



How To Use The Annie Awards Submissions Portal

A Guide For Studios & Independent Submitters

This year's system includes important updates to make submitting even *easier*!



HOW TO SUBMIT

MY ASIFA-HOLLYWOOD MEMBERSHIP

RULES AND CATEGORIES

ANNOUNCING THE

47th Annual Annie Awards

Honoring excellence in the field of animation, the 47th Annual Annie Awards will be presented in 37 categories including animated feature, animated feature-independent, broadcast production(s), broadcast commercial, short subject, and student film, as well as the achievement and honorary awards.

NOTE: You must be a Professional-level member of ASIFA-Hollywood (or student) to submit projects to the Annie Awards. An Associate member may act a liaison and coordinate submission materials, but a Professional member must be the submitter of record. [Purchase](#) or [upgrade](#) your membership.

47TH ANNIE AWARDS

Deadlines



ONLINE Submissions Portal

USE YOUR [MEMBERS.ASIFA-HOLLYWOOD.ORG](#) ACCOUNT TO LOGIN

EMAIL ADDRESS



PASSWORD



LOGIN

Forgot your [password](#) ?

Not a member? [Click here](#)

Navigate to the following URL:
submissions.annieawards.org

You will see a screen just like the one shown above.

[HOW TO SUBMIT](#)[MY ASIFA-HOLLYWOOD MEMBERSHIP](#)[RULES AND CATEGORIES](#)

ANNOUNCING THE

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ONLINE Submissions Portal

USE YOUR [MEMBERS.ASIFA-HOLLYWOOD.ORG](#) ACCOUNT TO LOGIN

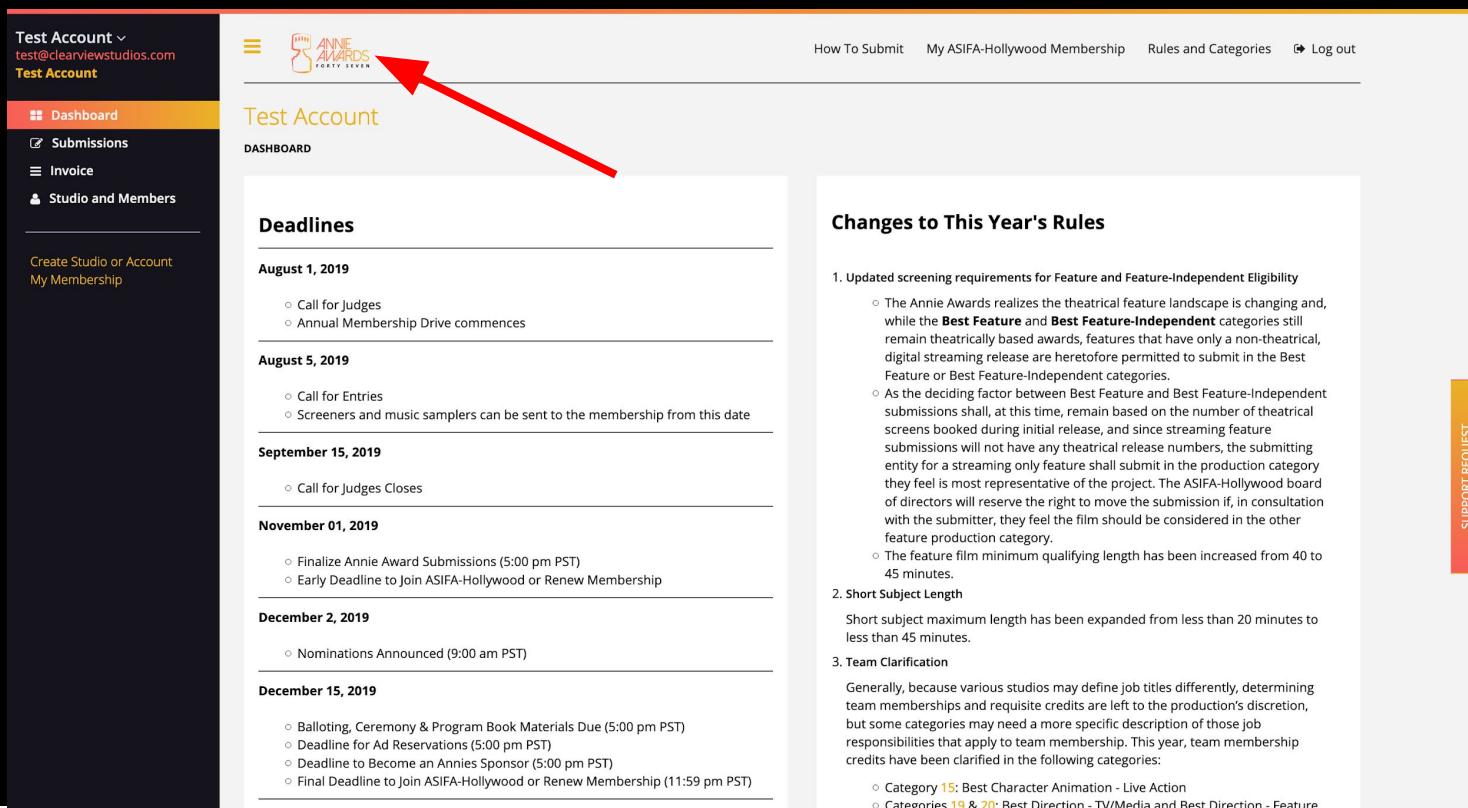


LOGIN

Forgot your [password](#) ?

Not a member? [Click here](#)

Use your ASIFA-Hollywood member login information to sign in. If you don't have that information handy, you may click the "forgotten password" link (shown on the screenshot above with a green arrow) to receive a reminder via email. If you are not yet an ASIFA-Hollywood member, **you must become a Professional-level ASIFA-Hollywood member before you can submit most project(s).** [For further details regarding who may submit, please review the Rules here.](#) Follow the link shown on the screenshot by the blue arrow.



The screenshot shows the 'Test Account' dashboard for the Annie Awards. A red arrow points to the 'ANNIE AWARDS FORTY SEVEN' logo in the top left corner of the dashboard header.

Test Account
test@clearviewstudios.com
Test Account

Dashboard

- Submissions
- Invoice
- Studio and Members

Create Studio or Account
My Membership

Test Account
DASHBOARD

Deadlines

August 1, 2019

- Call for Judges
- Annual Membership Drive commences

August 5, 2019

- Call for Entries
- Screeners and music samplers can be sent to the membership from this date

September 15, 2019

- Call for Judges Closes

November 01, 2019

- Finalize Annie Award Submissions (5:00 pm PST)
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December 2, 2019

- Nominations Announced (9:00 am PST)

December 15, 2019

- Balloting, Ceremony & Program Book Materials Due (5:00 pm PST)
- Deadline for Ad Reservations (5:00 pm PST)
- Deadline to Become an Annies Sponsor (5:00 pm PST)
- Final Deadline to Join ASIFA-Hollywood or Renew Membership (11:59 pm PST)

Changes to This Year's Rules

- Updated screening requirements for Feature and Feature-Independent Eligibility**
 - The Annie Awards realizes the theatrical feature landscape is changing and, while the **Best Feature** and **Best Feature-Independent** categories still remain theatrically based awards, features that have only a non-theatrical, digital streaming release are heretofore permitted to submit in the Best Feature or Best Feature-Independent categories.
 - As the deciding factor between Best Feature and Best Feature-Independent submissions shall, at this time, remain based on the number of theatrical screens booked during initial release, and since streaming feature submissions will not have any theatrical release numbers, the submitting entity for a streaming only feature shall submit in the production category they feel is most representative of the project. The ASIFA-Hollywood board of directors will reserve the right to move the submission if, in consultation with the submitter, they feel the film should be considered in the other feature production category.
 - The feature film minimum qualifying length has been increased from 40 to 45 minutes.
- Short Subject Length**
Short subject maximum length has been expanded from less than 20 minutes to less than 45 minutes.
- Team Clarification**
Generally, because various studios may define job titles differently, determining team memberships and requisite credits are left to the production's discretion, but some categories may need a more specific description of those job responsibilities that apply to team membership. This year, team membership credits have been clarified in the following categories:
 - Category 15: Best Character Animation - Live Action
 - Categories 19 & 20: Best Direction - TV/Media and Best Direction - Feature

SUPPORT REQUEST

After signing in, the next screen you'll see is your studio dashboard (shown above). This is your 'base camp' for adding submissions, managing submissions, paying for submissions and managing the members of your studio.

You can always return to this screen by clicking "**Annie Awards**" in the top left-hand corner of submissions.annieawards.org (shown here with a red arrow).

Create a Submission Account

Create account



If you are a **member of a group of users submitting on behalf of a studio** that exists in our system, ask the creator of that account to add you as a Studio Member.



If you are the **first or only person submitting** on behalf of your studio, **or if you are an independent submitter**, choose account type bellow:

Note: Student film submitters should choose the 'Independent' account

CREATE STUDIO ACCOUNT

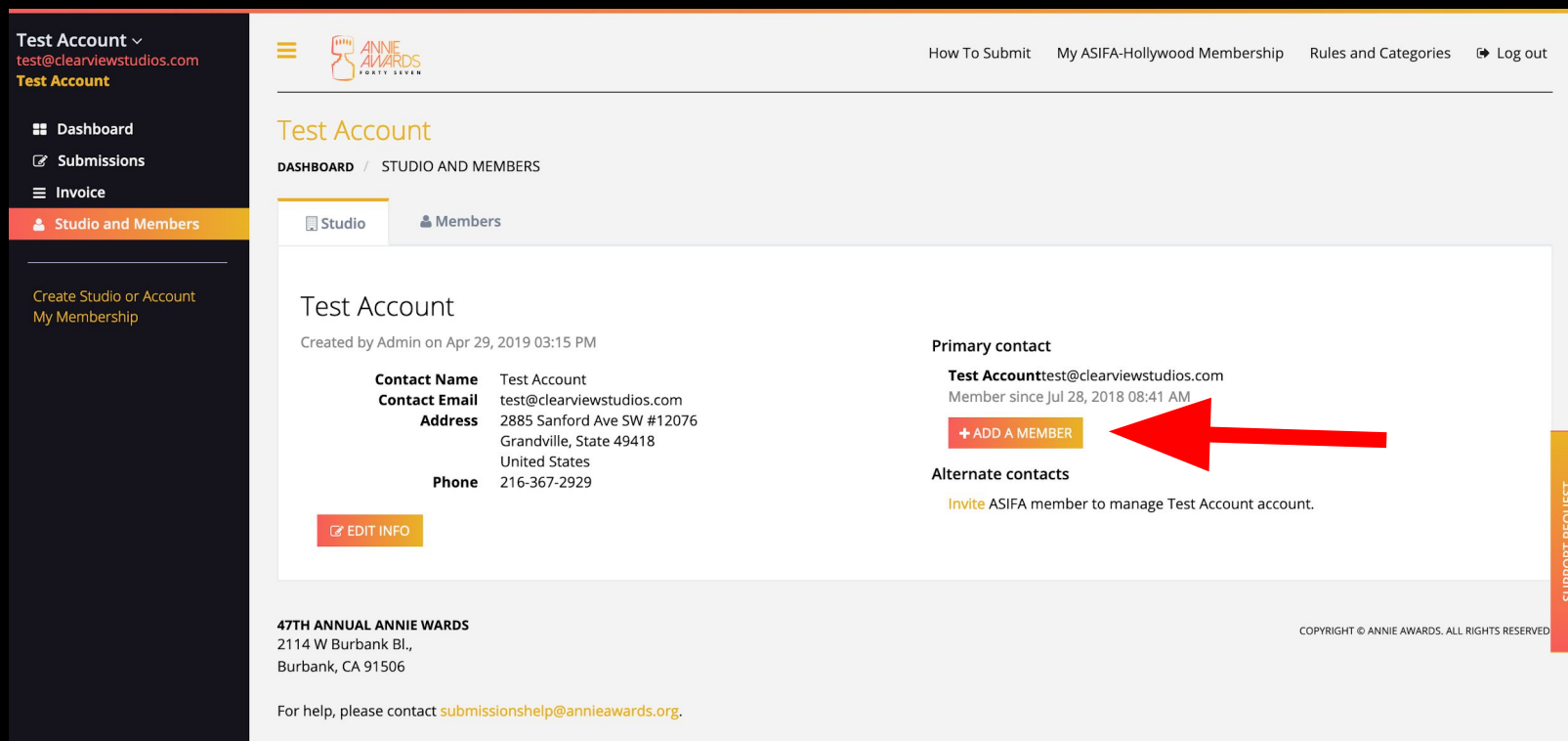
or


CREATE INDEPENDENT ACCOUNT

If this is your first time submitting, you'll have the option of creating a studio account or submitting independently. Choose the appropriate option for you.

It is possible for multiple members to be designated as submitters for one studio, and **it is possible for one member to be associated with multiple studio accounts** for submission purposes. **If you'll be submitting for a studio that *already has an account*, please ask the member who created that account to add you as a contact.** All of a studio's submissions must be grouped under one account for payment and sponsorship purposes, so if you don't know, please ask submissionshelp@annieawards.org.

Adding An Alternate Contact



Test Account 
test@clearviewstudios.com
Test Account

- Dashboard
- Submissions
- Invoice
- Studio and Members**


Create Studio or Account
My Membership

Test Account
DASHBOARD / STUDIO AND MEMBERS

Studio Members

Test Account
Created by Admin on Apr 29, 2019 03:15 PM

Contact Name Test Account
Contact Email test@clearviewstudios.com
Address 2885 Sanford Ave SW #12076
Grandville, State 49418
United States
Phone 216-367-2929

 EDIT INFO

Primary contact
Test Accounttest@clearviewstudios.com
Member since Jul 28, 2018 08:41 AM
+ ADD A MEMBER

Alternate contacts
Invite ASIFA member to manage Test Account account.

47TH ANNUAL ANNIE AWARDS
2114 W Burbank Bl.,
Burbank, CA 91506

For help, please contact submissionshelp@annieawards.org.

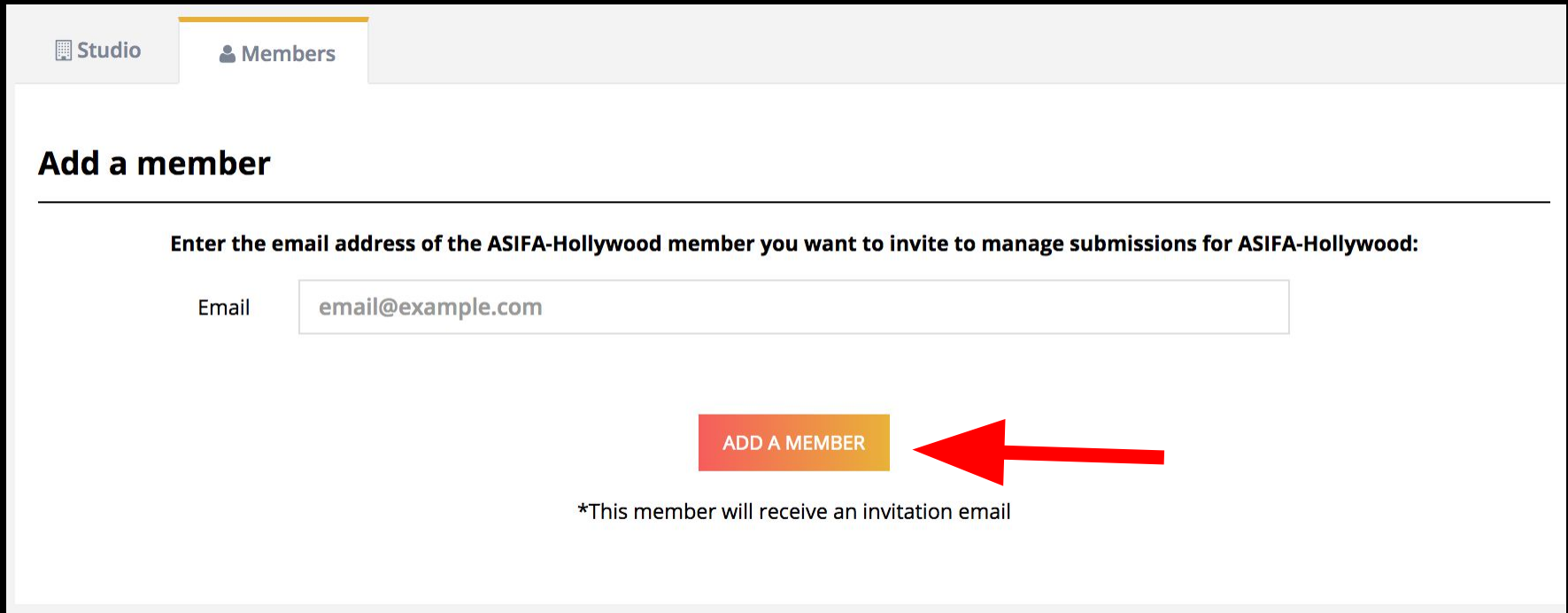
COPYRIGHT © ANNIE AWARDS. ALL RIGHTS RESERVED

SUPPORT REQUEST

It's always helpful to add an alternate studio contact. This contact may be of use if we're unable to reach you for questions regarding your submission, and it also allows a studio to spread submission duties across several submitters.

To add one or more alternate contacts to your account, click the 'Add a Member' button in the "Studio and Members" tab to the left of your dashboard. All added members must be current, professional-level ASIFA-Hollywood members.

Adding An Alternate Contact

A screenshot of a web interface for adding a member. At the top, there are two tabs: "Studio" and "Members", with "Members" being the active tab. Below the tabs, the heading "Add a member" is displayed. A text prompt asks the user to "Enter the email address of the ASIFA-Hollywood member you want to invite to manage submissions for ASIFA-Hollywood:". Below this, there is a text input field labeled "Email" containing the text "email@example.com". A red arrow points to an orange button labeled "ADD A MEMBER". Below the button, a note states "*This member will receive an invitation email".

Studio Members

Add a member

Enter the email address of the ASIFA-Hollywood member you want to invite to manage submissions for ASIFA-Hollywood:

Email

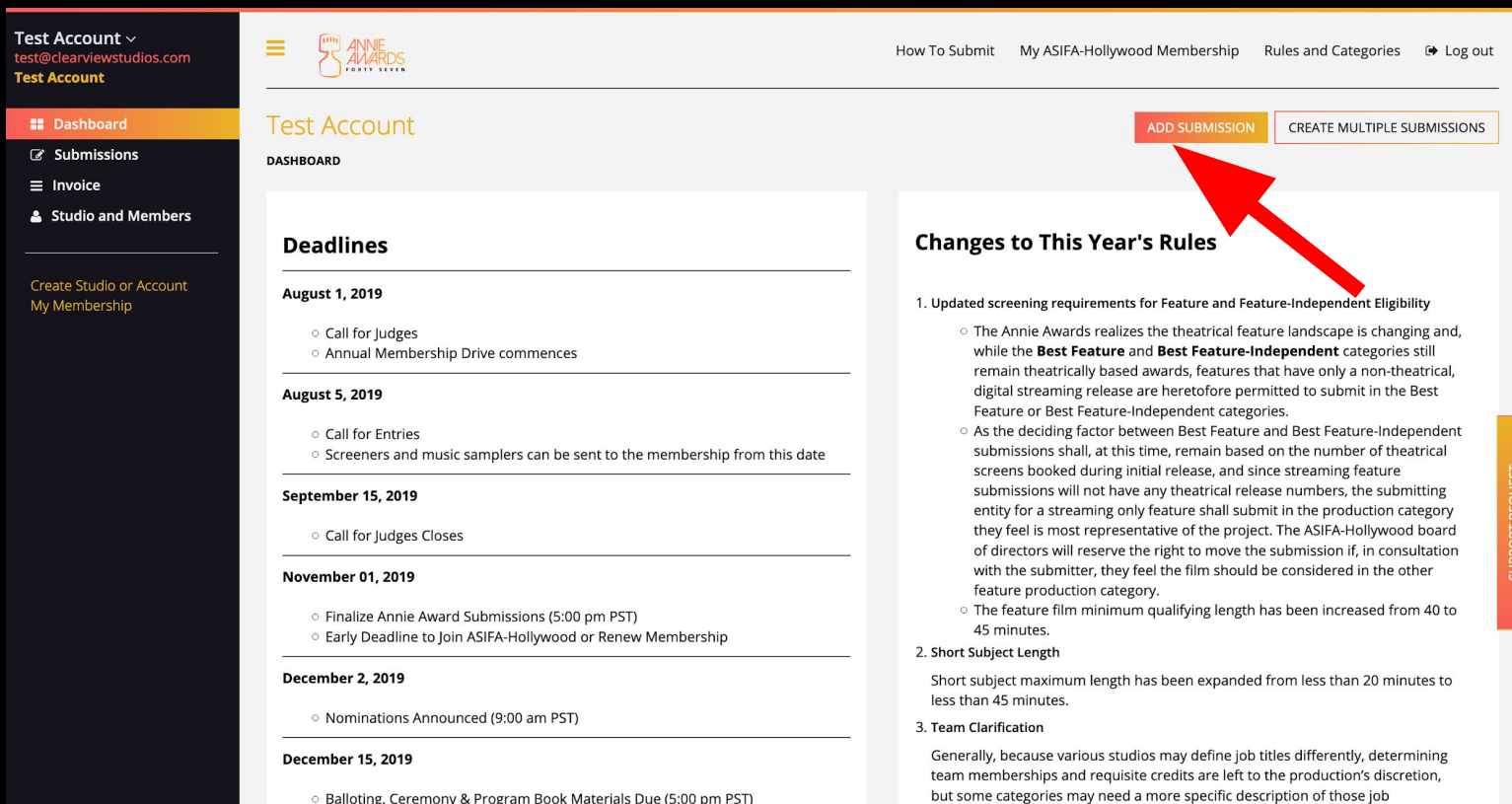
ADD A MEMBER

*This member will receive an invitation email

You'll see a screen just like the one above.

Type the ASIFA member's email address and click the blue button (shown here with a red arrow). The person will receive instructions via email, and will have access to this studio account.

It is possible for to create multiple studio accounts and manage access individually for each.



The screenshot shows the Annie Awards submission portal. On the left is a dark sidebar with navigation links: Test Account (with email test@clearviewstudios.com), Dashboard, Submissions, Invoice, Studio and Members, and links to Create Studio or Account and My Membership. The main header includes the Annie Awards logo and navigation links: How To Submit, My ASIFA-Hollywood Membership, Rules and Categories, and Log out. The main content area is titled 'Test Account' and 'DASHBOARD'. It features a 'Deadlines' section with dates and events: August 1, 2019 (Call for Judges, Annual Membership Drive commences), August 5, 2019 (Call for Entries, Screeners and music samplers can be sent to the membership from this date), September 15, 2019 (Call for Judges Closes), November 01, 2019 (Finalize Annie Award Submissions (5:00 pm PST), Early Deadline to Join ASIFA-Hollywood or Renew Membership), December 2, 2019 (Nominations Announced (9:00 am PST)), and December 15, 2019 (Balloting, Ceremony & Program Book Materials Due (5:00 pm PST)). On the right, there's a 'Changes to This Year's Rules' section with three points: 1. Updated screening requirements for Feature and Feature-Independent Eligibility, 2. Short Subject Length, and 3. Team Clarification. A red arrow points to the 'ADD SUBMISSION' button in the top right corner of the main content area.

Now that you have alternate contacts listed within your studio, **you're ready to start submitting!**

Click "Add Submission" on the top right-hand corner of the screen (indicated here with a red arrow) to begin.

Choose A Category

Choose Annie Award category:

PRODUCTION CATEGORIES

- #1 Best Feature
- #2 Best Indie Feature
- #3 Best Special Production
- #4 Best Short Subject
- #5 Best VR
- #6 Best Commercial
- #7 Best TV/Media - Preschool
- #8 Best TV/Media - Children
- #9 Best TV/Media - General Audience
- #10 Best Student Film

INDIVIDUAL ACHIEVEMENT CATEGORIES

- #11 Best FX for TV/Media
- #12 Best FX for Feature
- #13 Best Character Animation - TV/Media
- #14 Best Character Animation - Animated Feature
- #15 Best Character Animation - Live Action
- #16 Best Character Animation - Video Game
- #17 Best Character Design - TV/Media
- #18 Best Character Design - Feature
- #19 Best Direction - TV/Media
- #20 Best Direction - Feature
- #21 Best Music - TV/Media
- #22 Best Music - Feature
- #23 Best Production Design - TV/Media
- #24 Best Production Design - Feature

You will then see a list of categories. Choose the category that corresponds to your submission. For this example, we will choose Category 1: *Annie Award for Best Animated Feature*.

Review the Rules

#1 Best Feature

Title

Please give the production title as it must be displayed in all media related to the Annie Awards, including press releases and graphics on screen at the ceremony. Check with your studio legal department or legal representation if there is any question.

Where Released

Production Company

NULL

Running time

NULL

Link to access full production

Category Rules

An Annie Award for Best Animated Feature shall be awarded to an animated feature-length production in recognition of creative excellence in the art of animation. An Annie Award for Best Animated Feature shall be awarded to an animated feature-length production in recognition of creative excellence in the art of animation.

The Annie Awards defines a feature-length animated feature as a singular production with a running time of 45 minutes or more in which characters' performances are created using a frame-by-frame animation technique, a significant number of the major characters are animated, and animation figures in no less than 75 percent of the production's total running time.

Eligibility:
 To be eligible to receive this award, an animated feature must have been released theatrically or digitally, via streaming¹ in the United States between January 1, 2019 and December 31, 2019.* Animated features must be comprised of a single, stand-alone story. Episodic series programming that originally premiered in other formats and/or media (e.g., television programming, home video, compilations, etc.) shall not be eligible to receive this award.

* If not screened in the United States, a feature that

You'll first notice that the category rules are helpfully shown on the submissions page itself. **Please read through the rules** for your chosen category (pointed out by the red arrow) -- *some have changed since last year* -- and establish if the submission you want to enter is valid.

You'll also see instructions for filling out each individual field in the submission. (One of these is pointed out by the green arrow.) If you have questions, please email the support team at submissionshelp@annieawards.org.

Create Your Submission

Production Company

Please give the production company name as it must be displayed in all media related to the Annie Awards, including press releases and graphics on screen at the ceremony. This may or may not be the same as the studio name. Check with your studio legal department or legal representation if there is any question.

Running time

Please give the full run time of the production, not the length of the clip you are submitting for consideration. Format is hours:minutes:seconds. Example: 01:08:30

☐ This submission requires additional text for any media releases

☐ This submission contains mature content ([info](#))



SAVE & NEXT >

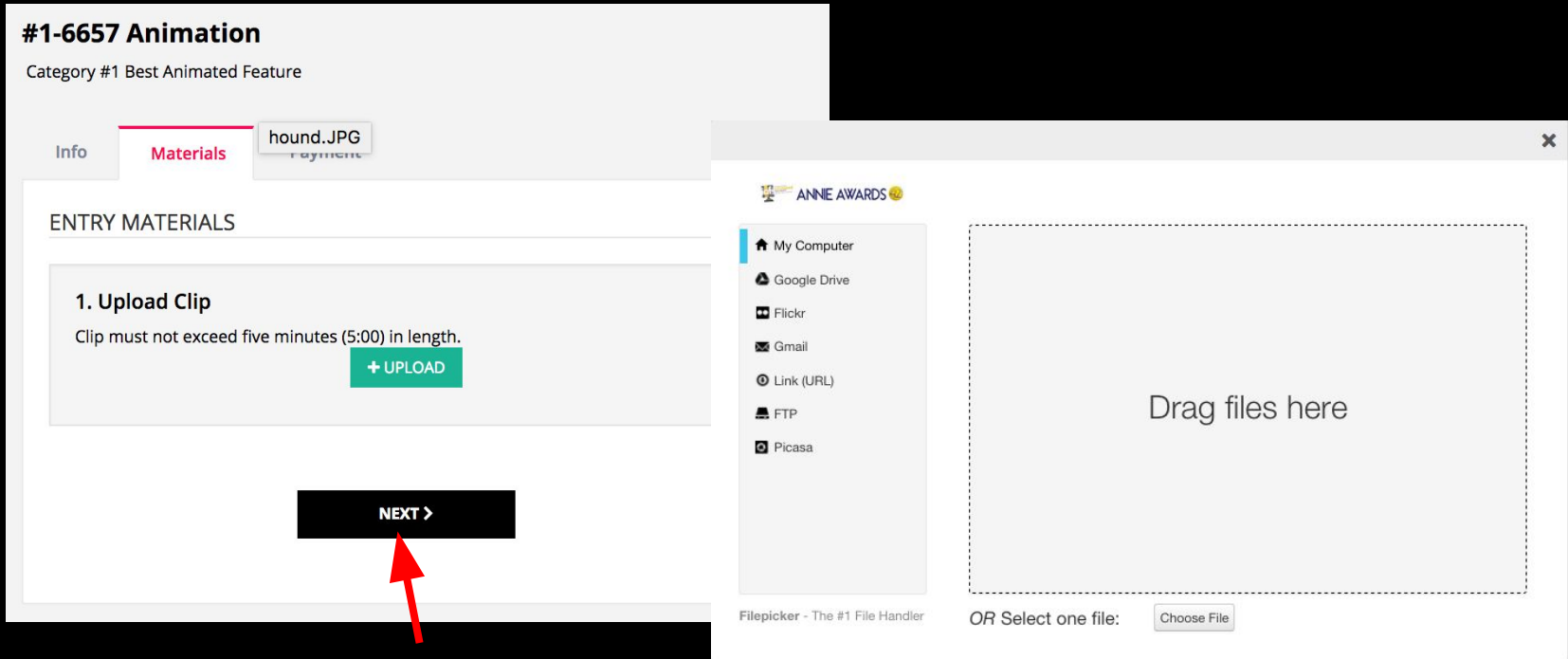
five minutes (5:00) in length. Acceptable formats for video files are listed on vimeo.com/help/compression). As part of the submission process, all submitted features must provide twenty (20) copies of the entire production, either on DVD or on a password protected video, for judging committee review. Please

Special Note: Screeners may be distributed to the general membership at any time after the Call for Entries has been announced (August 4, 2017).

While not a requirement for this award, if a submitted film is nominated for the Best Animated Feature, it greatly behooves a nominated production to distribute DVDs or protected website screeners to the professional voting membership of ASIFA-Hollywood. (Upon request, ASIFA-Hollywood will provide a voting membership roster for distribution purposes.)

When you've filled out all the fields, Click the 'Save & Next' button at the bottom of the screen.

Upload Your Materials



You'll be taken 'Upload Entry Materials' tab of your entry (shown above).

Click the green 'Upload Files' button to open the 'Upload' dialog box. You may import clips and entry materials directly from Dropbox, Google Drive, FTP, Flickr, or even an external link!

Previewing Your Clips

#1-6657 Animation
Category #1 Best Animated Feature

Info **Materials** Payment

ENTRY MATERIALS

1. Upload Clip
Clip must not exceed five minutes (5:00) in length.

Image: **hound.jpeg**
11 KB Today, 20:06 [Download](#) [✕ Delete](#)

Video: **trippy-vr-cat.mp4**
786 KB Today, 20:07 [Preview Video](#) [✕ Delete](#)

[+ UPLOAD](#)

[NEXT >](#)

SUPPORT REQUEST

After you've uploaded your digital clip(s), click the 'Next' button.

To preview your clips, click the blue 'Preview Video' button. (This will display the video you uploaded exactly as the nominating committee will see it.) *Note that previews will not be available immediately after upload, so it's best to come back a little later to check your work.*

Paying For Your Submissions


#1-6657 Animation
Category #1 Best Animated Feature

Info


Materials

Payment


PAYMENT



Credit card (US, UK or Canadian credit card)
Pay for **this** submission with US, UK or Canadian credit card
Pay for **all** of my submissions with US, UK or Canadian credit card



PayPal
Pay for **one or more** submissions with PayPal or international credit card



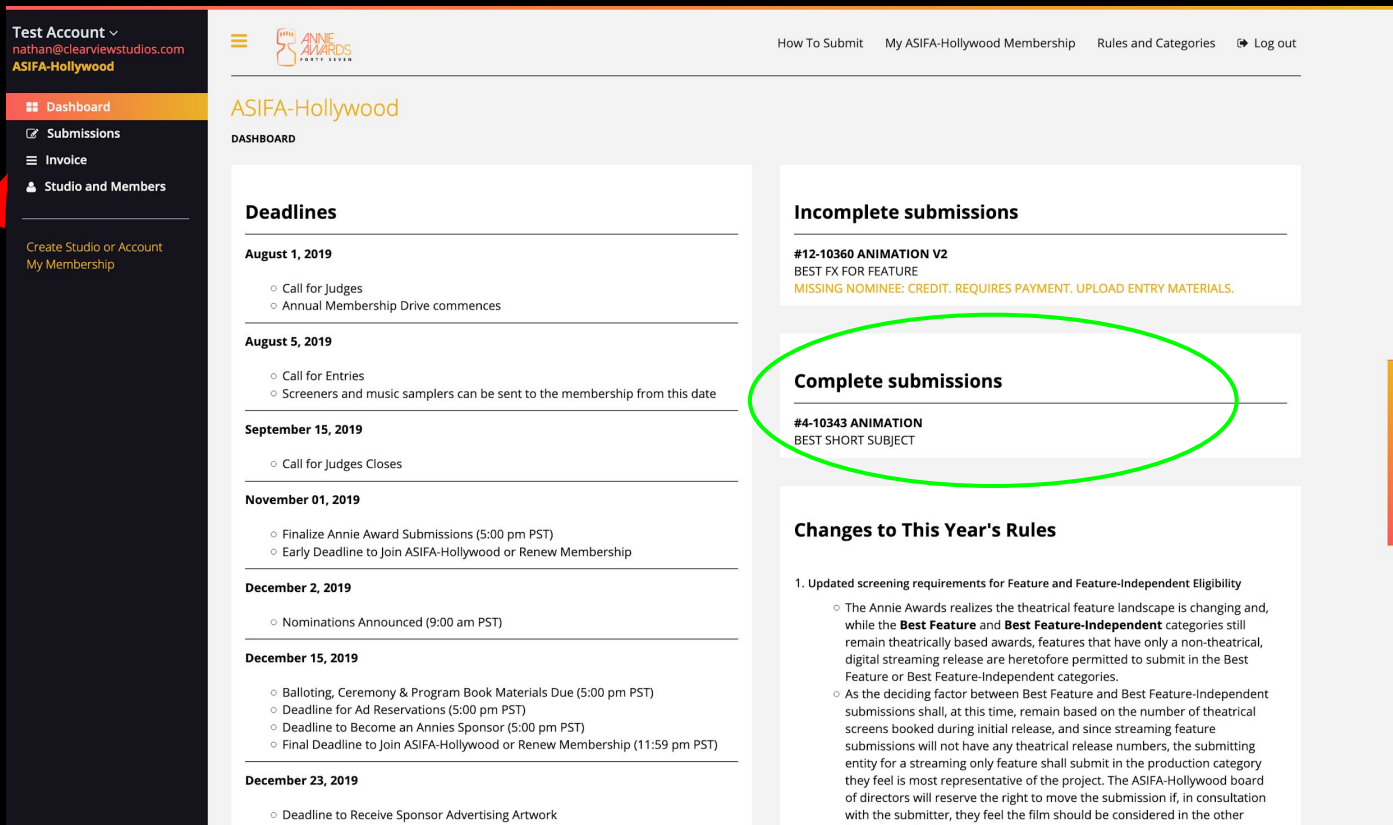
Wire transfer
Pay for **one or more** submissions via bank wire transfer


Now you're ready to pay for your submission. You'll notice several options for payment.


If you'd like to pay for all of your submissions at once by wire transfer, create *all* of your submissions first.

Please note that checks are no longer accepted.

Viewing Your Summary Invoice



Test Account 
nathan@clearviewstudios.com
ASIFA-Hollywood

How To Submit | My ASIFA-Hollywood Membership | Rules and Categories |  Log out

ASIFA-Hollywood

DASHBOARD

Deadlines

August 1, 2019

- Call for Judges
- Annual Membership Drive commences

August 5, 2019

- Call for Entries
- Screeners and music samplers can be sent to the membership from this date

September 15, 2019

- Call for Judges Closes

November 01, 2019

- Finalize Annie Award Submissions (5:00 pm PST)
- Early Deadline to Join ASIFA-Hollywood or Renew Membership

December 2, 2019

- Nominations Announced (9:00 am PST)

December 15, 2019

- Balloting, Ceremony & Program Book Materials Due (5:00 pm PST)
- Deadline for Ad Reservations (5:00 pm PST)
- Deadline to Become an Anniess Sponsor (5:00 pm PST)
- Final Deadline to Join ASIFA-Hollywood or Renew Membership (11:59 pm PST)

December 23, 2019

- Deadline to Receive Sponsor Advertising Artwork

Incomplete submissions

#12-10360 ANIMATION V2
BEST FX FOR FEATURE
MISSING NOMINEE: CREDIT. REQUIRES PAYMENT. UPLOAD ENTRY MATERIALS.

Complete submissions

#4-10343 ANIMATION
BEST SHORT SUBJECT

Changes to This Year's Rules

1. Updated screening requirements for Feature and Feature-Independent Eligibility

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- As the deciding factor between Best Feature and Best Feature-Independent submissions shall, at this time, remain based on the number of theatrical screens booked during initial release, and since streaming feature submissions will not have any theatrical release numbers, the submitting entity for a streaming only feature shall submit in the production category they feel is most representative of the project. The ASIFA-Hollywood board of directors will reserve the right to move the submission if, in consultation with the submitter, they feel the film should be considered in the other

SUPPORT REQUEST

When your credit card transaction has been approved (or your wire payment has been received), your submission will be marked "paid" and will be moved to the 'Completed' portion of your dashboard as shown above (circled).

To see an invoice for your all of your Anniess submissions, click "Invoice" (indicated here with a red arrow).

Viewing Your Summary Invoice

[DOWNLOAD PDF](#) [PRINT INVOICE](#)

From:

45th Annual Annie Awards
2114 W Burbank Bl.,
Burbank, CA 91506
P: (123) 601-4590

Invoice No. **897-2017**

Date: 08/13/2017

To:

ASIFA-Hollywood
2885 Sanford Ave SW #12076
Grandville, MI, 49418,
P: 216-367-2929

Sub-ID	Title	Payment method	Due	Paid
#1-6657	Animation <i>Best Animated Feature</i>	Credit Card -	125.00	0.00
#1-6658	Animation 2 <i>Best Animated Feature</i>		125.00	
			Total:	250.00
			Amount Paid:	-0.00
			Amount due:	250.00 USD

You will see the above screen as a summary invoice. *This invoice is printable at any time.*

This summary invoice will indicate if there are any projects that are still unpaid (in the "Due" column). **Submissions remaining unpaid as of the Nov 1 deadline date will be rendered 'late', and a late fee must be paid before award consideration.**



#1-6657

ANIMATION - NOMINATED
#1 Best Animated Feature
 ASIFA-Hollywood
 Created by Brett Kistler on Aug 13, 2017 07:57 PM

Nominees not required

Paid: Credit Card
 Transaction ID

UPLOAD CEREMONY MATERIALS

Info Materials Payment **Ceremony** Signoff

REQUIRED CEREMONY MATERIALS

1. Program Book Image

- Please upload a photo or illustrated portrait of as high a resolution as possible.
- File can be in any image format and should have the project ID in the file name.
- If this is a nomination for a production category (not an individual achievement), please upload a production still.
- If this is a team nomination, please upload a group photo of the team if at all possible.
- If this is a nomination for a voice actor, please upload the actor's headshot.
- Illustrations/caricatures are acceptable.

2. Ceremony Clip

- Clip must be **no less than 8 seconds and no more than 15 in length** and must be correctly slated.

Please carefully review and follow these format specs:

- Quicktime file
- Video Codec: ProRes 422 or DNxHD, which is the Avid-based HD equivalent
- Size: 1920x1080 (If aspect ratio is not 16x9, output with a minimum vertical resolution of 1080px)
- Frame rate: 29.97

A 5-second slate must appear at the head, followed by 1 second of black, followed by the submission and ending with 5 seconds of black. The slate should have the following information: Category Title, Production Title, Production Company Name, Contact Email Address

E.g. if you are submitting for the film "My Great Movie" for the Best Animated Feature category, the slate would read:

Best Animated Feature
My Great Movie
Great Movie Pictures
contact@greatmoviepictures.com

The file must be named with the Category Title as one word, followed by an underscore, followed by the Production Title as one word.

E.g. if you are submitting for the film "My Great Movie" for the Best Animated Feature category, the file name would be:

"BestAnimatedFeature_MyGreatMovie.mov"

In the event that one or more of your submissions are nominated for an award, you'll receive an email asking you to return to the submissions portal to **upload additional ceremony materials and complete the producer signoff step**. **Note: Producer signoffs will be completed via e-signature. You will no longer be required to print, sign, and upload your signoff form.**

Your nominated submissions will be highlighted in your submissions list. After clicking on them, you will see two additional tabs with instructions for uploading your ceremony materials and for completing the e-signature for your producer signoff form.

If You're Nominated

I, the Executive Producer, Producer, or Director of the production stated above, declare that the information on this form is true and correct, and the materials submitted for this entry are from the qualifying production and/or individual. In the event this entry is nominated, I hereby grant ASIFA-Hollywood permission to exhibit or display the materials submitted for this entry to the membership of ASIFA-Hollywood for Annie Award voting consideration.

Please sign to complete your submission.

Signature

Title

Producer

SIGN

You may choose to print a signoff form to have signed for re-upload to the submissions system, or you may simply e-sign the document at the bottom of the signoff page.

You must have your producer or director (or professor, for the student category) e-sign this form to vet your submission. ***Without this form, your project is ineligible for an Annie.*** Instructions to return the form are shown at the top of the page.

What's My Project ID?

From:



45th Annual Annie Awards
2114 W Burbank Bl.,
Burbank, CA 91506
P: (123) 601-4590

DOWNLOAD PDF

PRINT INVOICE

Submissions

Search... GO! SHOW ALL ▾ SORT BY ▾

#1-6657	<p></p> <p>ANIMATION 2 #1 Best Animated Feature Test Created by Brett Kistler on Aug 13, 2017 08:16 PM</p>	Nominees not required	PAY NOW ▾
#1-6658	<p></p> <p>ANIMATION #1 Best Animated Feature ASIFA-Hollywood Created by Brett Kistler on Aug 13, 2017 07:57 PM</p>	Nominees not required	Paid: Credit Card Transaction ID

2 total submissions
1 submissions requiring payment

Looking for your project ID?

You'll find the randomly generated number in several places -- these include **the far left of your Summary Invoice or on the far left of your Submissions Management page**. Both are called out here with red arrows to help you see where to look.

Digital Submissions

There are two types of files you'll be able to upload:

- **Video Files (specs on following page)**
- **PDFs (for design and storyboarding categories)**

Where full-length productions are required, you will be given the option to either upload the full production or link the nomination committee to a video hosted on your own server.

Submissions uploaded to the portal are very secure - protected from download, copying or display on any other website than submissions.annieawards.org. Please note, however, that you are responsible for the security of any full-length productions for which you provide links.

Video and Audio Specs

- **Recommended File Size: 1GB** or less.
- Click the below link to review the specs for all video uploads:

<http://vimeo.com/help/compression>

There are helpful tips on the above-linked page for practically any video editing program imaginable.

Problems With Uploads

If your submission does not upload:

- Double-check that your video **conforms to the specs** set out on the "Video Submissions Specs" page of this document.
- **Ask your Studio IT Department** if there are firewalls or other measures in place that may be preventing your upload. They will be able to help you where the support team at **submissionshelp@annieawards.org** can not.

If you discover that you for some reason must submit materials physically to the Annie Awards mailing address, the administrative fee is an additional \$100.00 USD per entry, payable by the November 1st deadline, or entries are invalid.



**Thanks for your interest in submitting your projects
for consideration for the 47th Annual Annie Awards!**

**The deadline to receive Annie
Award submissions is
November 1st, 2019
by 5PM PST.**

Should you need clarification or further assistance, please
contact us via email at submissionshelp@annieawards.org.

We will respond to all queries as soon as possible.