

VIDEO UPLOAD INSTRUCTIONS

NEW YORK EMMY® AWARDS Call for Entries

Our friends at the Lone Star Chapter have put together these helpful tips to make your video upload experience as easy as possible. **Important items are in bold.**

It's important to keep some things in mind as you finalize your entries. Please take a moment to read these important tips and suggestions.

- The deadline is to upload your **VIDEO** is **Wednesday, October 5, 2016**. All online entry forms and video uploads should be completed by this time. The entry and video submission process are all online. We will not accept any DVD entries.
- If you have not already exported your video for upload -or- if you have but are having problems, please stop and read this important guide that details the best export process. This will help facilitate a smoother upload process if the video file is optimized.
- For best quality, encode your video at its original size.
 - **1280x720p is recommended**
 - Your video should be at least 720x480
 - Do NOT letterbox your video
- Once you have created the file review your encoded video before proceeding. Do not skip the review step, it will save you trouble later in the process.
- **We have found that Internet Explorer is not the optimal browser for video upload; please use Firefox, Chrome or Safari.**
- **Emmy® Express does accept most video file types, however, we have found the .mov files are more likely to have audio sync issues.**
- As you prepare to upload, expect heavy server traffic at this point in the game. Take a deep breath and just roll with it. Your own internet connection may also slow this process. Be prepared. Get it started and then walk away if you need to in order to give the process time.
- Do not reject a video just because it is buffering. This may take extra time. Don't cancel the process until you are 100% sure you have an actual problem and not just a slow server response. (And whatever you do, don't hit the 'back' button on your browser!)
- If you get the message you have uploaded too many times use email Lauren at awards@nyemmys.org to alert her. **Please do not call. We can answer emails much more quickly and efficiently.** We answer questions as quickly as possible, but your patience is appreciated.
- Once the video upload is complete the approval email goes to the entry submitter. If you are working in tandem to expedite your entry process you'll need to have the submitter forward the approval link for your consideration.

UPLOADING YOUR VIDEO:

Read Below and/or Watch the Instructional Video that was prepared for Emmy® Awards entrants. [Video Upload Step-by-Step](#)

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 e-mail Copy of your Entry. This is where you will reference your Entry ID number and submitter's e-mail. Both are ESSENTIAL to begin the uploading process. The e-mail 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
EXAMPLE: 01-04.
01 is the category
04 is the entry number.
- Enter your e-mail 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.

- 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.

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 3: 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 Use Contact Us 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 e-mail confirmation once you have completed the upload and approved your video.
Your entry is now ready to be judged.

- **1920×1080 or 1280x720p is recommended**
- Your video should be at least 720×480
- Do NOT letterbox your video

What format do I use to upload my entry? Best format to encode to is: flv – **Flash video** or mp4 – **MPEG-4** H.264 encoding