

BAFTA Albert Toolkit User Guide 2026

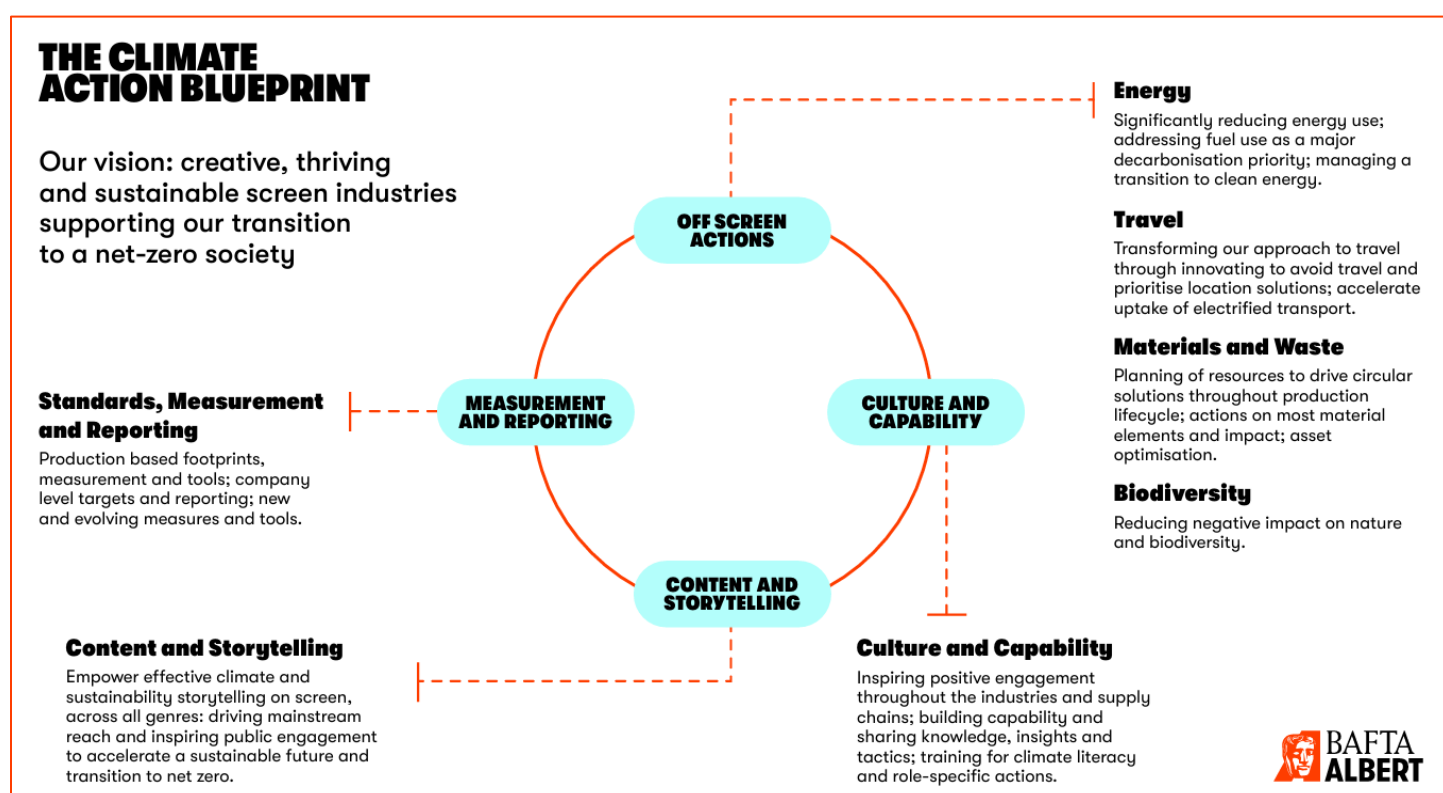
General Toolkit Navigation & Managing Productions

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About BAFTA Albert

For 15 years, BAFTA Albert has worked side-by-side with the UK's screen community, helping transform the power of exceptional storytelling into measurable climate action – behind the scenes, on set and on screen.

Backed by BAFTA's creative DNA and cross-industry expertise, our work continues to support and unite the film and TV community in making sustainable choices. We provide practical tools, clear standards, a spotlight on essential actions, and a certification scheme that recognises positive impact and progress.



Toolkit Overview

The Next Generation Toolkit is designed to help productions **act, measure and celebrate sustainability** through three connected tools. Together, these tools support productions in implementing sustainable practices and gain recognition for their achievements.



Document Purpose

This guide provides an introduction to the BAFTA Albert Next Generation Toolkit and explains **how to navigate the platform, manage your account, administer company settings, and create and manage productions**. It is designed to help users confidently access and use the Toolkit's features.

Users should refer to this guide as their starting point for understanding how the Toolkit works before using the Sustainable Production Guide, Carbon Calculator or Certification tools.

Commitment to Responsible Toolkit Use

To help ensure the BAFTA Albert Toolkit delivers meaningful, reliable and industry wide impact, all users are asked to follow this commitment. These principles set the foundation for using tools with integrity, responsibility and genuine commitment to improvement.

As a user of our tools, we ask that you commit to the following:

Use Tools Responsibly and Report Honestly

I will provide accurate and complete data, answers and evidence, helping ensure our impact is credible and meaningful. I will not knowingly manipulate data, evidence, or outcomes in a way that undermines the credibility of the toolkit.

Protect Confidentiality When Dealing with Data

I will respect and protect the confidentiality of information obtained during the production process. I will use information only for its intended purpose.

Embrace the Process

I will approach this process as a learning opportunity rather than a compliance task as I understand that engagement helps identify meaningful ways to reduce emissions.

Connect to the Purpose

I recognise that my participation goes beyond reporting. It helps our industry understand its impact and accelerate climate action.

Commit to Action Beyond Measurement

I will use insights from the Carbon Calculator, resources, and certification to implement meaningful changes.

Share Knowledge Constructively

I will contribute to the community's learning by sharing experiences and best practices whilst respecting the confidentiality of others.

Privacy & Data Security

BAFTA Albert believes in being open about what data we collect from our users and what we do with it. The UK GDPR sets out comprehensive requirements for all companies handling personal data. This includes a number of things we must tell you when we collect data from you. We have provided all the information you need as simply and clearly as possible through this [Privacy Policy](#) using a question-and-answer format.

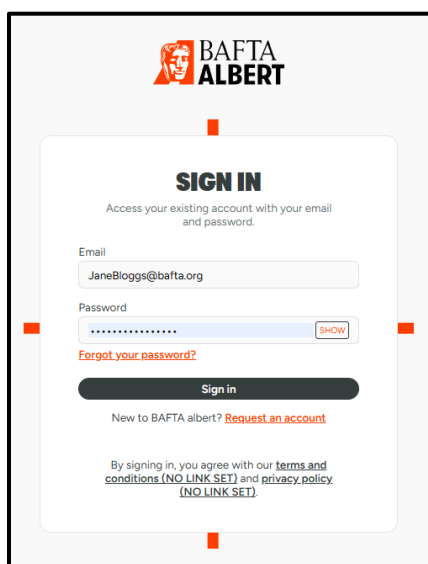
General Toolkit Navigation

Signing In

Please visit our [Toolkit Sign In](#) page:

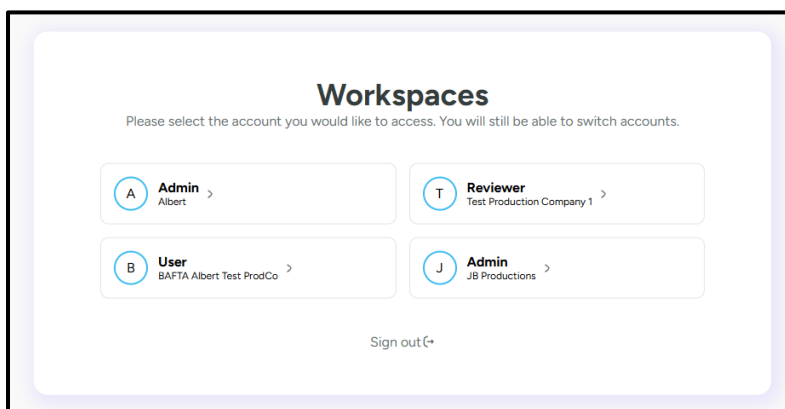
- Enter your email address
- Enter your password
- Press 'Sign in'

Note: If you don't have an account, please follow the instructions in the 'Create An Account' section of this guide



The image shows a screenshot of the BAFTA ALBERT 'SIGN IN' page. At the top is the BAFTA ALBERT logo. Below it, the heading 'SIGN IN' is centered, followed by the instruction 'Access your existing account with your email and password.' There are two input fields: 'Email' with the text 'JaneBloggs@bafta.org' and 'Password' with a masked password and a 'SHOW' button. A link 'Forgot your password?' is below the password field. A 'Sign in' button is centered below the inputs. At the bottom, it says 'New to BAFTA albert? [Request an account](#)'. A footer note states: 'By signing in, you agree with our [terms and conditions \(NO LINK SET\)](#) and [privacy policy \(NO LINK SET\)](#)'.

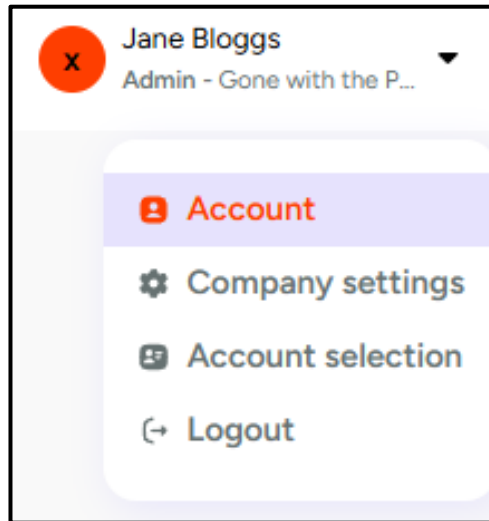
Once signed in, you'll arrive on the '**Workspaces**' page, where you can select the account you wish to access from a list of accounts you have permission to use. Each account is associated with one of the companies you have access to and affects what actions you will be able to perform on the Toolkit.



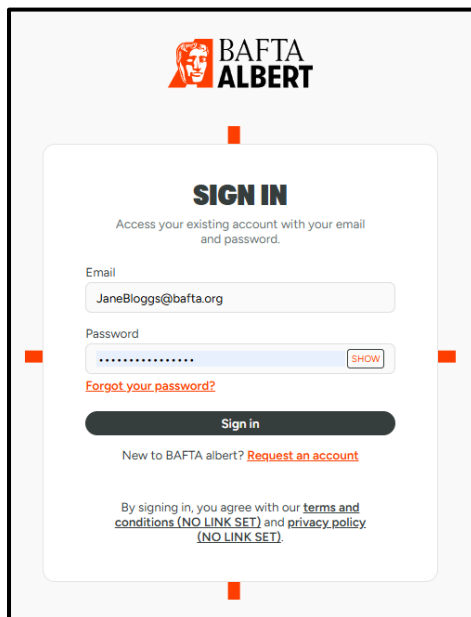
The image shows a screenshot of the 'Workspaces' page. The heading 'Workspaces' is centered, followed by the instruction 'Please select the account you would like to access. You will still be able to switch accounts.' There are four account selection cards arranged in a 2x2 grid. Each card has a circular icon with a letter, a role name, and a company name with a right-pointing arrow. The cards are: 1. 'A Admin Albert', 2. 'T Reviewer Test Production Company 1', 3. 'B User BAFTA Albert Test ProdCo', and 4. 'J Admin JB Productions'. At the bottom center is a 'Sign out' link with a left-pointing arrow.

Logging Out

Logging out of the system is simple. Click the black triangle next to your name in the top right-hand corner of the screen. A drop-down box will appear, where you can select '**Logout**'.



Once signed out you will be redirected back to the '**Sign In**' page.

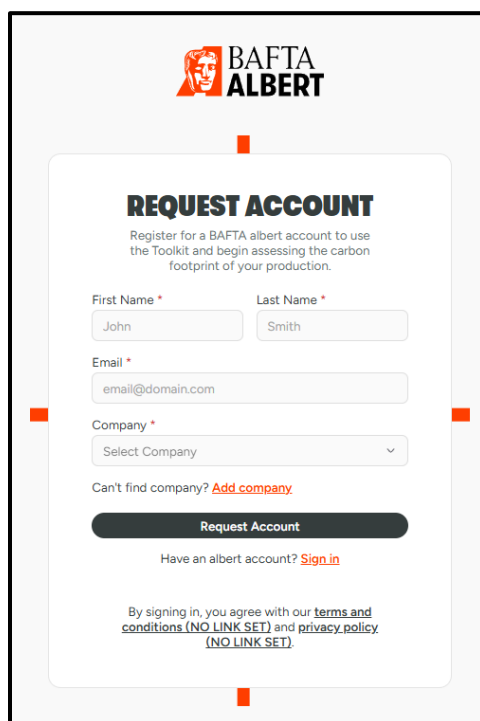


Creating an Account

Please visit our [Account Request](#) Page

Fill in the **First Name**, **Last Name**, and **Email** fields, then select your company name from the drop-down list and press **Submit**.

Note: If you're working on a production, you'll need to apply for a Production Company user account, **not** a Broadcaster/Funder user account. Please refer to the Toolkit User Permissions table for more information.



What happens next?

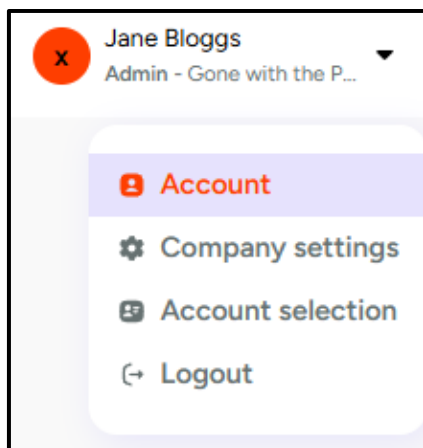
Your request will be forwarded to your company Admin, who will assign you one of the following roles:

- **User**
- **Reviewer**
- **Admin**

You'll be notified by email once your role has been assigned. For details on what each role can access and do, see the table in the '**Toolkit User Permissions**' section of this guide on page 17.

Managing Your Account Details

To access this area, click the black triangle next to your name in the top right-hand corner of the screen. A drop-down box will appear, where you can select **'Account'**.



You'll then be able to access the **'Profile Settings'** page, where you can change your details, add a photo, change your password, or delete your account.

Account

Profile

Profile Settings



This picture will appear on your account and will be for easy identification. (file must be less than 1MB)

Change Delete

First name *

Jane

Last name *

Bloggs

Change Name

Email *

victorias@bafta.org

Change Email

Password

Set a unique password to protect your albert account

Change Password

Delete Account

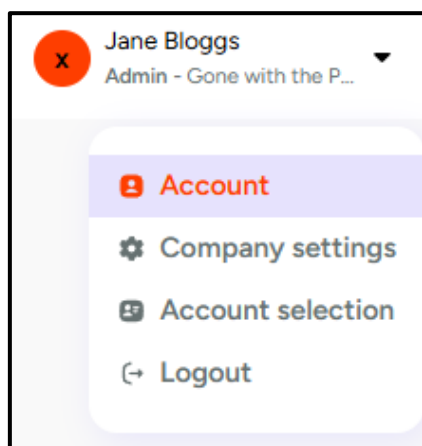
Click here if you would like to delete your account from the BAFTA albert Toolkit. Please note that once your account is deleted, you will need to request a new account if you would like to access the Toolkit again.

Request account deletion

Switching Between Your Accounts

You may have been granted permission to access multiple Production Company or Broadcaster/Funder accounts, depending on the type of work you do. To quickly switch between accounts without logging out and logging back in, click the black triangle next to your name in the top right-hand corner of the screen. A drop-down box will appear, where you can select '**Account Selection**'.

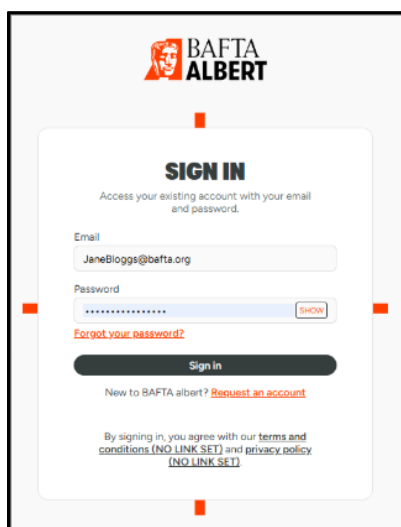
This will direct you back to the '**Workspaces**' page, where you can select the account you want to access.



Resetting Your Password

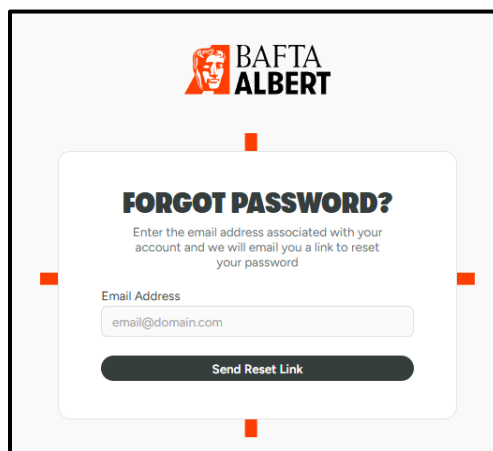
To reset your password either visit your '**Account**' page where you can change this under '**Profile Settings**' or:

- Visit the '[Sign In](#)' page
- Select '**Forgot your password?**'



The image shows the BAFTA ALBERT 'SIGN IN' page. At the top is the BAFTA ALBERT logo. Below it, the heading 'SIGN IN' is followed by the instruction 'Access your existing account with your email and password.' There are two input fields: 'Email' with the text 'JaneBloggs@bafta.org' and 'Password' with masked characters. A 'SHOW' button is next to the password field. Below the fields is a red link 'Forgot your password?'. A dark 'Sign in' button is below that. At the bottom, it says 'New to BAFTA albert? [Request an account](#)'. A small disclaimer at the very bottom states: 'By signing in, you agree with our [terms and conditions](#) (NO LINK SET) and [privacy policy](#) (NO LINK SET)'.

- Enter your email address
- Press **Send Reset Link**



The image shows the BAFTA ALBERT 'FORGOT PASSWORD?' page. At the top is the BAFTA ALBERT logo. Below it, the heading 'FORGOT PASSWORD?' is followed by the instruction 'Enter the email address associated with your account and we will email you a link to reset your password'. There is an 'Email Address' input field with the text 'email@domain.com'. Below the field is a dark 'Send Reset Link' button.

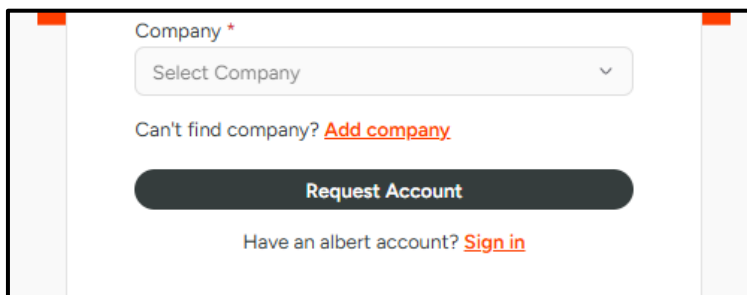
A confirmation that the link has been sent will appear on screen and you'll then receive an email containing a link to change your password.

Note: The link will time out after 24 hours. If you're unable to change your password within this time, you'll need to submit another request.

Registering A New Company

If your company isn't listed, you can apply to add it by clicking 'Add a Company' on the account request page.

Note: If you're working for a company classed as a 'Special Purpose Vehicle' (SPV), please apply under the umbrella production company instead.



Company *

Select Company

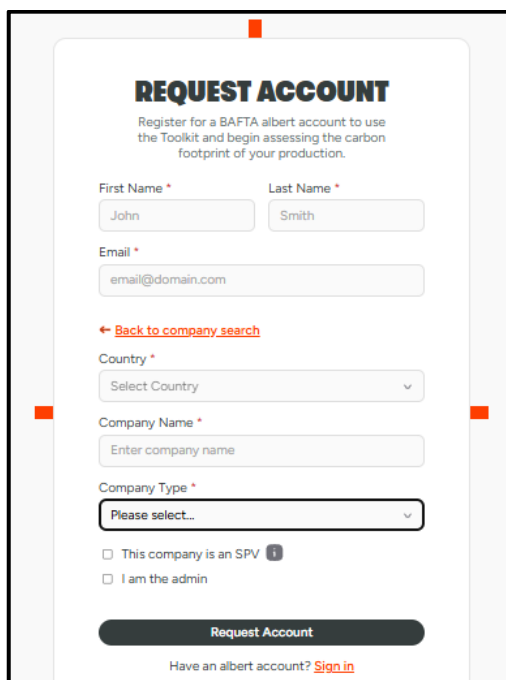
Can't find company? [Add company](#)

Request Account

Have an albert account? [Sign in](#)

Please fill in all of the fields in the expanded view, including whether you are the company Admin.

Note: If you're not the company Admin, you'll be expected to supply the Admin's name and email address before your company can be created on the Toolkit.



REQUEST ACCOUNT

Register for a BAFTA albert account to use the Toolkit and begin assessing the carbon footprint of your production.

First Name * John

Last Name * Smith

Email * email@domain.com

[← Back to company search](#)

Country * Select Country

Company Name * Enter company name

Company Type * Please select...

☐ This company is an SPV ⓘ

☐ I am the admin

Request Account

Have an albert account? [Sign in](#)

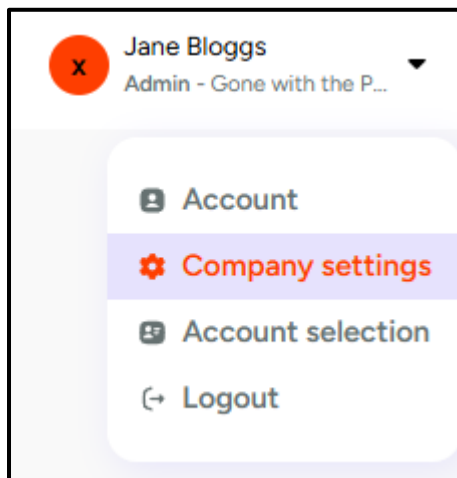
What happens next?

Your request will be forwarded to the BAFTA Albert Toolkit Administrator, and you'll be notified by email once they've approved or declined the request. We may contact you by email if further clarification is required.

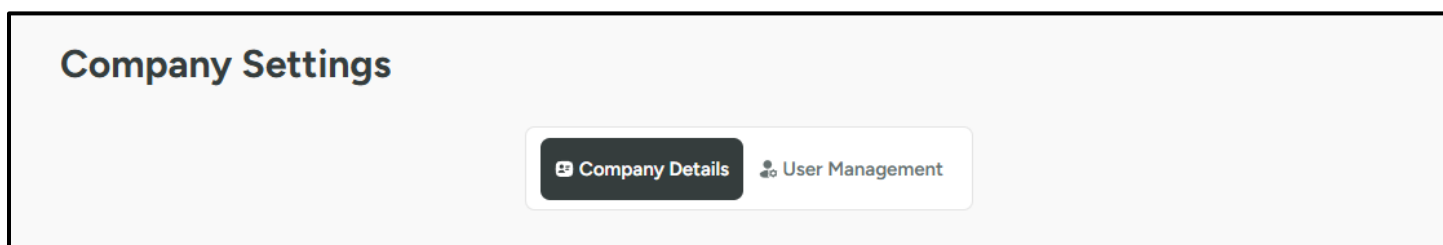
Managing Your Company Settings & User Access

As an assigned Admin for a Production Company or Broadcaster/Funder, you can manage both your Company details and your assigned users.

To access this area, click the black triangle next to your name in the top right-hand corner of the screen. A drop-down box will appear, where you can select **Company Settings**.



Your Company Settings Page will now show where you have the choice to click on Company Details or User Management tabs.



Company Details Management

You can manage your company details directly within the system by selecting the **Company Details** tab. Here you can upload and adjust your logo (160x160 pixels recommended, 1 MB file size) and edit your company name, country, region, company contact, and company contact email address.

After making any changes to your company details, please ensure you press '**Save Company**'.

Note: You will not be able to change your company type, as this is designated at the time of set-up, according to the details provided.

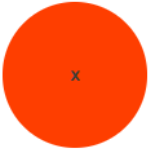
Company Settings

Company Details

User Management

Company Details

Save company



Upload and adjust your logo (160x160 recommended, 1 MB file size)

Change

Delete

Company name *

JB Productions

Company type *

ProductionCompany

Country *

United Kingdom of Great Britain and Northern Ireland (the)

Region

Scotland - Central S...

Company contact first name *

Jane

Company contact last name *

Bloggs

Company contact email *

JaneB@bafta.org

User Management (For Company Admins)

You can manage user access for your organisation directly within the system by selecting the user management tab. This gives you full control over who can view and edit your production file, including:

- **Granting access** to new team members and setting their permission level
- **Changing access levels** for existing users as their role or responsibilities change
- **Removing access** when staff leave or change roles, keeping your file secure
- **Reviewing** who currently has access at any time, so you always know who's authorised

This ensures only people you've approved can view or edit your production data, at the right level, and that access stays up to date as your team changes.

The **Active** tab, shown below under User Management, will list all of your current users.

The **Requests** tab will list all current account requests, where you can either decline the request or assign them a role from the drop-down list and approve their access. They'll be notified by email once the request has been approved.

To **'Invite User'**, click the orange button and fill out their details. Again, they'll be notified by email that an account has been set up in their name.

Note: Once someone has been assigned as an Admin, they cannot be downgraded. In this case you will need to delete their account and re-add them as a user or reviewer.

Company Settings

Company Details
User Management

User Management

Active (1)
Requests (1)

Search user

DATE ADDED ↑↓	NAME	EMAIL	ROLE	STATUS
18/08/2026	Jane Bloggs	JBloggs@bafta.org	User User Reviewer Admin	Request Access Approve ✓ Decline ✕

Media Group Access & Management

Media Groups are typically parent organisations that oversee multiple production companies. They are used to provide designated administrators with read-only access to productions across all production companies within the group.

The production companies assigned to a Media Group are managed by BAFTA Albert or the relevant international partner. When a Media Group is established, the administrator should contact BAFTA Albert / the international partner to confirm which production companies are to be included.

For example, the **XYZ Studios Media Group** may include multiple **XYZ production labels** operating across different regions and territories.

Media Group account holders have read-only access. They can view production footprint and certification data, as well as download reports for productions within their Media Group. However, they cannot create productions, enter footprint data, or complete certification questionnaires.

Toolkit User Permissions

	Production Company			Broadcaster / Funder	Media Group
	User	Reviewer	Admin	Admin	Admin
User Account Management					
View/edit account settings	☒	☒	☒	☒	☒
Company Settings					
Own company settings	☒	☒	☒	☒	☒
Invite other users to own productions (<i>same level or lower</i>)	☒ *	☒ *	☒	☒	☒
Invite other users to own company	☒	☒	☒	☒	☒
Add a custom field to production details (<i>Broadcaster/funder & Media Group production codes</i>)	☒	☒	☒	☒	☒
Production Management					
Add/Edit/Delete Productions	☒	☒	☒	☒	☒
Sustainable Production Guide					
Access to resources	☒	☒	☒	☒	☒
Carbon Calculator					
View emissions summary	☒	☒	☒	☒	☒
Start new footprint or use template (<i>view/click buttons</i>)	☒	☒	☒	☒	☒
Import from previous production	☒	☒	☒	☒	☒
Add/update emission activities	☒	☒	☒	☒	☒
Change production footprint status to <i>In Review</i>	☒	☒	☒	☒	☒
Change production footprint status to <i>Finalised / Ready For Review</i>	☒	☒	☒	☒	☒
View activity log / audit trail	☒	☒	☒	☒	☒
Reopen a Finalised carbon footprint	☒	☒	☒	☒	☒
Access Data Uploads	☒	☒	☒	☒	☒
Upload / download data entry templates	☒	☒	☒	☒	☒
View activity data tables	☒	☒	☒	☒	☒
View spend amounts and finance codes**	☒	☒	☒	☒	☒
Mark emission rows as <i>Draft / Verified</i>	☒	☒	☒	☒	☒
Mark emission rows as <i>In Review</i>	☒	☒	☒	☒	☒
Enter/edit core emissions data (<i>e.g., activity type, quantities, unit, date</i>)	☒	☒	☒	☒	☒
Enter/edit advanced input fields (<i>e.g., spend amounts, finance codes</i>)	☒	☒	☒	☒	☒
View scope categorisation & override Fields	☒	☒	☒	☒	☒
Set scope override & rationale	☒	☒	☒	☒	☒
Certification					
View certification landing page	☒	☒	☒	☒	☒
Choose certification route	☒	☒	☒	☒	☒
Submit Committed Route access request	☒	☒	☒	☒	☒
Answer/submit certification questionnaire	☒	☒	☒	☒	☒
View & edit certification evidence	☒	☒	☒	☒	☒
Reports					
Download Reports	☒	☒	☒	☒	☒

* When adding or editing a production

**These fields will be disabled for all non-production users, and the columns are hidden in the table view

Managing Productions

Accessing Your Productions

After logging in and selecting your user account from the '**Workspaces**' page, you'll automatically land on the '**Productions Page**', which will list all of the productions you have access to. On this page, you'll be able to see various details to help you identify the correct production to click on, along with information on the progress status of both the Footprint and Certification of each production.

There is also a filter and search function on this page to assist you further.

 Productions

Your productions

Search

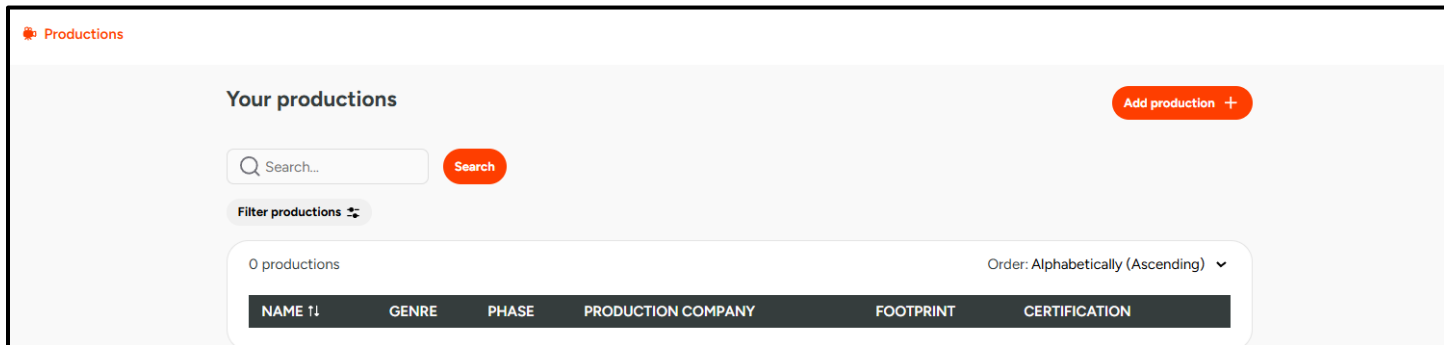
Filter productions

1 - 3 of 3 productions
Order: Alphabetically (Ascending)

NAME TL	GENRE	PHASE	PRODUCTION COMPANY	FOOTPRINT	CERTIFICATION
Example Production 1	Entertainment	Post-Production	BAFTA Albert Test ProdCo United Kingdom of Great Britain and Northern Ireland (the)	Ready for Review	Complete
Example Production 2	Drama	Post-Production End	BAFTA Albert Test ProdCo United Kingdom of Great Britain and Northern Ireland (the)	Finalised	Not started
Example Production 2	Entertainment	Pre-Production	BAFTA Albert Test ProdCo United Kingdom of Great Britain and Northern Ireland (the)	In Progress	In progress

Creating A New Production

To create a new production, select '**Add production +**'

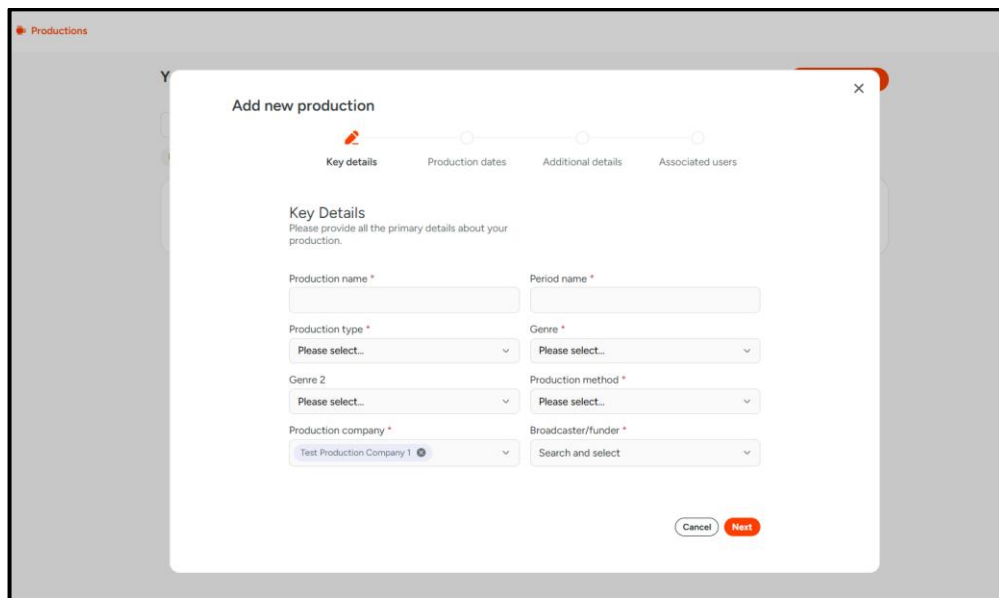


An '**Add New Production**' pop-up window will appear, made up of four sections: **Key Details**, **Production Dates**, **Additional Details**, and **Associated Users**. Some of the fields in each of these sections are mandatory and are marked with a red asterisk (*).

Note: We ask that you fill in as much detail as possible, as a more detailed file will help our team assist you without needing to ask for further information, and also helps improve the quality and accuracy of industry data.

Assigning Users

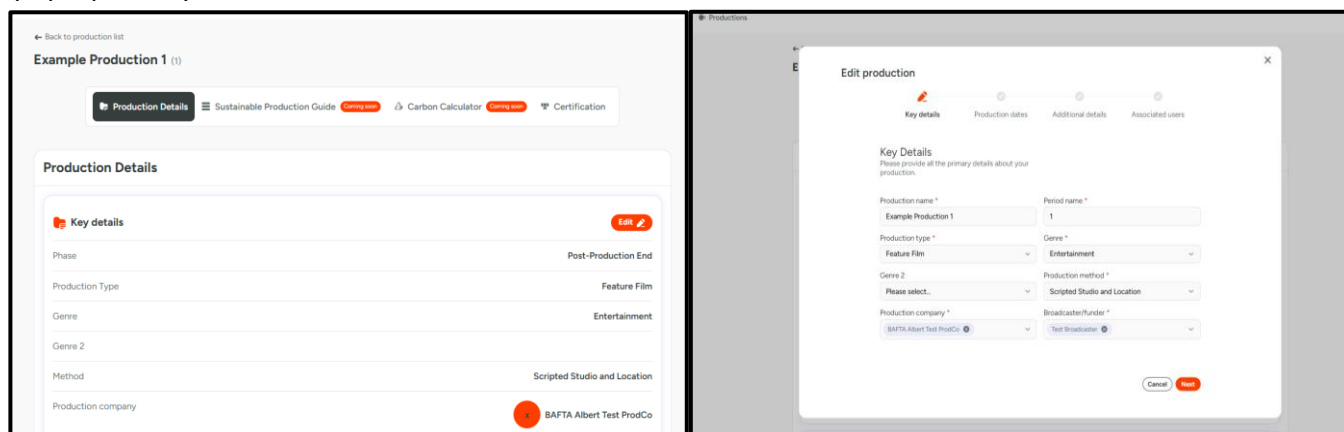
When assigning users or reviewers to a production, select their name from the drop-down list. If a name does not appear, it is because the user has not yet been granted access permissions for that production company. You will need to set up their permissions first. For instructions, see page 15.



Editing Production Details

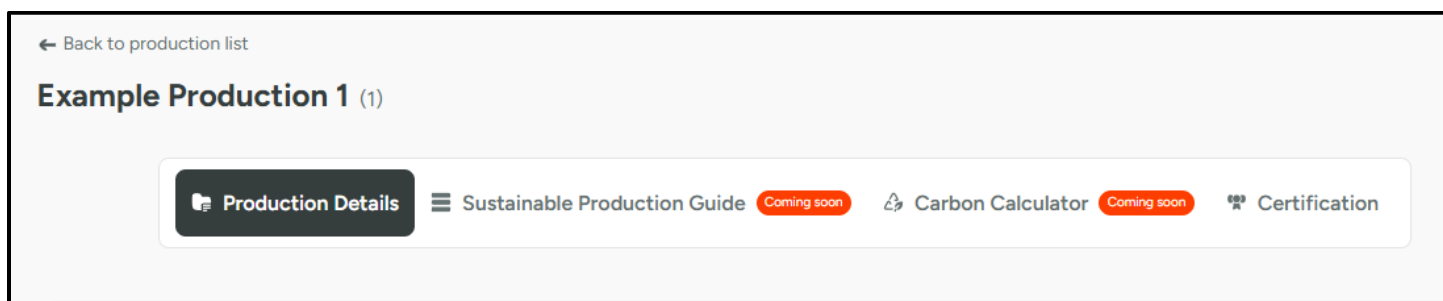
To edit production details, visit the **Production Details** page, which is set out into four categories. Scroll to the section you'd like to change and press the orange 'Edit' button to the right of the category title.

From there, a pop-up will appear on your screen, enabling you to edit the production details. Click 'Next' on the pop-up until you reach the final button to 'Save Production'.



Choosing a Tool

Once a production file has been created, assigned users will be able to access all of the available tools by selecting a production from the '**Productions Page**'. Under the production name, you'll find a tabs bar where you can select the tool you wish to use.



Version Control / Change Log		
Version	Changes:	Issue Date
1.1	First Version	16 Sept 26