



THE NATIONAL ACADEMY OF TELEVISION ARTS & SCIENCES  
OHIO VALLEY CHAPTER



## Emmy® Express FAQ

### What is Emmy® Express?

Emmy® Express is our online entry solution designed to make the entry process as easy as possible. The entire takes about 5 – 10 minutes per entry. To submit more than one entry, simply repeat the process and at the end, be sure to choose your payment option. You access Emmy® Express through the NATAS Ohio Valley website, [www.ohiovalleyemmy.org](http://www.ohiovalleyemmy.org)

### What is the Emmy® Express dashboard and should I use it?

The dashboard is a feature that allows a designated ‘**administrator**’ to review, change, approve and pay for their company’s entries. You access this through a different URL than the one posted on our website – and you will be given a unique user id and password.

The dashboard is an option for companies/groups with a large number of entries. If you would like to utilize this feature, please contact Cherie Housley, NATAS Ohio Valley Emmy® Awards Administrator ([chousley@ohiovalleyemmy.org](mailto:chousley@ohiovalleyemmy.org)) for administrator instructions.

### Do I have to be a member to use Emmy® Express?

No, you do not have to be a member, but you must register to use Emmy® Express if you are not already in our online database. The log in process is a security feature. It also allows entry information to be saved if you decide you need to finish at a later time. **\*Registering to use Emmy® Express is a new feature this year.**

### What information do I need to log in to Emmy® Express?

Current members can use either their member number or their email address and their membership password to log in. Those individuals who may have been members sometime over the past 2 years, but have not renewed their memberships should also be in the database and can use their ‘member’ number or email address and password to log in. If you aren’t already in our database, you can either become a member or just sign up as a registered user by clicking on the appropriate link.

### When I log in I’m seeing someone else’s information. Why?

Clear the cache in your browser. Close the browser. Open your browser again and you should be able to log in to your account.

### Do I have to be a member to submit an Entry?

You do not have to be a member of NATAS Ohio Valley; however if you would like to receive the discounted member entry fee you can become a member immediately by clicking the membership link on the left side of the EMMY® Express page at any point during the entry process. Once you have filled out the member information you will receive member entry rates.

### Why am I not receiving the member rate?

Is your membership expired? If you paid your member dues when submitting entries last year, your membership expired 9/1/2009. You’ll need to renew your membership (use the “RENEW Membership” link in the left hand column in EMMY® Express).



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### **Why is it rejecting the date I put in?**

Make sure you have dashes (-) between the numbers, not slashes (/)

### **Who is the “Submitter Contact” on the entry?**

This is the person who is submitting entries (i.e. completing the online entry forms) on behalf of the station, company or entrant. This is the first person we will contact if we have any questions or require additional information regarding the entry. This person may or may not also be listed as an “entrant” as well.

### **What if I make a mistake? Can I go back and edit my entry?**

You may go back and edit your entry up until the deadline of 5pm. March 8, 2010. *To make updates/changes use the link e-mailed to you with your confirmation.*

After 5pm 3/8/10 all changes need to be made through the administrator, chousley@ohiovalleyemmy.org and may incur a processing charge (see Submission of Entries on page 5 in the Call for Entries).

*NOTE: If you have submitted an entry in the wrong category, you will have to resubmit the entry entirely. Please contact the NATAS Ohio Valley office to delete the incorrect submission.*

### **What information do I need to have to make an entry in Emmy® Express?**

- Title of Entry
- Category
- Submitting Organization
- Length: hour/minutes/seconds
- Producing Organization
- First Air Date (MM-DD-YYY)
- Station First Aired or URL if the material was distributed via internet
- Entry Summary Description/Precis (optional)
- Entrant Info (for each entrant)
  - Email Address – OR - Member Number & Last Name
  - Entrant’s role for the entry
- For Non-Member entrants who are also not registered users of Emmy® Express, you’ll also need the following (member & Emmy® Express registered user info will be filled in automatically)
  - Email address & role for the entry (as noted above)
  - Entrant’s Name (*required*)
  - Phone Number & Address (*optional*)
- Credit Card information (if paying by credit card)
- Account name that will appear on check (if paying by check)



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**What forms of payment are accepted by NATAS Ohio Valley?**

Credit card is the preferred online method, but check, purchase orders and money orders are also accepted. If you are paying with a purchase order or money order. Please paperclip your payment to your invoice and send it along with the DVD copies of your entry/entries.

**If I have more than one entry can I pay for them all at the same time?**

Yes, when you get to the “View Invoice” step prior to paying for your entry, there will be an option to “Add Another Entry.” You can also come back to Emmy® Express at a later time to add additional entries. Just log in to your account and click on the “Add Entry” link on the left side of the page.

**Can I pay for part of the entry by check and the rest by credit card?**

Yes. EMMY® Express now has very flexible payment options. This allows multiple individuals to pay for a single entry or multiple entries using whichever payment methods each prefers. Be sure to include a printed copy of your EMMY® Express payment receipt and any checks with your entries.

**How do I redeem my appreciation certificates?**

If you want to redeem any appreciation certificates, contact the chapter office BEFORE you pay for your entry. Send an email to [chousley@ohiovalleyemmy.org](mailto:chousley@ohiovalleyemmy.org) with the invoice number (or the entry title and category, the name on the certificate(s) and the office code indicated on the certificate(s). Please put “Redeem Certificate” in the subject header for the email. You’ll be contacted with the information needed to redeem your certificates.

**Will I receive a confirmation?**

Yes, an entry confirmation email is automatically sent to each person listed on the entry. The email provides links to: modify the entry, print the entry form and labels and pay entry fees. In addition, “Payment Request” emails with a payment link are sent to each person on the entry if you select the “Multiple Payment” option.

**Can I print labels for the DVD cases?**

Yes. After you pay for your entry, you’ll be taken to a summary page where you can print DVD labels for each of your entries. Print on either plain paper or Avery 5165 full sheet label stock, and cut to size. Attach to outside of DVD case/paper sleeve.

**If you have any questions about the submission process  
please contact the NATAS Ohio Valley Chapter Emmy® Awards Administrator:  
Cherie Housley ~ [chousley@ohiovalleyemmy.org](mailto:chousley@ohiovalleyemmy.org) ~ 937-233-3303**