ACADEMY OF TELEVISION ARTS & SCIENCES
PRIMETIME EMMY AWARDS
ONLINE ENTRY INSTRUCTIONS
(Please print for later reference.)

Deadlines: Entries will be accepted until **April 24, 2009**. All entries, whether the program has already aired or will air between April 24 and May 31, MUST be entered by April 24. For example, a program still in editing without a final music score must be entered by the editor and the composer by April 24. If upon viewing the completed program the entrant decides (by 5:00 PM on May 31) to withdraw the entry, the entry fee will be refunded.

Eligibility: Programs (and individual achievements within them) are eligible for nomination if they were originally aired or originally transmitted during the eligibility year of **June 1, 2008 – May 31, 2009** in any primetime period (**6:00 PM - 2:00 AM**) (i) by broadcast to at least 50% of the total potential U.S. television audience or, (ii) by pay/basic cable transmissions (including by way of example so-called basic cable, pay cable, pay television, pay-per-view, interactive cable and broadband) to markets representing at least 50% or more of households in the United States.

Online Entry Submission: Entries can be made online by an eligible individual (or representative) entering himself/herself or his/her team. Please complete all information that applies to your entry. Home addresses, phone numbers and email addresses must be listed on the entrant page so the Academy will be able to contact the entrants if additional information is needed. For those entering the competition on behalf of an entrant, if you choose to supply your own contact information, it is your responsibility to forward all Academy correspondence - in a timely manner - directly to the entrant. Contact information will remain confidential. It is the responsibility of the person making the entry to list <u>all</u> eligible entrants. **Entries will be accepted via the online process only. No paper/hard copy forms will be accepted.**

Ancillary Materials:
- <u>DVD Requirements</u>: Certain categories and areas require DVD/tape masters to be submitted by the entry deadline. If the program or episode has not aired, or if the DVDs are not ready at the entry deadline of April 24, 2009, the final deadline for DVDs to be submitted to the Television Academy will be May 12, 2009.
- <u>Tapes, Artwork, etc</u>: If your entry requires additional material to be submitted, you may mail or deliver to:

Mail entry materials to:
Academy of Television Arts & Sciences
AWARDS DEPARTMENT
5220 Lankershim Blvd.
North Hollywood, CA 91601

For deliveries:
Academy of Television Arts & Sciences
AWARDS DEPARTMENT
5200 Lankershim Blvd., Suite 790
North Hollywood, CA 91601

(To see DVD, Tape, Artwork requirements, check the Rules Book.)

Entry Fees: All entries must be submitted with the proper entry fees. Any entry received without the required entry fees will not be placed on the ballot. Payment can be made by Visa, MasterCard, American Express, Discover Card or check. Checks should be payable to "Academy of Television Arts & Sciences."

Incomplete Submissions: You must complete all requested information, checkout and pay (if fees are applicable) in order for entries to be placed on the ballot.

<u>STEP BY STEP INSTRUCTIONS FOR MAKING AN ONLINE EMMY ENTRY</u>

1. **Sign In:** Sign into your Academy of Television Arts & Sciences account.
   - Please be sure that your preferred address and email is the one where you would like to receive all relevant information.
   - If you are a member of the Academy, use your Membership login and password (if you are not sure if you have one, click "Find Out").
   - If you are not a member of the Academy, you can create a username and login prior to making your first submission by clicking "Create Login".
   - If you are not a member of the Academy but are interested in joining, you may click the "To apply for Membership" link at the bottom of the page.

2. **Begin Your Emmy Entry:** Click on "Submit Emmy Entry."

3. **Choose Your Competition:** Read the information, then select 61ˢᵗ Primetime Emmy Awards and click "Next Step" which is located at the bottom of the screen.
   > *NOTE: You may also download the 2009 Rules Book from this page.*

4. **Choose Your Category:** Select the general area or discipline in which you wish to enter. Next, select the specific category in which you wish to enter. Carefully review the instructions for that category. If you wish to make an entry in that category, click "Next Step."
   > *NOTE: You will be unable to change your category after this point, so please make this selection carefully. If you need to change the category later, all the information you entered will be deleted. If you need to make a change after the entry deadline of April 24, please contact the Awards Department at the Academy.*

5. **Previously Submitted:** Clarify whether or not this achievement has previously been entered into a different Emmy competition by checking the appropriate box. Then click "Next Step."

6. **Entry Details:** Fill out the basic information for this entry (e.g., Program, Episode, Airdate, Network, Runtime, etc…). Please fill out ALL INFORMATION that pertains to your entry. Then click "Next Step."
   > *NOTE: Information with a double asterisk (**) must be filled in IMMEDIATELY in order to save your entry. If you do not yet have this information, you cannot proceed with the entry. Information with a single asterisk (*) must be filled in before you check out and complete your submission (though you will be able to move on in the application and return at a later time to complete anything you've skipped).*

7. **Category Specific Questions and/or Information:** Fill out specific questions for your particular category. This page will also provide information about supplementary materials (DVDs, DVCam Tapes, etc…) if any are required for your entry. Be sure to fill out ALL INFORMATION that pertains to your entry and check the box signifying that you will send the required supplementary materials (if applicable). Then click "Next Step."
   > *NOTE: **This information is only requested of certain categories.** If your category does not have supplementary materials or category-specific questions, you will proceed directly to the next step.*

8. **Add Entrants:** Read the instructions at the top of the page and click "Yes" next to the question, "Would you like to add an entrant now?" Then click "Next Step."

9. **Entrant Information:** Fill out ALL INFORMATION for the first entrant (name, on-air credit, email, etc…)

   - If you are entering yourself, check the box at the top that says "I Am the Entrant" which will automatically populate most (but not all) fields.
   - If you are entering on behalf of someone and would like to use your contact information for this entrant, click "Use My Address" which will automatically populate the address fields.
   - If you are making multiple entries and enter an individual more than once, you can search for that individual in the "Search entrants I entered this awards year" field to the right and their saved information will populate most fields.

   Once all information has been filled in, click "Next Step."

   NOTE: In order to receive an entry fee waiver or discount, each entrants' membership ID number MUST be filled in and must match their last name on file with the Television Academy.

10. **Additional Entrants:** If there are additional entrants, click "Yes" next to the question "Would you like to add another entrant?" Then click "Next Step." Once you have entered all entrants, click "No" next to the question "Would you like to add another entrant?" Then click "Next Step."

    NOTE: Many Emmy categories have a cap on the number of entrants which can be entered. Once you reach that cap, you will be unable to enter additional people. In some cases, you will be given a chance to petition for additional entrants beyond the cap. If you would like to do so, write up your petition in a Word document per the instructions, save it to your computer, and upload it onto your entry as an attachment.

11. **Uploads:** If your category requires an upload (e.g., a headshot, script, cast list, etc…), you will have the chance to attach the file here. Click "Browse," find the file on your computer, double click or click "Open," and then click "Upload." Click "View" to verify that you have uploaded the correct file. (If necessary, you may replace your upload anytime prior to April 24.) Click "Next Step" to continue.

    NOTE: Only certain categories require an upload. If your category does not, you will proceed directly to the Summary.

12. **Review Summary:** Once you have completed all steps, you will see the Entry Summary. Carefully review your entry for accuracy and completeness. Any required information that has not been filled out will be highlighted. Once you have confirmed that your entry is complete and accurate, read the acknowledgement statement, check the box agreeing to its terms, and click "Save." If you have any specific notes or instructions you need to attach to your entry, type them in the "Notes to Awards Staff" text box.

    Once your entry is complete, you will have the following options:
    - **Checkout:** Click "Go to Checkout" at the bottom of the summary page.
      NOTE: If you do not see the "Go to Checkout" box, it means that your entry has not been correctly filled out. Review any highlighted areas on the summary page.)
    - **View List Of Entries:** To view a list of all your entries, click "List of My Entries."
      NOTE: On this page, you will have the option to print a summary of all entries you have made. To do so, click "Print Entry Report."
    - **Submit Another Entry:** To begin a brand new entry, click "Begin Another Entry."

13. **Check Out:** The Check Out page will show a list of all your completed entries. If you do not see an entry you made here, it means that it has not been correctly completed. Please review it from your "List of My Entries." To complete the submission process:

- Check the box next to all entries you would like to pay for at this time. Click "Calculate" to see the total amount due for these entries.
- Payment via credit card: You may choose to pay immediately by clicking "Credit Card Checkout."
- Payment via check: To pay by check, you have the option to print an invoice from your printer (Print Fee Notice) or have an invoice emailed to you (Email Fee Notice). To ensure that your entry is placed on the ballot, you must return the invoice with your check to the Academy by May 12, 2009.

  NOTE: You can pay for entries as you complete them, or, if you are making multiple entries, wait until they are all completed and pay for them at one time.

14. **Finish Later:** At any point in the process you may click "Finish Later" to save your entry. You may then return to it later to complete it. To return to your entry later, log back in, then select "Entries In Process." All entries must be completed by April 24, 2009.

    NOTE: Clicking "Finish Later" WILL NOT save anything you entered on that page, only information you entered on previous pages.

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