

ARIA

AWARDS 2025



Our Soundtrack
Our Ads

GUIDE TO SUBMITTING ENTRIES

ENTRIES OPEN

Monday 28th July 2025 at 10am AEST

ENTRIES CLOSE

Monday 18th August 2025 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 specialist Judging School, as applicable. Invalid website links and incorrect video and artwork files can reflect badly on the entrants and potentially impact voting decisions.
- Once entries close on 8th August scrutineering commences. Our Soundtrack Our Ads (OSOA) pledge 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 once you have made your OSOA Pledge. 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 OSOA Pledge Member can have multiple Entry Website users. The users will be linked, and all entries for the organisation 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](#)
2. Make a list of entries you intend to submit for each category, ensuring those entries meet both the individual category definitions and the general conditions of entry.
3. Collate the data, images, video links etc. you need for each entry.

3. Key Dates

Monday 28 July	Entries Open
Monday 18 August	Entries close

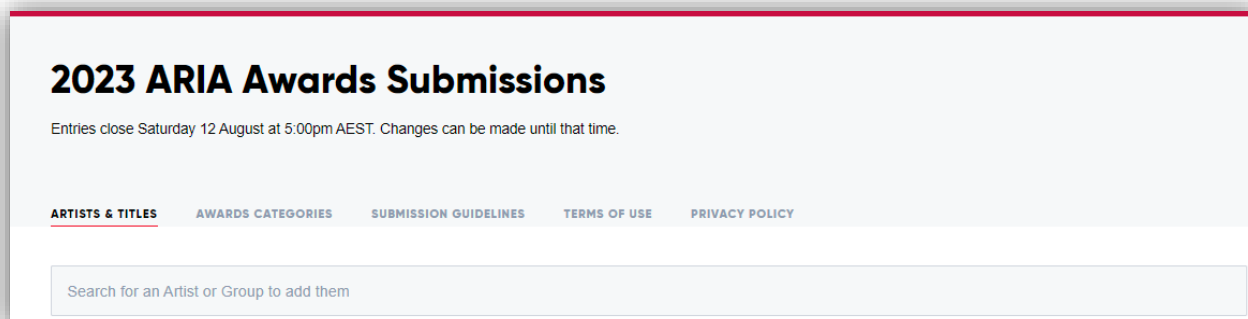
4. Getting Started

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.

4.2. Dashboard

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



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

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

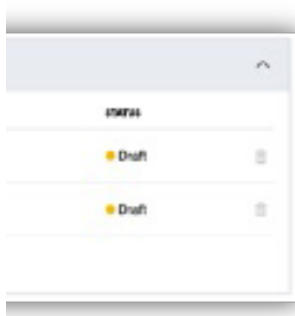
Submission Guidelines – Download a PDF copy of Eligibility Criteria from [here](#).

Terms of Use – View the terms of use.

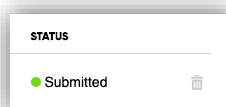
Privacy Policy – View our privacy policy.

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



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

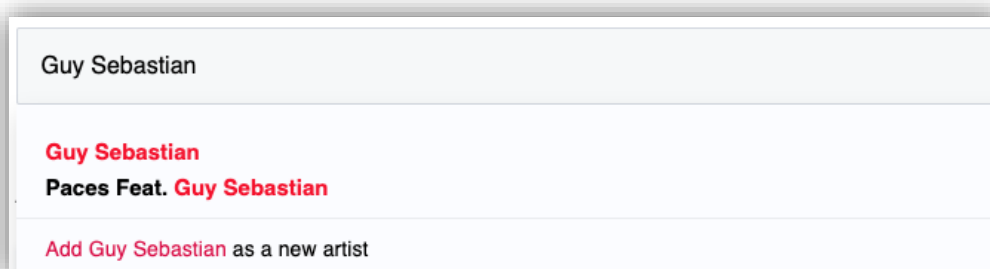


5. Submitting an Entry

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.



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 Details page.

5.1.1. Artist Details

The Artist name field will populate with the artists name, and if already in our system the Label/Distributor fields. If the entry is for a group or an artist that uses an alias, click the slider to add names, this information may be pre-populated from our system.

Artist Details

Artist Name: Guy Sebastian

Label/Distributor: Sony Music

☐ Is Guy Sebastian an alias or part of a duo/group?

Portrait Image: Click or drag image to this area to upload

Landscape Image: Click or drag image to this area to upload

Save and exit

5.1.2. Uploading Campaign Images

There are two fields for images from your campaign.

- for print media, please upload a copy of the add, and a behind the scenes or approved photo of the artist.
- for audio/video media please include at least one photo of the campaign and an approved photo of the artist.
-

5.1.3. Online Presence and Highlights

The online presence fields may prepopulate from our database, these are not essential.

The highlights field can be used to highlight any specific information about the campaign, otherwise just enter N/A in this field.

Online Presence

Official Website: deltagoodrem.com

Facebook Page: facebook.com/DeltaGoodremMusic/

Instagram Page: @deltagoodrem/

Twitter Feed: twitter.com/deltagoodrem

YouTube Channel: youtube.com/channel/UCoY0y0Phy8UzDteuNVZw2wg

Highlights

Highlights Summary: Brief summary of highlights and achievements for the artist during the past year

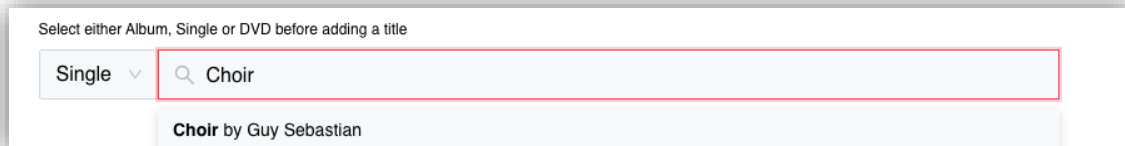
0/1000

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

5.2. Awards and Titles

5.2.1. Adding a Release

1. Select Single 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 the artist's entry and allow you to select relevant award categories and enter required information.

5.2.2. Selecting Award Categories

Once the release has been added you are able to select the category that you would like to enter.

Best Use of an Australian Recording in an Advertisement

The numbers next to the category show how many of your available entries have already been used.

Should you change your mind and no longer wish to enter the selected category, simply untick the box to remove your release from the category.

5.2.3. Campaign Information

Here you will update:

Fields	Information Required
Campaign Name	The name of the campaign
Key Agency Creatives	Key personnel who worked on the campaign
Campaign Details	Brief/spec why this recording was chosen
ARIA Member	Enter the ARIA Member associated with this artist, a full list can be found at https://www.aria.com.au/industry/membership
Where was the advertisement created	Select the Australian State or other from the dropdown menu
Usage	What medium was the advertisement used in eg. Print Media, Television, Radio, Cinema

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 can 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*

5.2.3.1. Feature Track 01

This is where you provide the audio or video content of the advertisement.

This information may be pre-populated with details of the release we have on file.

Feature Track 01

Track Title

Adore

Track ISRC

e.g. USAT21904532

YouTube Music Audio URL

e.g. <https://music.youtube.com/watch?v=PgN3oV9ZMTk>

YouTube Music Video URL

music.youtube.com/watch?v=Y-loluTnuKs

YouTube Video URL

youtube.com/watch?v=Y-loluTnuKs

Spotify Track ID

[2ym5IXfrlVxOcRM8jsT83S](#)


Apple Music Audio URL

[e.g. https://geo.music.apple.com/au/album/...](https://geo.music.apple.com/au/album/...)

Apple Music Video URL

[e.g. https://geo.music.apple.com/au/music-video/...](https://geo.music.apple.com/au/music-video/...)

Upload MP3


Click or drag an MP3 to this area to upload

You will need to update the following fields:

Field	Information Required
YouTube Video URL	If your advertisement is available on YouTube, include the link here
Upload MP3	For audio only advertisements upload the audio from your ad here.

5.2.3.2. HD Feature Video & Additional Content.

For visual ads we require a HD version of the video

Click on HD Feature Video to expand the fields and select the appropriate option.

You can also use this upload to add any additional files you wish to include in your entry.

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

5.3. 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.

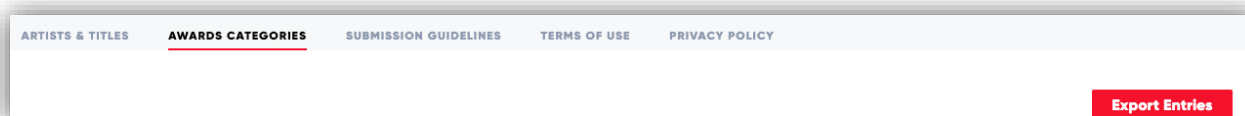
5.3.1. Edit a submitted entry

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

5.4. 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?

Please refer to <https://www.aria.com.au/our-soundtrack-our-ads> for information regarding entries.

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 artists and entries.

7. Document Revision History

Date	Name	Details
5 July 2023	Kelly Collier	New Document
1 July 2024	Kelly Collier	Updated for 2024
1 July 2025	Kelly Collier	Updated for 2025