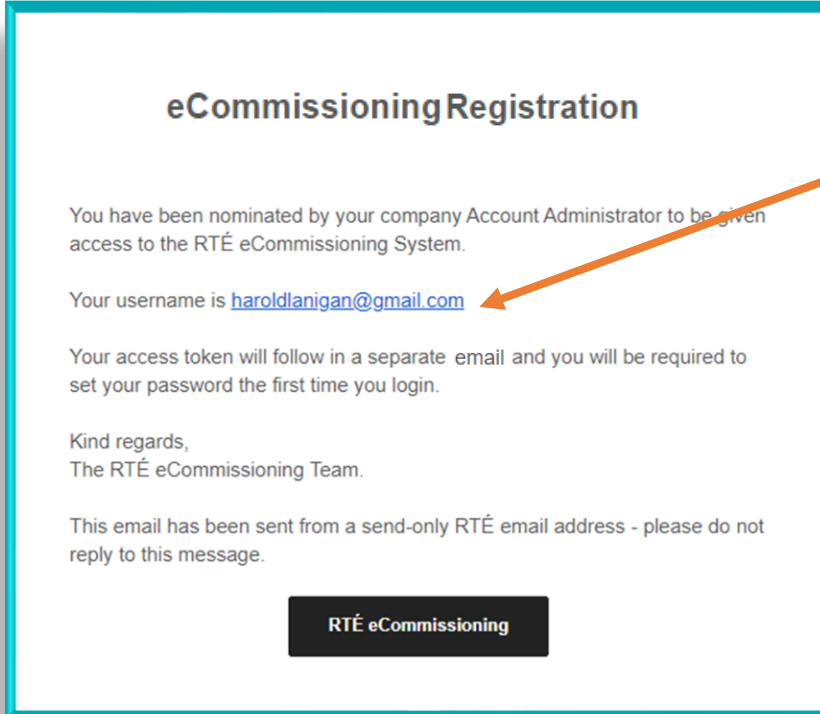


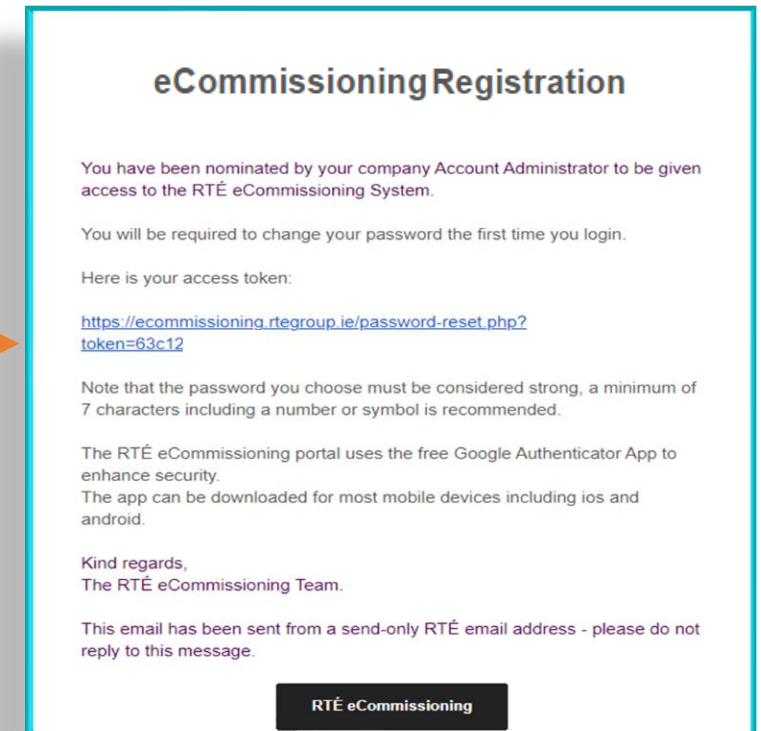
## Welcome!

When your company administrator creates an account for you in RTÉ's eCommissioning system you will, for security purposes, receive two separate emails.



The first email will confirm your username.

The second email will contain your access token - **click on the link**. You will be required to set your password the first time you login and setup the Google Authenticator App.



### First time logging on to RTÉ's eCommissioning system

You must set your password. Note that the password you choose must be considered strong, a minimum of 7 characters including a number or symbol is recommended.

The RTÉ eCommissioning portal uses the free **Google Authenticator** App to enhance security.

Head to the App Store on iOS devices or Google Play on Android to get the Google Authenticator App.

Once installed simply open the App and use the in App camera to scan your personal QR code from your browser. (process is explained on next page).

Once the password and Google Authenticator App are setup, select **Update my account**.

The screenshot shows the RTÉ eCommissioning user setup interface. It includes a teal sidebar with the RTÉ logo and the text 'RTÉ eCommissioning'. The main content area has a heading 'RTÉ eCommissioning' and a welcome message 'Welcome Harold Lanigan'. Below this are three sections: 'New Password' with a password input field and a green checkmark, 'Retype Password' with a password input field and a green checkmark, and 'Google Authenticator QRCode' with a QR code and a list of backup codes. At the bottom right is a blue 'Update my account' button. Orange arrows point from the text instructions on the left to these specific elements: the first arrow points to the 'New Password' field, the second points to the QR code, and the third points to the 'Update my account' button.

RTÉ eCommissioning

Welcome Harold Lanigan

New Password

Retype Password

Google Authenticator QRCode

Scan the QR code with your phone

Google Authenticator App: Backup Codes:

621462

420746

527858

515694


244083

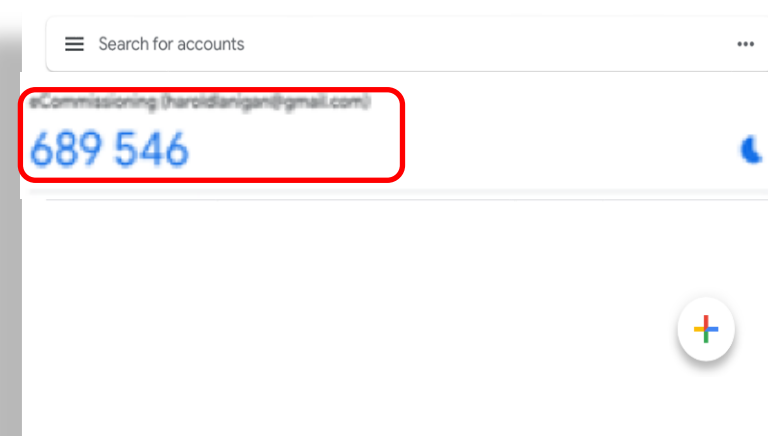
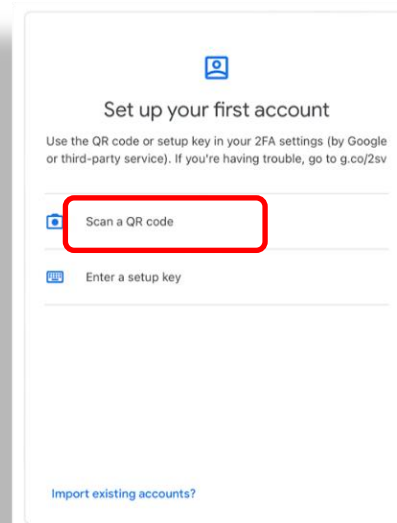
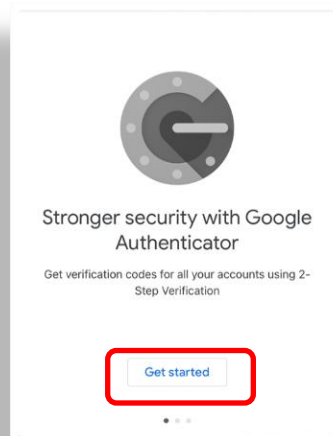
Update my account

Guidelines eCommissioning Contact Us

### Setting up Google Authenticator

RTÉ have enabled 2-Step Verification, which adds an extra layer of security to your account. This means you sign in with something you know (your password) and something you have (a code sent to your phone). Each user of the system will need to download and set up the Google Authenticator App on their mobile device.

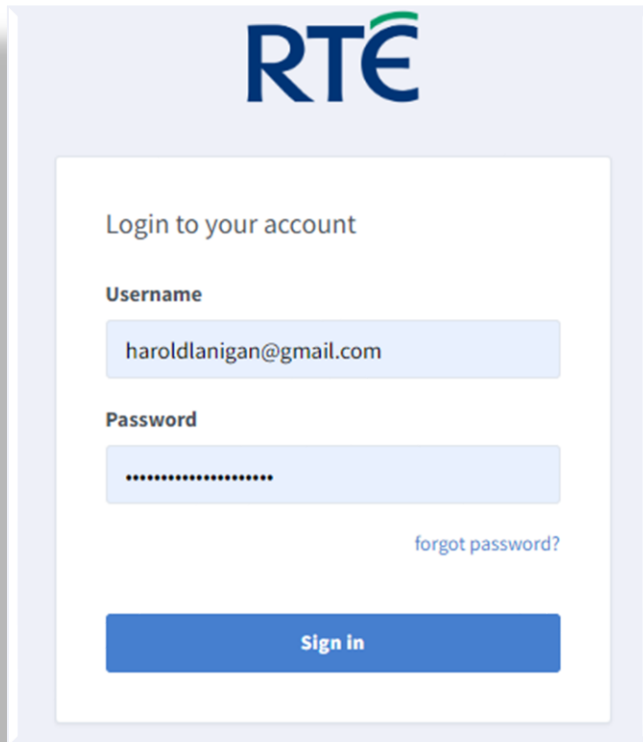
- In the Google Authenticator App select **Scan a QR code** (or click on the  icon) and point your camera at the QR code presented in your browser. A 6 digit code will now be available for your eCommissioning account – this code changes every 30 seconds.
- You will need to enter a new code each time you login to RTÉ's eCommissioning system.



### RTE eCommissioning system login

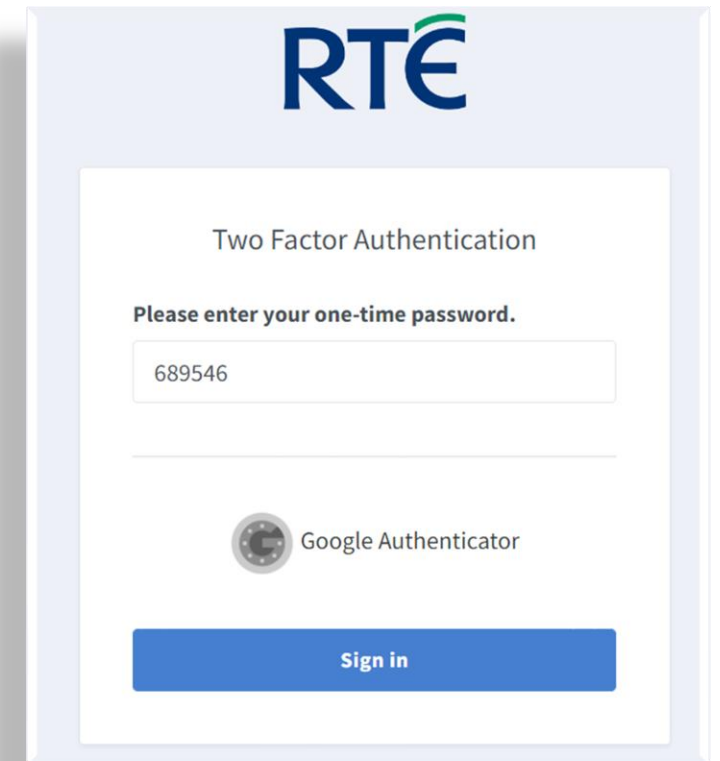
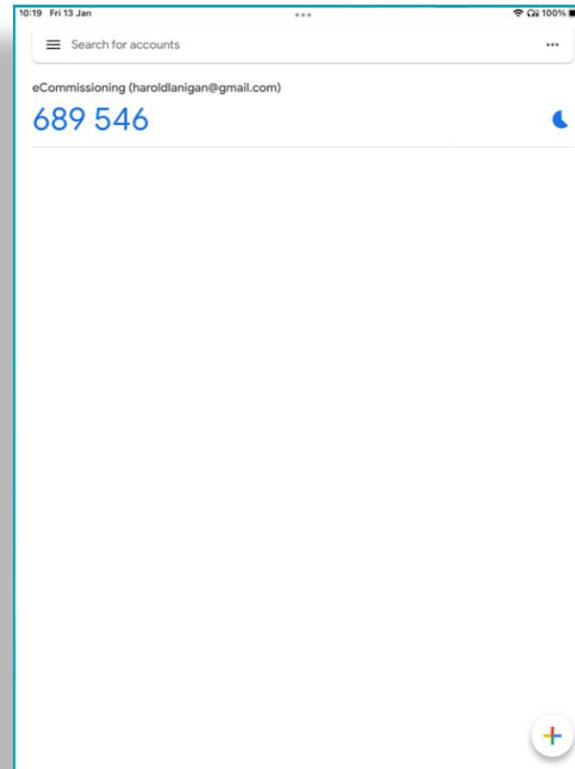
<https://ecommissioning.rtegroup.ie/>

1. Enter your username and password and press **Sign in**.
2. Obtain the 6 digit code from your **Google Authenticator** App.
3. Enter the 6 digit code and press **Sign in**.



The login page features the RTE logo at the top. Below it, the text "Login to your account" is displayed. There are two input fields: "Username" with the value "haroldlanigan@gmail.com" and "Password" with masked characters. A "forgot password?" link is located below the password field. A blue "Sign in" button is at the bottom.

v1.0

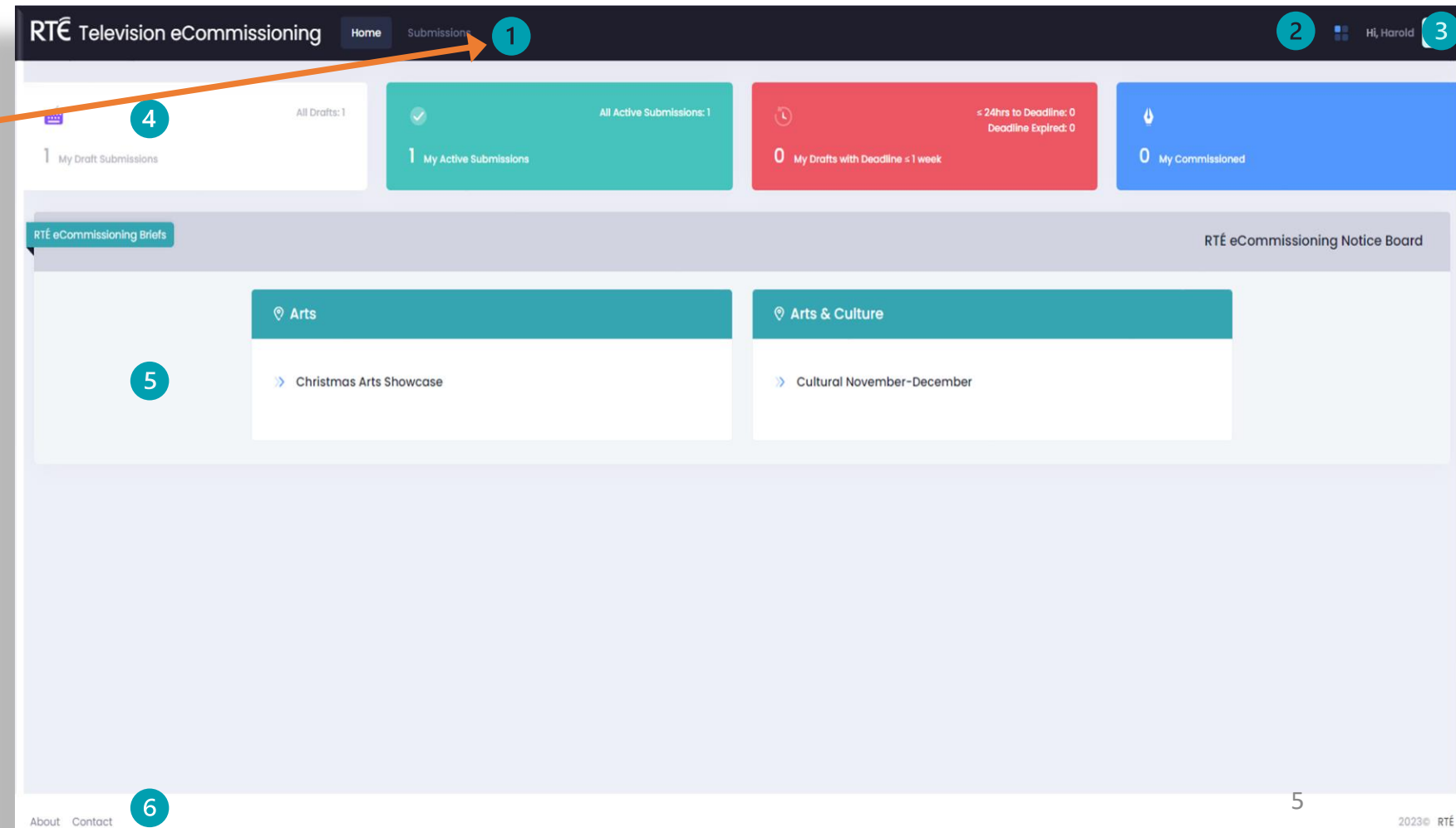


The Two Factor Authentication page features the RTE logo at the top. Below it, the text "Two Factor Authentication" is displayed. There is a prompt "Please enter your one-time password." followed by an input field containing the code "689546". Below the input field is a Google Authenticator logo and a blue "Sign in" button.

4

### The Home Page - what you see when you login

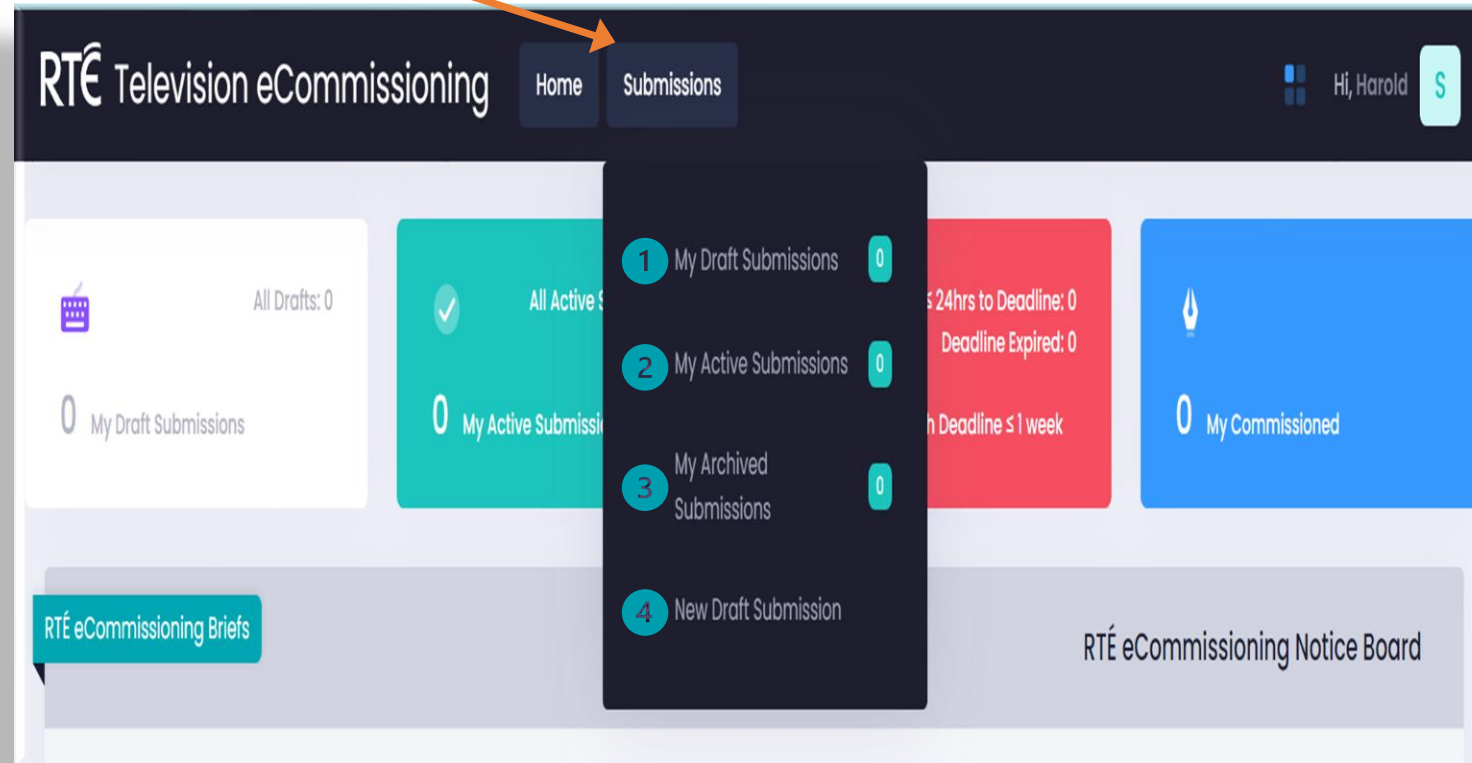
- 1 Menu bar.
- 2 Quick menu.
- 3 User profile.
- 4 Dashboard view.
- 5 Notice board.
- 6 Contact.



### Submissions Menu

You will see four functions under the **Submissions** menu.

- 1 My Draft Submissions.
- 2 My Active Submissions.
- 3 My Archived Submissions.
- 4 New Draft Submission.



### Creating a Draft Proposal

From the **Submissions** menu select **New Draft Submission**.

- Select **Programme Genre** AND **Programme Category** here. The category list will be updated based on the genre you pick.
- Enter the **Programme Title**.
- In **Programme Description** enter a short snappy summary.
- The **Project Outline** is where you explain your full programme proposal (1 page A4 max).

Create a Draft Proposal

+ Save Draft

Clear Form

Programme Genre

Arts

Programme Genre will filter the available categories

Programme Category

Christmas Arts Showcase

Details Of Your Proposal

Programme Title (maximum 50 characters)

The meaning of Christmas

Programme Description / Logline

Do you really know what is behind the meaning of Christmas?

(e.g TV Guide Billing)

Project Outline (summary pitch, incl. content and style details plus format, if any)

This programme will explore the common beliefs the general population hold about Christmas - we will delve into the history of the Church and its roles in shaping Christmas and how much it has changed down through the years.

N.B. Not more than one page to be used - larger submissions may be rejected without assessment.

### Creating a Draft Proposal

- Specific **timing** or events e.g. Christmas, Ryder Cup 2023.
- Include details of **proposed talent** and **production staff** where known.
- If a series has previously been commissioned please indicate the series number of this proposal.
- Include details of **number of episodes** and **duration**.
- Enter **total budget**, **proposed RTÉ funding** and **other sources of funding**, if applicable.
- Where the proposal exceeds the advertised amount explain here.
- Please tick if suitable for BAI funding.
- Please tick if idea has been previously submitted in its current or similar form to RTÉ.

Create a Draft Proposal

+ Save Draft Clear Form

Project Outline (summary pitch, incl. content and style details plus format, if any)

This programme will explore the common beliefs the general population hold about Christmas - we will delve into the history of the Church and its roles in shaping Christmas and how much it has changed down through the years.

N.B. Not more than one page to be used - larger submissions may be rejected without assessment.

Time Sensitive / Themed or Related Event

Christmas time

On-screen Talent Proposed or Confirmed

Fr. D. McGuire - proposed

Key Production Personnel

Exec Producer: Jane Dempsey  
Director: Harold Lanigan

Number of Episodes

3

Episode Duration

26

Series Number

1

Total Estimated Budget

€ 110000

Proposed RTÉ funding

€ 100000

Other Sources of Funding

None

N.B. Where the proposal exceeds the advertised amount, explain here, indicating added value.

Additional funding is required in order to pay for hire of venue's. Additional costs required 10k for the series.

☐ Tick if this idea is suitable for BAI funding. For further details on BAI funding click [here](#).

☐ Tick if this idea has been previously submitted in its current or similar form to RTÉ



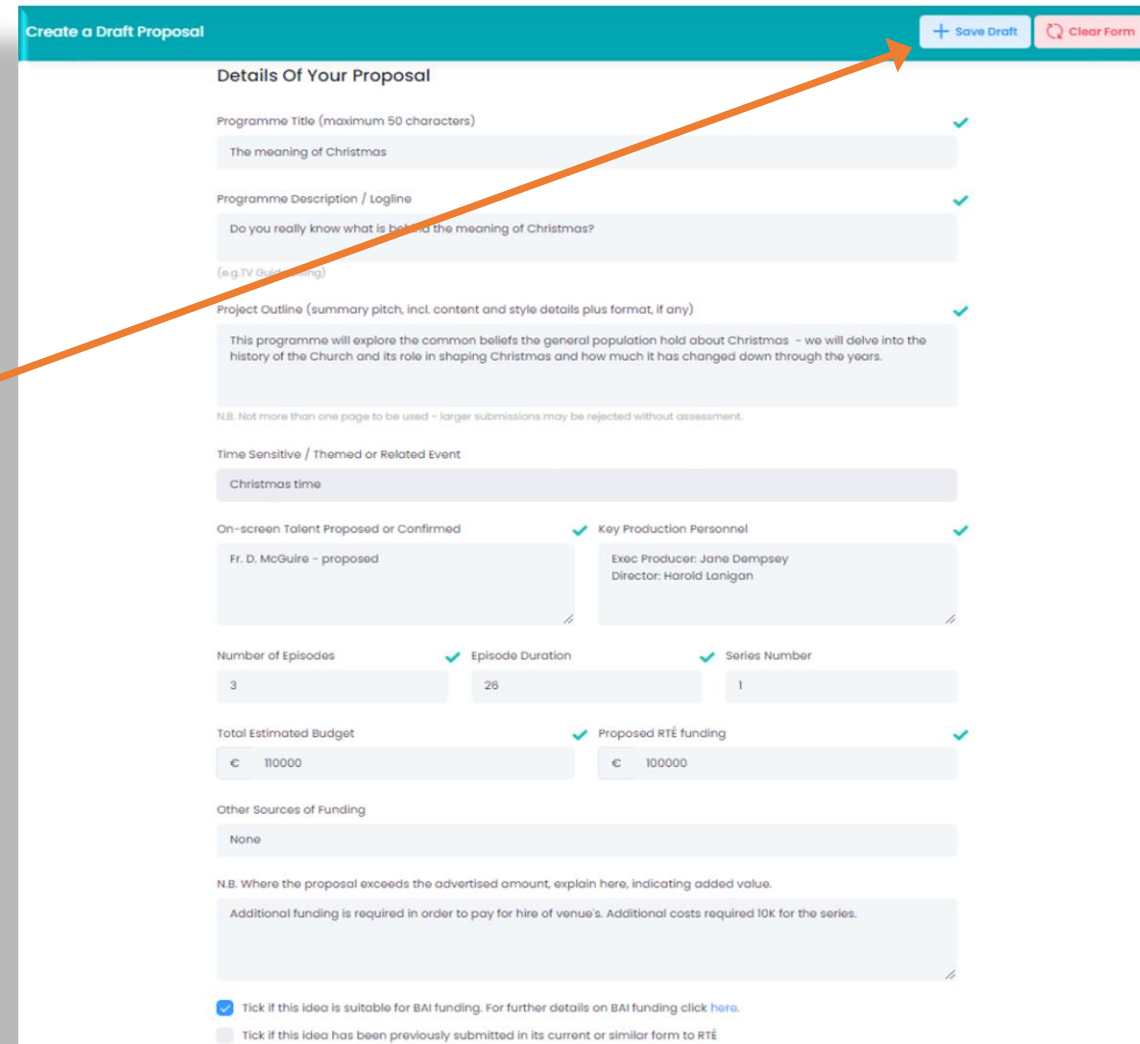
### Save your Draft Proposal

Important!

Remember, it is important that you save your work before moving away from this page, otherwise the data you entered will not be saved.

You can save your draft proposal at any time by selecting **+ SAVE DRAFT**.


You can revisit the draft at a later stage and continue to update the proposal before submitting it to RTÉ for consideration.

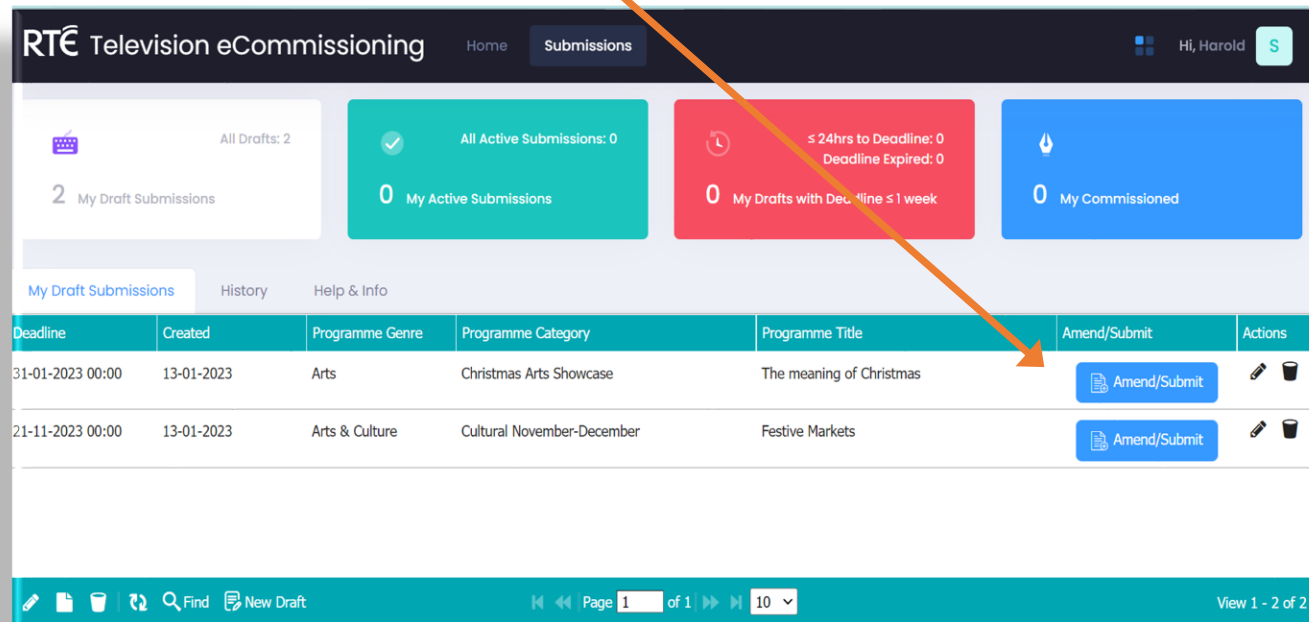


The screenshot shows the 'Create a Draft Proposal' form. At the top right, there are two buttons: '+ Save Draft' (highlighted by an orange arrow) and 'Clear Form'. The form is titled 'Details Of Your Proposal' and contains several sections:

- Programme Title (maximum 50 characters)**: The meaning of Christmas ✓
- Programme Description / Logline**: Do you really know what is behind the meaning of Christmas? ✓  
(e.g. TV (television))
- Project Outline (summary pitch, incl. content and style details plus format, if any)**: This programme will explore the common beliefs the general population hold about Christmas - we will delve into the history of the Church and its role in shaping Christmas and how much it has changed down through the years. ✓  
N.B. Not more than one page to be used - larger submissions may be rejected without assessment.
- Time Sensitive / Themed or Related Event**: Christmas time
- On-screen Talent Proposed or Confirmed**: Fr. D. McGuire - proposed ✓
- Key Production Personnel**: Exec Producer: Jane Dempsey  
Director: Harold Langan ✓
- Number of Episodes**: 3 ✓
- Episode Duration**: 25 ✓
- Series Number**: 1 ✓
- Total Estimated Budget**: € 110000 ✓
- Proposed RTÉ funding**: € 100000 ✓
- Other Sources of Funding**: None
- N.B.** Where the proposal exceeds the advertised amount, explain here, indicating added value.  
Additional funding is required in order to pay for hire of venue's. Additional costs required 10K for the series.
- Checkboxes**:
  - ☒ Tick if this idea is suitable for BAI funding. For further details on BAI funding click [here](#).
  - ☐ Tick if this idea has been previously submitted in its current or similar form to RTÉ

### Amend / Submit your draft proposal to RTÉ

From the **My Draft Submissions** form, select the draft proposal you would like to amend/submit and press the  Amend/Submit button to open the draft.



RTÉ Television eCommissioning

Home Submissions Hi, Harold S

All Drafts: 2

2 My Draft Submissions

All Active Submissions: 0







0 My Active Submissions

≤ 24hrs to Deadline: 0  
Deadline Expired: 0

0 My Drafts with Deadline ≤ 1 week

0 My Commissioned

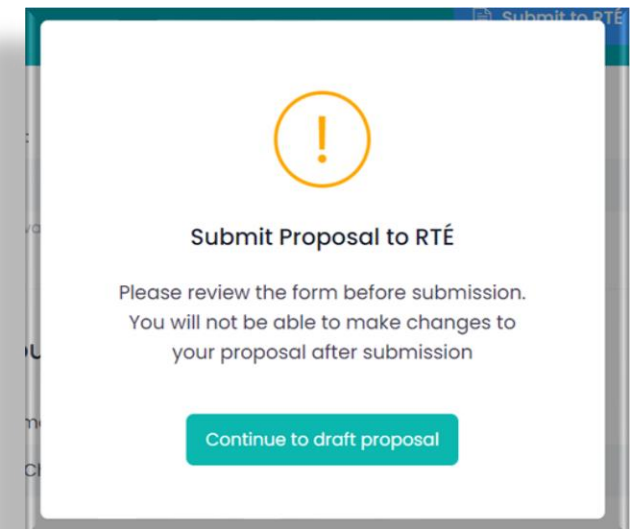
My Draft Submissions History Help & Info

| Deadline         | Created    | Programme Genre | Programme Category         | Programme Title          | Amend/Submit  | Actions   |
|------------------|------------|-----------------|----------------------------|--------------------------|---|---|
| 31-01-2023 00:00 | 13-01-2023 | Arts            | Christmas Arts Showcase    | The meaning of Christmas |  |   |
| 21-11-2023 00:00 | 13-01-2023 | Arts & Culture  | Cultural November-December | Festive Markets          |  |   |

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Please take note of the message presented and press






Submit Proposal to RTÉ

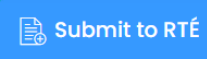
Please review the form before submission.  
You will not be able to make changes to  
your proposal after submission



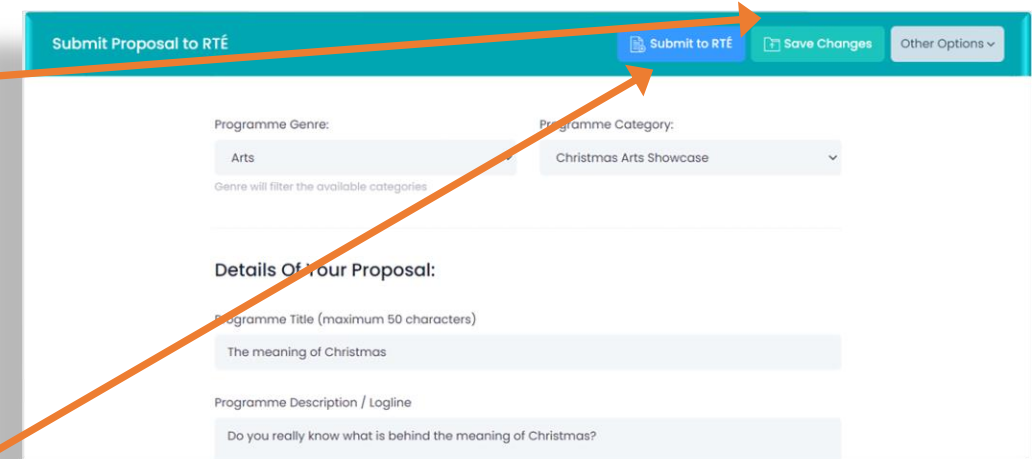
### Amend / Submit your draft proposal to RTÉ

To amend your draft, simply update the relevant details and press  button. Your draft proposal will remain in the **My Draft Submissions** section, it has not been sent to RTÉ.

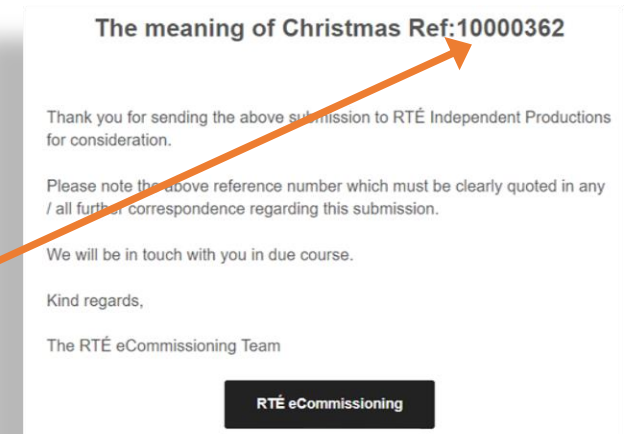
**IMPORTANT NOTE – YOU WILL NOT BE ABLE TO MAKE ANY CHANGES TO YOUR PROPOSAL AFTER IT IS SENT TO RTÉ.**

To submit your proposal to RTÉ press the  button.

After submitting your proposal to RTÉ for consideration, you will receive a confirmation email with your unique reference number.




The screenshot shows a web form titled 'Submit Proposal to RTÉ'. At the top right are three buttons: 'Submit to RTÉ' (blue), 'Save Changes' (green), and 'Other Options' (grey). The form contains two dropdown menus: 'Programme Genre' with 'Arts' selected, and 'Programme Category' with 'Christmas Arts Showcase' selected. Below these is a section titled 'Details Of Your Proposal:' with two text input fields. The first field is 'Programme Title (maximum 50 characters)' with the text 'The meaning of Christmas'. The second field is 'Programme Description / Logline' with the text 'Do you really know what is behind the meaning of Christmas?'.

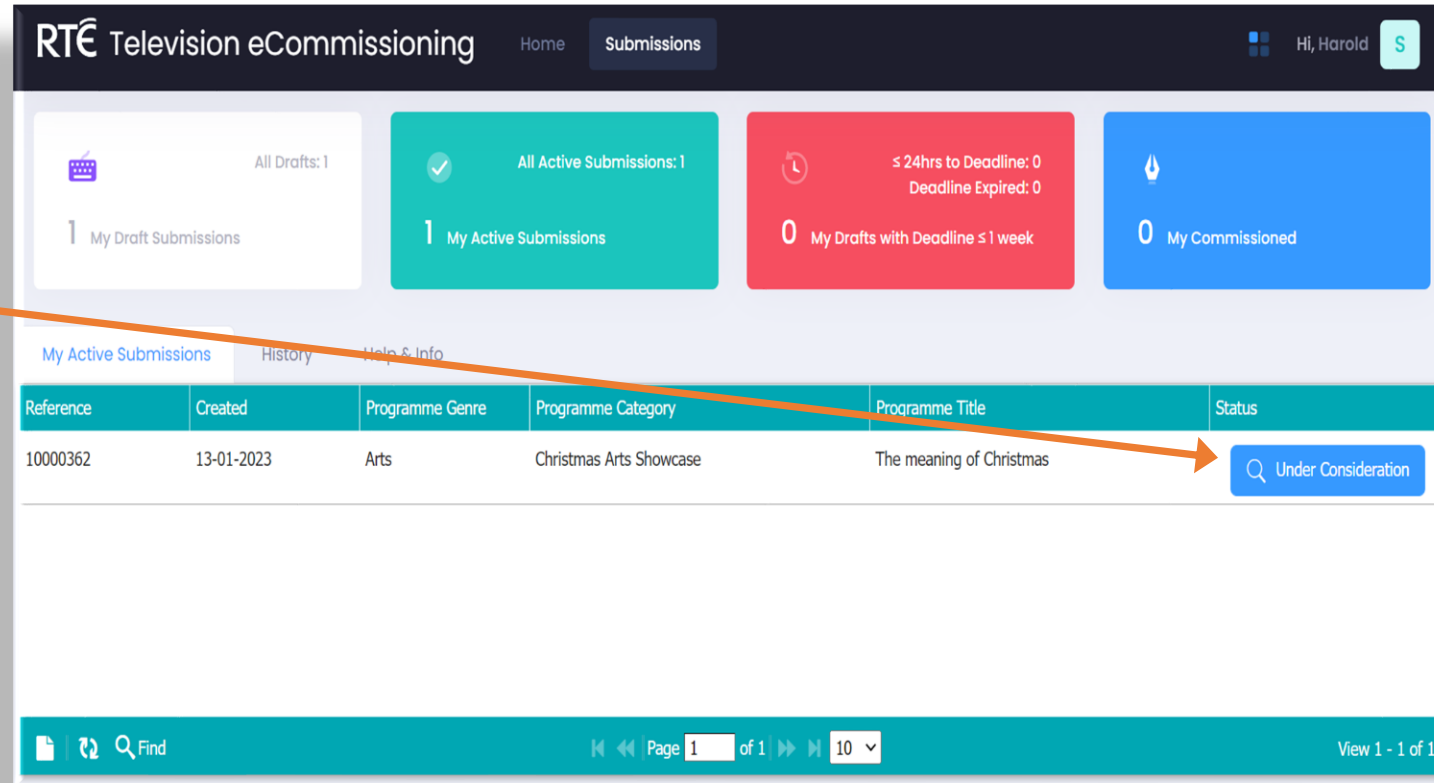


### My Active Submissions

You can view the status of all your active proposals under the **My Active Submissions** menu.

You can press the  to view the details of a submission.

**IMPORTANT NOTICE – YOU CANNOT AMEND YOUR PROPOSAL AFTER IT HAS BEEN SUBMITTED TO RTÉ.**



RTÉ Television eCommissioning

Home Submissions Hi, Harold S

All Drafts: 1

1 My Draft Submissions

All Active Submissions: 1

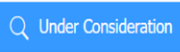
1 My Active Submissions

≤ 24hrs to Deadline: 0  
Deadline Expired: 0

0 My Drafts with Deadline ≤ 1 week

0 My Commissioned

My Active Submissions History Help & Info

| Reference | Created    | Programme Genre | Programme Category      | Programme Title          | Status  |
|-----------|------------|-----------------|-------------------------|--------------------------|---|
| 10000362  | 13-01-2023 | Arts            | Christmas Arts Showcase | The meaning of Christmas |  |

Page 1 of 1 10 View 1 - 1 of 1

### My Archived Submissions

You can view the status of all your archived proposals under the **My Archived Submissions** menu, for submissions received from **30<sup>th</sup> January 2023**.

You can view the details of a submission.

**IMPORTANT NOTICE – YOU CANNOT AMEND YOUR PROPOSAL AFTER IT HAS BEEN SUBMITTED TO RTÉ.**

RTÉ Television eCommissioning Home Submissions Hi, Harold S

All Drafts: 1  
1 My Draft Submissions

All Active Submissions: 0  
0 My Active Submissions

≤ 24hrs to Deadline: 0  
Deadline Expired: 0  
0 My Drafts with Deadline ≤ 1 week


0 My Commissioned

My Archived Submissions History Help & Info

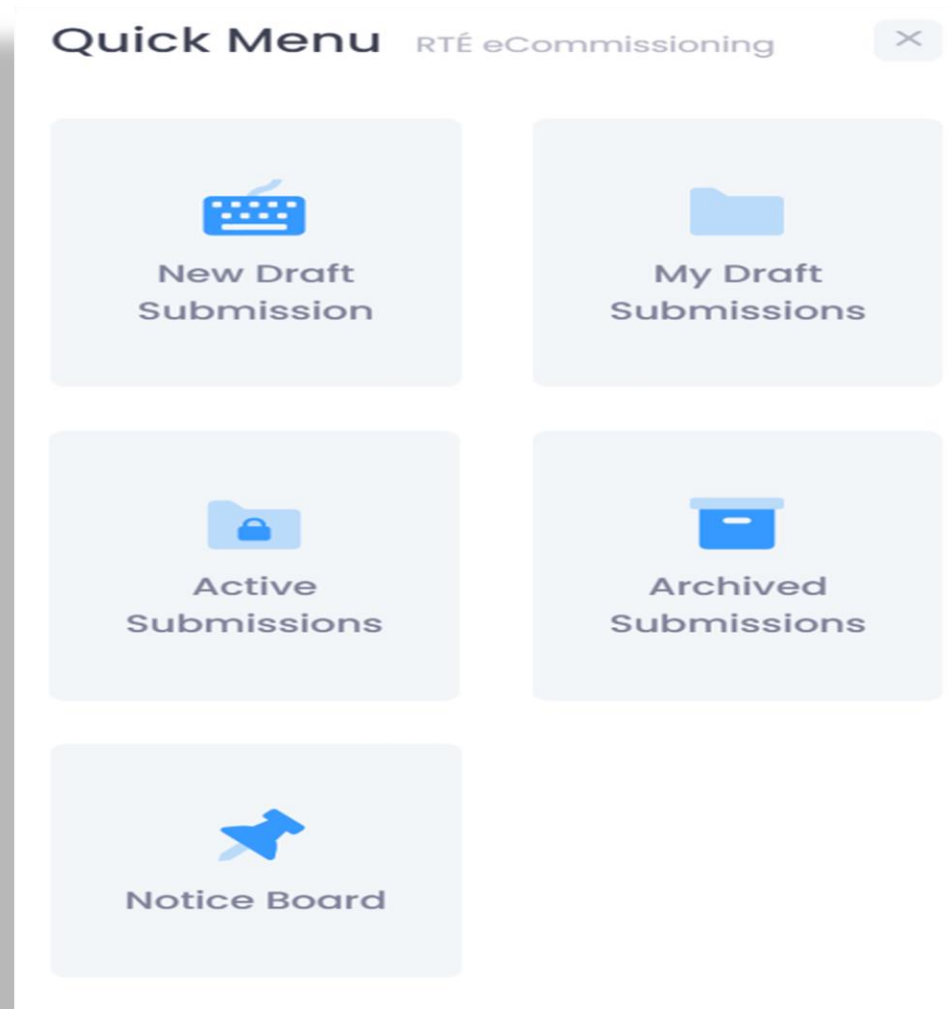
| Reference | Created    | Programme Genre | Programme Category      | Programme Title          | Status   |
|-----------|------------|-----------------|-------------------------|--------------------------|----------|
| 10000362  | 13-01-2023 | Arts            | Christmas Arts Showcase | The meaning of Christmas | Rejected |

Page 1 of 1 10 View 1 - 1 of 1

### Quick Menu

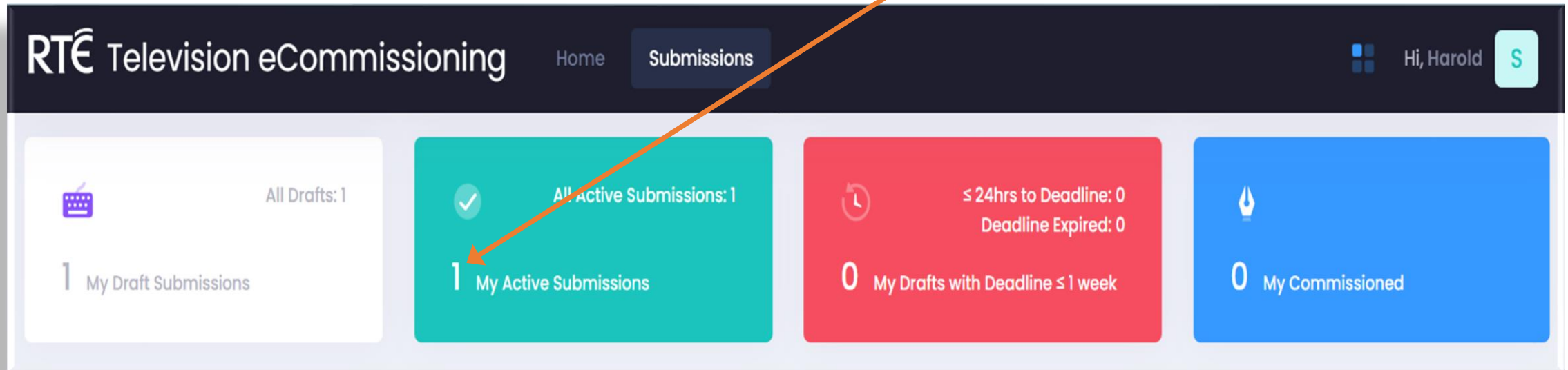
A **Quick Menu** is available by pressing on the  icon, located in the top right hand corner of the screen.

This menu allows you convenient and quick access to the main functions of RTÉ's eCommissioning system.



### Dashboard

The dashboard provides a quick overview of your proposals. Clicking on the number will bring you to that section of the system.



### About & Contact

For your convenience you will find the **About** and **Contact** information links located in the bottom left hand corner of the system. Clicking on these links will present the relevant information.

