NaSTA
AWARDS 2016

How to Submit your NaSTA 2016 Entries

All Content must be uploaded by no later than 5pm on the deadline day. Any content which is still uploading as of 5pm will continue to upload, but will be marked as late automatically. All entries must be submitted as either .mp4 and or .pdf as outlined below. Any other file submissions will not be accepted and will be automatically deleted and removed from the judging system. Please ensure you have encoded your files as per the technical specification provided. Any queries – please direct them to tech@leedsstudent.tv

All entries must follow naming convention of: StationName_Category_EntryName.filetype
For example;   LSTV_Technical_TweetDoor.pdf   or   LSTV_Freshers_WelcomeToLeeds.mp4 etc.

The category file names and submissions required are as shown below:

Freshers' Coverage	StationName_Freshers_EntryName.mp4	StationName_Freshers_EntryName.pdf
Light Entertainment	StationName_Light_EntryName.mp4	
Title Sequence	StationName_Title_EntryName.mp4	
The Tim Marshall Award for Special Recognition		StationName_TimMarshall_EntryName.pdf
Music	StationName_Music_EntryName.mp4	
Factual	StationName_Factual_EntryName.mp4	
Documentary	StationName_Documentary_EntryName.mp4	
Ident	StationName_Ident_EntryName.mp4	
News/Current Affairs	StationName_News_EntryName.mp4	
Technical		StationName_Technical_EntryName.pdf
Drama	StationName_Drama_EntryName.mp4	
Sport	StationName_Sport_EntryName.mp4	
Cinematography	StationName_Cinematography_EntryName.mp4	
Video to Music	StationName_VideoToMusic_EntryName.mp4	
Comedy	StationName_Comedy_EntryName.mp4	
On-Screen Female	StationName_Female_EntryName.mp4	
On-Screen Male	StationName_Male_EntryName.mp4	
Station Marketing	StationName_Marketing_EntryName.mp4	StationName_Marketing_EntryName.pdf
Writing	StationName_Writing_EntryName.mp4	StationName_Writing_EntryName.pdf
Best Broadcaster	StationName_Broadcaster_EntryName.mp4	StationName_Broadcaster_EntryName.pdf
Animation	StationName_Animation_EntryName.mp4	
Live	StationName_Live_EntryName.mp4	
Open	StationName_Open_EntryName.mp4	

Submissions Process

To Submit your files, please visit http://nastaleeds2016.co.uk/submissions/ and follow the two step process:

First, upload your files to the relevant upload area: Day One, Day Two, Day Three, Day Four, Day Five or 10 Second Clips. Clicking on the Upload button for each day or the 10 second clips upload will bring you to a dropbox area – please choose your file(s) (ensuring that files are correctly named), and enter your name and email address as prompted. The file(s) will then upload. Please do not close the window until the file(s) have all uploaded and the pop up has indicated they are uploaded.

Second, you must also complete the web-form (once per entry) at http://nastaleeds2016.co.uk/submissions once your file has been uploaded, please ensure specifically that the email address, name and file name entered on this form match the information you have entered in the Dropbox area for each day / the 10 second clip upload area.

Should you make an error and realise that you have or are uploading an incorrect file, please cancel the upload, if it is still in progress by closing the browser window. If this is not possible, please reupload the correct file (before the 5pm deadline), with a filename updated with a 1 or 2 etcetera. For example -

*"Oh No, I've incorrectly uploaded **LSTV_Male_DennisTheMenace.mp4**, it doesn't have any sound in this export"*

*"Oh S**t, right, well we've got loads of time before the deadline, so let's re-upload it… but we need to call it **LSTV_Male_DennisTheMenace1.mp4** and make sure we put it in the web-form that this is the correct file for the entry"*

"Phew, that wasn't as hard as I expected!"

Please note that if you do not tell us (via the webform) which is your final entry for judging (as per above) then we cannot be held responsible for the incorrect version being provided to the judges.