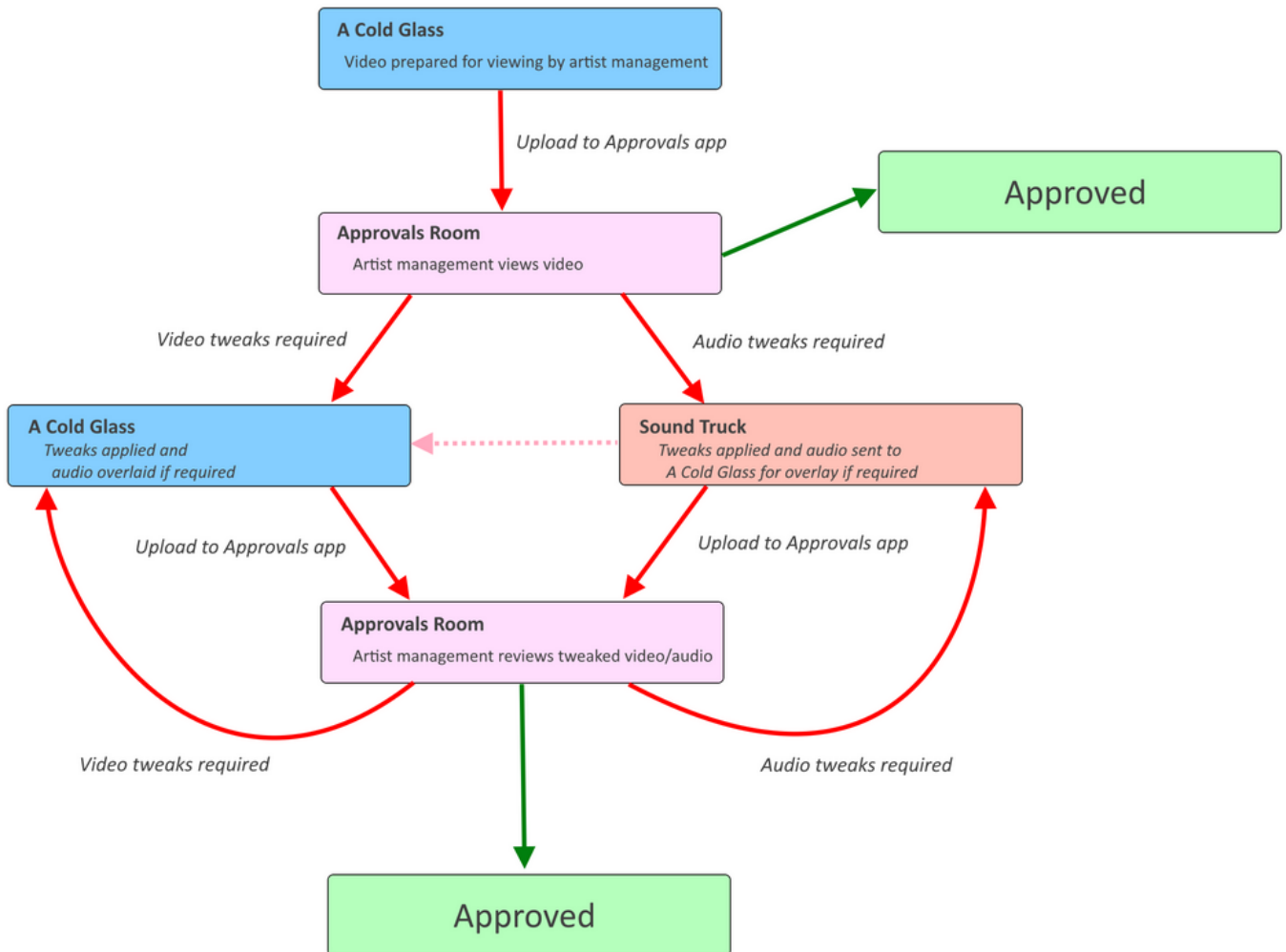


BRIT Awards Approvals Management

- [Introduction](#)
- [Accessing the app](#)
- [Performance Status page](#)
- [Uploading a video file](#)
- [The Approvals Room process](#)
- [Emailing unique links](#)

Introduction

The BRIT Awards Approval Management app has been developed to streamline and add visibility to the workflow supporting artist approval of performance video. An overview of that workflow is shown below.



Accessing the app

You will receive an invitation email with a link to a page similar to the one on the right, prompting you to create an AirTable account that will allow you to access the app.

Please ensure that the email address you enter is the same as the email address to which the invitation was sent. If you would prefer to log on with a different email address, do not complete the invitation form. Instead, email the person who invited you, and they will send a new invitation to your preferred address.

Please do not use Google or Single Sign On, as these are not currently supported in the app.

If you already have an AirTable account set up with the same email address as the invitation was sent to, you can use the [Sign In](#) link at the bottom of the page.

You may wish to untick the marketing and sales permission checkbox.

Once signed in you will be taken to the app's main menu.



Alan invited you!

Create an account to start working with Alan in **BRIT Awards 2026**

Email address

Full name

Password

Create account

or

Continue with **Google**

Continue with **Single Sign On**

By creating an account, you agree to the [Terms of Service](#) and [Privacy Policy](#).

- You agree to receive marketing and sales communications about Airtable products, services, and events. You understand that you can manage your preferences at any time by following the instructions in the communications received.

Already have an account? [Sign in](#)

Performance Status page

To access the app, you will log onto Airtable at the link you were sent when you were invited to use the app. Once logged on, you will see the performance status page, as shown below. Clicking on the > icon to the left of an artist's name will show you the files that have been uploaded for approval for that artist. Clicking on a ► icon in the 'Performance File' column will play that file.

BRIT Awards Approval Management				All changes saved	Share interface	0	A
Main Show							Upload video
Artist	Status	ETA	Messages				
> Sabrina Carpenter	Approved	-	-				
> Teddy Swims	Approved	-	-				
> Myles Smith	Approved	-	-				
▼ Jade	Video requires tweaks	11.00pm	-				
Performance File	File Status	Notes					
►	Video requires tweaks	Nostril-cam shot needs to be removed					
Artist	Status	ETA	Messages				
> The Last Dinner Party	Approved	-	-				
> Lola Young	Approved	-	-				
> Sam Fender	Awaiting approval	10.25pm	-				
> Ezra Collective ft JS	Performance pending	10.40pm	-				

Uploading a video file

BRIT Awards Approval Management ⌵ All changes saved Share interface 🔔 A

Main Show ⋮ **Upload video**

Artist	Status	ETA	Messages
> Sabrina Carpenter	Approved	-	-
> Taylor Swift	Approved	-	-

Uploading a video is simply a matter of clicking the 'Upload video' button and completing the form that pops up. Click the '+ Add record' button to select the artist, and drop the file to be uploaded onto the labelled box (or browse and select the file, if you prefer).

Tick the 'Rehearsal' box if appropriate and click the 'Create' button to start the upload.

The status for the file will be automatically be set to 'Awaiting approval'.

Upload video

Please upload MP4 format only. ProRes is handled separately.

Artist *
Click button to select artist

+ Add record

Rehearsal

Performance File

Drop files here or [browse](#)

[Clear form](#) **Create**

The Approvals Room process

▼ Lola Young

Awaiting approval

Performance File

File Status

Notes



Awaiting approval

Once a file has been uploaded for approval, its status will automatically change to 'Awaiting approval'. The file can now be played by clicking on the ► button (which is gray, not blue, sorry!).

If the artist's management team approves the video, click on 'Awaiting approval' and change the status to 'Approved'.

If the artist's management team requests tweaks before they will approve the video, click on 'Awaiting approval' and change the status to 'Audio requires tweaks' or 'Video requires tweaks' as appropriate, then click in the 'Notes' field and write a quick description of what needs to be tweaked.

When tweaks have been completed, a new version of the file will be uploaded with the status 'Awaiting approval', and the process above repeats.

The screenshot shows a user interface for managing file approvals. At the top, there are columns for 'File Status' and 'Notes'. A dropdown menu is open under 'File Status', showing the current status 'Awaiting approval' and a list of options: 'Send links for approval', 'Awaiting approval' (with a checkmark), 'Audio requires tweaks', 'Video requires tweaks', and 'Approved'. The background shows a table with rows for 'Performance File' and a play button icon.

Emailing unique links

Once a video has been uploaded, a time limited link to the file is generated. This can be found by clicking the 'Open >' option that appears when you hover over a file.

Simply right-click on the long download link shown in the panel that appears to the right and select 'Copy'. You can then paste the link into emails/messages to anyone who needs access to the file.

To generate a new link (*only* after the existing link has expired), tick the box below the link.

The screenshot displays the 'BRIT Awards Approval Management' interface. The main panel shows a list of artists and their performance files. The 'Teddy Swims' entry is highlighted, showing a file status of 'Approved' and an 'Open >' button. The right-hand panel provides a detailed view of the 'Teddy Swims' performance file, including a video player for 'Olympics Intro.mp4' and a long, unique download link. Below the link is a checkbox labeled 'Tick this box to refresh an expired link'.

Artist	Status	ETA	Messages
> Sabrina Carpenter	Audio requires tweaks	9.30pm	Currently with Chris in sound truck
> Teddy Swims	Approved	-	-
Performance File			
	Open > Approved	-	-
Artist			
> Myles Smith	Awaiting approval	-	-
> Jade	Video requires tweaks	9.35pm	-
Performance File			
	Video requires tweaks	Nostril-cam shot needs to be removed	-
Artist			
> The Last Dinner Party	Performance pending	9.55pm	-
> Lola Young	Performance pending	10.10pm	-
> Sam Fender	Performance pending	10.25pm	-
> Ezra Collective ft JS	Performance pending	10.40pm	-

Teddy Swims

Performance File

Olympics Intro.mp4

Download link

https://v5.airtableusercontent.com/v3/uv/48/48/176538960000/ZJ1355QjEYvQOWThGmhWwJKkBYD6Te3pA7B_NSTGqvA06T8kIWTV8fNEdogkvKFBf6ezk1E_mb2ewXgfsjLvvEdNnNzkyfjqjn7o9ww1fX83LwAZ116AU12NDODI2ApcqHugMqQyVYGVWDLpWnhZOG9OyPCN:1E2:wm59y:IDowon8eDg506ev_UiRfEatoXlgrDNCnEehdXaEjyTpE4kEbxoTZeeyDpxZk

Tick this box to refresh an expired link