



# THE NATIONAL ACADEMY OF TELEVISION ARTS & SCIENCES OHIO VALLEY CHAPTER



## EMMY® EXPRESS: Step-by-Step

**IMPORTANT HELPFUL TIP:** BEFORE you start submitting entries, make sure all entrants you'll be listing have an Emmy® Express account (either a member account or a system user account).

### **Emmy® Express Entry Log In**

[http://emmyexpress.com/entry\\_login.php?c=19](http://emmyexpress.com/entry_login.php?c=19)

\*Log in using your member number or email address and your password.

\*If you aren't already in our database, you can become a member or simply sign up as a "registered user." Links are provided at the bottom of the log in page.

### **Emmy® Entry Info, Part 1**

\*Your contact information and member status will be displayed at the top of the page along with a list of any entries you've already submitted.

\*Type in the entry title. Reminder **don't use quotes or all caps** for your entry title

\*Select the category for the entry.

\*Select submitting organization from drop-down or, if your company isn't listed type it in.

### **Emmy® Entry Info, Part 2**

\***Required Info:** length, producing organization, airdate and station first aired or URL.

\* No drop down menu for Producing Organization, but if it's the same as submitting organization you can "copy and paste" from above

\*You **must enter month, day and year for the airdate in this format: mm-dd-yyyy**. If you can't remember the exact date, make your best guess. **For composites** enter the earliest airdate of items included on entry.

\*Entry Summary/Description/Précis is not required, but suggested. If you plan to include the info type it in here.

*NOTE: You now have the option to upload a PDF for select categories.*

\*Submitter's information will already be pre-filled. *This is the person typing in the info.*

\***If the submitter is an entrant on the entry, make sure the box at the bottom of the page has a check-mark.** *The submitter's info will then be auto-filled in the "Entrant 1" fields in the next step.*

\***If you are not an entrant on the entry, make sure you "un-check" the box at the bottom of the page.**

### **Add Entrant Info**

\*On this page you will: **enter entrant info, verify memberships or delete entrants**

\* **REQUIRED fields:** Entrant's name, email address and role for the entry

\*If the submitter is an entrant and the box was checked on the previous page, that person's information will already be filled in.

\***QUICK ADD:** This is a great feature to quickly auto-fill an entrant's information and verify his/her membership.

**Add a new entrant** by entering the person's email address OR the person's member number and last name.

Click "Add Entrant." If the person is already in our database, the info will be added at the end of the entrant list.

\***If the person does not yet have a system account, you will get the following message/link:** *"Required: Create system user record for entrant." You will need to provide the following info: email address, first & last name, company, address. Click on "Request Account." This will open a new window for you to provide the required information. Close the window to continue submitting your entry.*

\*Click on "Save Entrant Data" before proceeding to the next step. Once you "save entrant data" memberships will be verified and current member status will be displayed in red for all entrants.

\***NOTE:** If any of the entrants need to renew their memberships or become members, you can have them do so at any time. Then re-verify the memberships **before** paying for the entry to receive the correct member entry rates.

\***REMINDER:** You **MUST** type in entrant's "role in the entry." This information is not auto-filled and is required before you can submit the entry. If you forget to do this, you will get an error message when you click on "go to next step." You will need to go back and fill in the info. Once all required fields are filled in, you'll need to re-verify the memberships before you can proceed. The easiest way to do this is to click on "Save Entrant Data."



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### Entry Review

- \*Check the “Fee Summary” to confirm the correct entry rate has been assigned to each entrant.
- \*Review the “Entry Information” to ensure it is correct.
- \*If you need to make a correction, use the “Go Back to Previous Page” Button.
- \*If you want to modify the order of the entrants, you can do so in the “entrants” box at the bottom of the page. Just click and drag the entrants in the order preferred.
- \*NOTE: When you click on “Next Step,” the entry will be submitted.

### View Invoice

- \*Confirms a copy of the entry was emailed to submitter’s email address.
- \*NOTE: All entrants on the entry will receive an emailed copy of the entry.
- \*If you have additional entries to submit, click on “Add Another Entry.”
- \*If you’re done submitting entries, click on “Go to Next Step.”

### Choose a Payment Option

- \*Select your payment option – either a single payment or multiple payments.
- \*Depending on the option you select you’ll be given additional payment options as indicated below.
- \*NOTE: Do you have any **Appreciation Certificates** you’d like to redeem? **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). 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.

#### Option 1: Submit Multiple Payments (Individual Entrants are Paying)

- \*Select this option if each entrant will pay his/her own fees – or if you will only be paying a portion of the invoice.
- \*The next page allows you to **choose who will receive payment request emails**. Just click on the box next to the name of each entrant who will be paying his/her own entry fees. A request for payment will be sent to that person.
- \*Click on “E-MAIL PAYMENT REQUESTS.” A page confirming the emails have been sent will appear.
- \*Click on “PAY YOUR INVOICES” to pay any fees you are paying directly or to assign payment of your entry fees to someone else (i.e. If your company is paying some or all of your fees. *Instructions below.*).
- \*Select which of your entry fees you will be paying.
- \*When correct, click on “Make Payment.”
- \*Pay by “Credit Card” will take you to a secure payment page where you will enter your credit card information. *Make sure your street address and zip code match what’s on file for your credit card.*
- \*Once payment has been made, you will see a “Payment Summary” page. You can print your entry form, labels, and a copy of the invoice from this page.
- \*To “Make Another Payment” click on the link at the bottom of the page.
- \*NOTE: The “Pay by Check” option is currently not showing up, but we do accept check payments. To **Pay by Check** print a copy of your invoice page and email along with payment to: NATAS Ohio Valley Chapter, PO Box 24796, Dayton, OH 45424.
- \*NOTE 2: If someone else will be paying for some or all of your entry fees (i.e. Your company is paying the fee.), select that “Action” and type in the email address and name of the person responsible for payment. Then click on “Assign Payments.” An email with a payment link will be sent to that person.

#### Option 2: Submit One Single Payment for the Invoice

- \*Select this option to pay for all items on your invoice with a single payment.
- \*Select your payment method: credit card or check.
- \*Pay by “Credit Card” will take you to a secure payment page where you will enter your credit card information. *Make sure your street address and zip code match what’s on file for your credit card.*
- \*Pay by “Check” will take you to a screen where you will enter the name on the check you will be sending for payment of the invoice.
- \*Once payment has been made, you will see a “Payment Summary” page. You can print a copy of your entry form and invoice/receipt from this page.



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### EMMY® EXPRESS: Step-by-Step

#### Summary and Printing Options

\*You'll end up on this page after you've paid for your entry/entries by credit card or after you provided the requested information if paying by check.

\*Click on "**Printable Invoice**" to print a copy of your invoice for your records.

*If paying by check, please print a copy of the invoice and include it with your payment.*

\*Click on "**Get Printable and Emailed Payment Instructions to Pay by Check**" (if paying by check) to get info about where to send your check or to get an emailed reminder about paying for your entry.

#### Email Confirmation

All entrants listed on the entry, as well as the submitter if he/she is not an entrant, will receive an email confirmation of the entry.

The email will include the following links:

*\*Use this link to upload your video file*

*\*Use this link to modify your entry until (the deadline date).*

*\*Use this link to print pre-filled labels. (IGNORE THIS – you don't need any labels!)*

*\*Use this link to print a copy of your entry (actually just your entry form!)*

*\*If you still need to pay, use this link to go to the payment process*

The email will also have your entry info as well as your invoice #.

#### Uploading Your Video

\*Before you can upload your video you must:

*Submit Your Entry* (see above)

*Prepare Your Video for Uploading*

Review the [Valid Video Formats](#) and [Video Encoding Guidelines](#) on the next page.

The information can also be viewed on the EMMY® Express Video Upload page.

*Once you have submitted your entry and prepared the video for upload, you can upload your video to EMMY® Express:*  
[http://emmyexpress.com/video\\_upload.php?c=19](http://emmyexpress.com/video_upload.php?c=19)



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## EMMY® EXPRESS: Step-by-Step

### VALID VIDEO FORMATS

#### **PREFERRED FORMAT: MP4 using H.264 video codec and AAC audio codec**

- For best quality, encode your video at its original size.
  - 1920x1080p or 1280x720p is recommended
  - Your video should be at least 720x480
- Do NOT letterbox your video

#### **SUPPORTED FORMATS**

Here is a list of video formats we do support:

- MP4
- WMV
- MOV
  - \*Some MOV files contain additional features, like edit lists, that often result in audio-video sync issues.
- 3GP
- AVI
- FLV

Since we use the [FFMPEG](#) framework for transcoding videos, all other formats [supported by FFMPEG](#) can be uploaded too.

#### **FORMATS NOT SUPPORTED**

Some formats we occasionally encounter, that are NOT supported:

- **Quicktime (MOV) files that use the Apple Intermediate codec** (used in Final Cut Pro).
- Quicktime (MOV) files that actually only contain a raw DV stream (some DV cameras export these). Export these files using either raw DV or H264/AAC Quicktime.
- Quicktime (MOV) files with 24-bit audio.
- DRM protected files from Microsoft (WMV) or the iTunes Store (M4V, MOV).
- CSS encrypted DVD images (VOB).
- WMV videos using the MSS2 video codec (for screencasting)

### VIDEO ENCODING GUIDELINES

- **File Size** - The system will accept large files - and longer videos (over 15 minutes) may need to be larger to maintain quality. However, the larger the file, the longer it will take to upload your video. Reduce the bitrate and use two-pass encoding to help reduce file size.
- **Video Scale (Dimensions)** - Video width should not be smaller than 480. If the video is smaller in size, it will not be upscaled. Smaller videos will be centered within the player video area. **Again, the recommendation is to upload the best possible quality using the same dimensions as your original video.** The transcoding process will resize the video as needed for judging.
- **Aspect Ratio** - Videos should be exported in their original aspect ratio (16x9 or 4x3). **DO NOT letterbox 16x9 video during the encoding process.** Do not export 4x3 videos to a 16x9 format. Use square (1:1) pixel aspect ratio.
- **Frame Rate** - Use progressive frames instead (e.g. 720p) of interlacing (e.g. 720i). The number of frames per second should not be less than 24. It is recommended that the frame rate be 29.97 or 30 frames per second to provide the best quality possible.
- **Video Bitrate** - Higher bitrates provide less compression and better quality but will result in larger file sizes. Two-pass video encoding can help reduce file size. Videos under 15 minutes can be encoded at higher bitrates (5,000-10,000kbps). For longer videos, you'll need to use a lower bitrate if you want to reduce the file size. It is recommended to not go below 2000kbps. Remember, you can upload large files, but be patient as the upload time will be longer.

[Click Here](#) for a good general article on preparing videos for upload and recommendations for video encoding settings.



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## EMMY® EXPRESS: Step-by-Step

### Video Upload “Step-by-Step”

**\*NOTE: You can only upload 1 video entry at a time.**

#### **STEP 1: VERIFY THE ENTRY YOU WILL BE UPLOADING**

Make sure you have your **EMMY® Express - Email Copy of EMMY® Entry**. This is where you will reference your **Entry ID number** and **submitter’s email**. Both are ESSENTIAL to begin the uploading process. The email also includes a link to upload your video if needed.

*\*NOTE: If you did not receive the confirmation email, you can access it through the **ACCESS EMAIL** link after logging in to your **EMMY® Express** account: [http://emmyexpress.com/entry\\_login.php?c=19](http://emmyexpress.com/entry_login.php?c=19)  
You can also find your entry number by looking at the **REVIEW SUBMITTED ENTRIES** section in your account.*

On this first page you need to:

- Select the entry category from the drop down box.
- Enter the ENTRY ID Number (refer to your EMMY® Express - Email Copy of EMMY® Entry)  
*EXAMPLE: 24A-06. 24A is the category, 06 is the entry id#.*
- Enter the **submitter’s** email address indicated on the entry form.
- Select Box indicating you agree to the terms of uploading video.

#### **STEP 2: REVIEW VIDEO FILE UPLOAD INFORMATION**

After reading through the instructions on the page and confirming your entry information in the box at the bottom, click on **Proceed to Upload Video**.

#### **STEP 3: UPLOAD VIDEO**

- Select your video from your computer files by Browsing, be sure that you are uploading the correct file type.
- Click on **UPLOAD**  
The Screen will change to show a status bar indicating where the video is in the upload process. Wait for video to upload. Depending on the size of your file it should only take a couple of minutes, however, the longer the entry, the longer the upload process.

**IMPORTANT: DO NOT CLOSE THE BROWSER UNTIL THE UPLOAD IS COMPLETE.**

*\*If you do so, you will need to re-start the upload process.*

#### **Video Encoding In-Progress**

- Once uploaded, the screen will change for encoding. The status will indicate “processing” until the video is “ready.” (This process will take on average about 2 minutes for each minute of video to complete the 2 encodings but can take considerably longer if the server has a backlog of encoding.)
- You can keep your browser open while the video is processing; or, you can use the link at the bottom of the page to monitor the encoding process (a new tab/page will open in your browser); or, you can close your browser at this point and return later to finish the approval process
- When the status shows “ready,” **click on the thumbnail or “click here to play video” link** to play the video. Watch all the way through. What you see is what the judges will see.  
*\*If the link does not appear, there was an encoding problem.*
- After watching your video, click on the “**Approve or Disapprove Video**” link

#### **Step 4: COMPLETE THE UPLOAD**

- If the video uploaded and played properly and you approve, **select Approve**.
- **CLICK FINISH**
- **If you do not approve- select “Reject and Delete.”** Your video will be deleted and you can upload your video entry again.
- You have 3 opportunities to upload and approve your video. Once approved, or you’ve uploaded your video 3 times, you will not be able to upload again.  
Please contact the office at: [chousley@ohiovalleyemmy.org](mailto:chousley@ohiovalleyemmy.org) to have options reset so you can complete the process.
- **\*IMPORTANT: Your video is NOT available to the judges until you approve it!**

You will receive an email confirmation once you have completed the upload and approved your video. Your entry is now ready to be judged.



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## EMMY® EXPRESS: Step-by-Step

### Links

Ohio Valley Chapter Website: [www.ohiovalleyemmy.org](http://www.ohiovalleyemmy.org)

Member Log In, Membership Renewal & Profile Update:

[http://emmyexpress.com/membership\\_login.php?c=19](http://emmyexpress.com/membership_login.php?c=19)

New Member Application: [http://emmyexpress.com/membership\\_application.php?c=19](http://emmyexpress.com/membership_application.php?c=19)

Link to submit Emmy® Entries (forms)/ Log In to Your Account Dashboard: [http://emmyexpress.com/entry\\_login.php?c=19](http://emmyexpress.com/entry_login.php?c=19)

*\*Note: From your dashboard you can renew your membership, update your profile, submit or review submitted entries, upload videos.*

Link to Upload Videos (for submitted entries only): [http://emmyexpress.com/video\\_upload.php?c=19](http://emmyexpress.com/video_upload.php?c=19)

### Membership Info

#### **Obtaining Member Numbers for Entrants:**

##### **For Entrants Who Are Current Members**

Current members can retrieve their membership number by logging into the Membership System:

[http://emmyexpress.com/membership\\_login.php?c=19](http://emmyexpress.com/membership_login.php?c=19)

If you don't know your password, there is an option on the log in page for the password to be emailed to the email address on file. Once logged in, you can obtain your member number.

##### **For Those Who Want to Renew an Expired Membership**

You can renew your membership and get your member number by logging into the Membership System:

[http://emmyexpress.com/membership\\_login.php?c=19](http://emmyexpress.com/membership_login.php?c=19) and completing the renewal process. If you do not know your password, there is an option on the login page for the password to be emailed to the email address on file.

##### **For Entrants Joining Now As New Members**

Any entrants who wish to join now (which will allow you to get member rates on Emmy entry fees) may fill out the New Member Application online form:

[http://emmyexpress.com/membership\\_application.php?c=19](http://emmyexpress.com/membership_application.php?c=19)

*\*There is also a link to "Become a New Member" at the bottom of the Member Log In Page.*

The membership number will be displayed on the "Payment Receipt" page. New members will also receive an email with their member number.

##### **Non-Member/System Users**

Entrants who do not want to become members of the Ohio Valley Chapter, must create a "Registered User" account in EMMY® Express which will be used for contact purposes as well as invoicing if needed. There is no charge to create a Registered User account. Go to [http://emmyexpress.com/entry\\_login.php?c=19](http://emmyexpress.com/entry_login.php?c=19) and click on the "Become a registered user" link at the bottom of the page.

### Documents Available on the Chapter Website

The 2017 Call for Entries

"New This Year" (new categories and category changes)

Emmy® Express FAQ

Emmy® Express "Step-by-Step"

Emmy® Express "Video Upload Instructions"

Emmy® Entry FAQ

"How to Win an Emmy®"

### Have questions? Need help?

Contact: Cherie Housley, Emmy® Awards Administrator

Email: [chousley@ohiovalleyemmy.org](mailto:chousley@ohiovalleyemmy.org)

Phone: 937-233-3303

**DEADLINE TO SUBMIT ENTRIES: 3/13/2017**

**VIDEO UPLOAD DEADLINE: 3/20/2017**