

What's the final entry deadline?

Entry details must be submitted online through Emmy® Express for judging by **January 31, 2019**. Entries must list each person who should be recognized and pay the appropriate fees for each entrant listed. Videos must also be uploaded and approved by January 31, 2019.

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.

Who is the "submitter contact" on the entry?

This is the person who is submitting entries (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, but does not have to, be listed as an entrant as well.

What is the difference between producing organization" and "submitting organization"?

When filling out the entry form, you will be asked to enter the name of the producing and submitting organizations. The producing organization is where the piece was produced and the submitting organization can be either a station or a private production company or agency submitting the entry for Emmy® consideration.

Can we just list an entrant as "staff", "news team" or "company x"?

You may not list any entrant name as a generic "staff" or "news team" or something similar. Emmy® statuettes are awarded to individuals, not to their employer, station, or organization. All entries must include the name and production credit for each individual specific to their role on the entry.

Is the entrant role the same as their job title?

No. The role is the entrant's production credit on for that specific entry not their role/job title within their organization.

How do I know if I am Double Dipping?

To avoid any confusion, the basic formula for "double-dipping" is the following: if you even think you might be double dipping, you probably are! If you are unsure of the rules, it helps to read them out-loud!

An individual entrant can only be recognized once for the same job function, utilizing the same program content. You are in charge of your own entries. It is your responsibility to verify and confirm that submitted entries are not considered Double Dipping. If an entry does not honor the NATAS rules the entry will be disqualified.

Example: An investigative reporter is listed on a newscast entry. Under this "double-dipping" rule, a portion of the newscast content could be entered in "Investigative Report," but the same reporter

FAQS - SUBMITTING ENTRIES

cannot be listed since their name already appeared on the newscast entry. You cannot enter the same material in both news and program categories. This is **DOUBLE DIPPING!**

Example: I want to enter my story “Musician Goes to Hollywood” in the Arts/Entertainment Category as the Producer for this story. I also want to enter the same content in the Craft Category Editor as I also served as the Editor on this video. This is **NOT DOUBLE DIPPING!**

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

No, but members do receive a discounted rate for their entry fees.

Non-members, or those who are not currently in our online database, will need to create a registered user account to use Emmy® Express. There is no fee to become a registered user, and registering does not automatically make you a member. Registering is a security measure and allows you the flexibility of coming back later to finish filling out the forms if needed.

What is Time Code?

If your entry is selected for an Emmy® Award, please tell us which 30 second clip should be played during the awards presentation. A field labeled time code has been included on the entry form this year to indicate the place in your video where you would like the clip to start playing. Providing the time code does not guarantee your clip will be played during the Emmy® Awards.

If I submit a composite in one of the Crafts Achievement categories what should I put down for the “first airdate?”

Use the date from the piece that aired earliest. You will need to include the month, day and year. Remember that all work submitted must have first aired during the eligibility period: January 1, 2017 – December 31, 2017.

I need to print a copy of my entry form. Where can I do that?

If you need a printed copy please refer to the [EMMY® Express - Email Copy of Entry](#) receipt that was sent to you. Scroll to the bottom and click the [Use this to print a copy of your entry](#) link.

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

If the Call for Entries Late Entry Deadline has not past you can use the “modify the entry” link in the [EMMY® Express - Email Copy of Entry](#) receipt that was sent to you. Some changes may only be made by the NATAS-NCCB staff and therefore may incur an administrative fee added to the entry fee. No entrants will be added after the Late Entry Deadline.

How do I change the category of an entry already submitted?

Once an entry has been submitted only the NATAS-NCCB staff can change the category of an entry. Please [contact us](#) requesting a category change. You will need to include the Entry ID in your request and indicate whether the video has been uploaded and approved. Changes to an entry’s category may result in a penalty fee.

How do I delete an entry already submitted?

Once an entry has been submitted only the NATAS-NCCB staff can delete an entry. Please have the submitter [contact us](#) requesting to delete an entry. You will need to include the Entry ID in your request.

How can I add my name to an entry?

Please have the submitter of the entry forward you the Emmy® Express email receipt. At the bottom of the email is a link to modify the entry. No entrants will be added after the Late Entry Deadline.

Questions about proper category or rules? Contact our Awards Committee Co-Chairs (awards@capitalemmys.org) Jason Gittlen or Amanda Zimmer: 703-436-0095.

Questions about membership or the entry process? Contact Chapter Associate Director (adixon@capitalemmys.org) Ashlyn Dixon: 703-234-4055.

Links in this document

- Emmy® Express: http://emmyexpress.com/entry_login.php?c=9