



## HOW DO I UPLOAD AN ENTRY VIDEO?

First and foremost, please only *upload one entry video at a time*. If you try to upload too much at once, you may see problems. After you have submitted your entry you will be brought to the Payment Summary Page. You will find a link to Upload Video to the left under Resources. You will also receive an EMMY® Express - Email Copy of EMMY® Entry receipt and the link will be provided at the bottom to upload your video entry. This will bring you to the Welcome to the EMMY® Express Video Upload Process page. Please read and follow the instructions provided:

1. The first step is to make sure that you have the Entry ID Number and Submitter's email address; refer to the EMMY® Express - Email Copy of EMMY® Entry receipt.
2. Proceed to the Upload Process page; follow instructions provided.

**VIDEO FILE UPLOAD REQUIREMENTS:** *(Entrants should upload a video with a minimum width of 1280 or larger.)*

- The video file size must not be larger than 500MB.

## WHAT FORMAT DO I USE TO UPLOAD MY ENTRY?

### **Prepare Your Video for Uploading:**

*Entrants are responsible for the technical quality of their videos. **Click Here** for a good article on preparing videos for upload.*

**PREFERRED FILE 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 FILE FORMATS** - The system supports nearly any format for uploading including:

•MP4, WMV, MOV\*, 3GP, AVI, FLV *\*Some MOV files contain additional features like edit lists that often result in audio-video sync issues.*

### **VIDEO ENCODING GUIDELINES**

•**File Size** – For ease in uploading, we recommend keeping file size at **500MB** or less. However, the system will accept larger files and longer videos (over 15 minutes) may need to be larger to maintain quality. Reduce the bitrate and use two-pass encoding to help reduce file size. Remember, the larger the file, the longer it will take to upload your video.

•**Video Scale (Dimensions)** - The video player will have a 480x360 video display area. 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** - The player uses 4:3 aspect ratio. **Do not letterbox 16x9 videos during the encoding process.** The video player will automatically adjust for 16x9 videos.

•**Frame Rate** - 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 4000kbps or higher. 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 1000kbps if possible.

*Don't have encoding software? Download Handbrake or MPEG Streamclip for free.*

Proceed to UPLOAD PROCESS.

- **There is a drop down box giving you the option to select the category.**
- **The box below please use the 2 digit number after the category number.**
- **EXAMPLE - 48J-06. 48J is the category, 06 is the entry id#.**
- **Enter your email address that you provided on the entry form.**
- **Select Box that you agree to the terms of uploading video.**

### **Step 3: Upload Video**

- Select your video from your computer files by Browsing, be sure that you are uploading correct file type. SELECT UPLOAD
- Wait for video to upload, depending on the size of your file it should take a couple of minutes or longer.

### **Video Encoding In-Progress**

Click on the thumbnail, when the status shows "ready", to play the video.

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.

A link will appear when encoding is complete. If it does not, there was an encoding problem.

If you decide to wait, use [this page to monitor encoding progress](#) (a new tab/page opens in your browser).

### **Step 4: Complete the Upload**

- Did the video upload and play properly?
- Do you approve this video?
- Select Approve or Reject and Delete
- CLICK FINISH

### **EMMY® ENTRY FAQs**

**Question not here? Call NATAS-Upper Midwest Chapter Executive Director John Murray at 952-381-7494 or email [info@MidwestEmmys.org](mailto:info@MidwestEmmys.org)**