



THE NATIONAL ACADEMY OF TELEVISION ARTS & SCIENCES OHIO VALLEY CHAPTER



EMMY® EXPRESS: Video Upload Instructions

Read Below or [Watch the Instructional Video](#)

BEFORE you can upload your Emmy® Entry Video, you must do the following:

1. **SUBMIT** your entry (the “paperwork” part) using EMMY® Express:
http://emmyexpress.com/entry_login.php?c=19

2. **PREPARE** your video for uploading

Supported File Formats:

WMV (WMV, WMV2, MSMPEG, VC-1)
MOV (Sorenson Video 3, H263, H264, animation)
MPEG4 (mp4, 3ivx, DivX, Xvid, H264)
FLV (VP6 and Sorenson Spark)
DV and DVCPro
3GP (mobile phones)
MPEG1 and MPEG2
AVI (Indeo, Cinepak, Motion JPEG, MPEG)
F4V (H264)

Review the [recommended specifications](#) for more detailed information.

[Valid Video Formats](#) and [Video Encoding Guidelines](#) can also be viewed on the EMMY® Express Video Upload page.

Once you have submitted your entry and prepared the video for upload, you can upload your video to EMMY® Express: http://emmyexpress.com/video_upload.php?c=19

Video Upload “Step-by-Step” [Watch the Instructional Video](#)

***NOTE: You can only upload 1 video entry at a time.**

STEP 1: VERIFY THE ENTRY YOU WILL BE UPLOADING

Make sure you have your *EMMY® Express - Email Copy of EMMY® Entry*. This is where you will reference your **Entry ID number** and **submitter’s email**. Both are ESSENTIAL to begin the uploading process. The email also includes a link to upload your video if needed.

On this first page you need to:

- Select the entry category from the drop down box.
- Enter the ENTRY ID Number (refer to your EMMY® Express - Email Copy of EMMY® Entry)
EXAMPLE: 48J-06. 48J is the category, 06 is the entry id#.
- Enter your email address that you provided on the entry form.
- Select Box that you agree to the terms of uploading video.

STEP 2: REVIEW VIDEO FILE UPLOAD INFORMATION

After reading through the instructions on the page and confirming your entry information in the box at the bottom, click on **Proceed to Upload Video**.



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STEP 3: UPLOAD VIDEO [Watch the Instructional Video](#)

- Select your video from your computer files by Browsing, be sure that you are uploading the correct file type.
- Click on **UPLOAD**
The Screen will change to show a status bar indicating where the video is in the upload process. Wait for video to upload. Depending on the size of your file it should only take a couple of minutes, however, the longer the entry, the longer the upload process.
IMPORTANT: DO NOT CLOSE THE BROWSER UNTIL THE UPLOAD IS COMPLETE. DO NOT REFRESH THE PAGE OR CLICK THE “BACK” BUTTON ON YOUR BROWSER.
**If you do so, you will need to re-start the upload process.*

Video Encoding In-Progress

- Once uploaded, the screen will change for encoding. The status will indicate “processing” until the video is “ready.” (This process will take on average about 2 minutes for each minute of video to complete the 2 encodings but can take considerably longer if the server has a backlog of encoding.)
- You can keep your browser open while the video is processing; or, you can use the link at the bottom of the page to monitor the encoding process (a new tab/page will open in your browser); or, you can close your browser at this point and return later to finish the approval process
- When the status shows “ready,” **click on the thumbnail or “click here to play video” link** to play the video. Watch all the way through. What you see is what the judges will see.
**If the link does not appear, there was an encoding problem.*
- After watching your video, click on the “**Approve or Disapprove Video**” link

Step 4: COMPLETE THE UPLOAD

- If the video uploaded and played properly and you approve, **select Approve.**
- **CLICK FINISH**
- **If you do not approve- select “Reject and Delete.”** Your video will be deleted and you can upload your video entry again.
- You have 3 opportunities to upload and approve your video. Once approved, or you’ve uploaded your video 3 times, you will not be able to upload again.
Please contact the office at: emmyentryhelp@ohiovalleyemmy.org to have options reset so you can complete the process.
- ***IMPORTANT: Your video is NOT available to the judges until you approve it!**

You will receive an email confirmation once you have completed the upload and approved your video. Your entry is now ready to be judged.

Thank you for submitting your entry for consideration in the Ohio Valley Chapter’s Regional Emmy® Awards. Good luck!