



THE NATIONAL ACADEMY OF TELEVISION ARTS & SCIENCES
OHIO VALLEY CHAPTER



Emmy® Entry FAQ

- 1. What's the entry deadline?** Entry “paperwork” must be submitted online through Emmy® Express by **March 18, 2019**. Videos must be uploaded and approved for judging by **March 25, 2019**.
- 2. Where are the forms?** Entrants need to submit their entry information online via Emmy® Express. You can get to Emmy® Express from the chapter's website: www.ohiovalleyemmy.org For more info, check out the Emmy® Express FAQ or contact Awards Administrator Cherie Housley at chousley@ohiovalleyemmy.org
- 3. What format is required for entry submissions?** All videos must be uploaded to Emmy® Express for online judging. Please see *page 9* of the *Call for Entries* for specific guidelines. You can also download detailed [Video Upload Instructions](#) from the Chapter's website or from the “Emmy® Express Step-by-Step” link in the resources column in Emmy® Express.
- 4. If I submit a composite in one of the craft categories what should I put down for the “first airdate?”** Use the date from the piece that aired earliest. You will need to include the month, day and year. Remember that all work submitted must have actually first aired during the eligibility period: Jan. 1, 2018 – Dec. 31, 2018.
- 5. In previous years I had to include a 30 second clip after my entry. Do I still need to do that?** When preparing your entry, please note the starting timecode for a 30 second clip that what will best highlight your entry. When completing your online entry form there will be a field labeled **Timecode**. Enter the starting timecode for your clip in that field. Using that timecode information as a reference for the starting point, your clip will be pulled from the original entry video you'll upload during the entry process.
- 6. Which category is best for my entry?** For those entries where you really aren't sure which category is best, the awards committee may be able to provide guidance. Please send a description of your entry, a link to the video and a list of any categories you are considering to chousley@ohiovalleyemmy.org. The committee will review and provide recommendations, but the final category determination is up to the entrant.
- 7. Can I submit the same video in two places?** Any single piece of work may be submitted in only one News or Programming category (Cat. 1-36). However, the same piece of work may be submitted in one or more Craft categories by the person who performed the specified craft. Please see pages 5 and 8 of the Call for Entries for more detailed info about and specific examples of “Double Dipping.”
- 8. Can we just put the station/company as the entrant and pay one fee?** No. Awards are presented to individuals, not companies. You must list each person who should be recognized (as explained above) and pay the appropriate fees for each person listed.
- 9. Who should be listed on the entry form as the entrant(s)?** For news, programming and spot announcement categories (Cat. 1-36), the “producer(s)” should be listed. “Producer” is defined for our purposes as “the person/persons most creatively responsible for the award worthiness of the entry.” Your ‘job title’ doesn't apply as much as your actual responsibilities and the role you assumed for the particular entry. For example, many news category entries list the reporter, or the reporter and the photographer, as the producer(s). For the Special Achievement categories (Cat. 37-39), please see the category descriptions for specifics on who may be listed. For the Craft categories (Cat. 40-51), the craftsperson should be listed. Important: Producers and Executive Producers should not be listed on Craft Entries unless they performed the actual craft.
- 10. Do we need to pay fees for each person listed?** Yes. An entry fee must be paid for each person listed on the entry.

DEADLINE TO SUBMIT ENTRIES: 3/18/2019

VIDEO UPLOAD DEADLINE: 3/25/2019

Deadline to pay fees: 4/1/2019

QUESTIONS? Contact: chousley@ohiovalleyemmy.org



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- 11. Do I have to be a member to submit an entry?** No, but members do receive a discounted rate for their entry fees. *NOTE: Those who do not wish to become members, or those who are just coordinating entries for their company, must still “register” to use EMMY® Express if they have not done so already. There is no fee to register, and registering does not automatically make you a member. Registering is a security measure and also allows you the flexibility of coming back later to finish filling out the forms if needed.
- 12. Am I a member?** You can check your member status at any time by logging in to your online account at: http://emmyexpress.com/membership_login.php?c=19 . Note: If you became a member when submitting entries last year and only paid a single year’s dues, your membership expired 12/31/2018 and must be renewed if you haven’t already done so.
- 13. If I’m not a current member, can I join now?** YES! If you aren’t already a member of NATAS, we encourage you to join when submitting your entries. *Even if you only have one entry, becoming a member now will save you money!* \$60 (membership fee) + \$90 (member entry fee) = \$150. The non-member entry fee is: \$180. **Plus**, you’ll only need to pay the \$80 member entry fee for any additional entries you submit.
- 14. How do I become a member?** If you were a member anytime in the past 3-5 years, you can renew your membership by going to: http://emmyexpress.com/membership_login.php?c=19
New members can join by going to: http://emmyexpress.com/membership_application.php?c=19
- 15. How do I pay?** Payment can be made by check, MasterCard, Visa, Discover or American Express, or a combination of payment types. EMMY® Express now has very flexible payment options. This allows multiple individuals to pay for a single entry or multiple entries using whichever payment method each prefers. When paying fees by check, be sure to include a printed copy of your EMMY® Express invoice when you send in your payment to make sure your account is credited properly.
- 16. I’m coordinating all of the entry submissions from my company; or, I’m submitting 5 or more entries. Is there anything extra I need to fill out?** No. With Emmy Express you no longer need to fill out a Master List and Payment Form. If you’re coordinating the entries for your company but will not be submitting any entries yourself, using your own “registered user” account will make the process easier by giving you access to all of the entries you are submitting for others. If you are coordinating the entries but want each entrant to complete the online forms (instead of you filling out all the info), you may want to take advantage of the “Company Dashboard” in Emmy® Express. Individual entrants can submit the entry information but you’ll be able to review, change, approve and pay for your company’s entries. For additional information and to get your own log in ID and password for the Dashboard contact chousley@ohiovalleyemmy.org
- 17. How do I redeem my appreciation certificate?** BEFORE submitting a payment, send an email to chousley@ohiovalleyemmy.org with the invoice number (or the entry title and category) of the entry you’d like to apply the certificate to, 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. **Refunds will not be issued if you pay your fees BEFORE sending the request to redeem your certificate.*
- 18. Is there any way to recognize the contributions of individuals or organizations who helped with my entry, but did not have a producer’s role?** Yes. There are certificates and plaques available for both nominated and winning Emmy® entries that can be purchased from the Chapter. Contact the Emmy® Awards Administrator after the event for more information.

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