



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!*



ANNOUNCING THE

46th Annual Annie Awards

Honoring excellence in the field of animation, the 46th 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.

 The 46th Annual Annie Awards will take place on February 2nd, 2019 at UCLA's Royce Hall, in Los Angeles, California.

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.

ONLINE Submissions Portal

USE YOUR [MEMBERS.ASIFA-HOLLYWOOD.ORG](https://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.



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ONLINE
Submissions Portal

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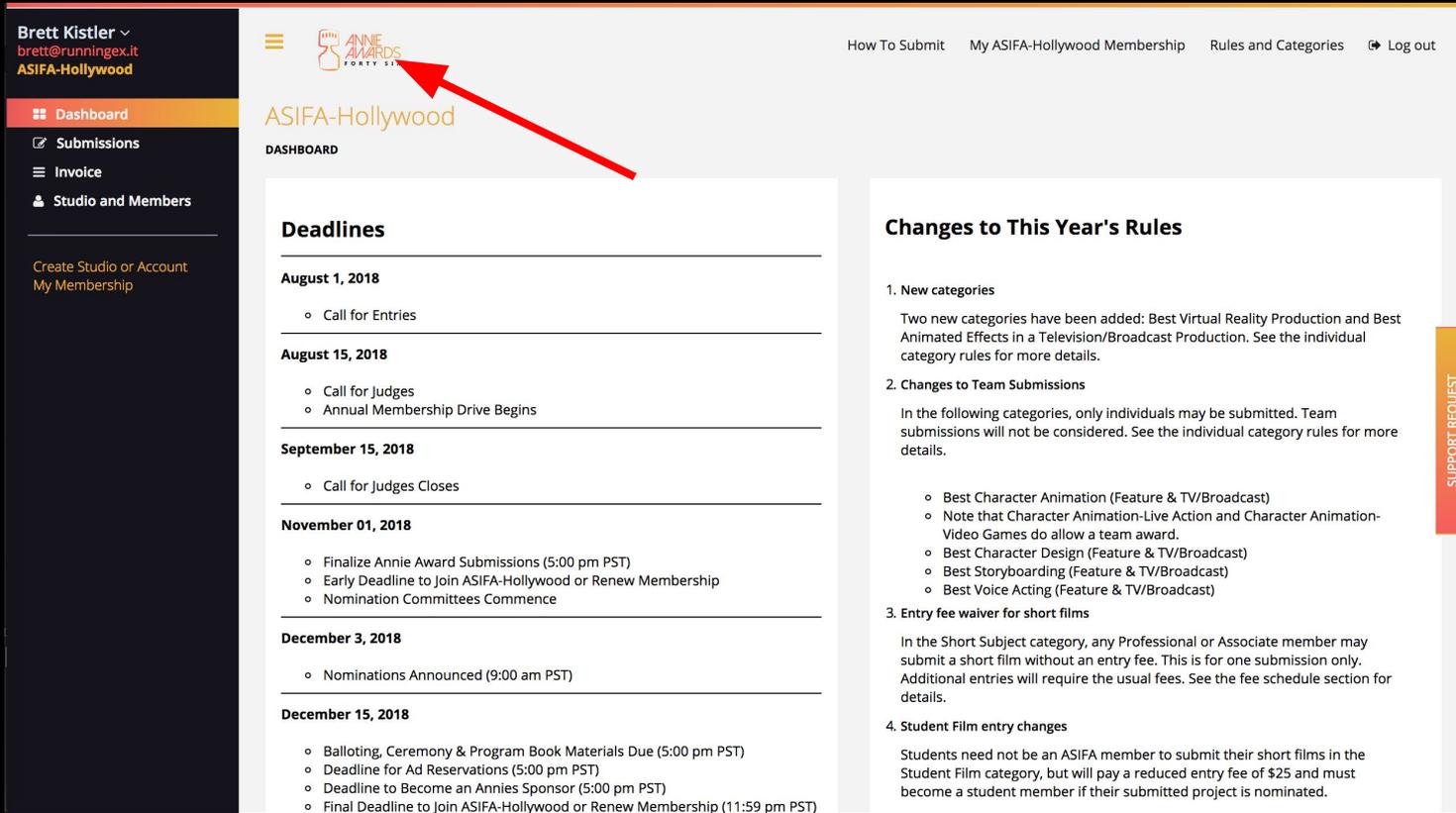
EMAIL ADDRESS 

PASSWORD 

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 your project(s).** Follow the link shown on the screenshot by the blue arrow.



The screenshot shows the ASIFA-Hollywood dashboard for Brett Kistler. The top navigation bar includes links for 'How To Submit', 'My ASIFA-Hollywood Membership', 'Rules and Categories', and 'Log out'. The left sidebar contains navigation options: 'Dashboard', 'Submissions', 'Invoice', and 'Studio and Members', along with a link to 'Create Studio or Account My Membership'. The main content area is titled 'ASIFA-Hollywood DASHBOARD' and features a 'Deadlines' section with a list of dates and events, and a 'Changes to This Year's Rules' section with four numbered items. A red arrow points to the 'ANNIE AWARDS FORTY SIX' logo in the top left corner of the dashboard.

Brett Kistler ▾
brett@runningex.it
ASIFA-Hollywood

Dashboard
Submissions
Invoice
Studio and Members

Create Studio or Account
My Membership

ANNIE AWARDS FORTY SIX

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

ASIFA-Hollywood
DASHBOARD

Deadlines

August 1, 2018

- Call for Entries

August 15, 2018

- Call for Judges
- Annual Membership Drive Begins

September 15, 2018

- Call for Judges Closes

November 01, 2018

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

December 3, 2018

- Nominations Announced (9:00 am PST)

December 15, 2018

- 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

- New categories**
Two new categories have been added: Best Virtual Reality Production and Best Animated Effects in a Television/Broadcast Production. See the individual category rules for more details.
- Changes to Team Submissions**
In the following categories, only individuals may be submitted. Team submissions will not be considered. See the individual category rules for more details.
 - Best Character Animation (Feature & TV/Broadcast)
 - Note that Character Animation-Live Action and Character Animation-Video Games do allow a team award.
 - Best Character Design (Feature & TV/Broadcast)
 - Best Storyboarding (Feature & TV/Broadcast)
 - Best Voice Acting (Feature & TV/Broadcast)
- Entry fee waiver for short films**
In the Short Subject category, any Professional or Associate member may submit a short film without an entry fee. This is for one submission only. Additional entries will require the usual fees. See the fee schedule section for details.
- Student Film entry changes**
Students need not be an ASIFA member to submit their short films in the Student Film category, but will pay a reduced entry fee of \$25 and must become a student member if their submitted project is nominated.

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

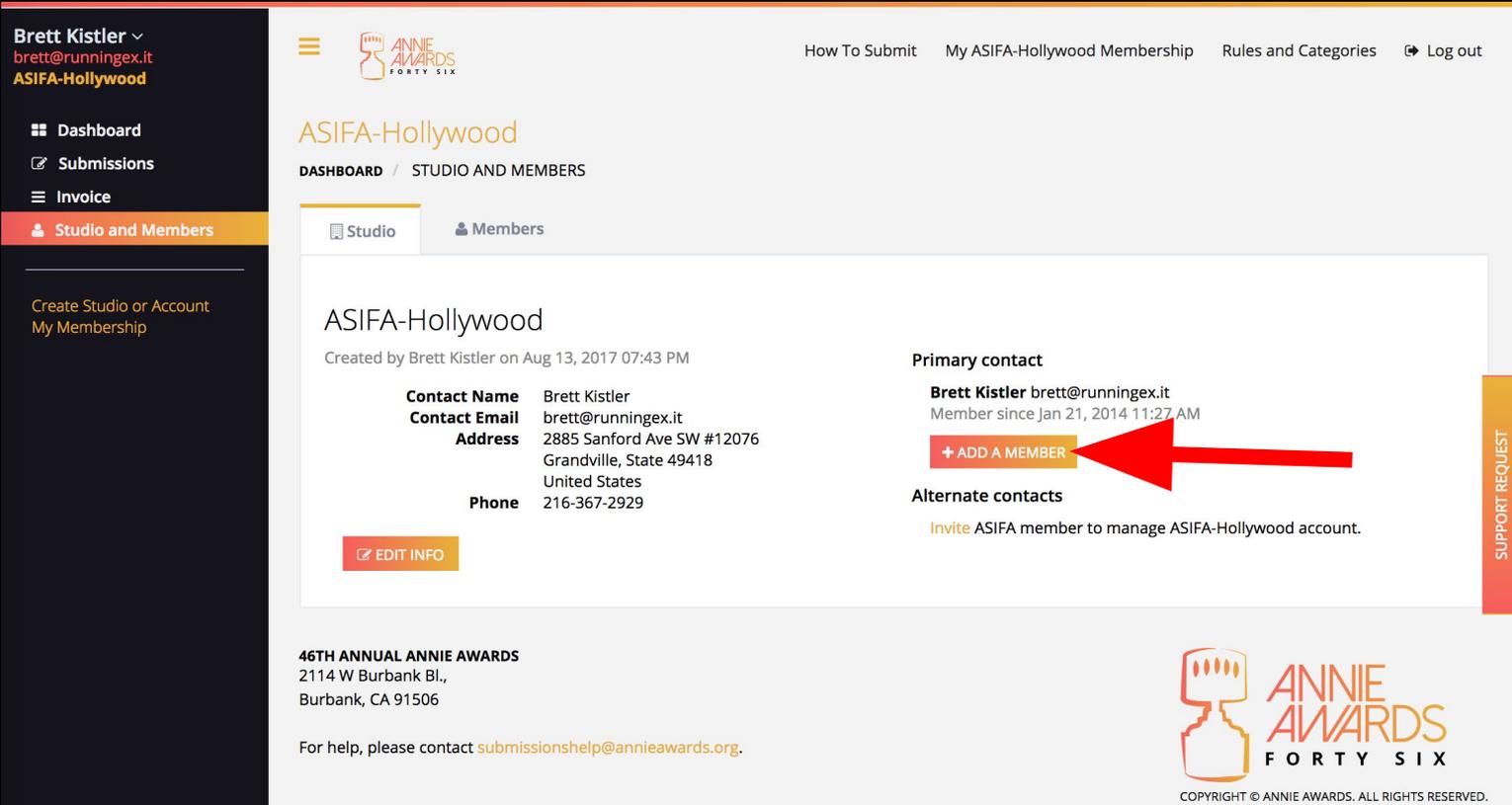
CREATE STUDIO ACCOUNT

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.** This way, all of your submissions can be grouped together into one account for easier management.



Brett Kistler 
brett@runningex.it
ASIFA-Hollywood

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

Create Studio or Account
My Membership

ASIFA-Hollywood

DASHBOARD / STUDIO AND MEMBERS

Studio Members

ASIFA-Hollywood

Created by Brett Kistler on Aug 13, 2017 07:43 PM

Contact Name Brett Kistler
Contact Email brett@runningex.it
Address 2885 Sanford Ave SW #12076
Grandville, State 49418
United States
Phone 216-367-2929

 EDIT INFO

Primary contact
Brett Kistler brett@runningex.it
Member since Jan 21, 2014 11:27 AM

+ ADD A MEMBER

Alternate contacts
Invite ASIFA member to manage ASIFA-Hollywood account.

46TH ANNUAL ANNIE AWARDS
2114 W Burbank Bl.,
Burbank, CA 91506

For help, please contact submissionshelp@annieawards.org.

 **ANNIE AWARDS**
FORTY SIX

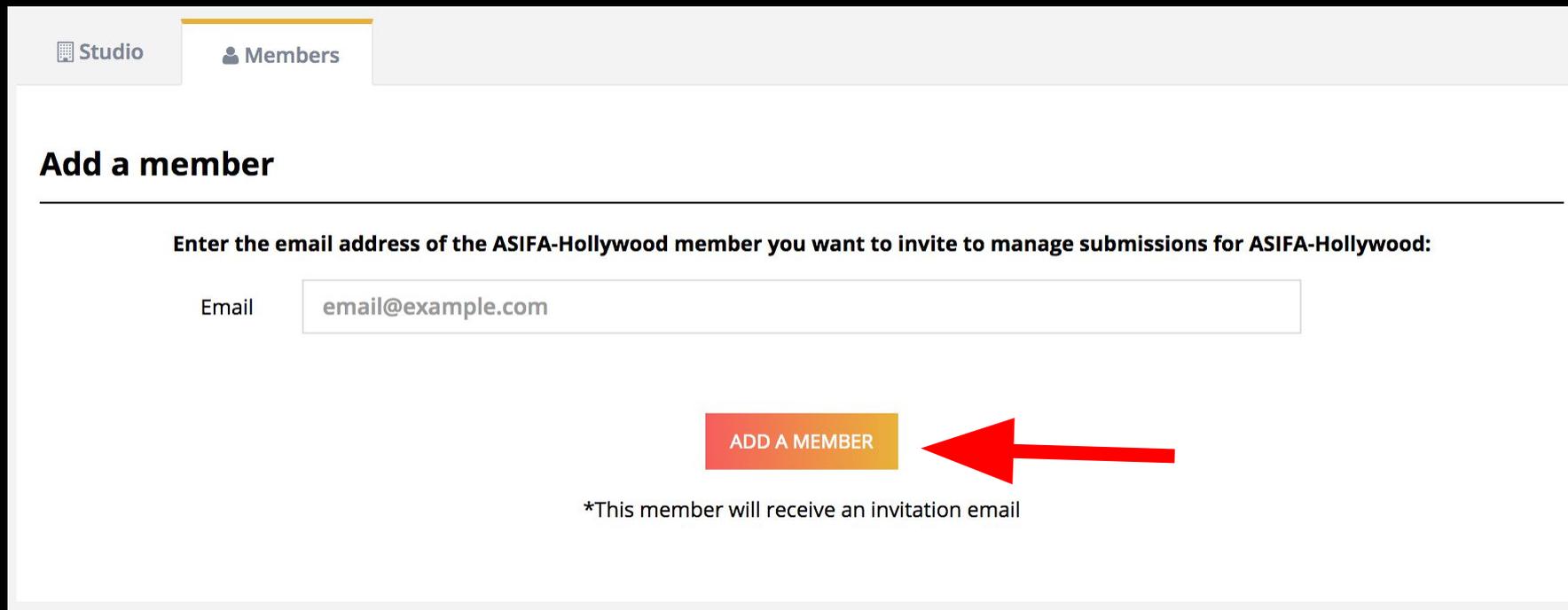
COPYRIGHT © ANNIE AWARDS. ALL RIGHTS RESERVED.

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 your dashboard. All added members must be current, professional-level ASIFA-Hollywood members.

Adding An Alternate Contact

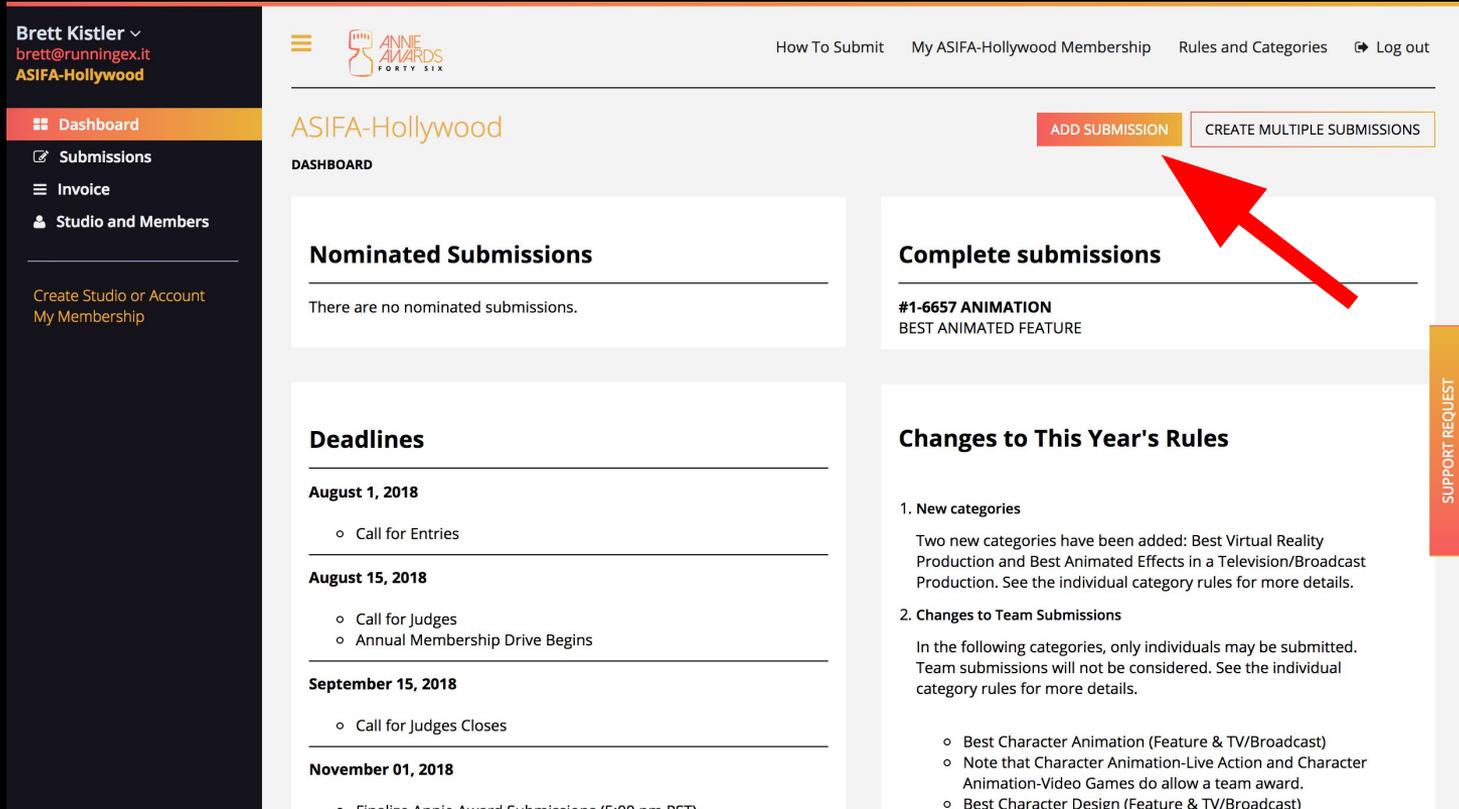


The screenshot shows a web interface with two tabs: 'Studio' and 'Members'. The 'Members' tab is active. Below the tabs is a heading 'Add a member'. A text prompt reads: 'Enter the email address of the ASIFA-Hollywood member you want to invite to manage submissions for ASIFA-Hollywood:'. Below this is a text input field labeled 'Email' containing the text 'email@example.com'. A blue button labeled 'ADD A MEMBER' is positioned below the input field, with a red arrow pointing to it from the right. Below the button, a note states: '*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 ASIFA-Hollywood submission dashboard. At the top left, the user is identified as Brett Kistler with the email brett@runningex.it and the role ASIFA-Hollywood. The dashboard includes a sidebar with navigation options: Dashboard (highlighted), Submissions, Invoice, and Studio and Members. Below the sidebar, there are links to 'Create Studio or Account' and 'My Membership'. The main content area is titled 'ASIFA-Hollywood DASHBOARD' and features two buttons: 'ADD SUBMISSION' (highlighted in red) and 'CREATE MULTIPLE SUBMISSIONS'. A red arrow points to the 'ADD SUBMISSION' button. The dashboard is divided into four sections: 'Nominated Submissions' (empty), 'Complete submissions' (listing '#1-6657 ANIMATION BEST ANIMATED FEATURE'), 'Deadlines' (listing dates from August 1, 2018 to November 01, 2018), and 'Changes to This Year's Rules' (listing new categories and team submission changes). A vertical 'SUPPORT REQUEST' button is located on the right side of the dashboard.

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 Annie Award category:

PRODUCTION CATEGORIES

- #1 Best Animated Feature
- #2 Best Animated Feature-Independent
- #3 Best Animated Special Production
- #4 Best Animated Short Subject
- #5 Best Animated Television/Broadcast Commercial
- #6 Best Animated Television/Broadcast Production For Preschool Children
- #7 Best Animated Television/Broadcast Production For Children
- #8 Best General Audience Animated Television/Broadcast Production
- #9 Best Student Film

INDIVIDUAL ACHIEVEMENT CATEGORIES

- #10 Animated Effects in an Animated Production
- #11 Character Animation in an Animated Television / Broadcast Production
- #12 Character Animation in an Animated Feature Production
- #13 Character Animation in a Live Action Production
- #14 Character Animation in a Video Game
- #15 Character Design in an Animated Television / Broadcast Production
- #16 Character Design in an Animated Feature Production
- #17 Directing in an Animated Television / Broadcast Production
- #18 Directing in an Animated Feature Production
- #19 Music in an Animated Television / Broadcast Production

SUPPORT REQUIRED

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*.

#1 Best Animated 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.



Original Release Date

2017 - August - 13

To be eligible, project release date must be between January 1, 2017 and December 31, 2017

Where Released

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.

Category Rules



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

Eligibility: To be eligible to receive this award, an animated feature must have originally been released theatrically in the United States between January 1, 2017 and December 31, 2017. Animated productions that originally premiered in other media (e.g., Television/Broadcast, home video, etc.) and were later released theatrically, shall not be eligible to receive this award.

If materials are not readily available for judging, late released features may, at the production's discretion, be held for judging next year, during the 46th Award cycle in 2018.

Mechanical Requirements for submission: Clips from the production on a digital video file, not exceeding 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

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

#1-6657 Animation
Category #1 Best Animated Feature

Info **Materials** hound.JPG

ENTRY MATERIALS

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

NEXT >

Filepicker - The #1 File Handler

ANNE AWARDS

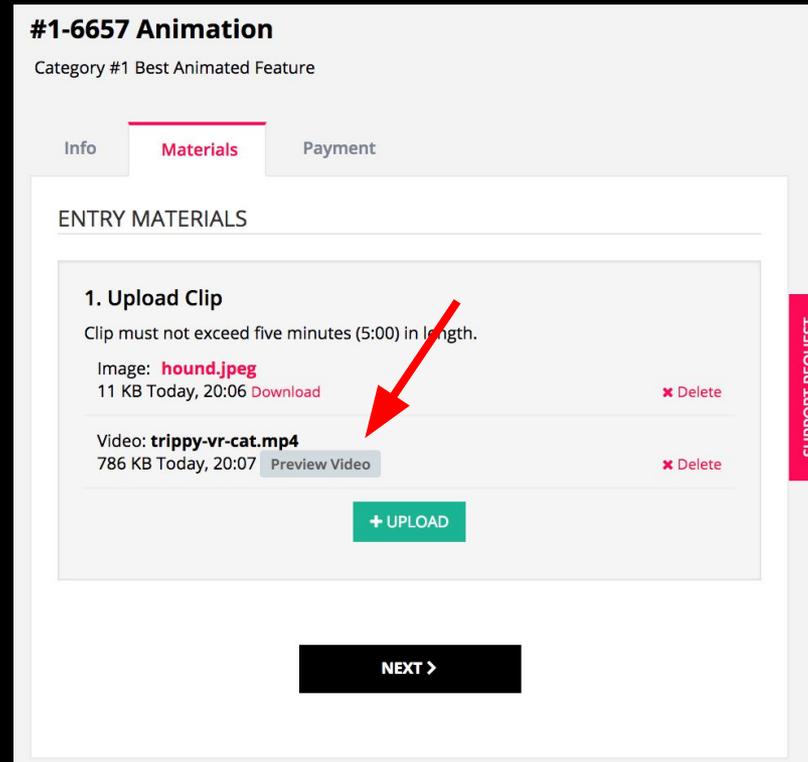
- My Computer
- Google Drive
- Flickr
- Gmail
- Link (URL)
- FTP
- Picasa

Drag files here

OR Select one file:

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!



#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

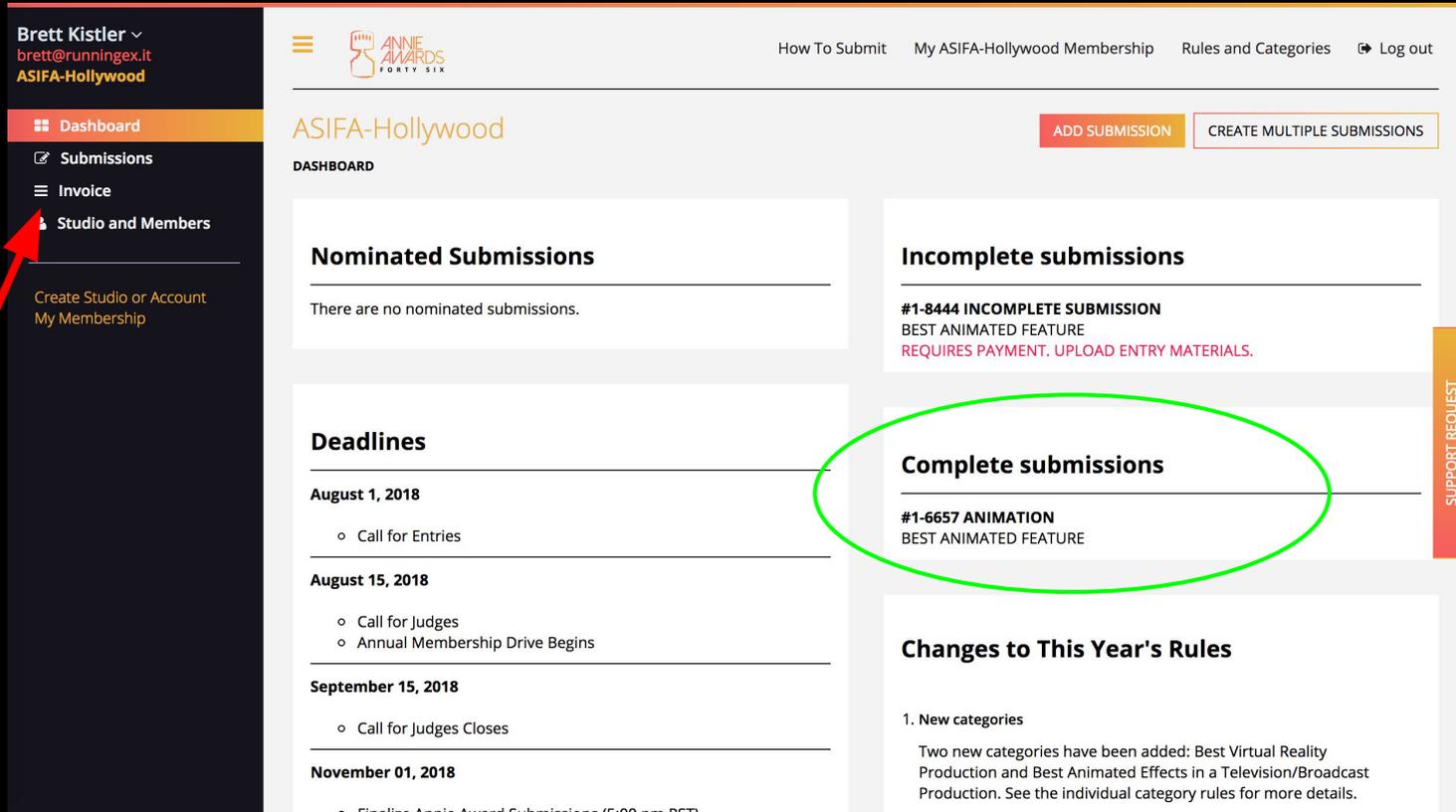
 Wire transfer
Pay for **one or more** submissions via bank wire transfer

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



The screenshot shows the ASIFA-Hollywood dashboard for user Brett Kistler. The left sidebar contains navigation links: Dashboard, Submissions, Invoice (highlighted with a red arrow), and Studio and Members. The main content area is divided into four sections: Nominated Submissions (empty), Incomplete submissions (listing submission #1-8444), Complete submissions (listing submission #1-6657, circled in green), and Changes to This Year's Rules. The top navigation bar includes links for How To Submit, My ASIFA-Hollywood Membership, Rules and Categories, and Log out. Buttons for ADD SUBMISSION and CREATE MULTIPLE SUBMISSIONS are visible in the top right.

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 Annies 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

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

Invoice No. 897-2017
Date: 08/13/2017

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.**



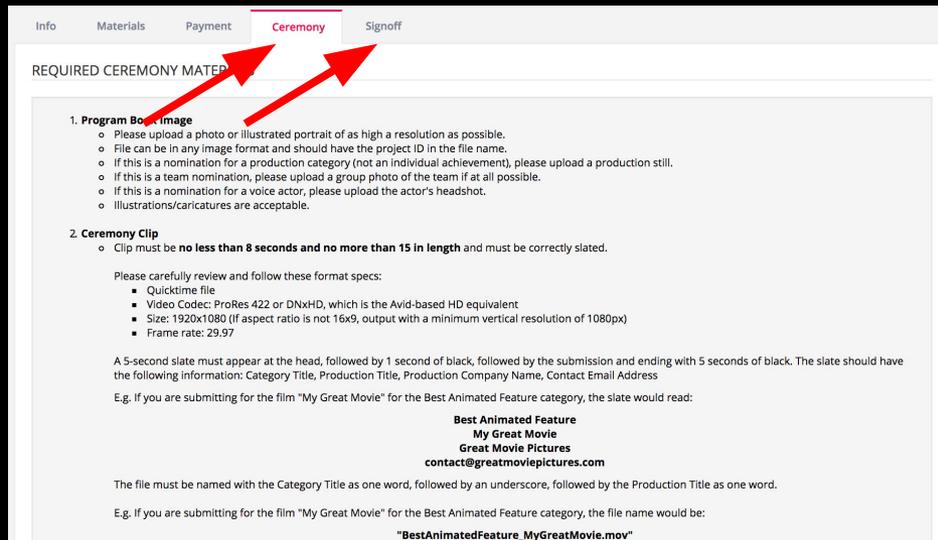
#1-6657

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

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

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

Sub-ID	Title
#1-6657	Animation <i>Best Animated Feature</i>
#1-6658	Animation 2 <i>Best Animated Feature</i>

Submissions

Search...

	ANIMATION 2 <i>#1 Best Animated Feature</i> Test Created by Brett Kistler on Aug 13, 2017 08:16 PM	Nominees not required	PAY NOW
	ANIMATION <i>#1 Best Animated Feature</i> ASIFA-Hollywood Created by Brett Kistler on Aug 13, 2017 07:57 PM	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.

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

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

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 45th Annual Annie Awards!

**The deadline to receive Annie
Award submissions is
November 1st, 2018
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.