

## APPLICATION STEPS FOR INDIVIDUAL/INSTITUTIONAL BODY OF WORK

There are 8 parts to this application process.

1. ACCESS THE APPLICATION
2. ENTER SUBMISSION INFORMATION
3. UPLOAD MEDIA REPRESENTING BODY OF WORK (OPTIONAL)
4. UPLOAD SUPPLEMENTAL MATERIALS (OPTIONAL)
5. PRINT, SIGN, AND UPLOAD RELEASE FORM
6. REVIEW YOUR SUBMISSION AND CHECKOUT
7. SUBMIT PAYMENT
8. REVIEW INVOICE CONFIRMATION

Once you have submitted your application, you cannot reopen it to edit information or upload additional materials.

If you need technical support, please contact [peabody-support@getopenwater.com](mailto:peabody-support@getopenwater.com) or start a chat with technical support by clicking on the blue box with a question mark in the bottom right-hand side of the page.

If you have questions at any point regarding the application, please contact [peabody@uga.edu](mailto:peabody@uga.edu) or call (706) 542-3787.

## 1. ACCESS THE APPLICATION

Go to [peabodyawards.com](http://peabodyawards.com) and click on the SUBMIT ENTRY link at the top of the page. Then click on the link near the top of the page: "CLICK HERE TO BEGIN SUBMISSION."

**Submit an Entry for Consideration**

CALL FOR SUBMISSIONS  
SUBMISSION WINDOW  
OCT 15, 2015 - JAN 13, 2016

**CLICK HERE TO BEGIN SUBMISSION**

**Requirements for Eligibility**  
The Peabody Awards honor a diverse range of stories across radio, television, and digital media; print media and theatrically released content are not eligible.

All stories must have been released or aired between January 1, 2015 and December 31, 2015.

The deadline for all submissions is January 13, 2016 at 8 p.m. Eastern.

**Categories of Entry**

**Related Posts**

SPOTLIGHT ON AWARD-WINNING INTERNATIONAL PROGRAMS  
Full Article »

HONORING EXCELLENCE ON THE INTERNET  
Full Article »

**Login**  
Email Address \*  
peabodyadmin@getopenwater  
Password \* lost password?  
.....  
 remember me  
LOGIN

You will be taken the application LANDING PAGE, where you can watch a video walking you through the application process and begin a new submission.

**Welcome to the Peabody Awards Submission System**

If you are looking to make a new submission, [click here](#) to begin.

If you are returning, [click here](#) to view your submissions and invoices.

How to Submit an Entry

05:05  
vimeo

To create a new account, fill in the information on the right-hand side of the page.

**Login or Create an Account**  
2015 Peabody Awards

**Login**

Email Address \*

Password \* [lost password?](#)

remember me

LOGIN

**Create a New Account**

Salutation

Select

First Name \*

Last Name \*

Job Title \*

Email Address \*

Company Name \*

Website

Phone # \*

Fax #

Office Address  
Street Address

If you have already created an account, log in on the left-hand side of the page.

AWARDS THE PEABODY STORY WHO WE ARE NEWS ARCHIVES SUBMIT ENTRY

Winners, News, Events

**Login or Create an Account**  
2015 Peabody Awards

**Login**

Email Address \*

Password \* [lost password?](#)

remember me

LOGIN

**Create a New Account**

Salutation

Select

First Name \*

Last Name \*

Job Title \*

Email Address \*

Note that any field with a red asterisk is required.

## 2. ENTER SUBMISSION INFORMATION

Once you have logged in, the first page asks for information about the entry.

Welcome Matt Shedd

- Home
- My Applications
  - In Progress (2)
- My Profile
- Log Out

The Peabody Awards recognize stories that matter in radio, television, and digital media; print media and theatrically released content are not eligible. Previous award recipients include series, specials, segments, organizations, websites, and podcasts. All stories must be released or aired during the calendar year prior to the submission year.

[Home](#) > [My Applications](#) > [Entry](#)

### 2015 Peabody Awards

[Entrant Information](#) → [Materials](#) → [Release](#)

Entry Title \*

Category \*

RADIO / PODCASTS

(select)

Description

Language of Entry \*

English

### 3. UPLOAD MEDIA REPRESENTING BODY OF WORK (OPTIONAL)

Applicants may upload a media file representative of the body of work of the individual, institution, or program being submitted for consideration.

**We can accept a majority of file types including:**

**Video:** MPEG, MPG, MP4, OGG, MOV, AVI, WMV, M4V, VOB, FLV - 720p or 1080p preferred

**Audio:** MP3 (preferred), OGG, M4A, WMA, WAV, AAC, FLAC

**Images:** PNG (preferred), JPG, JPEG, GIF, TIF, TIFF

**Documents:** PDF, PS, DOC, DOCX, PPT, PPS, PPTX, XLS, XLSX, OPT, SXW, ODP, SXI, ODS, SXC, RTF

**Upload steps:**

- a. Select "Choose File" to upload files
- b. After the file is uploaded, provide the "Name of File" and "Length of File (in minutes)" in the fields below.
- c. You may choose to upload additional files or proceed with the application.

**If you do not have a media file to submit with your INDIVIDUAL/INSTITUTIONAL BODY OF WORK entry:**

Go directly to the "Add Another File" field and select "I am finished uploading files" to continue with the application.

The screenshot shows the '2015 Peabody Awards' application form. At the top, there is a breadcrumb trail: 'Home > My Applications > Entry'. Below this, the page title is '2015 Peabody Awards'. A navigation bar shows 'Entrant Information' (active), 'Materials', and 'Release'. The main section is titled 'Media File' with the instruction 'Upload the File and Provide a Caption'. There is a file upload button labeled 'Choose File | No file chosen'. Below this are two text input fields: 'Name of File' and 'Length of File (in minutes)'. Further down is the 'Add Another File' section with two radio button options: 'I have more files to upload' and 'I am finished uploading files'. Below that is the 'Supplemental Materials' section with two radio button options: 'I wish to upload supplemental materials' and 'I do not have any supplemental materials to upload'. At the bottom right, there are two buttons: 'PREV' and 'SAVE AND NEXT'. Red arrows and text annotations are overlaid on the form: 'Upload file (optional)' points to the file upload button; 'Fill out if file is uploaded' points to the 'Name of File' and 'Length of File' fields; 'Upload more files or proceed' points to the 'Add Another File' radio buttons.

#### 4. UPLOAD SUPPLEMENTAL MATERIALS (OPTIONAL)

At the bottom of the “MEDIA UPLOAD” page, you will be given the option to upload any supplemental materials with your application, such as press clippings, scripts, photos, etc.

**If you have supplemental materials to upload:** Click “I wish to upload supplemental materials,” and four additional upload fields will appear.

- a. Click “Choose File” to select the file to upload
- b. Enter the name of the file after the upload is complete
- c. If you have more materials, select “I have more files to upload.” If you are finished click “I have no more files to upload” and proceed.

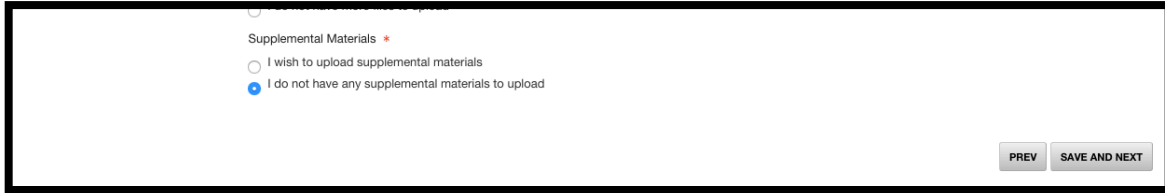
The screenshot shows a web form titled "Supplemental Materials \*". At the top, there are two radio buttons: "I wish to upload supplemental materials" (selected) and "I do not have any supplemental materials to upload". A red box highlights the selected radio button, with an arrow pointing to it from the text "For supplemental materials".

Below this, there are four identical sections for "Supplemental File 1" through "Supplemental File 4". Each section includes the text "Upload the File and Provide a Caption / Title", a "Choose File" button, and a "Name of File" text input field. A red box highlights the "Choose File" button in the first section, with an arrow pointing to it from the text "Click to upload files". Another red box highlights the "Name of File" input field in the first section, with an arrow pointing to it from the text "Enter file name".

At the bottom of the form, there is an "Additional Files" section with two radio buttons: "I have more files to upload" and "I have no more files to upload". A red box highlights this section, with an arrow pointing to it from the text "To upload more files or continue application".

At the bottom right of the form, there are two buttons: "PREV" and "SAVE AND NEXT".

**If you do not have any supplemental materials to upload:** click “I do not have any supplemental materials to upload,” and proceed.

A screenshot of a web form section titled "Supplemental Materials" with a red asterisk. It contains two radio button options: "I wish to upload supplemental materials" (unselected) and "I do not have any supplemental materials to upload" (selected). At the bottom right of the form are two buttons: "PREV" and "SAVE AND NEXT".

Supplemental Materials \*

I wish to upload supplemental materials

I do not have any supplemental materials to upload

PREV SAVE AND NEXT

Any physical objects that cannot be uploaded digitally should be sent to:

**The Peabody Awards  
The University of Georgia  
Grady College of Journalism and Mass Communication  
120 Hooper Street  
Athens, GA 30602-3018**

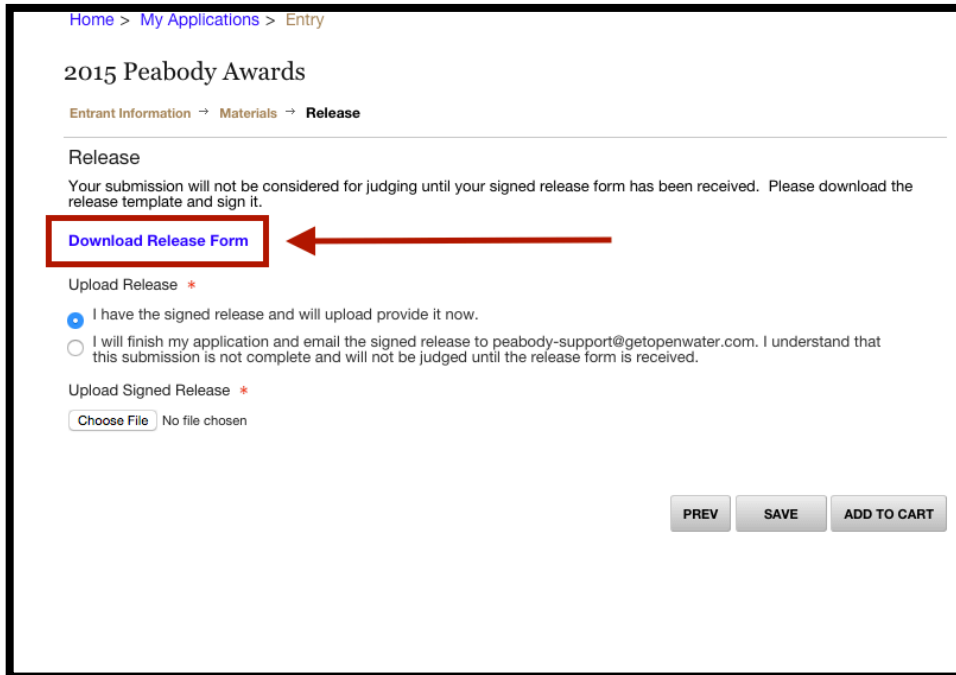
All support materials will be housed in the Peabody Awards Collection along with all submission materials. This is one of the richest repositories of media content and materials in the world.

Once you finish uploading all of your media files and additional documentation, click “SAVE AND FINALIZE.”

## 5. PRINT, SIGN, AND UPLOAD RELEASE FORM

Each application must include a signed Release Form in order to be considered for the award. After it has been signed, you will upload it to your application or return it by email.

To access the release, click “Download Release Form.”



Home > My Applications > Entry

### 2015 Peabody Awards

Entrant Information → Materials → Release

#### Release

Your submission will not be considered for judging until your signed release form has been received. Please download the release template and sign it.

**Download Release Form**

Upload Release \*

I have the signed release and will upload provide it now.

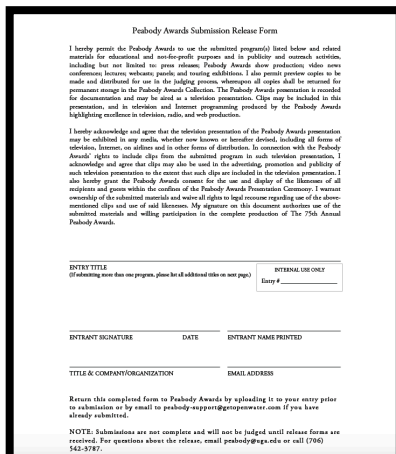
I will finish my application and email the signed release to peabody-support@getopenwater.com. I understand that this submission is not complete and will not be judged until the release form is received.

Upload Signed Release \*

Choose File No file chosen

PREV SAVE ADD TO CART

A PDF of the release will be downloaded to your computer. Print the release for signature.  
**Digital signatures are not accepted.**



Peabody Awards Submission Release Form

I hereby permit the Peabody Awards to use the submitted program(s) listed below and related materials for educational and non-for-profit purposes and to publish and transmit activities, including but not limited to: press releases, Peabody Awards show production, video news conferences, lectures, webcasts, panels, and touring exhibitions. I also permit preview copies to be made and distributed for use in the judging process, whenever all copies shall be returned for permanent storage in the Peabody Awards Collection. The Peabody Awards presentation is essential for documentation and may be used as a selection presentation. Clips may be included in this presentation, and in television and internet programming produced by the Peabody Awards highlighting excellence in television, radio, and web production.

I hereby acknowledge and agree that the selection presentation of the Peabody Awards presentation may be exhibited in any media, whether now known or hereafter devised, including all forms of electronic, internet, on internet and in other forms of distribution. In connection with the Peabody Awards, I agree to include clips from the submitted program in such selection presentation. I acknowledge and agree that clips may also be used in the advertising, promotion, and publicity of such selection presentation to the extent that such clips are included in the selection presentation. I also hereby grant the Peabody Awards access for the use and display of the likeness of all recipients and guests within the confines of the Peabody Awards Presentation Ceremony. I warrant ownership of the submitted materials and waive all rights to legal recourse regarding use of the above-mentioned clips and use of said likeness. My agreement on this document signifies use of the submitted materials and willing participation in the complete production of The 75th Annual Peabody Awards.

ENTRY TITLE (if submitting more than one program, please list additional titles on next page) INTERNAL USE ONLY Entry #

ENTRANT SIGNATURE DATE ENTRANT NAME PRINTED

TITLE & COMPANY/ORGANIZATION EMAIL ADDRESS

Return this completed form to Peabody Awards by uploading it to your entry prior to submission or by email to peabody-support@getopenwater.com if you have already submitted.

NOTE: Submissions are not complete and will not be judged until release forms are received. For questions about the release, email peabody@ga.edu or call (706) 542-9392.



**You have two options for turning in the release:**

**OPTION 1: Scan and upload the signed release before you submit the application.**

- a. Select “I will upload the signed release now” and then click “Choose File.”
- b. Select the scanned, signed copy of the release from your computer to upload.
- c. Once it is uploaded, you can select “ADD TO CART” ” to proceed to the payment gateway or to submit another application.

2015 Peabody Awards

Entrant Information → Materials → Release

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**Release**

Your submission will not be considered for judging until your signed release form has been received. Please download the release template and sign it.

**Download Release Form**

**Upload Release \***

I will upload the signed release now. ←

I will finish my application and email the signed release to peabody-support@getopenwater.com. I understand that this submission is not complete and will not be judged until the release form is received.

**Upload Signed Release \***

Choose File | No file chosen ←

PREV SAVE **ADD TO CART** ↓

**OPTION 2: Finish the rest of the application and send the signed release to peabody-support@getopenwater.com.**

**NOTE: Submissions are not complete and will not be judged until release forms are received.**

- a. Select "I will finish my application..."
- b. Select "ADD TO CART" to proceed to the payment gateway or to submit another application.

2015 Peabody Awards

Entrant Information → Materials → Release

**Release**

Your submission will not be considered for judging until your signed release form has been received. Please download the release template and sign it.

[Download Release Form](#)

Upload Release \*

I will upload the signed release now.

I will finish my application and email the signed release to peabody-support@getopenwater.com. I understand that this submission is not complete and will not be judged until the release form is received.

PREV SAVE ADD TO CART

## 6. REVIEW YOUR SUBMISSION AND CHECKOUT

If you have more entries to submit before you pay, click “MAKE ANOTHER SUBMISSION.”

If you are ready to pay, click “CHECKOUT.”

[Home](#) > [Carts](#) > 2015 Peabody Awards

### Review and Checkout

| Title | Category                    | Cost     | Details                   | #           | Action  |
|-------|-----------------------------|----------|---------------------------|-------------|---|
| test  | RADIO / PODCASTS > Docum... | \$225.00 | Radio / Podcast Entry Fee | 2015028-DCR | <a href="#">Remove</a>   <a href="#">Copy Submission</a>   <a href="#">Make Changes</a> |

Total: \$225.00

Prepaid Voucher ID

## 7. SUBMIT PAYMENT

If your total is correct, select "PROCESS." If you would like to make any changes or add additional applications, click "BACK."

Total Amount Due: \$350

Pay by Credit Card

You will be redirected to payment screen.

Avoid Duplicate Charges - Click Process Only Once

You will then be taken to a payment page. Enter your credit card information and submit.

### Please enter your credit card information

|        |          |
|--------|----------|
| Total: | \$350.00 |
|--------|----------|

**\* Indicates required information**

\* Credit Card Type:

\* Account Number:

\* Expiration Date:

\* Security Code: ([View example](#))

\* Name on Card:

**Billing Address of Credit Card**

\* Street Address 1:

Street Address 2:

\* City:

\* State:

\* ZIP / Postal Code:







\* Country:

\* Email:


Day Phone:

Night Phone:

Mobile Phone:

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## 8. REVIEW INVOICE CONFIRMATION

Once you have submitted your payment, your payment status will show as "Paid." You have the option to print the invoice and all of the applications you submitted.

This invoice will also be sent to the email address associated with your account.

If you have questions, please contact [peabody@uga.edu](mailto:peabody@uga.edu) or call (706) 542-3787.

[Home](#) > [Invoices](#) > Invoice # 1

Thank you  
We have received your information successfully.

Invoice # 1

[BACK TO LIST](#) [PRINT INVOICE](#) [PRINT INVOICE AND ALL APPLICATIONS](#)

Payment Status: Paid

| Date       | Details   | Amount   | Notes                               | Action                       |
|------------|---|----------|-------------------------------------|------------------------------|
| 10/13/2015 | 2015020-DCR, RADIO / PODCASTS > Documentary, test | \$1.00   | Radio / Podcast Entry Fee, Discount | <a href="#">Print   View</a> |
| 10/13/2015 | Payment   | (\$1.00) | Paid with unknown ending in 6004    |                              |
|            | Total:  | \$0.00   |                                     |                              |