VIDEO UPLOAD STEP BY STEP

Step One: VERIFY THE ENTRY YOU WILL BE UPLOADING Make sure you have the email confirmation of your entry (the paperwork for the entry). The email confirmation contains your Entry ID number and the submitter's email both are ESSENTIAL to begin the uploading process. The email confirmation also includes a link to upload your video if needed. On this first page you need to: • Select the entry category from the drop down box. • Enter the ENTRY ID Number EXAMPLE: 34G-02 or 34G is the category and 02 is the entry number. • Enter your e-mail address that you provided on the entry form. • Select Box that you agree to the terms of uploading video.

Step Two: REVIEW VIDEO FILE UPLOAD INFORMATION (valid formats listed below) After reading through the instructions on the page and confirming your entry information in the box at the bottom, click on Proceed to Upload Video. • Select your video from your computer files by Browsing, be sure that you are uploading the correct file type. • Click on UPLOAD The Screen will change to show a status bar indicating where the video is in the upload process. Wait for video to upload. Depending on the size of your file it should only take a couple of minutes, however, the longer the entry, the longer the upload process. IMPORTANT: DO NOT CLOSE THE BROWSER UNTIL THE UPLOAD IS COMPLETE. DO NOT REFRESH THE PAGE OR CLICK THE "BACK" BUTTON ON YOUR BROWSER. *If you do so, you will need to re-start the upload process. Video Encoding In-Progress • Once uploaded, the screen will change for encoding. The status will indicate "processing" until the video is "ready." (This process will take on average about 2 minutes for each minute of video to complete the 2 encodings but can take considerably longer if the server has a backlog of encoding.) • You can keep your browser open while the video is processing; or, you can use the link at the bottom of the page to monitor the encoding process (a new tab/page will open in your browser); or, you can close your browser at this point and return later to finish the approval process • When the status shows "ready," click on the thumbnail or "click here to play video" link to play the video. Watch all the way through. What you see is what the judges will see. *If the link does not appear, there was an encoding problem. • After watching your video, click on the "Approve or Disapprove Video" link

Step Three: COMPLETE THE UPLOAD • If the video uploaded and played properly and you approve, select Approve. • CLICK FINISH • If you do not approve- select "Reject and Delete." Your video will be deleted and you can upload your video entry again. • You have 3 opportunities to upload and approve your video. Once approved, or you've uploaded your video 3 times, you will not be able to upload again. Email: newenglandemmy@gmail.com to have options reset so you can complete the process. • *IMPORTANT: Your video is NOT available to the judges until you approve it!

SUPPORTED VIDEO FORMATS FOR UPLOAD: • WMV (WMV, WMV2, MSMPEG,VC-1) • MOV (Sorenson Video 3, H263, H264, animation) (Certain MOV files have audio encoded such that they cannot be transcoded without loss of sync with the video) • MPEG4 (mp4, 3ivx, DivX, Xvid, H264) • FLV (VP6 and Sorenson Spark) • DV and DVCPro • 3GP (mobile phones) • MPEG1 and MPEG2 • AVI (Indeo, Cinepak, Motion JPEG, MPEG) • F4V (H264) Since we use the FFMPEG framework for transcoding videos, all other formats supported by FFMPEG can be uploaded too.

NOT SUPPORTED: A few formats we occasionally encounter, but NOT supported are: • Quicktime (MOV) files that use the Apple ProRes codec (part of Final Cut). This codec also produces extremely large files. We advise to do a rough export from Final Cut Pro. • Quicktime (MOV) files that actually only contain a raw DV stream (some DV cameras export these). Export these files using either raw DV or H264/AAC Quicktime. • Quicktime (MOV) files with 24-bit audio. • DRM protected files from Microsoft (WMV) or the iTunes Store (M4V, MOV). • CSS encrypted DVD images (VOB). • WMV videos using the MSS2 video codec (for screencasting) Recommended specifications are available online for detailed information regarding preparation of your video for upload.