



EMMY® EXPRESS ENTRY FAQ

Revised November, 2011

What is Emmy® Express?

Emmy® Express is our online entry solution designed to make the entry process as easy as possible. The entire process takes about 5 – 10 minutes per entry. To submit more than one entry, simply repeat the process and at the end, be sure to choose your payment option. You access Emmy® Express through the NATAS Boston/New England website, www.newenglandemmy.org

What information do I need to have to make an entry in Emmy® Express?

- Title of Entry
- Category
- Submitting Organization
- Length: hour/minutes/seconds
- Producing Organization
- First Air Date (MM-DD-YYY)
- Station First Aired or URL if the material was distributed via internet
- Entry Summary Description/Precis (optional)
- Entrant Info (for each entrant)
- Email Address – OR - Member Number & Last Name
- Entrant's role for the entry
- For Non-Member entrants who are also not registered users of Emmy® Express, you'll also need the following (member & Emmy® Express registered user info will be filled in automatically)
- Email address & role for the entry (as noted above)
- Entrant's Name (*required*)
- Phone Number & Address (*optional*)
- Credit Card information (if paying by credit card)
- Account name that will appear on check (if paying by check)

Do I have to be a member to use Emmy® Express?

No, you do not have to be a member, but you must register to use Emmy® Express if you are not already in our online database. The log in process is a security feature. It also allows entry information to be saved if you decide you need to finish at a later time.

What information do I need to log in to Emmy® Express?

Current members can use either their member number or their email address and their membership password to log in. Those individuals who may have been members sometime over the past 2 years, but have not renewed their memberships should also be in the database and can use their 'member' number or email address and password to log in. If you aren't already in our database, you can either become a member or just sign up as a registered user by clicking on the appropriate link.

When I log in I'm seeing someone else's information. Why?

Clear the cache in your browser. Close the browser. Open your browser again and you should be able to log in to your account.

Do I have to be a member to submit an Entry?

You do not have to be a member of NATAS Boston/New England; however if you would like to receive the discounted member entry fee you can become a member immediately by clicking the membership link on the left side of the EMMY® Express page at any point during the entry process. Once you have filled out the member information you will receive member entry rates.

Why am I not receiving the member rate?

Is your membership expired? You'll need to renew your membership (use the "RENEW Membership" link in the left hand column in EMMY® Express).

Why is it rejecting the date I put in?

Make sure you have dashes (-) between the numbers, not slashes (/)

Who is the "Submitter Contact" on the entry?

This is the person who is submitting entries (i.e. completing the online entry forms) on behalf of the station, company or entrant. This is the first person we will contact if we have any questions or require additional information regarding the entry. This person may or may not also be listed as an "entrant" as well.

What if I make a mistake? Can I go back and edit my entry?

You may go back and edit your entry up until the deadline of 5pm, Monday, January 10, 2011. *To make updates/changes use the link e-mailed to you with your confirmation.*

NOTE: If you have submitted an entry in the wrong category, you will have to resubmit the entry entirely. Please contact Jill at natasne@aol.com to delete the incorrect submission.

What forms of payment are accepted by NATAS Boston/New England?

Credit card is the preferred online method, but check, purchase orders and money orders are also accepted. If you are paying with a purchase order or money order, please paperclip your payment to your invoice and send it along with the DVD copies of your entry/entries.

If I have more than one entry can I pay for them all at the same time?

Yes, when you get to the “View Invoice” step prior to paying for your entry, there will be an option to “Add Another Entry.” You can also come back to Emmy® Express at a later time to add additional entries. Just log in to your account and click on the “Add Entry” link on the left side of the page.

Can I pay for part of the entry by check and the rest by credit card?

Yes. EMMY® Express now has very flexible payment options. This allows multiple individuals to pay for a single entry or multiple entries using whichever payment methods each prefers. Be sure to include a printed copy of your EMMY® Express payment receipt and any checks with your entries.

Will I receive a confirmation?

Yes, an entry confirmation email is automatically sent to each person listed on the entry. The email provides links to: modify the entry, print the entry form and labels and pay entry fees. In addition, “Payment Request” emails with a payment link are sent to each person on the entry if you select the “Multiple Payment” option.

When can I upload Video?

You must complete the entry process, receive your email confirmation with your ENTRY ID number. You will need this Entry ID Number and Submitter's email address to begin the video upload process.