

EMMY ENTRIES - UPDATING AN INVOICE

Did you renew your membership AFTER an entry was submitted?

Is your entry fee showing up at the non-member rate of \$170 instead of the member rate of \$80?

If so, the entry invoice needs to be updated.

To do so, the person who SUBMITTED the entry must re-verify the member status for those listed on the entry.

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 entrants are added.
7. Click on "SAVE ENTRANT DATA" to re-verify membership status for all entrants listed.
8. After making the update, 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.

Once the update has been completed, the entrant can pay his/her fees.

**If the person who submitted the entry is not available, send an email to Cherie Housley at chousley@ohiovalleyemmy.org and ask to have your fees updated. Please include your name (first and last) and the entry title and category (or the entry number if you know it). You'll receive a confirmation email once the fees have been updated so you can pay the invoice.*

**DEADLINE FOR PAYING FEES WITHOUT A LATE PENALTY IS:
APRIL 1, 2017**