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.
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).
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).
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

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

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 you to create multiple studio accounts and manage access individually for each.
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.
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*. 
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.
When you've filled out all the fields, Click the blue 'Save & Next' button at the bottom of the screen.
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!
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.
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.
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

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.**
What's My Project ID?

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 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.
Digital Submissions Specs

Video and Audio Specs

- **File Size:** 1GB or less.

- Click the below link to review the specs for all video uploads:


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 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.