



**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 process takes about 5 – 10 minutes per entry (plus however long it takes to upload your video). To submit more than one entry, simply repeat the process and at the end, be sure to choose your payment option. In addition to completing the “paperwork” part of the entry process online, all entrants must upload their video entries to Emmy® Express for online judging. You can access both sections of Emmy® Express through the NATAS Ohio Valley website:

www.ohiovalleyemmy.org - or, by logging in to your Emmy® Express account:
http://emmyexpress.com/entry_login.php?c=19

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. ***NOTE: ALL ENTRANTS** must have either a member or registered user account for invoicing and contact purposes. For non-members who aren’t already registered, an account can be created. There is no cost for “registered user/non-member” accounts.

Can I just use my email address for other entrants listed on my entry?

No. Emmy® Express requires a unique email address for each entrant. If an entrant does not already have an email account, we suggest setting one up with one of the many free email services available (such as Gmail, Yahoo!, etc.)

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 2-3 years, but have not renewed their membership 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. ***NOTE: Use EITHER your member # or your email address to log in – not both.** Also, if using your email address it must exactly match what is in our database. If you think you should have an Emmy® Express account but are not able to log in, contact the chapter before creating a new member record. We can confirm whether or not you are in the database and can then verify your log in info.

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

Log out, then click on the “CLEAR SESSION” link in the top right corner of the page. This should clear out the other person’s info and allow you to sign in to your account. Be sure to “log out” of your account when you are finished.

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

You do not have to be a member of the NATAS Ohio Valley Chapter; however, if you would like to receive the discounted member entry rate you can become a member immediately by clicking the membership link in the “RESOURCES” column on the right side of the EMMY® Express page at any point during the entry process. Once you have filled out the member information you will eligible to 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 and haven’t renewed since then, your membership expired 9/1/2016. You’ll need to renew your membership (use the “RENEW Membership” link in the right hand column in EMMY® Express).

DEADLINE TO SUBMIT ENTRIES: 3/13/2017
VIDEO UPLOAD DEADLINE: 3/20/2017
Deadline to pay entry fees without a late fee charge: 4/1/2017



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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 midnight, March 20, 2017. (The deadline date for uploading videos.)
To make updates/changes use the link emailed to you with your confirmation. Or, log in to your Emmy[®] Express account (http://emmyexpress.com/entry_login.php?c=19) and click on the REVIEW SUBMITTED button.

After 3/20/2017 all changes need to be made through the administrator, chousley@ohiovalleyemmy.org and may incur a processing charge.

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-YYYY)
- Station First Aired or URL if the material was distributed via internet
- Starting Timecode for 30 second excerpt of your entry to be played at the Emmy[®] Gala if your entry is nominated.
- Entry Summary Description/Precis (optional)
- Entrant Info (for each entrant)
 - Email Address – OR - Member Number & Last Name
 - Entrant’s role for the entry
- Non-Member entrants who are not already registered users of Emmy[®] Express will need to create a user account. We recommend making sure all entrants have accounts **before** you start the submission process as it will make things much easier for you. However, you can request an account during the entry process.
To add a non-member entrant, you will need:
 - 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)

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, pay entry fees and upload the video.

You can also access any emails sent by EMMY[®] Express by logging in to your account and clicking on “Access Email.”

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What forms of payment are accepted by NATAS Ohio Valley?

Credit card is the preferred online payment method (we accept Mastercard, Visa, Discover and American Express), but check, purchase orders and money orders are also accepted.

Please paperclip your check, money order or purchase order to your invoice and send it to:
NATAS Ohio Valley Chapter, PO Box 24796, Dayton, Ohio 45424.
DO NOT STAPLE your payment to the invoice.

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

Yes. EMMY® Express allows a number of “multiple payment” options. Each entrant can pay his/her own fees. Specific fees can be “assigned” to another individual for payment (i.e. Your boss is paying the fee for that entry). You are given the option of assigning who will pay for each entrant’s fees. Entrants can log in to their accounts to pay any invoices assigned to them. Payments can be made by credit card or check. Be sure to include a printed copy of your EMMY® Express invoice – or at least a note with the invoice number - when sending payments by check, money order or purchase order.

How do I redeem my appreciation certificates?

BEFORE submitting a payment, send an email to chousley@ohiovalleyemmy.org with the invoice number (or the entry title and category), the name on the certificate(s) and the certificate number(s). Or, you can just forward the email you received with your certificate info. Please put “**Redeem Certificate**” in the subject header for the email. You’ll receive a confirmation when the credit has been applied to your invoice. **Refunds will not be issued if you pay your fees BEFORE sending the request to redeem your certificate.*

How do I upload my video?

Detailed instructions including accepted file formats, recommended encoding guidelines and step-by-step instructions for the upload process can be found on the chapter’s website and through links in the resources column on the right side of the Emmy® Express entry and video upload pages. You can access the video upload page at this link:
http://emmyexpress.com/video_upload.php?c=19

What is the Emmy® Express Station/Organization Dashboard and should I use it?

The Station/Organization 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. While it’s not necessary if one person is submitting all entry information, the Dashboard can come in handy if you want to allow individual entrants to submit the information but the company would like the ability to review, change, approve and pay for specific entries.

If you would like to utilize this feature, please contact NATAS Ohio Valley Emmy® Awards Administrator Cherie Housley (chousley@ohiovalleyemmy.org) for instructions.

**If you have any questions about the submission process please contact
Emmy® Awards Administrator:
Cherie Housley ~ chousley@ohiovalleyemmy.org ~ 937-233-3303**

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