

EMMY® Express Detailed Instructions

Welcome to EMMY Express, your online solution for fast, easy submission of EMMY Entries. EMMY Express has been upgraded to provide an easier, faster submission process. All NATAS Member's Information will be auto-filled in most of the fields required in EMMY Express. If you do not want to join NATAS, you must become a Registered User to use the upgraded system. You will not be charged a fee, but you will be able to login with your email address and password to access EMMY Express.

Please follow instructions provided.

Entry Login

EMMY Express now has a Login Procedure; you must be a Member or Registered User. Login into the system using one of the following two options, then click the "Login" button below or if you don't already have an account (NATAS Membership or registered user) you maybe become a member, renew your membership or registered user, links are provided.

Submitters, Entry Title, Submitting Organization Information

Submitter's Login Information is provided on top of page, along with submitted entries. Once an Entry has started the entry process and proceeds to the next page, your entry has been saved in the system. The saved entries will be available in the Submitted Entries Box.

Please provide requested information for each field provided and continue to the next page. Click "Go to Next Step" button.

**Reminder don't use quotes or all caps for your entry title*

**Submitting organization is the name of the company actually handling the submission (might not be the station/cable company where the entry aired)*

**Select submitting organization from drop-down or type it in*

**If you are using the "station dashboard" you'll want to select the organization from the drop-down menu*

Pay a Previous Invoice is available on this page.

Entry Specifics, Submitter's Info, Member Entrants

Please provide requested information for each field provided and continue to the next page.

**Must enter: length, airdate, producing organization*

** Submitter's information will be auto-filled, please make sure the information is correct*

**You must enter month, day and year for the airdate in this format: 01-01-2009. If can't remember exact date, make your best guess. For composites enter the earliest airdate of items included on entry.*

**Description/ Précis is not required but suggested, but if you plan to include the information type it in here. It will print out on the entry form.*

**Submitter is the person typing the info in*

Click "Are you an Entrant?" Box for all the Submitter's Information to be auto-filled in Entrant 1 fields

Click "Go to Next Step" button.

Add Entrant Information

Entrants Information page that all required information This is the page that you verify member's to receive member rates. You will be able to reorder the entrants in the next step. You also have the ability to delete an Entrant if submit the wrong information. Please follow instructions provided.

Member Rates: Verify membership using "Quick Add Member"; fields will be filled in automatically from the Membership Database.

Non-Members Rates: All fields must be entered manually.

QUICK ADD MEMBER: Add a New Entrant by entering Email Address OR Member Number and Last Name. Click ADD ENTRANT, verified Member or Registered User will be added at the end of the Entrant list.

***IMPORTANT NOTE:** It is require that you verify memberships once you have Quick Added Members. Once verified, each member will receive Member Rates.

Non-Members information will need to be added manually in the next available Entrants. Information Required include Entrant's Name, Entrant's Organization, Entrant's Role, email address, address, and phone number. Some fields are optional. Please note the "*** Identifies REQUIRED Items**"

*** IMPORTANT NOTE: You must Save Entrants Information to move to the next page, once the information is saved a "Go to Next Page" Button appears.**

You must fill out required fields, if you do not type in any of the required info, you'll get an error message when you click on "Go to Next Page" When you go back to fill in the information, you must select "Verify Membership" again and Save Entrants (So save yourself the extra work and make sure you type in all required info!)

Entry Review

Fee Summary and Entry Review.

**Please review your entry information to ensure it is correct and modify the order of your entrants, if needed, before proceeding to the next step which submits your entry.*

You will be able to reorder the entrants below the Entry Information. Click and drag the entrants in the order preferred.

** Please check the Fee Summary for the Entry to confirm the correct Entry Rate has been assigned to the Entrant.*

** If you need to make a correction, use the “Go Back To Previous Page” Button*

Click “Go to Next Step” button.

View Invoice

Confirms a copy of the entry was emailed to submitters email address. Once your entry has been submitted and reviewing your invoice below, select one of the two options at the bottom of the page to either go back to add another Emmy® entry or proceed to choose a payment option.

Select One of the Following: “Add Another Entry” OR “Go to Next Step”

Choose a Payment Option

OPTION 1: SINGLE PAYMENT

**If using this option of Single Payment, the next step will ask if you want to make a full payment by*

Choose Full Payment by Check or Credit Card

Please follow the instructions provided for each step.

Pay Online Now With A Single Credit Card.

When you click "Pay Now", you will be taken to a secure payment page where you will enter your credit card information.

Credit Card

When you click "Pay Now", you will be taken to a secure payment page where you will enter your credit card information. Fill out Credit Card Holders Name and Billing Address.

** Make sure your street address and zip match your credit card*

Summary

Congratulations! Your transaction has been completed, and payment receipts have been emailed to you from Emmy® Express and Authorize.net. Thank you for your payment! You will be able to get a Printable Emmy® Entry Invoice/Receipt

Pay By Mail With A Check

Enter the name printed on the check for the payment of \$. Once name has been provided, you will be taken to the next step: You have chosen to pay by check. This completes your Emmy® entry submission and payment selection process. Get Printable and Emailed Payment Instructions to Pay By Check

OPTION 2: SUBMIT MULTIPLE PAYMENTS

**If using this option. The Next step will ask “Choose Items to be Paid by Check or Credit Card”*

**NOTE: An email will be sent to all entrants on Entry, providing a link to make payment.*

**IMPORTANT NOTE: There is a link to “Make Another Payment” or return to Chapters website.*

Choose Items to be Paid by Check or Credit Card

You will have the ability to select which entrant(s) and how much to pay for each entrant. Please follow the instructions provided on the page.

Place checkmarks beside the items below to be paid with this payment and if partially paying for an item, enter a lesser amount than the Fee for that item. “Calculate Total Payment.” It will give you the “Total Payment” amount that will be charged on this credit card. If you would like to select another amount select “Back to Reselect” make revisions. Or select” Pay by Check or Credit Card” to be taken to next step.

Make Payment

Credit Card

When you click "Pay Now", you will be taken to a secure payment page where you will enter your credit card information. Fill out Credit Card Holders Name and Billing Address.

* Make sure your street address and zip match your credit card

Summary

Congratulations! Your transaction has been completed, and payment receipts have been emailed to you from Emmy® Express and Authorize.net. Thank you for your payment! You will be able to get a Printable Emmy® Entry Invoice/Receipt

Check

Enter the name printed on the check for the payment of \$. Once name has been provided, you will be taken to the next step: You have chosen to pay by check. This completes your Emmy® entry submission and payment selection process. Get Printable and Emailed Payment Instructions to Pay By Check

Email Confirmation

You will receive an email confirmation of your entry/entries.

The email will include the following links:

**Use this link to modify your entry until February 10,, 2010.*

**Use this link to print pre-filled labels*

**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 #.

Have questions? Need help?

Contact: Stacia Mottley, Administrator at 248-827-0961