



**What information do I need in order to enter my entry information online in Emmy® Express?
How do I start?**

Before you start the 3 step process of entering and uploading your video, have ready the following information:

*Title of Entry

- Think about this. This will be the title engraved on your Emmy band if you win.

*What Category to enter it to

*Submitting Organization

*Length of entry: Hour/Minutes/Seconds

- You need to know what you are entering. What represents your best work for that category? How long is the video? Is it the required length for that category?

*Producing Organization

*First Air Date (MM-DD-YYYY)

*Station First Aired or URL if the material was distributed via internet

*Entry Summary Description/Precis (no word limit but we recommend you do not overdue it)

- Again, you need to know what you are entering. What represents your best work for that category? A description of what you entering goes in this field.
- **Are you eligible for that category?**
- If you are entering a composite, please include a “shot-sheet” in this area of all the selected pieces included in your entry.

*** Know how many entrants you are going to list for the entry. Have the full list of names ready to enter online. A maximum of 12 names are allowed to be listed.**

- **Imagine you win on Emmy night. Is there a key person that you didn’t list on the entry who is going to be upset that they weren’t listed? Make sure everyone you list is eligible in the category you are entering. Did they participate in an eligible role (producer/reporter, etc.)? Each category lists who is eligible to enter in the beginning of the category description.**

*For each entrant, know the following information:

- Know how they want their name listed. Is there middle initial? Check the spelling on their name if you are unsure.
- Email Address – OR - Member Number & Last Name
- Entrant’s role for the entry. Producer? Reporter? Etc. Again, **Make sure everyone you list is eligible in the category you are entering.** Did they participate in an eligible role (producer/reporter, etc.)? Each category lists who is eligible to enter in the beginning of the category description.

*How are you going to pay for the entry?

- By credit card? By check or money order? If paying by credit card, have that information in hand. Know the account name that will appear on the check (if paying by check).

Questions? Call 312-369-8600 or email chicagoemmy@gmail.com.