

EMMY® EXPRESS STEP-BY-STEP ENTRY INSTRUCTIONS

(Questions? Call 952-381-7494 or email info@midwestemmys.org)

IMPORTANT HELPFUL TIP: BEFORE you submit entries, make sure all people you'll list as entrants on your entries have a system user account or a new/renewed membership.

EMMY® EXPRESS ENTRY LOGIN:

http://emmyexpress.com/entry_login.php?c=12

- Log in using your member number or email address and your password.

EMMY® ENTRY INFO, PART ONE:

Type Entry Title: Name your entry. (No ALL CAPS or quotation marks “”.)
(See examples) Please add Pronouncers in entry description and entrant names where needed!

- **Newscast entry example:** Eyewitness News at Six (add date if submitting more than 1 entry)
- **Stories/Program entry examples:** Explosion Survivor or Midwest Travels: Trail Hiking
- **Composite entry example:** John Doe Composite

Select Category: Select appropriate category from drop-down menu

Submitting Organization: (Station or company submitting entry)

- Select from drop-down menu. If your organization is not listed, you may enter the name in the next line.
- TV Stations: *Use call letters only*, NO BRANDING (Example: KABC-TV)
- The Submitting Organization is the company entering for award recognition and submitting the online entry information and uploading video.
- The Submitting Organization does NOT have to be the same company that did the actual production (Producing Organization).

EMMY[®] ENTRY, PART TWO: (Required info: Length, producing organization, air date, station first aired and URL.)

Length: How long is your entry? (Hours/Minutes/Seconds)

Timecode: If your entry is more than 30 seconds long, put in the timecode of a :30 second clip of the best part of your entry (Hour/Minute/Second). This is the part of your entry our editors may use for the Upper Midwest Regional Emmy[®] Awards production.

Producing Organization: List the organization that *produced* the entry. It may be different than station or company submitting entry.

First Air Date: You **must enter month, day and year for the airdate in this format: mm-dd-yyyy**. If you can't remember the exact date, make your best guess. **For composites** enter the earliest airdate of items included on entry.

Station First Aired or URL: List link to where the entry lives online. We may use the link for video reference. If the content is posted or lives on a company/organization website, please list the direct URL link. **Videos produced solely for personal YouTube, Vimeo or other web video channels are not eligible.** Company/organization websites linking to videos stored on YouTube, Vimeo or other web video channels for playback are allowed.

Entry Summary Description: Write a description about your entry. *Judges will see this section.* This section allows you to give the judges any and all info they may need to best understand the context of your entry. Give any background details or describe any hurdles, complications or difficulties you overcame to tell the story.

Submitter Info: (First name, Last name, Organization, Phone, Email, Address)

- This person manually enters the entry info and uploading video
- Submitter does not have to be an entrant or member. It can be someone doing the entry submissions for a station/company or someone else.
- **If the submitter is also an entrant, make sure the box has a check mark at the bottom of the page.** The submitter's info will auto-fill in the "Entrant 1" field in the next step.
- **If you are not an entrant make sure you "un-check" the box at the bottom of the page.**

Add Entrants: (List up to 12 principle people who worked on the project)

REQUIRED fields: Entrant's name, email address and role for the entry.

REMINDER: You MUST type in entrant's "role in the entry." This information is not auto-filled and is required before you can submit the entry.

- ***The MAIN ENTRANT*** is the person ***MOST RESPONSIBLE*** for the entry production. ***DEPARTMENT HEADS & MANAGERS*** are not considered main entrants unless they perform the actual manual duties associated with the entry.
- ***No department heads or managers are allowed on craft entries!*** Entrants on craft categories must be people who did hands-on work only.
- If submitter is an entrant and the box was checked on the previous page, that person's information will already be filled in.
- **QUICK ADD:** This is a great feature to quickly auto-fill an entrant's information and verify his/her membership.
Add a new entrant by entering the person's email address OR the person's member number and last name.
Click "Add Entrant." If the person is already in our database, the info will be added at the end of the entrant list. ***If the person does not yet have a system account, you will get the following message/link: "Required: Create system user record for entrant."** You will need to provide the following info: email address, first & last name, company, address. Click on "Request Account." This will open a new window for you to provide the required information. Close the window to continue submitting your entry.
- Click on "Save Entrant Data" before proceeding to the next step. Once you "save entrant data" memberships will be verified and current member status will be displayed in red for all entrants.
- **NOTE:** If any of the entrants need to renew their memberships or become members, you can have them do so at any time. Then re-verify the memberships before paying for the entry to receive the correct member entry rates.
- For non-members who are already in the system from entries in previous years, use their email address
- *If other entrants don't yet have a "system user" account, look for the option to create one once you have tried their email address*

Create New "System User" (Take about :30 per entrant to enter info 1.

Primary email address (required)

2. First Name (required)

3. Last Name (required)

4. All other work address, phone, fax, etc. info is optional and not required.

Entry Review: SUBMITTERS ARE RESPONSIBLE FOR ENTRY ACCURACY & QUALIFICATIONS. Check your entries!!!

- Check the “Fee Summary” to confirm the correct entry rate has been assigned
- Review the “Entry Information” to ensure it is correct.
- If you need to make a correction, use the “Go Back to Previous Page” Button.
- If you want to modify the order of the entrants, you can do so in the “entrants” box at the bottom of the page. Just click and drag the entrants in the order preferred.

View Invoice: This page will show you your standing total on the number of entries and the dollar amount owed for the entries.

- Confirms a copy of the entry was emailed to submitter’s email address.
- **NOTE:** All entrants on the entry will receive an emailed copy of the entry.
- If you want to submit more entries click “Add Another Entry Button” and repeat process
- If you’re done and ready to pay, click “Next Step”

Choose a Payment Option: PLEASE DO NOT LEAVE THIS BLANK!!!! SELECT SINGLE PAYMENT OPTION

- Option 1: “Proceed with Multiple Payments” – This is for chapters who charge by the entrant. We DO NOT use this formula.
- **Option 2: Submit Single Payment**
- Select this option to pay for all items on your invoice with a single payment.
- **Choose Full Payment by Check or Credit Card: Do Not Leave Blank.** If you don’t know right away whether you will be paying by check or CC, click the check option.

Pay by Credit Card: This will take you to our secure Pay Pal payment center. You will receive email copies of your payment from Emmy Express and Pay Pal. Check your junk email folders to avoid missing electronic receipts. Make sure your street address and zip code match what’s on file for your credit card.

Pay by Check: Enter the person’s name or the company name on the check. Please send a copy of your invoice with your check payment.

Once payment has been made, you will see a “Payment Summary” page. You can print your entry form, labels, and a copy of the invoice from this page.

Summary and Printing Options

*You'll end up on this page after you've paid for your entry/entries by credit card or after you provided the requested information if paying by check.

*Click on "Printable Invoice" to print a copy of your invoice for your records.

If paying by check, please print a copy of the invoice and include it with your payment.

*Click on "Get Printable and Emailed Payment Instructions to Pay by Check" (if paying by check) to get info about where to send your check or to get an emailed reminder about paying for your entry.

Email Confirmation

All entrants listed on the entry, as well as the submitter if he/she is not an entrant, will receive an email confirmation of the entry.

The email will include the following links:

*Use this link to upload your video file

*Use this link to modify your entry until (DATE).

*Use this link to print a copy of your entry (actually just your entry form!) *If you still need to pay, use this link to go to the payment process

The email will also have your entry info as well as your invoice #.