GUIDE TO SUBMITTING ENTRIES

ENTRIES OPEN
Friday 21st July 2023 at 10am AEST

ENTRIES CLOSE
Friday 4th August 2023 at 5pm AEST

IMPORTANT INFORMATION:

- We recommend that you allow plenty of time to collate, submit, and review your entries for both accuracy and omissions. Barring exceptional circumstances, changes cannot be made after entries close.

- Information you provide will be presented to the Voting Academy or specialist Judging School, as applicable. Invalid website links and incorrect audio and artwork files can reflect badly on the artists and potentially impact voting decisions.

- Once entries close on 4th August scrutineering commences. ARIA members are responsible for ensuring that all their entries are submitted by the cut-off. Only those eligible entries in the system at the cut-off will be considered.

- Data you provide with your entries is disseminated to numerous parties for use at Awards events, the TV broadcast, for promotion and publicity, and is also used in voiceovers, press releases, TVCs, video packages, websites, social media posts and on trophies etc. As a result, amendments are often impossible. Where they are necessary and can be made you may be asked to pay the additional costs, which can be expensive, particularly where audio-visual production is concerned.

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1.   Entry Website

Instructions on how to access the site will be emailed to you on Thursday 20th July. If you don't receive this or have trouble logging in, email Kelly Collier, ARIA Awards Coordinator at awards.entries@aria.com.au for assistance.

An ARIA Member can have multiple entry website users. The users will be linked, and all entries for the member will be visible to each of its registered users. If you require additional login accounts please email Kelly Collier at awards.entries@aria.com.au with the name and email address for each additional user required.

2.   Preparation

1.   Familiarise yourself with the Eligibility Criteria and Category Definitions

2.   Make a list of entries you intend to submit for each category, ensuring those entries meet both the General Eligibility Criteria and the individual category definitions.

3.   Collate the data, images, audio links etc. you need for each entry.

We've put together a spreadsheet that may help with this advance preparation. It lists all award categories down the left, and all data requirements across the top.

You could list your intended entries under each award category and start to collate the data, either making an X when you have it, or entering the data itself in the spreadsheet ready to upload. Shaded cells indicate data isn't required for that category.

You won't send us this spreadsheet, nor do you even need to use it. It's merely a tool that might help some of you to collate your entries. The Entry Website Matrix is available for download from the ARIA Members page

3.   Key Dates

Friday 21 July   Entries Open

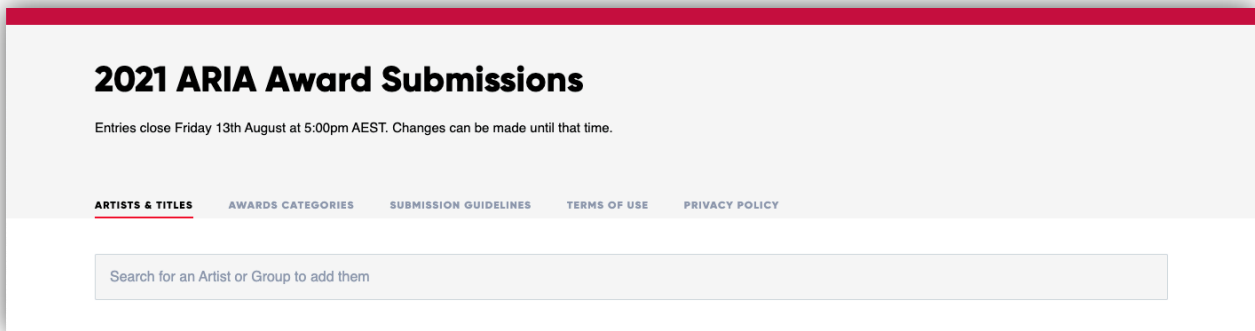Friday 4 August   Entries close

4.   Getting Started

4.1.   Initial Login

You will receive a system generated email that includes a link to the website and instructions for setting up your password. Please ensure you record this password as it will be used in the future to access other member areas of the ARIA website.

If you submitted entries for the 2022 ARIA Awards, you can use the same login details that you created at that time. Simply go to www.aria.com.au/login to access the site.

4.2.   Dashboard

When you log in you will be presented with a Dashboard with 5 tabs.

2021 ARIA Award Submissions

Entries close Friday 13th August at 5:00pm AEST. Changes can be made until that time.

ARTISTS & TITLES   AWARDS CATEGORIES   SUBMISSION GUIDELINES   TERMS OF USE   PRIVACY POLICY

Search for an Artist or Group to add them

Artists & Titles – This is the default view that you will be presented with upon log in. Use this view to add artists and to a see a list of artists that you have added, along with those added by other users at your label.

Awards Categories – This view shows your entries by category and is where you can download a report of your submissions.

Submission Guidelines – Download a PDF copy of the 2023 ARIA Awards Conditions of Entry and Eligibility Criteria from here.
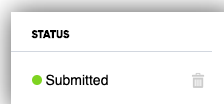
Terms of Use – View the terms of use.

Privacy Policy – View our privacy policy.

As you add artists and entries you will see them appear on both the Artists and Titles View and the Awards Categories view.

While you are still making changes to an entry it will show as a draft on the dashboard

RELEASE TITLE	RELEASE TYPE	AWARD CATEGORY	STATUS	
A Place We Knew	Album	Best Artist	● Draft	
Be Alright	Single	Best Pop Release, Engineer Of The Year	● Draft	
Add titles				

Once you complete the entry and hit the submit button the entry will change to Submitted

STATUS	
● Submitted	🗑

5.   Submitting an Entry

The entry system has an auto complete feature, where available we have pre-filled as much information as possible to make completing your entries even easier!

5.1.   Adding an Artist

Start by entering an artist or group name in the search field.

Guy Sebastian

Guy Sebastian
Paces Feat. **Guy Sebastian**

Add **Guy Sebastian** as a new artist

A list of matches will appear either select the correct name from the list or if there is no match click 'Add '*artist name'* as a new artist', you will then be taken to the Artist Information page

5.2. Artist Information

Here you will update:

- Artist Details*
- Online Presence
- Highlights

As you move through the entry process and complete the fields you will see check marks appear in the status on the left of the screen.

You are able to save and exit using the button on the top right of the screen at any time.

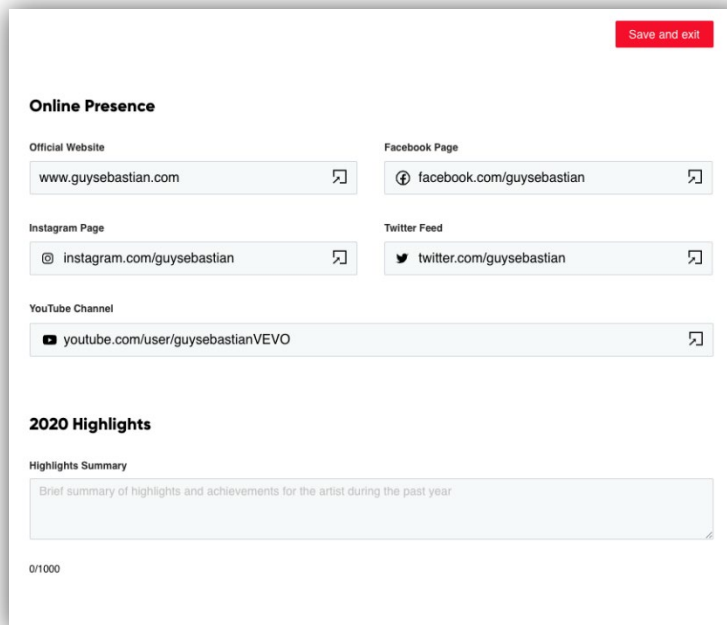*For a full list of all fields see Appendix 7.1*

5.2.1. Artist Details

Complete the Artist name and Label/Distributor fields. If the entry is for a group or an artist that uses an alias, click the slider to add names.

5.2.2. Online Presence and Highlights

Complete the online presence fields and submit a brief summary (1000 character limit) of the artists highlights.

Once you have reviewed and/or updated the artist information, scroll down to the Awards & Titles section

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5.3. Awards and Titles

The first category you are able to enter is Best Australian Live Act as it isn't associated to a release. If you wish to enter the category tick the checkbox and complete the relevant fields, if not simply move on.

5.3.1. Adding a Release

The system will automatically suggest recent releases that you may wish to enter, if this is the case, simply click 'Add Title' and enter the relevant information.

If the release has not shown in the automatic suggestions, you can add it via the search tool.
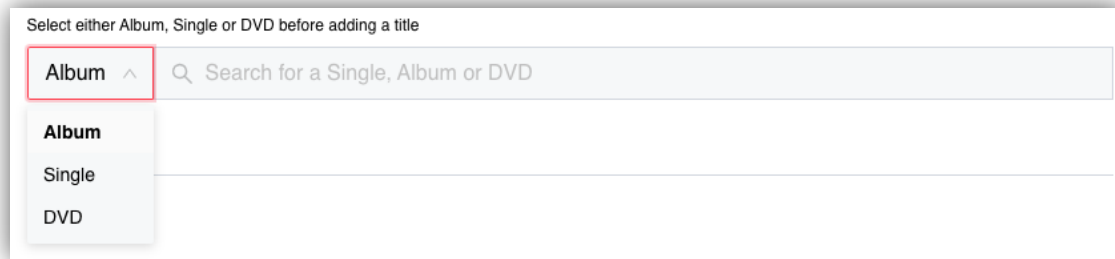
1. Select Album, Single or DVD from the dropdown.
2. Enter the name of the release.
3. Select the matching result or click the add button at the bottom of the search results.

This will then add the release to your artists entry and allow you to select relevant awards categories and enter required information.

5.3.2. Selecting Award Categories
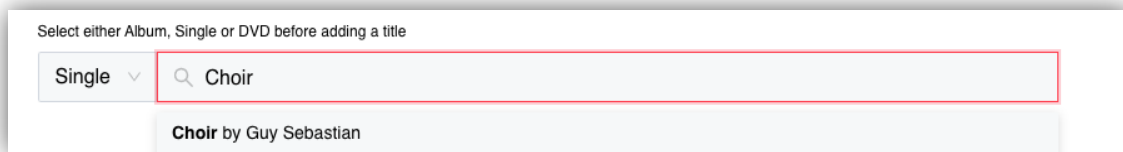
Once the release has been added you are able to select the categories that you would like to enter, the categories shown will vary depending on whether you have selected a Single or Album.

The numbers next to each category show how many of your labels available entries have already been used.
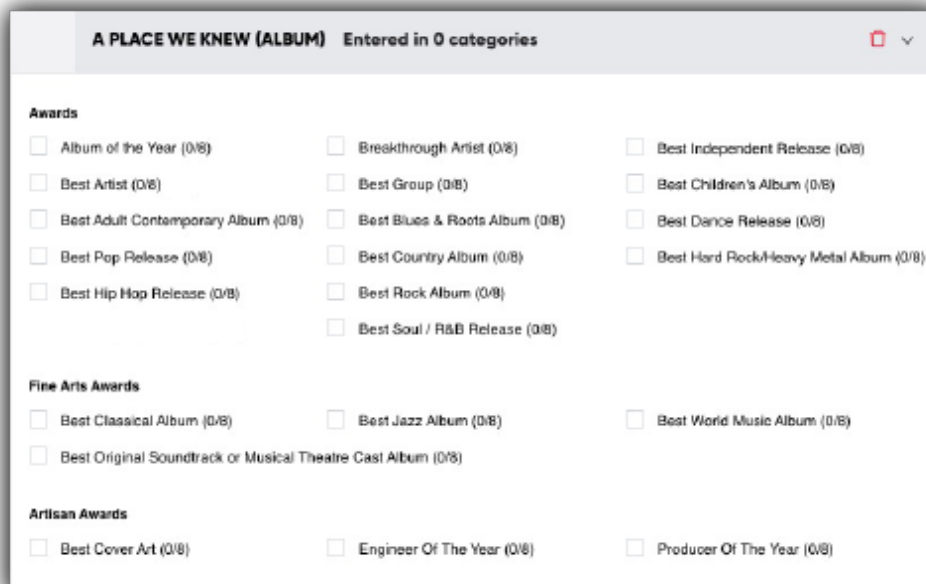
Should you change your mind and no longer wish to enter the selected categories, simply untick the box to remove your release from the category.

5.3.3. Release Information

Slide the toggle to update the Artist name, Label/Distributor or Highlights specifically for this release. Where available the release date, catalogue number and UPC will be prefilled from our system, click edit to update this information.

5.3.3.1. Feature Tracks

Click on Feature Track 01 and Feature Track 02 (album entries only) to expand the fields for Feature Tracks*.

For a full list of all fields see Appendix 7.1
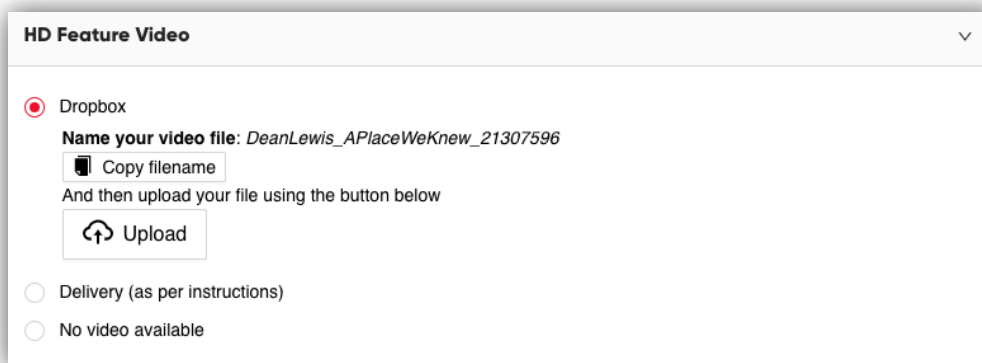
5.3.3.2. HD Feature Video
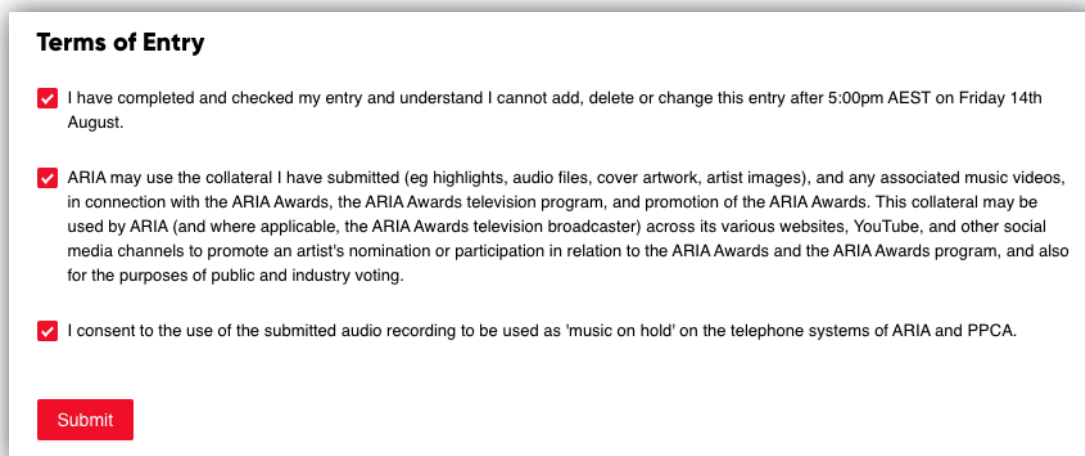
Click on HD Feature Video to expand the fields and select the appropriate option.

Please note that delivery is only available via prior arrangement. Email awards.entries@aria.com.au

5.4.   Submission & Consent

Once you have finished adding releases and have checked that you have provided as much information as possible you are ready to complete the consents and submit your entry.

When you click submit your entry will change on the dashboard from Draft to Submitted.
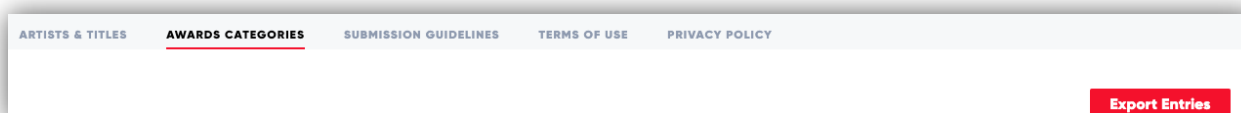
5.4.1. Edit a submitted entry

You are still able to edit the entry by click the Edit Submission button in the top right corner of the Artist Information page, this will change the entry back to a draft, you will need to click Submit again once you have finished making changes.

5.5.   Save A Record of Your Entries

Once you have finished entering and submitting all of your entries, we recommend that you download the report that shows all of your entries for the year. Please use this report to review your entries and ensure that each release and category you have added is listed as expected.

To view the report, go to the Awards Categories tab and click Export Entries

6. FAQs

6.1. How Many Entries Can I Submit?

ARIA members can submit up to eight entries in each category. Levy members (Sony, Universal, Warners) may submit up to twelve entries. The website displays how many entries you can submit.

To avoid anyone being unintentionally overlooked, if your company is a distributor for other labels, please ensure those labels (if they are an ARIA member) are aware if they need to submit their own entries. Likewise, if your label's recordings are distributed by another party, liaise with your distributor to confirm who'll be submitting entries for you.

Lastly, it is recommended, although not compulsory, that you enter only one recording from each artist in each category. Entering two or more recordings by an artist can split the vote for that artist and may mean they do not get nominated at all.

6.2. Do I Need to Supply All of That Information?

Ideally, yes. This will mean the judges have the opportunity to properly assess your entries. It also means the PR, TV broadcast and administration teams have the assets necessary to produce the ARIA Awards and properly promote your artists.

Note that in the case of the *Best Independent Release* category, a Confirmation Form must be supplied at the point of entry. A template for this can be found at the end of the Eligibility Criteria document.

6.3. How Do I Find Track & Album Links on Streaming Services?

6.3.1. YouTube Music

Include a YouTube Music link to the specific track, or for Album entries, the specific track on the entered album:
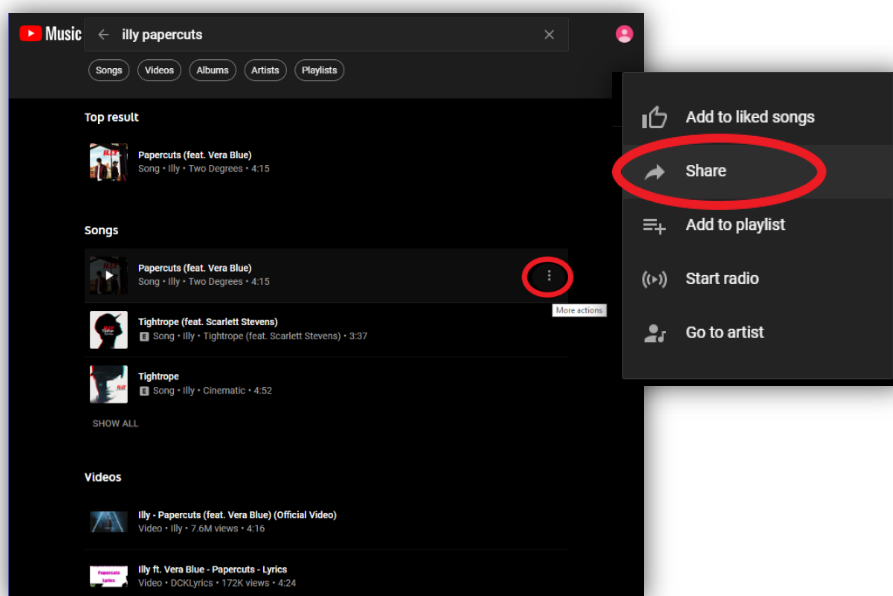
- Search for the song or album (if your search item doesn't appear at the top, you can scroll down to find the song under the respective heading)
- Highlight the song and select the three dots on the right-hand side
- Select share from the pop-up menu on the right, and click 'Copy Link'
- Paste the link into the YouTube Music link on the Title form
  Example format: https://music.youtube.com/watch?v=PgN3oV9ZMTk

If the share button doesn't appear for you, play the track or video, then select the three dots once again.

Repeat the steps above to get the video link, making sure to select a track under the Videos heading.

6.3.2.Apple Music

The Apple Music Audio ID can be sourced as follows.

- Go to the Apple Music Toolbox https://tools.applemediaservices.com/apple-music
- Search for your artist and click on the appropriate product in the Songs section. Use the "Songs" section for Single and Album entries. For Album entries, ensure the link to the full album in used
- Check the Music Type is **Songs** and the Country is set to **Australia**

At the bottom of the screen a 'Content Link' is shown.
Copy the link and paste to the Apple Music Audio ID Field.
When you paste the link the system will adjust the format, this is not an error.

In the example below for Illy's 'Papercuts (feat Vera Blue)' from the 'Two Degrees' album, the direct link is *https://geo.music.apple.com/au/album/papercuts-feat-vera-blue/1162071720?i=1162071908&itsct=music_box_link&itscg=30200&ct=songs_papercuts_%28feat._vera_blue%29 &app=music&ls=1*

Repeat the above steps to get the video link making sure to change the Music Type to 'Music Videos'.

6.3.3. Spotify

Enter the Spotify URI Code for the specific track, or for Album entries, the specific track on the entered album.

To find the Spotify URI Code:
- Open the Spotify application.
- Search for and locate the track or album entered,
- Locate the line for the required track or album, ensuring it is from the correct album/EP (listed in the Album column).
- For example; Search for the artist (Illy), select the entered Album (Two Degrees), locate the line with the required track (Papercuts feat Vera Blue)
- Hover over the track and just to the left of track duration you'll see three dots "…". Click on the dots, select 'Share' then '

ON MAC
Hold down the 'option' key and 'Copy Song/Album Link' will change to 'Copy Spotify URI'
Click 'Copy Spotify URI'

ON PC
Hold down the 'ctrl' key and 'Copy Song/Album Link' will change to 'Copy Spotify URI'
Click 'Copy Spotify URI'

the case of Illy 'Papercuts feat Vera Blue' from 'Two Degrees', the URI is
spotify:track:5faqxYHhxbfUmami62NRaE

Paste this value into the Spotify ID field on the Title form
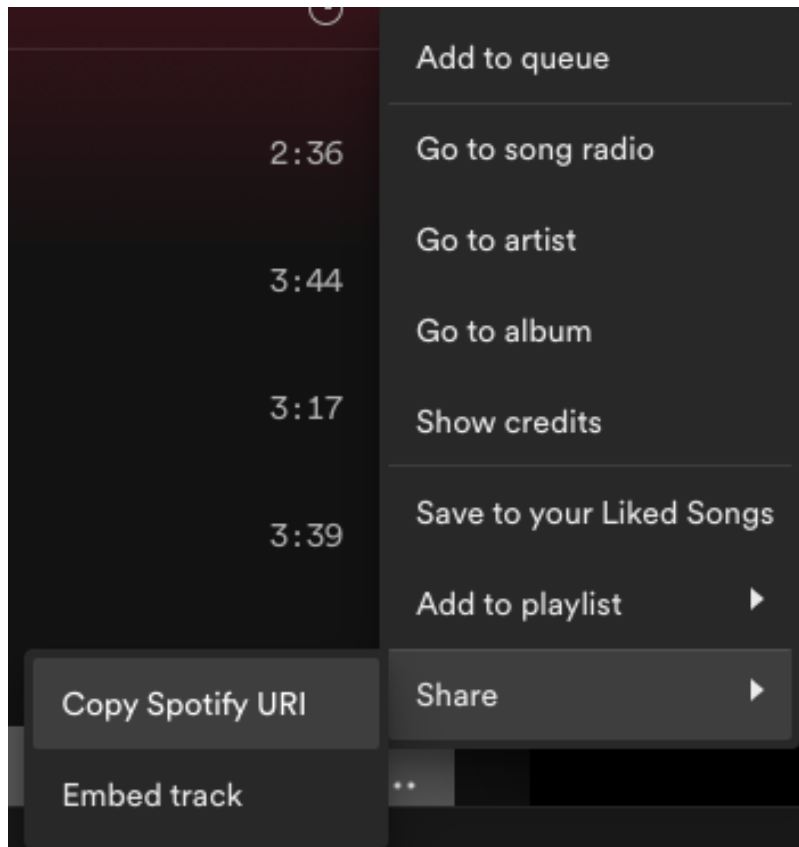
7. Appendix

7.1. Table of requested information

Artist Information	
Artist Name	The artist or group to which the recording is attributed.
Label/Distributor	Label and distributor information, the format is label/distributor eg. Columbia/Sony Music. *Note that what you enter here will appear on all official Awards related publicity material.*
Member names	If the artist is a duo or group, or the artist records under an alias, please list the name of each member, and separate each name by a comma.
Artist photo 1 (portrait)	Images should be high resolution in jpg, png or gif format, the longest side should be minimum 1200px. *Note that images may be cropped as required.*
Artist photo 2 (landscape)	
Home State	Select the home state of the artist or group.
First Nations	Indicate if the artist or group identify as first nations.
Traditional name	If the artist or group identify as first nations enter the traditional name of their home.
Artist Pronouns	Indicate the artist or groups preferred pronouns.

Online Presence	
Official website URL	We require URLS for the artist's official website, YouTube channel Facebook, Twitter and Instagram in the format Using the full link. don't list handles. Eg. https://twitter.com/ARIA_Official
YouTube CHANNEL link	
Facebook link	
Twitter link	
Instagram link	
Highlights	Enter artist bio/highlights here. 1000-character limit. You may customise this for each release in the release titles section.

Awards & Titles	
Live Act: Tour Name	If applicable
Live Act: Tour Artwork	If applicable artwork should be high resolution in jpg, png or gif format, the longest side should be minimum 1200px.
Live Act: Tour Dates	Dates x 3 listing Date + Venue + State
Live Act: Tour Photo	If applicable please supply one photo from the tour.
Live Act Tour Video	If applicable please supply a short (45 second max) clip of tour footage.

Release Title	
Release Title	Name of recording
Release type:	Album, single or DVD?
Artist Name:	If you want to vary from what's listed in Artist section, eg: if a single features a guest artist
Label/Distributor:	If different from what you have entered in Artist section
Highlights:	If, for this title, you want to vary Highlights info entered in the Artist section
Release date	Enter the original release date
Media servicing date	(singles only) if original release date is outside eligibility period.
Catalogue number	Enter the release catalogue number
UPC	Enter the release UPC (barcode)
Cover artwork	Images should be high resolution in jpg, png or gif format, the longest side should be minimum 1200px.

Feature Tracks	
Track title	Feature track 1 title

Track #1 ISRC	Unique International Standard Recording Code for this track.
Track #1 YouTube Music link	Music and links that will be presented to the judges on the voting website and used on the public ARIA Awards website.
Track #1 YouTube Music **video** link	
Track #1 YouTube video link (specific to this title, not artist channel)	For Album entries, when looking up track links/identifiers, ensure you select the version of the track that appears on the entered album. This will ensure links for the whole album are presented to judges on the relevant music service.
Track #1 Apple Music Audio ID	The option for Track #2 will only display for albums and may be used as an alternate track during the TV broadcast and on the public website in the event of any artist being a final five nominee in more than one album category.
Track #1 Apple Music Video ID	
Track #1 Spotify ID	
Track #1 MP3 file	MP3 files are to be .mp3 format at 192kbps to ensure maximum compatibility across all browsers.
Album Links	Album Links will be available only to Album entries, and will be presented to judges on the voting website.

High Definition (HD) Video	
	If your entry becomes a final five nominee, this HD file will be used for the television broadcast. Video format must be a full HD 1920x1080 file, preferably in the Apple Pro Res format. You can supply these files to ARIA in one of two ways: 1. Upload your files via Dropbox (using the online entry system) 2. Deliver to the ARIA office in Sydney. By prior arrangement only, email awards.entries@aria.com.au to arrange a time. If your entry does not have a video, you can also select this option on the website. A warning will be shown if you select this option.

Award Specific Questions	
Dance Release: Production team	List if you want the Production Team to be the recipient of award and **not** the original recording artist
Hip Hop Release: Production team	List if you want the Production Team to be the recipient of award and **not** the original recording artist
Soul / R&B Release: Production team	List if you want the Production Team to be the recipient of award and **not** the original recording artist
Best Cover Art:	Enter the Cover Designer Name
Engineer of the Year:	Enter the Engineer Name, email address and upload photo
Producer of the Year:	Enter the Producer Name, email address and upload photo
Best Video:	Enter the Director Name and email address
Independent:	Supply a Confirmation Form, a blank copy of which is available from the 2023 ARIA Awards Conditions of Entry and Eligibility Criteria and the entry site.

8.   Document Revision History

Date	Name	Details
27 July 2020	Kelly Collier	New Document
17 June 2021	Kelly Collier	Updated with changes for 2021.
29 July 2021	Kelly Collier	Updated instructions for finding Spotify URI Code
19 May 2022	Kelly Collier	
30 May 2023	Kelly Collier	Updated with changes for 2022.