

Media Library Guidelines for Entrants

All content for awards entry forms is provided via the Media Library on entry.bafta.org. Media items can include images, documents, audio, videos and links to videos on other platforms via BAFTA View API.

Media items can be uploaded to the media library at any point before submitting your entry form. Uploading your media items beforehand, especially larger files, can speed up the entry process and completing the entry form as it gives time for uploads to complete and finish processing/transcoding. You may not be able to submit your entry form before your media item has finished processing or transcoding.

Adding a New File to the Media Library

On entry.bafta.org, click on Media Library on the top navigation.

Click Add New File

File Type: Select the File Type you are adding to the library

Title: add a memorable title

Episode Title (only for video files): If you are uploading a tv episode, you can add the episode title here

Allow Sharing Tickbox: Sharing codes allow you to share media items with other media library users. Ticking Allow Sharing will generate a code that you can pass on to other users.

Allow Download (only certain file types): tick this if you would like BAFTA members to be able to download your media item. BAFTA Admins may be able to override this on certain awards.

Click Choose File, find the selected file in your chosen directory and click Upload.

Once the upload is complete, click Save and Close

BAFTA Media Library - Google Chrome
entry.bafta.org/entrant/mediaLibrary/index.html?20220510#/upload/

SAVE AND CLOSE

Choose File No file chosen Upload
Or drag and drop a file here to upload.

File Details

File Type video

Title Test Video 1

Episode Title Episode 2

Allow Download

Allow Sharing

Sharing Code 23623734694
Use code to share this media item with another user's account.

Add Shared Item

Sharing Code
ADD

If you are uploading a video file, the file will be queued for transcode. The file will only be complete and ready to watch once the transcoding process is finished. This can take multiple hours.

Adding a New File via Screener Hub

On entry.bafta.org, click on Media Library on the top navigation.

Click Add New File

For File Type, select BAFTA View API

BAFTA View API Secret Key: This is the long key that is provided by the BAFTA View API interface

Title: add a memorable title

Allow Sharing Tickbox: Sharing codes allow you to share media items with other media library users. Ticking Allow Sharing will generate a code that you can pass on to other users.

Hit Save and Close

Adding a New File with a Sharing Code

On the media library, click Add New File

Under Add Shared Item, enter the sharing code another media library user has given you. Click Add. You will see a message saying File Added Successfully.

Click Close

Managing files in the Media Library

Once you have uploaded files into the media library you can use the following options to manage your media items.

Filters - you can filter by media item type, the status of the media item or the award that the media item has been entered into via an entry form.

You can sort by newest/oldest first or alphabetically

You can search by title or id

You can switch between gallery view and list view

Batch delete items by clicking Batch Select, ticking the items you would like to delete and then clicking Delete

To Edit an existing item or to find more information about it, click on the item in the media library to open the main item page.

Here you can edit the title, allow sharing and allow downloads. You can also preview videos or replace the file with a new one.



Please note: if a file has already been used as an answer to a question on an awards entry form and the entry form has been approved/submitted (check), you will not be able to edit the media item. If this is the case you will see the following message:

This file can't be edited as it is associated with an entry.

You can still preview any video files even if you cannot edit them.

Answering Media Library questions on entry forms

When completing BAFTA awards entry forms, you will be asked to provide media library items as answers to specific questions on the form. You can either add a new file directly from the form, or select an existing file from your media library.

On a Media Library Item questions, click Choose File. You will be prompted to either + New File or + Select from Media Library.

If you select + New File, the New File pop-up window will appear as above.

If you select + Select from Media Library, a new pop-up appear with the relevant files from your media library. Tick the file you want and Save.

Note: depending on the settings of each question, you might not be able to submit an entry form if a video has not fully transcoded.

Placeholder files

Placeholder files can be used if you need to submit an entry form, but you don't have your video or BAFTA View Media item available to provide yet. Once you submit your entry form with your placeholder file as an answer to the media library question, you can update your placeholder file directly once the file is available. Note, this option may not be available on all questions.

- 1) Either in the Media Library or via the Media Library question on the entry form, click Add New File
- 2) Select either Video or BAFTA View API as the File Type
- 3) Add a memorable title (e.g. Casablanca - Placeholder) and click Save and Close.
- 4) When the film is available, return to the Media Library and find your placeholder file. You can use the search functionality or use the Status filter to filter for placeholder files.
- 5) Upload your file to the placeholder video file, or add the BAFTA View API secret key to the BAFTA View API placeholder file.

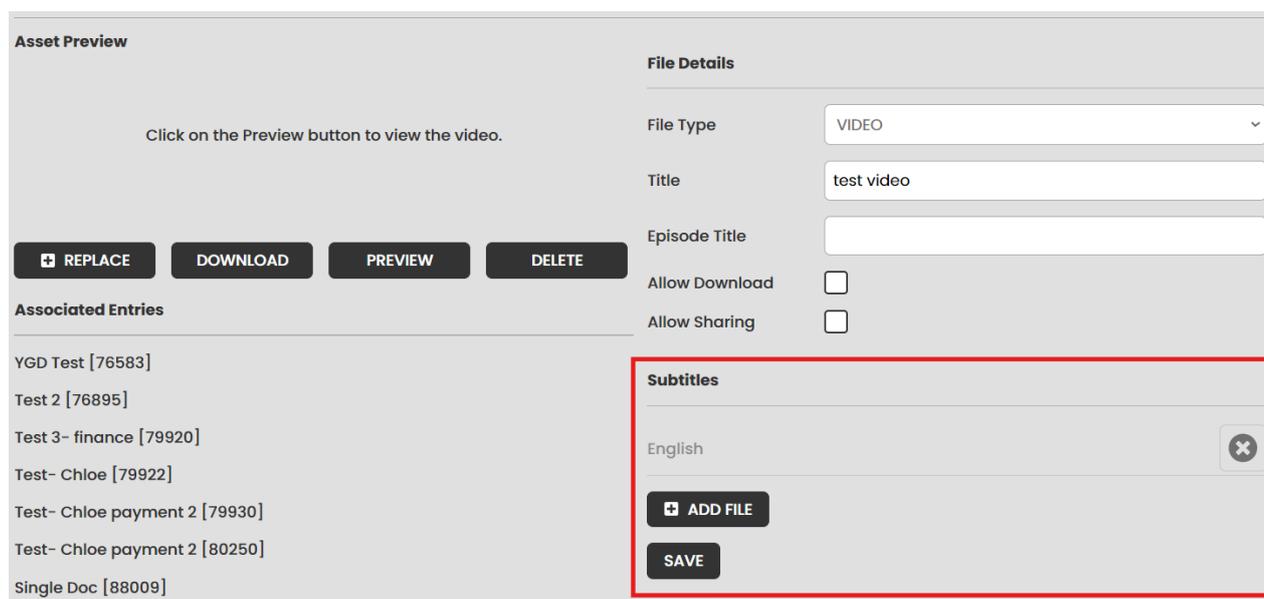
Once the file has uploaded and transcoded successfully, it will be added to your entry form automatically.

Adding VTT Files to your entry

VTT files (Video Text Tracks) can now be uploaded to your media library alongside your video upload, to allow you to supply descriptive subtitles.

To upload a .vtt file to an existing video upload, please see the following steps:

- 1) Open your Media Library
- 2) Find the video you would like to attach the .vtt file to and click
- 3) Under the 'subtitle heading' select: Add File
- 4) Select the language of the .vtt file you are uploading
- 5) Click upload file and Save



The screenshot shows the 'Asset Preview' interface for a video entry. On the left, there are buttons for 'REPLACE', 'DOWNLOAD', 'PREVIEW', and 'DELETE'. Below these is a list of 'Associated Entries' including 'YGD Test [76583]', 'Test 2 [76895]', 'Test 3- finance [79920]', 'Test- Chloe [79922]', 'Test- Chloe payment 2 [79930]', 'Test- Chloe payment 2 [80250]', and 'Single Doc [88009]'. On the right, the 'File Details' section includes fields for 'File Type' (set to VIDEO), 'Title' (test video), 'Episode Title', 'Allow Download' (checkbox), and 'Allow Sharing' (checkbox). The 'Subtitles' section is highlighted with a red box and shows 'English' with a close button (x), an 'ADD FILE' button, and a 'SAVE' button.

If you wish to remove the language you have chosen, you can select the 'x' next to the option and choose a new file.

You are able to upload as many languages/files as you would like.

To View the Closed Captions on BAFTA View

- 1) Open the video in BAFTA View and click play
- 2) Click on the cog and choose subtitles
- 3) Choose Subtitles and then select from the list of available languages

Entry Publishing Date

You can now select a date and time for you video to go live on BAFTA View. To do this, scroll to the bottom of your entry form and you will see 'Entry publishing Dates'.

Please note that if you want your video to be immediately viewable once your form has been approved, then leave this field should be left blank. We recommend that you

provide as much time as possible for voting members to view your videos. Any issues then please inform us as soon as possible.

BAFTA View Preview

Entrants can now preview your entry as it appears for voting members. To do this, log in to the entry site and on the side menu, an option will appear for "BAFTA View Preview". Please note, videos will not play in preview mode and you will only be able to view the entries you have submitted. If you notice any errors with your entry, please inform us as soon as possible