



## FAQS - EMMYS AND CALL FOR ENTRIES

### Who gets to keep the Emmy® statuette?

Emmy® statuettes will only be given to individual recipient(s) who were properly listed on the entry forms and for whom entry fees were properly paid. Each recipient will receive a separate statuette. Emmy® Awards are presented to individuals, not to their employers. Ownership of the Emmy® statuette is retained by the individual and The National Academy of Television Arts & Sciences, even if an employer pays the entry fees.

### What is my Entry ID?

Each entry has their own ID which is made up of the category, sub-category if applicable, and the entry number. For example, the Entry ID 22C-24: **22** is the category, **C** is the sub-category, and **24** is the entry number. When uploading a video you will use the dropdown box to select your category and subcategory, if applicable, and you will need to type in your entry number.

### How are the entries judged?

All entries in a particular category will be judged by the same panel of peer judges. In each category, unless otherwise specified, there may be one award, more than one award, or no award given. Entries will be judged on their own merit and not in competition with other entries.

All entries will be judged by one or more of the regional NATAS Chapters. Programming entries will be judged for content, creativity, and execution. Crafts Achievement entries will be judged for creativity and execution. All entries will be judged against a standard of excellence and will not compete with each other.

### Can Spanish language entries be submitted?

Yes they can. Spanish-language entries will be entered and judged by a panel of Spanish-speaking, peer judges in a separate contest from English Language.

## Membership

### Am I a member?

You can check your member status at any time by using the [membership record look up form](#).

### If I'm not a current member, can I join now?

Yes! If you aren't already a member of the National Capital Chesapeake Bay Chapter, we encourage you to join before submitting your entries. Even if you only have one entry, becoming a member now will save you money!

### How do I renew my membership?

If you were a member last year, you can renew your membership on your dashboard once you [log into Emmy® Express](#). New members can join by going completing the [new member application form](#).

## Entry Fees

### Do we need to pay a fee for each entrant/person listed?

Yes. An entry fee must be paid for each entrant/person listed on the entry. All entrants must be members or registered users to submit an entry. Please have your entrants register or join before you start the entry process or you will have to stop and register the entrant. Become a [registered user](#).



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Entries are not automatically updated to the member rate. You must modify the entry to update the entrant's entry fee.

The emailed copy of the entry will contain a link allowing the entry to be updated with the verified membership status so the entry price can be updated before payment. Please confirm your membership before submitting a new application.

### **Why am not receiving the discounted member rate?**

Has your membership expired? If you paid your membership dues when submitting entries last year, your membership expired on September 30<sup>th</sup>, it is renewable each year. You'll need to [renew your membership](#) on the Emmy® Express dashboard before you receive member rates.

### **Can we just put the station/company as the entrant and pay one fee?**

No, except for Overall Excellence where the President/General Manager is the only entrant listed with a flat rate entry fee.

### **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](#). After you have submitted all your entries, then you can pay. 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.

### **Will I receive confirmation of the entry and payment?**

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 pay entry fees. In addition, [Email Payment Requests](#) with a payment link are sent to each person on the entry if you select the [Multiple Payment](#) option. Anytime someone makes a partial payment on an entry, a payment request email is sent. If you have already paid your entry fees for that invoice, you can ignore the additional emails. We hope to find a better solution to this automatic notice part of the process in the near future.

## **Payment**

### **How do I pay?**

Payments can be made online through Emmy® Express using a MasterCard, Visa, or American Express. Emmy® Express has flexible payment options which allows multiple individuals to pay for a single entry or multiple entries using which ever payment method each entrant prefers. When paying fees by check, be sure to include a printed copy of your invoice when you send in your payment to make sure your account is credited properly.

### **I need to pay for my entry. How can I do that?**

An easy way to access your entry is to open the *EMMY® Express - Email Copy of Entry* receipt that was sent to you. Scroll to the bottom and click the link entitled, [If you still need to pay, use this link to go to the payment process](#).

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### I received an email from Emmy® Express requesting payment for an entry that I have already paid for. What should I do?

Emmy® Express offers entrant's the opportunity to pay for their entry in multiple payments. This feature allows several people to contribute payments to an entry. It also allows individuals to pay portions of their invoice via multiple payment methods.

Each time a person selects to pay via the multiple payments option Emmy® Express automatically sends each person listed as an entrant an email.

If you receive an email from Emmy® Express that says, *The following Emmy® entries are being paid for with multiple payments. Please use the link below to pay for your portion of these entries* and have already submitted payment for your portion of the entry you may disregard the email and treat it as a notification that one of your colleagues has paid their portion of the entry. If you have any questions please [contact us](#).

### Oops, I overpaid! How can I get a refund?

Please [contact us](#) and explain your situation. Include the Entry ID and submitter's name and email. Changes to an entry's payment may result in a penalty fee.

### What is the refund policy?

Entries that do not follow the rules listed in the Call for Entries may be deemed ineligible. The National Capital Chesapeake Bay Awards Committee reserves the right to verify all entry information and to make all final decisions as to the proper categorizing and eligibility of each entry at any time. If an entry is deemed ineligible before it is judged you may request a refund, minus any admin fees, to be issued. It is the responsibility of the submitter to make sure the entry is in the correct category, all requested information is completed, all the entrants who are to be recognized are included, and the correct video is approved. You should make every effort to check your entry prior to submission and payment. No refunds will be issued once the judging process has begun.

**Questions about proper category or rules?** Contact our Awards Committee Co-Chairs ([awards@capitalemmys.org](mailto:awards@capitalemmys.org)) Jason Gittlen: 202-359-8839 or Amanda Zimmer: 859-420-6153.

**Questions about membership or the entry process?** Contact Chapter Associate Director ([amckeithan@capitalemmys.org](mailto:amckeithan@capitalemmys.org)) Ashlyn McKeithan: 703-234-4055.

### Links in this document

- Emmy® Express: [http://emmyexpress.com/entry\\_login.php?c=9](http://emmyexpress.com/entry_login.php?c=9)
- Membership record look up form: [http://emmyexpress.com/membership\\_application.php?c=9](http://emmyexpress.com/membership_application.php?c=9)
- Renew your membership: [https://emmyexpress.com/membership\\_login.php?c=9](https://emmyexpress.com/membership_login.php?c=9)
- Become a member: [http://emmyexpress.com/membership\\_application.php?c=9](http://emmyexpress.com/membership_application.php?c=9)
- Sign up as a Registered User (non-member):  
[http://emmyexpress.com/entry\\_process\\_request\\_account.php?c=9](http://emmyexpress.com/entry_process_request_account.php?c=9)