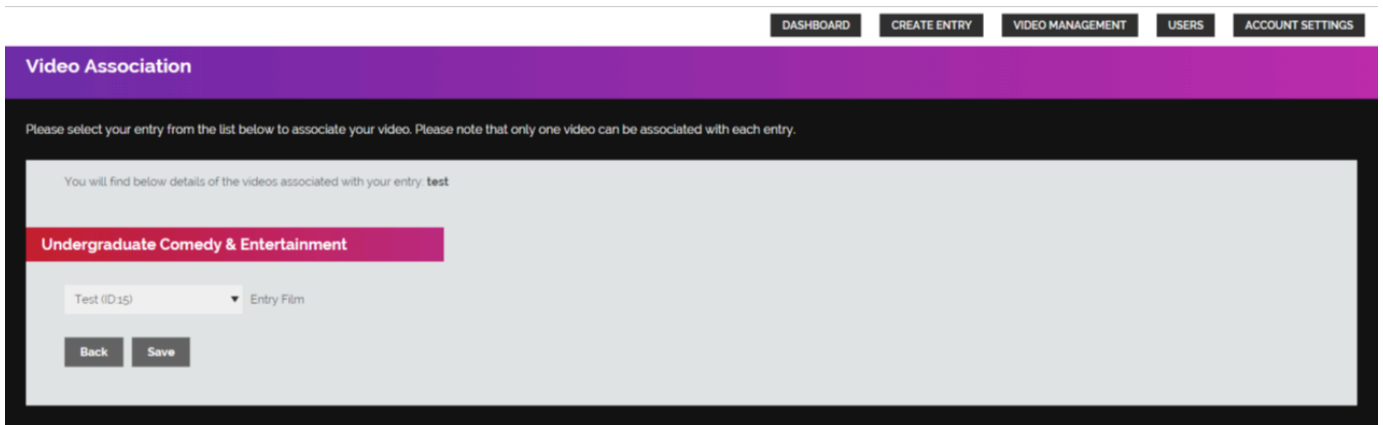
14. The video association step can be repeated as many times as you wish.

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.

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.