

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 25, 2019 to modify your entry.

Change Requests AFTER March 25th (from p. 11 in the Call for Entries)

After March 25th a \$25 fee will be charged for change requests

Through May 1, 2019, 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, 2019 through June 4th for a flat fee of \$250 for each name.

After the nominations are announced, there is a 10 day grace period (through June 15, 2019) in which names, under extreme, special circumstances, can be added to a nominated entry. If approved, a **\$350** fee will be charged to add the name.

All change requests after March 25th must be made in writing through the Chapter office. Send your request via email to Chapter Executive Director Cherie Housley: chousley@ohiovalleyemmy.org

**No names will be added to an entry after June 15, 2019 under any circumstances.*

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

1. Log in to your account:
https://emmyexpress.com/entry_login.php?c=19
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." 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. **IMPORTANT:** 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.

NOTE: Entrants cannot change the entry category or delete an entry. You must contact the office to do so. Send the request to: chousley@ohiovalleyemmy.org

**Please don't create a new entry if all you need to do is change the category. It's a quick and easy change on the admin side that will save you time and effort and will avoid duplicate/extra entries and possible invoicing problems.*