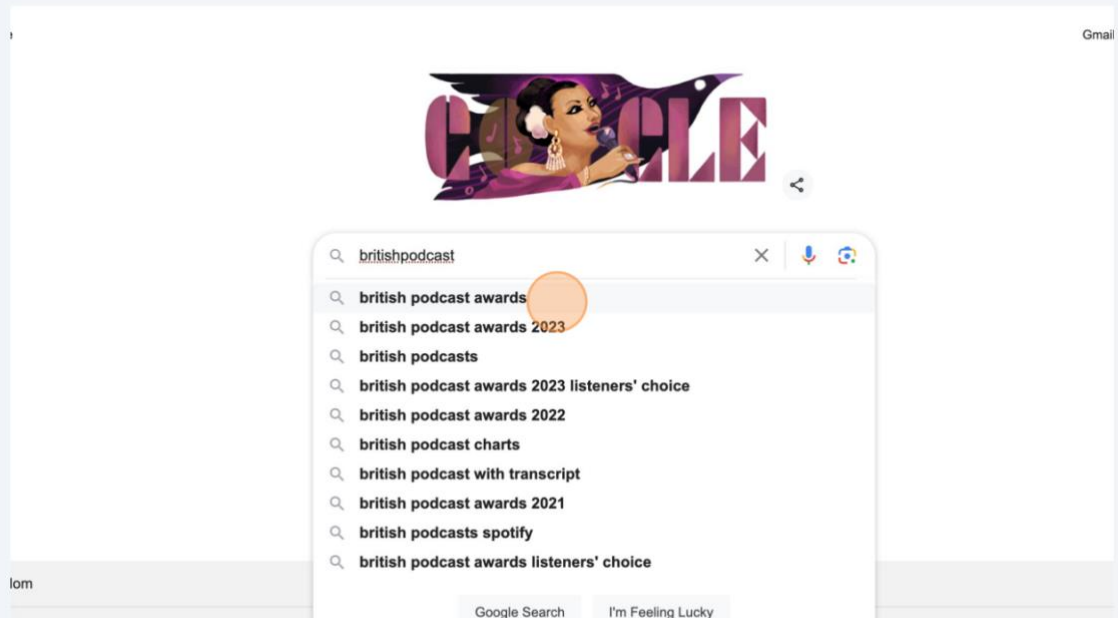


British Podcast Awards Entry Help Guide

- 1 Head over to our website- <https://www.britishpodcastawards.com/>

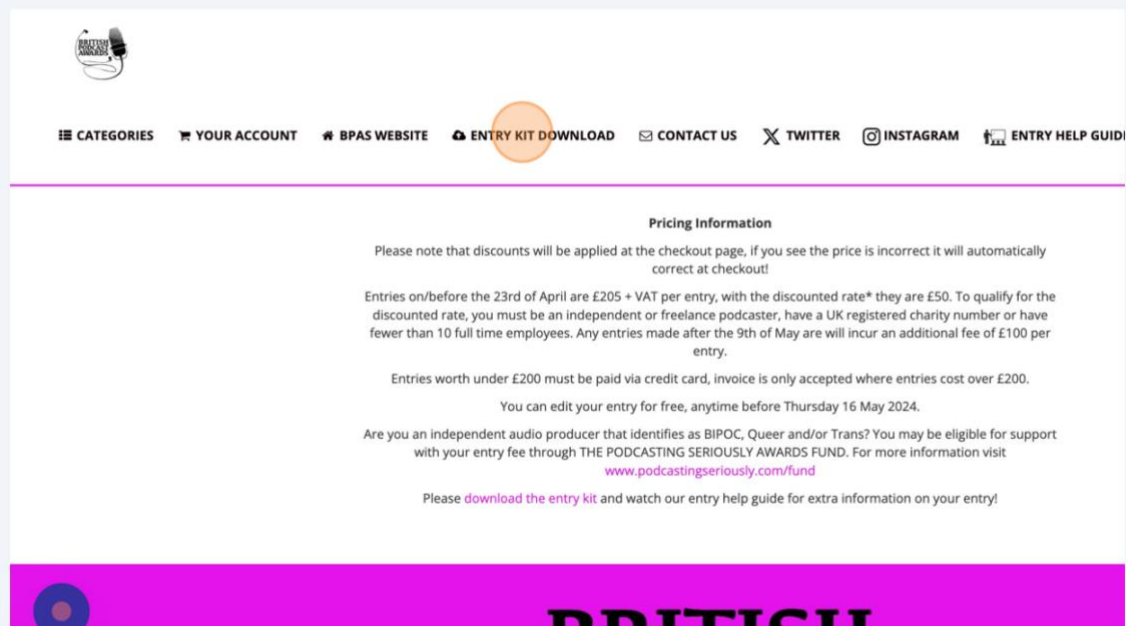


- 2 Once your on our website click "ENTER NOW"



3

Once your on our entry platform make sure to press "ENTRY KIT DOWNLOAD" and checkout all our categories and criteria's



The screenshot shows the top navigation bar of the British Podcast Awards entry platform. The 'ENTRY KIT DOWNLOAD' button is highlighted with an orange circle. Below the navigation bar, there is a section titled 'Pricing Information' with the following text:

Pricing Information

Please note that discounts will be applied at the checkout page, if you see the price is incorrect it will automatically correct at checkout!

Entries on/before the 23rd of April are £205 + VAT per entry, with the discounted rate* they are £50. To qualify for the discounted rate, you must be an independent or freelance podcaster, have a UK registered charity number or have fewer than 10 full time employees. Any entries made after the 9th of May are will incur an additional fee of £100 per entry.

Entries worth under £200 must be paid via credit card, invoice is only accepted where entries cost over £200.

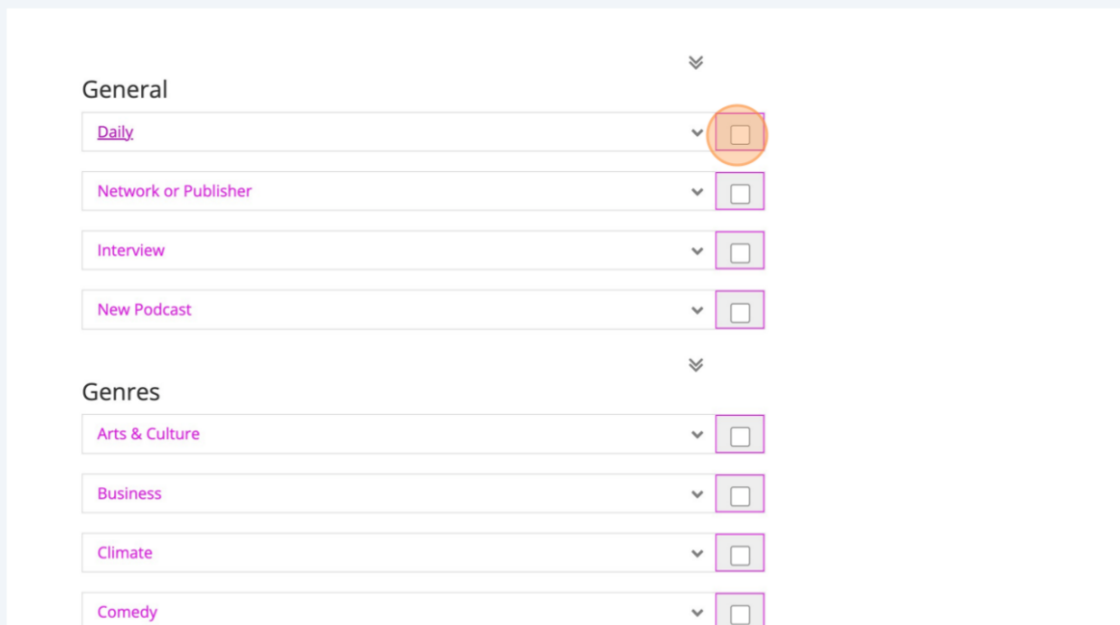
You can edit your entry for free, anytime before Thursday 16 May 2024.

Are you an independent audio producer that identifies as BIPOC, Queer and/or Trans? You may be eligible for support with your entry fee through THE PODCASTING SERIOUSLY AWARDS FUND. For more information visit www.podcastingseriously.com/fund

Please [download the entry kit](#) and watch our entry help guide for extra information on your entry!

5

Select the categories you want to enter and press the process button.



The screenshot shows the 'General' and 'Genres' sections of the British Podcast Awards entry form. The 'General' section has a dropdown menu with 'Daily' selected, and the 'Genres' section has a dropdown menu with 'Arts & Culture' selected. The 'Daily' and 'Arts & Culture' options are highlighted with orange circles.

General

Genres

6 If you want to enter the same category more than once, click the little arrow

General

Daily

Network or Publisher

Interview

New Podcast

Genres

Arts & Culture

Business

Climate

Comedy

clear all

1 item(s) selected

PROCESS »

7 Then click this dropdown and enter now.

General

Daily

Network or Publisher

Interview

New Podcast

Genres

Arts & Culture

clear all

1 item(s) selected

PROCESS »

Recognising the rise of the daily podcast (and all the production resources that may require), this category is for shows whose 24-hour deadlines allow for a different relationship with their listeners. Whether you produce sport, entertainment, news or something else entirely, your entries should reflect how the daily mechanism allows you to produce your best show... and how you maintain your quality every single day.

£305.00

Early Bird Entry Rate £ 205.00 +VAT (20%)

Available until 23/04/2024 23:55

Qty 1

Enter now »


8 Select the option that applies to you and press continue

The screenshot shows the top navigation bar with links: YOUR ACCOUNT, BPAS WEBSITE, ENTRY KIT DOWNLOAD, CONTACT US, TWITTER, INSTAGRAM, and ENTRY HELP GUIDE. Below the navigation bar is a question: "Is your organisation small, independent or with fewer than 10 employees?". There are two buttons: "Yes select" (highlighted with an orange circle) and "No select". Below these buttons is a "Continue »" button (also highlighted with an orange circle). At the bottom of the form is a large purple banner with the text "BRITISH PODCAST AWARDS" in white.

9 If you dont have an account click "Don't have an account? Click here" and create an account then login

The screenshot shows the login page. At the top is a heading "Please login" with a user icon. Below the heading are two input fields: "Email" and "Password". Below the input fields is a checkbox labeled "Remember email". Below the checkbox is a large purple "Login" button. Below the "Login" button is a link "Forgot password". At the bottom of the form is a link "Don't have an account? Click here" (highlighted with an orange circle).

10 If you already have an account, sign in and press login



CATEGORIES YOUR ACCOUNT BPAS WEBSITE ENTRY KIT DOWNLOAD CONTACT US TWITTER INSTAGRAM ENTRY HELP GUIDE

Please login

Email


Password

☐ Remember email

Login

[Forgot password](#)

[Don't have an account? Click here](#)



11 If at this point you want to add extra entries you can select them in this dropdown and press add selected. They will then go right into your basket.

SAVED ITEMS (0)

Incomplete (0)

AWARDS

Nominations (1)

ACCOUNT

LOGOUT

Privacy Policy

Terms & Conditions

Important Notice: Haymarket may disqualify any entry or withdraw any award that has been given where it considers that the entry is a "Non-compliant Entry" (as defined in the Awards Business Terms & Conditions accessible here). Any such decision is final and any fees paid by the entrant at the point of such decision will be non-refundable. Haymarket does not accept any responsibility for any loss or damage suffered by an entrant as a result of such a decision. Please review the Awards Business Terms & Conditions in full before submitting an entry.

Add another item

Select from the dropdown below then press +ADD SELECTED

Please select an item...

x1 + ADD SELECTED

Awards Nomination

1 Item 1/1


Daily

PRICE £ 305.00

0/15 Required 0/13 Optional

Save for later Delete

Recognising the rise of the daily podcast (and all the production resources that may require), this category is for shows whose 24-hour deadlines allow for a different relationship with their listeners. Whether you produce sport, entertainment, news or something else entirely, your entries should reflect how the daily mechanism allows you



12

You should see this page for each category, write a compelling entry and make sure to upload everything that is asked for.

Daily

PRICE £ 305.00

0/6 Required 0/13 Optional

Save for later Delete

Recognising the rise of the daily podcast (and all the production resources that may require), this category is for shows whose 24-hour deadlines allow for a different relationship with their listeners. Whether you produce sport, entertainment, news or something else entirely, your entries should reflect how the daily mechanism allows you to produce your best show... and how you maintain your quality every single day.

Podcast Title? *

Podcast Author? *

Where is your podcast mainly based?
Nearest town or city will do.

Network

Does your podcast seek to reach a specific community? Please let us know.
The BPAs want to help you find more of the right audience for your show. Please note that this answer will not be seen by judges.

☐ People of colour

☐ LGBTQ+ Community

14

In the File Upload fields you need to read the writing above and make sure you are uploading what is asked for, as well as the correct format.

Your Audio

Your audio entry should be one single MP3 file, unless the category states otherwise.

THIS CATEGORY MUST INCLUDE:

- Include a minimum of three and a maximum of five clips
- Be taken from at least three different episodes
- Have a clear fade in/out between extracts
- Published between 1 May 2023 and 30 April 2024 inclusive.
- Be a maximum of 15 minutes long

Please note, there should be no in-clip editing and no non-podcast audio should be included. This means no extra production and no additional content recorded for the purposes of the entry. Any audio is regarded as a clip, so if you include your theme music at the beginning that would be you using one of the five clips

Using the upload button, please upload your audio file (Make sure to read the above carefully so you don't upload the wrong audio) *

Upload a file

No selected file

Podcast Artwork

Please use the upload button below to attach your podcast artwork *

15 Once you have entered all your details, click "I have read and accept the Terms and Conditions"

File successfully uploaded

Specialist Award
This category honours the podcasts that are producing exceptional listening experiences for niche audiences and those underrepresented in other British media. For this award, a carefully curated shortlist of independent podcasts generating less than 5,000 downloads per episode will be compiled by the British Podcast Awards team. The shortlist will be given to our judges to choose one standout winner.

Spotlight Award
This is one for the big hitters out there: podcasts with sizeable audiences bringing the medium into the mainstream. But which of you is the best, according to our judges? For this award, a carefully curated shortlist of podcasts generating more than 100,000 downloads per episode will be compiled by the British Podcast Awards team. The shortlist will be given to our judges to choose one standout winner.

My Podcast...

☒ Is independent generating less than 5,000 downloads per episode. I would like to opt into the Specialist Category.

☐ Generates over 100,000 downloads per episode. I would like to opt into the Spotlight Category.

Save for later Delete

☐ I have read and accept the Terms and Conditions

Show missing fields

CONTINUE »

16 Click "CONTINUE"

☒ Is independent generating less than 5,000 downloads per episode. I would like to opt into the Specialist Category.

☐ Generates over 100,000 downloads per episode. I would like to opt into the Spotlight Category.

Save for later Delete

☒ I have read and accept the Terms and Conditions

Show missing fields

CONTINUE »

Step 1
Basket

Step 2
Personal details

Step 3
Invoice details

Step 4
Summary

**BRITISH
PODCAST**

17 In steps 2 and 3, input your personal details and invoice/payment details

18 Click "NEXT"

Privacy Notice

Haymarket Media Group, organisers of *British Podcast Awards 2024* takes your privacy seriously. [Learn more](#) about how we use your information when attending one of our events.

Our *Business brands* and partners would like to stay in touch to let you know about events, information and opportunities, which we hope will help you in your work. We believe we can demonstrate a legitimate interest in using your details for these messages, but if you do NOT wish to receive these messages, please [click here](#).

Please be aware that opting out will mean you will not receive messages about future British Podcast Awards 2024, similar events, or other information and services from *British Podcast Awards 2024*.

We will use your information to ensure you receive messages that are relevant to you. You can stop receiving these messages from us at any time in the future via the unsubscribe link on any email received, or by contacting us directly by email: circulationemail@haymarket.com.

For more information about how we process your personal data, please see our [Full Privacy Notice](#).

Step 1
Basket

Step 2
Personal details

Step 3
Invoice details

Step 4
Summary

NEXT »

BRITISH
PODCAST
AWARDS

19 Click "Pay using Stripe" (Only applies if your purchase is under £200) or "Pay using Invoice".

Nominations (1)

ACCOUNT

LOGOUT





Privacy Policy

Terms & Conditions

Early Bird Entry Rate	Set Price	£ 205.00	£ 100.00	£ 205.00		
Small Organisation		£ 155.00	£ 155.00	£ 50.00		
			£ 255.00	£ 50.00	£ 0.00	£ 50.00
Awards Nomination Subtotal:			£ 255.00	£ 50.00	£ 0.00	£ 50.00
			Discounts	Subtotal	VAT	Total
			£ 255.00	£ 50.00	£ 0.00	£ 50.00

Select Payment Method

☐ Pay using Stripe



« BACK

COMPLETE »

Step 1
Basket

Step 2
Personal details

Step 3
Invoice details

BRITISH

If you have any questions about the entry process or are having issues, please feel free to email us at britishpodcastawards@haymarket.com