



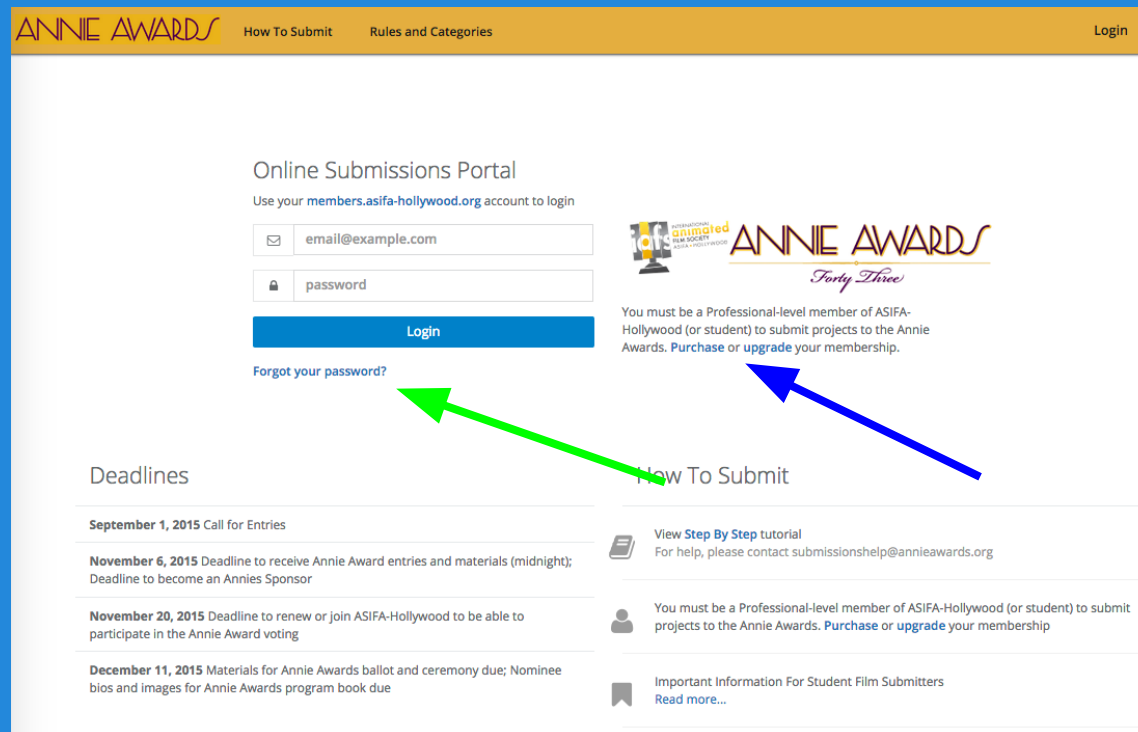
How To Use The Annie Awards Submissions Portal

A Guide For Studios & Independent Submitters

This year's update includes a shiny new interface to make submitting even *easier*!

Navigate to the following URL:
submissions.annieawards.org

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



ANnie AWARDS [How To Submit](#) [Rules and Categories](#) [Login](#)

Online Submissions Portal
Use your [members.asifa-hollywood.org](#) account to login

Login

[Forgot your password?](#)

You must be a Professional-level member of ASIFA-Hollywood (or student) to submit projects to the Annie Awards. [Purchase](#) or [upgrade](#) your membership.

Deadlines

September 1, 2015 Call for Entries

November 6, 2015 Deadline to receive Annie Award entries and materials (midnight);
Deadline to become an Annies Sponsor

November 20, 2015 Deadline to renew or join ASIFA-Hollywood to be able to
participate in the Annie Award voting

December 11, 2015 Materials for Annie Awards ballot and ceremony due; Nominee
bios and images for Annie Awards program book due

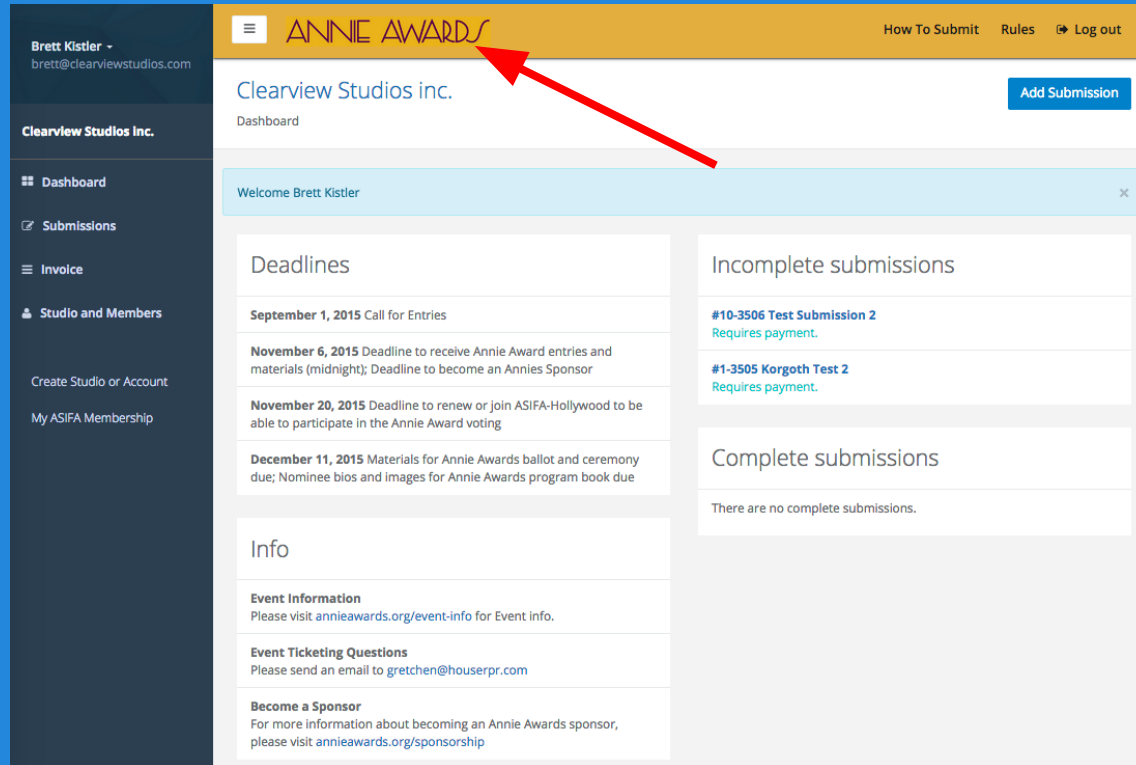
How To Submit

[View Step By Step tutorial](#)
For help, please contact [submissionshelp@annieawards.org](#)

You must be a Professional-level member of ASIFA-Hollywood (or student) to submit
projects to the Annie Awards. [Purchase](#) or [upgrade](#) your membership

[Important Information For Student Film Submitters](#)
[Read more...](#)

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).** Click "Purchase" or "Upgrade" (shown on the screenshot above with a blue arrow).



Brett Kistler -
brett@clearviewstudios.com

Clearview Studios Inc.

Dashboard

Welcome Brett Kistler

Deadlines

- September 1, 2015** Call for Entries
- November 6, 2015** Deadline to receive Annie Award entries and materials (midnight); Deadline to become an Annies Sponsor
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Info

Event Information
Please visit annieawards.org/event-info for Event info.

Event Ticketing Questions
Please send an email to gretchen@housepr.com

Become a Sponsor
For more information about becoming an Annie Awards sponsor, please visit annieawards.org/sponsorship

Incomplete submissions

- #10-3506 Test Submission 2**
[Requires payment.](#)
- #1-3505 Korgoth Test 2**
[Requires payment.](#)

Complete submissions

There are no complete submissions.

[Add Submission](#)

[How To Submit](#) [Rules](#) [Log out](#)

[Dashboard](#) [Submissions](#) [Invoice](#) [Studio and Members](#)

[Create Studio or Account](#)
[My ASIFA Membership](#)

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:

Create Studio account

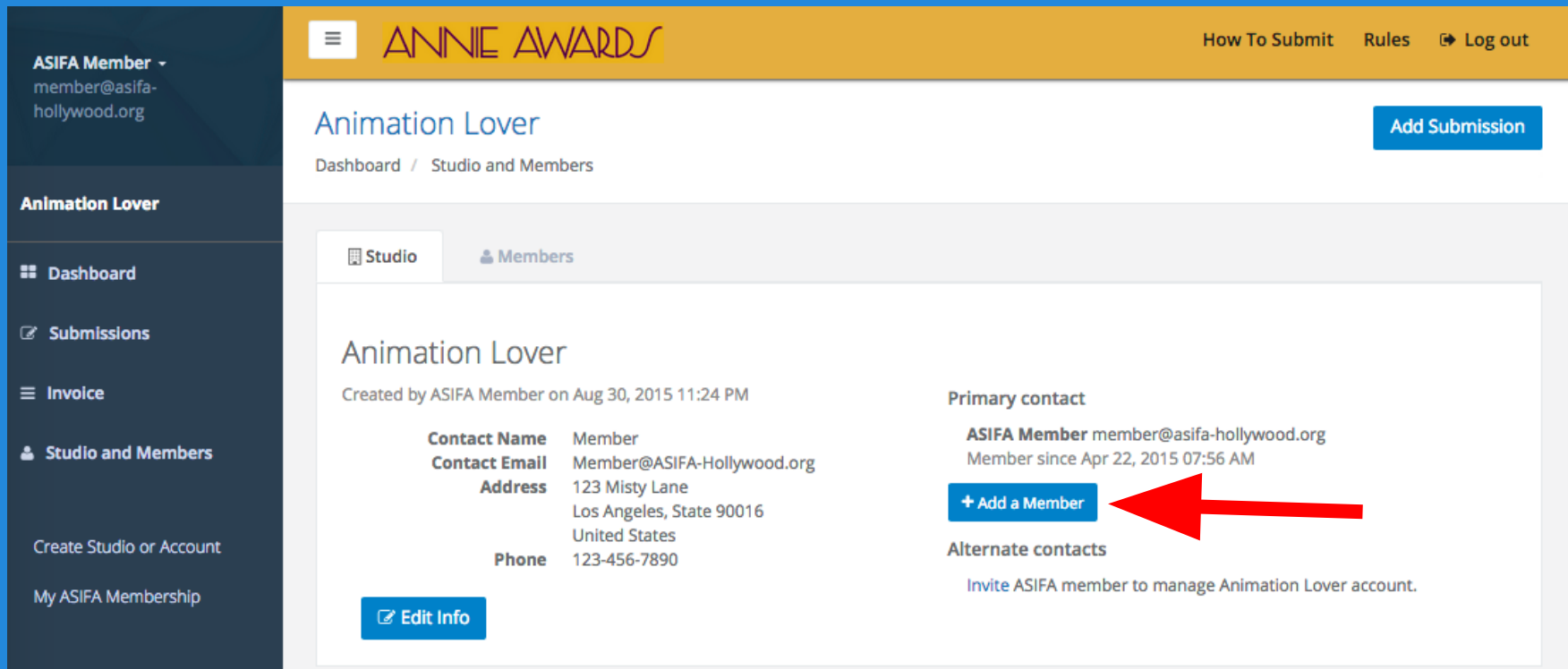
or

Create Independent account

New for this year: 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 also now 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.

Adding An Alternate Contact



ASIFA Member ▾
member@asifa-hollywood.org

Animation Lover

Dashboard / Studio and Members

Animation Lover

Dashboard Submissions Invoice Studio and Members

Create Studio or Account
My ASIFA Membership

Animation Lover

Created by ASIFA Member on Aug 30, 2015 11:24 PM

Contact Name Member
Contact Email Member@ASIFA-Hollywood.org
Address 123 Misty Lane
Los Angeles, State 90016
United States
Phone 123-456-7890

[Edit Info](#)

Primary contact

ASIFA Member member@asifa-hollywood.org
Member since Apr 22, 2015 07:56 AM

[+ Add a Member](#)

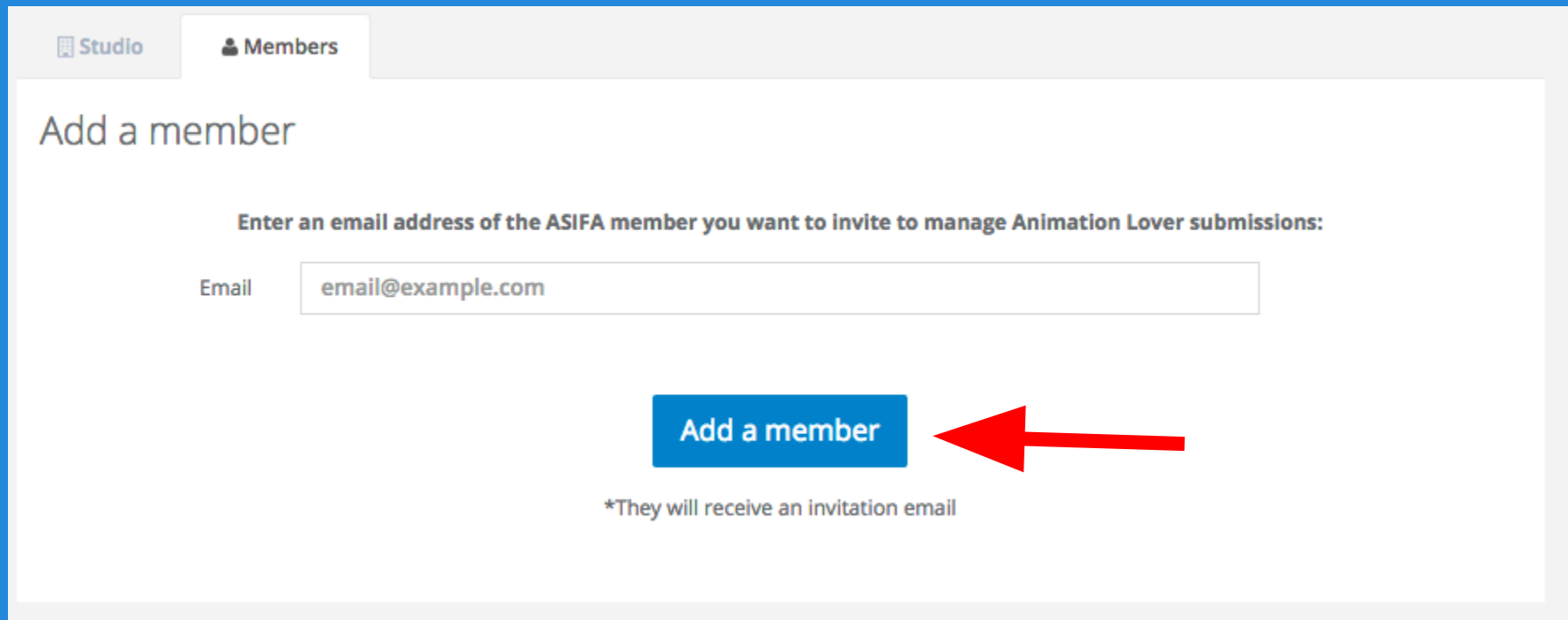
Alternate contacts

[Invite ASIFA member to manage Animation Lover account.](#)

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 a top navigation bar containing 'Studio' and 'Members' tabs. The 'Members' tab is active. Below the tabs, the heading 'Add a member' is displayed. A text prompt reads: 'Enter an email address of the ASIFA member you want to invite to manage Animation Lover submissions:'. 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. A large red arrow points to this button from the right. Below the button, a small note states: '*They 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 website dashboard for a user named "Animation Lover". The top navigation bar is orange and contains the ASIFA AWARDS logo, a "How To Submit" link, a "Rules" link, and a "Log out" link. The left sidebar is dark blue and contains the user's profile information (ASIFA Member, member@asifa-hollywood.org), the user's name "Animation Lover", and a list of menu items: Dashboard, Submissions, Invoice, and Studio and Members. The main content area is white and contains a "Dashboard" header, a "Deadlines" section with three upcoming deadlines (September 1, 2015; November 6, 2015; November 20, 2015; December 11, 2015), an "Info" section with links for Event Information, Event Ticketing Questions, and Become a Sponsor, and two sections for "Incomplete submissions" and "Complete submissions", both of which state "There are no incomplete submissions." and "There are no complete submissions." respectively. 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 Animated Feature

#2 Best Animated Special Production

#3 Best Animated Short Subject

#4 Best Animated Television/Broadcast Commercial

#5 Best Animated Television/Broadcast Production For
Preschool Children

#6 Best Animated Television/Broadcast Production For
Children

INDIVIDUAL ACHIEVEMENT CATEGORIES

#10 Animated Effects in an Animated Production

#11 Animated Effects in a Live Action Production

#12 Character Animation in an Animated Television /
Broadcast Production

#13 Character Animation in an Animated Feature
Production

#14 Character Animation in a Live Action Production

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

1 Info

2 Materials

3 Payment

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

2015

August

31

To be eligible, project release date must be between January 1, 2015 and December 31, 2015

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, 2015 and December 31, 2015. 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 44th Award cycle in

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.

#1 Best Animated Feature

1 Info

2 Materials

3 Payment

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

2015

August

31

To be eligible, project release date must be between January 1, 2015 and December 31, 2015

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.

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

Save & Next >

Category Rules

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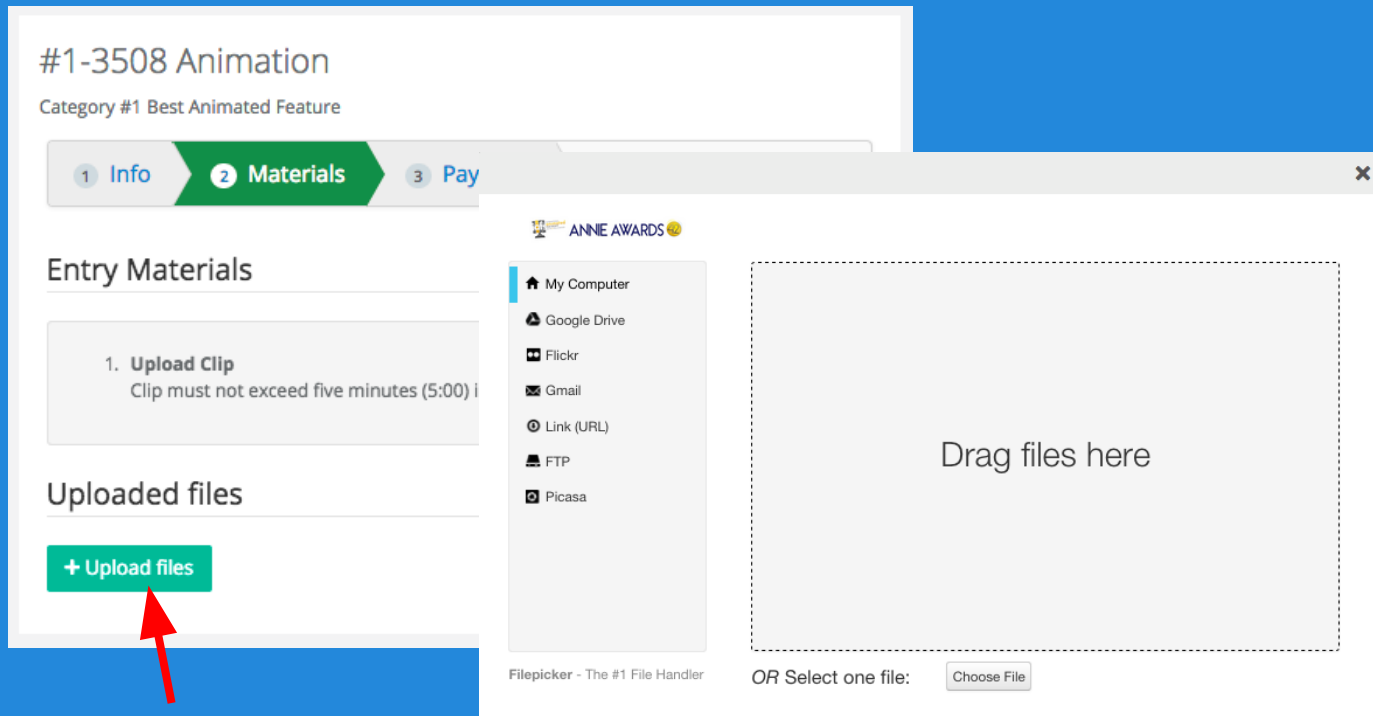
If materials are not readily available for judging, late released features may, at the production's discretion, be held for judging next year, during the 44th Award cycle in 2016.

Mechanical Requirements for Entry: 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. Please slate the file as instructed under Mechanical Requirements for Submissions.

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.

When you've filled out all the fields, Click the blue '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!

#1-3508 Animation

Category #1 Best Animated Feature

1 Info

2 **Materials**

3 Payment

Entry Materials

1. Upload Clip

Clip must not exceed five minutes (5:00) in length and must be correctly slated.

Uploaded files

+ Upload files

1. Image: Screen Shot 2015-08-30 at 6.09.27 PM.png	189 KB Today, 00:31	✕ Delete
2. Video: sample-clip.mp4	65.12 MB Today, 00:58	Preview Video ✕ Delete

Next >

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


#1-3508 Animation
Category #1 Best Animated Feature

1 Info 2 Materials 3 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 studio submissions with US, UK or Canadian credit card

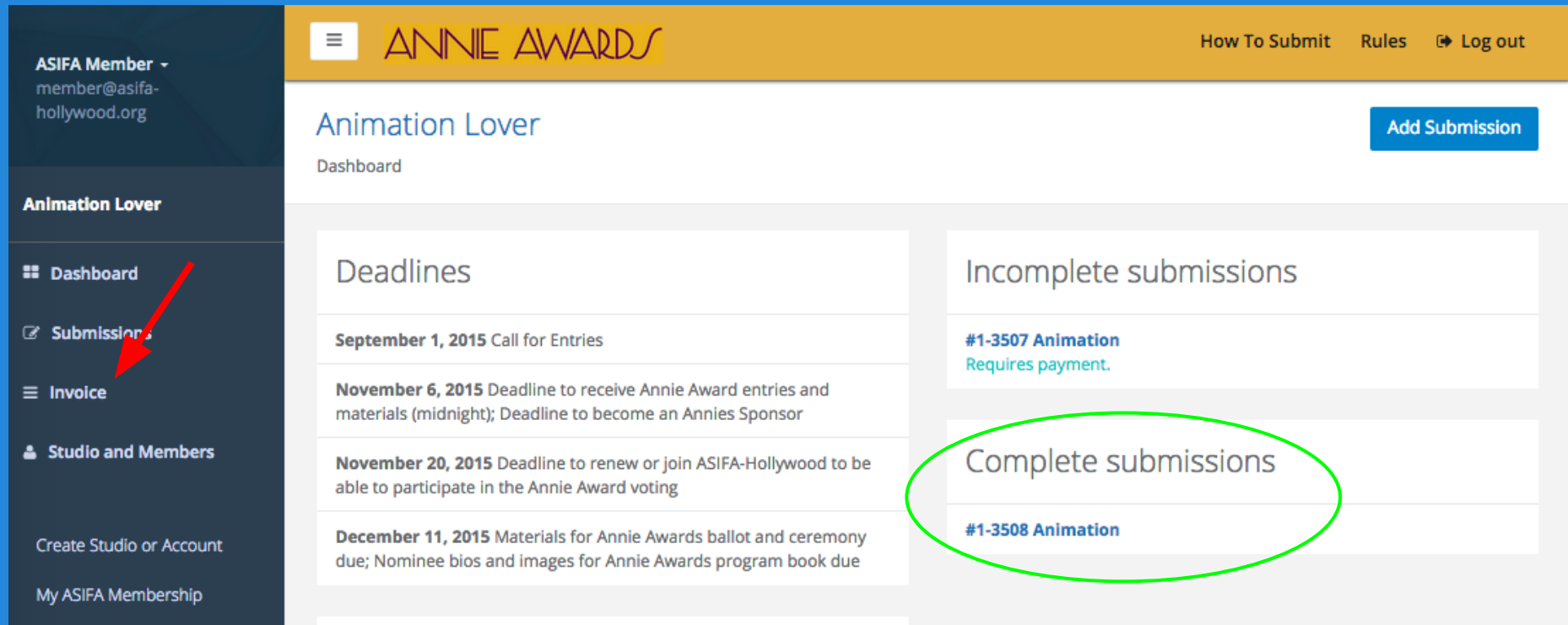
 **PayPal**
Pay for **one or more** submissions with PayPal or international credit card

 **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.



ASIFA Member ▾
member@asifa-hollywood.org

Animation Lover

Dashboard

Submissions

Invoice

Studio and Members

Create Studio or Account

My ASIFA Membership

ANNIE AWARDS

How To Submit Rules ↗ Log out

Animation Lover

Dashboard

Add Submission

Deadlines

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Incomplete submissions

#1-3507 Animation
Requires payment.


Complete submissions

#1-3508 Animation

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



INTERNATIONAL
animated
FILM SOCIETY
ASIA • HOLLYWOOD

ANNIE AWARDS
Forty Three

[Print Invoice](#)

From:

43rd Annual Annie Awards
5042 Wilshire Blvd #22470
Los Angeles, CA 90036
P: (123) 601-4590


Invoice No. 600-2015

To:
Animation Lover
123 Misty Lane
Los Angeles, CA, 90016,
P: 123-456-7890

Sub-ID	Title	Payment method	Due	Paid
#1-3508	Animation <i>Annie Award for Best Animated Feature</i>	Credit Card - 1234567890		100.00
#1-3507	Animation <i>Annie Award for Best Animated Feature</i>		100.00	
			Total:	200.00
			Amount Paid:	-100.00
			Amount due:	100.00 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 5th deadline date will be rendered invalid.**


ANNIE AWARDS
INTERNATIONAL ANIMATED FILM SOCIETY ASIA • HOLLYWOOD

[Print Invoice](#)

From:

43rd Annual Annie Awards
 5042 Wilshire Blvd #22470
 Los Angeles, CA 90036
 P: (123) 601-4590

Sub-ID

#1-3508	Animation Annie Award for Best Animated Feature
#1-3507	Animation Annie Award for Best Animated Feature

Submissions

#1-3508	Animation #1 Best Animated Feature Created by ASIFA Member on Aug 31, 2015 12:22 AM	Nominees not required Paid: CC Transaction ID 1234567890
#1-3507	Animation #1 Best Animated Feature Created by ASIFA Member on Aug 31, 2015 12:11 AM	Nominees not required Pay now

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 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

- **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 5th deadline, or entries are invalid.

Thanks for your interest in submitting your projects
for consideration for the 43rd Annual Annie Awards!

**The deadline to receive Annie
Award submissions is
November 6th, 2015
by Midnight 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.