

## **MODIFYING AN EMMY ENTRY**

*Did you notice a typo in your entry title?*

*Forgot to include someone on the entry and need to add him/her?*

*Want to update the synopsis included with your entry?*

*Need to revise the entry length or add the "timecode" to indicate where the 30 second clip should start?*

*If so, you have until 11:59 pm March 20, 2017 to modify your entry.*

*After March 20<sup>th</sup> a \$25 fee will be charged for change requests*

*Through May 1, 2017, the cost to add a name to an entry will be \$25 plus the usual entry fee. Additional names of qualified entrants may be added to an entry after May 1, 2017 through June 1<sup>st</sup> for a fee of \$250 for each name. (from p. 9 in the Call for Entries)*

*\*\*No names may be added to an entry after the nominations are announced.*

### **Note: The person who actually submitted the entry needs to do this!**

1. Log in to your account.
2. Click on "REVIEW ENTRIES."
3. Click on the UPDATE icon (looks like a pencil) next for the entry you want to update/modify.
4. The page that comes up will ask you to "confirm the category for the entry." Just select the category from the drop down menu. You'll then see a summary of the entry.
5. Click on "MODIFY THIS ENTRY"
6. Now just click on "NEXT STEP" until you get to the page where you need to make changes.
7. After making any changes/updates, click on "NEXT STEP" all the way until you've "submitted" the entry. This won't actually submit an additional entry. Rather it saves and "submits" the changes.

*\*You'll know you've completed the process because you'll see a note in red at the top of the page that indicates a copy of the entry has been emailed to you.*