



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



## EMMY® EXPRESS: Video Upload Instructions

**BEFORE you can upload your Emmy® Entry Video, you must do the following:**

1. **SUBMIT** your entry (the “paperwork” part) using EMMY® Express:  
[http://emmyexpress.com/entry\\_login.php?c=19](http://emmyexpress.com/entry_login.php?c=19)
2. **PREPARE** your video for uploading  
**PREFERRED FORMAT: MP4 using H.264 video codec and AAC audio codec**  
Review the [Valid Video Formats](#) and [Video Encoding Guidelines](#) below for more information.

**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)

### **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**

- MP4, WMV, 3GP, AVI, FLV, MOV

*\*Some MOV files contain additional features, like edit lists, that often result in audio-video sync issues.*

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.

**DEADLINE TO SUBMIT ENTRIES: 3/18/2019**

**VIDEO UPLOAD DEADLINE: 3/25/2019**

**QUESTIONS? Contact: [chousley@ohiovalleyemmy.org](mailto:chousley@ohiovalleyemmy.org)**



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## EMMY® EXPRESS: Video Upload Instructions

### **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  
*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 & 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.

Thank you for submitting your entry for consideration in the Ohio Valley Chapter’s Regional Emmy® Awards. Good luck!

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