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## REMINDER NOTES

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1. The entry and payment process is on your Emmy Express Dashboard  
[https://emmyexpress.com/membership\\_login/#/7](https://emmyexpress.com/membership_login/#/7)  
Reminder: You must pay your 2024 Membership dues to receive the member discount.  
If you are not a member – Join! Or create a guest account to enter as a non-member
2. **Read the rules & instructions** – You are responsible to follow ALL rules and instructions.
3. **Separate categories for English & Spanish** – 1-44 English; 51-75 Spanish
4. **Entry Form:** Please use Upper and Lower Case when filling out your entry form and membership application. The name you use on your membership application will show on your entry forms.
4. **Producer** – **See Glossary of Terms**
5. **In the event** that the number of entries in a category falls below a range of four (4) to nine (9), Chapters have the option of eliminating or merging the category with another. If a category is merged, entrants would have the option of dropping out of the competition and receiving a refund of their entry fees.
6. **Entry Quota:** There is a maximum quota of 12 eligible names allowed per entry without further written permission. Any additional names will require a written request from the primary entrant detailing how the additional entrants specifically contributed to the Emmy®-worthiness of the entry. If approved, ALL entrants in the entry will be charged a \$25 processing fee.
7. **Judging Requirement:** By entering, all entrants agree to be peer judges for categories submitted from other NATAS chapters. Members who do not judge within a 24-month period

will forfeit their member discount and will be required to pay the full non-member Emmy® entry fee for each entry they submit until they serve as a judge.

8. **Video Upload:** The person filling out the entry form is responsible for the video upload.
9. **Deadline:** A \$25 processing fee will be added to all fees not paid by the end of the grace period.
10. **Montages:** No Montages are allowed. Segments must be separated by one to two seconds of black.
11. **Composites:** Entry form now requires (Title, Air Date, & TRT) for all composites. Must be edited into one entry with two seconds of black between segments. (MAXIMUM SEGMENTS FIVE)
12. **Double-Dipping:** No single entry may be submitted in its entirety in more than one programming category. An entrant cannot enter the same content in more than one category.
13. **Appropriate Categories For Content:** Content must be entered in appropriate categories. For instance, an investigative report cannot be entered in the Lifestyle category, nor can a sports report be entered in Arts and Entertainment. The Awards Committee has the authority to disqualify or move an entry submitted in an inappropriate category.
14. **Category Changes:** You may change the category of an entry until Friday, January 26, 2022. There is a \$25 processing fee.
15. **Refunds:** All Refunds are subject to a \$25 processing fee.
16. **Video Uploads:** If your video does not upload on the first try you must logout and click the “Clear Session” button on the login screen.
17. **Paying Fees:** Address may default to your station address, you need to change it to your Credit Card billing address.
18. **Call for Entries Changes for 2024-2025:**  
Requests for change to the Call for Entries i.e., adding or deleting categories, rules and definitions must be submitted to the Awards Committee by July 1, 2024.  
E-mail: [emmy@emmysf.tv](mailto:emmy@emmysf.tv)

**Need help / Questions:** [darryl@emmysf.tv](mailto:darryl@emmysf.tv) 650-341-7786

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