

GRAMMY® Awards Online Entry Process – Making Entries

We strongly encourage users to review all **RESOURCE DOCUMENTS** available on the upper right side of the entry site before beginning the entry process. The Online Entry Process (OEP) is made up of eight sections, as outlined below.

Create Package/Submission: This section is for your organizational purposes. Providing a unique name to your packages will help you keep track of and make edits to entries.

It is suggested that you name your submission by the artist and the title of the project as in the following examples:

For albums: *Artist Name – Album Title*

For singles/tracks: *Artist Name – Song Title*

For videos: *Artist Name – Title of Project (video)*

For producers: *Name of Producer or Team (producer)*

For craft categories: *Artist Name – Title – Craft Category Name*

Recording Academy Rights: User must agree in order to proceed.

Recording Info Details: Here you will provide general information about the recording. This will determine which categories this package can be entered into.

- **Recording Type:** Single, Track, Album or Video
- **Recording Date:** Provide exact date or a range of dates (e.g. January 2018 – March 2020)
- **Artist Type:** Solo, Dup/Group, Collaboration, Various
- **Artist Name:** As it appears on the recording
- **Title:** As it appears on the recording
- **Release Date:** The date that this recording was first made commercially available in the U.S.
- **UPC or ISRC:** As it appears under the barcode of the product or assigned to the recording. Be sure to keep these numbers identical when entering the same product in various categories.
- **Credited Record Label:** Record Label that released the recording. If none, enter N/A
- **Format To Be Submitted:**
 - Physical Format – Only if the recording is strictly available as a physical product, Craft, or Music Film categories.
 - Streaming Link – Preferred for most categories. Only valid streaming links directly from [eligible streaming services](#) are accepted. If the release date is scheduled at a time later than at the date of making the entry, the entry must still be completed. Upon the release date, the streaming link must be entered at the [streaming link update website](#).

Categories: Based on the information provided in the Recording Info section, you may now select the categories in which to enter. Please note the following:

- More than one recording for the same artist in the same category may split the vote for the artist during the balloting process.
- You may only make ONE entry in parallel genre fields (e.g., Rock Song or Country Song, or R&B Performance or Rap/Sung Collaboration Performance, etc.). Ultimately the entry is only eligible in ONE specialized genre field. Determinations as to final category placement are made by our Screening Committees. This does not apply to the General Field or craft categories.

Category Details: Information specific to the categories is entered here. Credited individuals on the recordings (e.g. Engineer, Producer, Songwriter, Composer, Art Director, etc.). Enter full name. To add additional credited individuals, click the blue ADD ANOTHER button on the right side.

Upload Media: This is where you will upload label copy/credits for all categories. Additional documentation may be required for specific categories.

- All categories – label copy/credits. *Accepted file formats: .doc .docx .xls .xlsx .pdf*
- Song categories – song lyrics. *Accepted file formats: .doc .docx .xls .xlsx .pdf*
- Recording Package - one (1) high-quality image of the package. *Accepted file format: .pdf*
- Special/Limited Ed. Package – up to three (3) high-quality images of the package. *Accepted file format: .pdf (all images must be together in one pdf file).*
- Album Notes – text-only version of notes AND full booklet. *Accepted file format: .pdf*
- Historical Album - full booklet. *Accepted file format: .pdf*
- Music Video & Music Film – Production Call Sheet/Booklet *Accepted file formats: .doc .docx .xls .xlsx .pdf*

***.jpg or other photo files are not accepted. Please copy and paste those photos into one of the accepted formats listed above.**

Artist Contact Information: Required. In The event the artist/credited individual receives a nomination, we will need to contact them directly regarding GRAMMY ticketing information. Contact information **MUST** be for the entered artist/credited individual or management. Do not enter label contact information.

Summary: Reviewing all information is the final step before hitting the COMPLETE button. This only completes the specific entry. The entrant must still complete the FINAL SUBMIT process in order for the Academy to receive the entries.

Additional General Entry Tips:

Please use appropriate upper/lower case formatting:

Correct: Can't Buy Me Love
Incorrect: CAN'T BUY ME LOVE

Correct: Simon & Garfunkel
Incorrect: SIMON & GARFUNKEL

SAVE: During the open entry period progress can be saved, allowing user to come back at a later time to complete.

LOG OUT: If you wish to exit the site but are not yet ready to submit your saved entries, click the LOG OUT button at the top right corner. Only saved entries will be accessible when you re-enter the site prior to the end of the current open round. *Entries will NOT carry-over to the final round.*

EDIT ENTRY: Before submitting entries to the Recording Academy, you may at any time EDIT your saved entries from the main dashboard by clicking on the PENCIL ICON next to the entry. You may edit an existing entry (spelling corrections, adding additional artists, changing release date, etc.).

DELETE ENTRY: Clicking on the 'X' ICON next to the entry will delete an entry.

FINAL SUBMIT: When you have completed ALL your entries, click the FINAL SUBMIT button. We ask that you do not wait until the deadline indicated on your timetable, but, rather that you submit your entries as early as possible.

Upon successfully FINAL SUBMITTING, you will receive an e-mail confirming your submission to the Recording Academy (this email is also your packing list if physical product is required).

FOR DIGITAL DOWNLOAD-ONLY, PHYSICAL-ONLY RELEASES, and CRAFT CATEGORIES:

PACKING LIST/PRODUCT: You must print the Packing List prior to sending in product for your entries. This list (sent via email) will print by UPC number and will indicate how many total pieces of each product are required for all categories submitted. Please send any required product immediately, along with a copy of the packing list.

Send to: Recording Academy
 ATTN: AWARDS PRODUCT COORDINATOR
 3030 Olympic Blvd.
 Santa Monica, CA 90404

All guidelines and information are available on the GRAMMY Online Entry site for review/print.
If you need further assistance, you may send an email to onlineentry@recordingacademy.com
Or call the Helpline at 877.637.6816