Orthicon - Creating Teams

Creating one or more teams allows you, as the Team Owner, to share your Submissions and Media files.

The person (or persons) you invite will be able to edit, pay for, and otherwise manage your entries.

Please note that there is no current way to limit access to specific entries.

If you are expecting another Orthicon user to pay for an entry you are submitting, you only need to click the "Save Submission" button at the end of the form.

Profile

Tester1's Team 🖉

Invite a user

search users ▲

madison k	✕
Madison Kirshenblatt	
Martha Madison	

STEP 2 - Type in name of person you want to allow access to your submissions

📄 **Profile Information**
Update your account's profile information, phones and email address.

📍 **Addresses Information**
Update your account's addresses (billing and shipping) information.

👥 **Judging Qualifications**
Update your qualifications to be eligible as a Judge.

👥 **My teams**
Teams general information and members.

🔑 **Update Password**
Ensure your account is using a long, random password to stay secure.

⚙️ **Options**
Set up your personal options.

Profile

Tester1's Team ✎

Invite a user

search users ▾

Members

Name	Status	Actions
Dionneedit876 Mateos	pending	🗑 ✉

Profile Information
Update your account's profile information, phones and email address.

Addresses Information
Update your account's addresses (billing and shipping) information.

Judging Qualifications
Update your qualifications to be eligible as a Judge.

My teams
Teams general information and members.

Update Password

Profile

Tester1's Team ✏️

Invite a user

search users ▼

Members

Name	Status	Actions
Dionneedit876 Mateos	active	🗑️

When the person accepts the invitation, the status will change to active.

Profile Information
Update your account's profile information, phones and email address.

Addresses Information
Update your account's addresses (billing and shipping) information.

Judging Qualifications
Update your qualifications to be eligible as a Judge.

My teams
Teams general information and members.

My orders

Submissions

Media Gallery

Profile

TIMEZONE

unset timezone   ✕

SUBMISSIONS

Allow your team members to manage your submissions?

active

MEDIAS

Allow your team members to manage your medias?

active

Save

STEP 4 - In the "Options" tab, confirm that the
Submissions and Media toggles are set to "active"

If they are not active (yellow), toggle them to the
active position

Profile Information
Update your account's profile information, phones
and email address.

Addresses Information
Update your account's addresses (billing and
shipping) information.

Judging Qualifications
Update your qualifications to be eligible as a Judge.

My teams
Teams general information and members.

Update Password
Ensure your account is using a long, random
password to stay secure.

Options
Set up your personal options.

Special Instructions - for users not paying for their own entry

Submission Price

Item	Price
dte50-02	$475.00
Total Price	$475.00

If another user is going to pay
for your submission,
click the "Save Submission" button only

Network has master agreement.   **Save Submission ❯**   **Add to cart ❯**

ORTHICON

Orthicon - Tips for Users invited to a Team

If you are invited to a Team, you will need to accept the invitation before you can see the entries being shared with you.

Please note that there is no current way to limit access to specific entries so be sure to exercise caution when handling other people's submissions and/or media files.

Crowd
Favorite

The Daytime Emmys <noreply@theemmys.tv>

1:54 PM (0 minutes ago) ☆ ↩ ⋮

to Dionneedit876 ▾

NATIONAL
ACADEMY
OF TELEVISION
ARTS & SCIENCES

As the invitee, you must accept
the invitation to see and manage
the new submissions

Hello Dionneedit876 Mateos,

Your were invited to join the team **Tester1's Team** at 16th Feb 2023 21:54

Accept invitation

This link will expire at February 17, 2023 4:54 PM EST.

Thank you,
The Emmy Awards Team

Submissions List

BY STATUS

By Person Name

By Category

○ All

By Network

○ Draft

By Program

○ Submitted

By Submitter

BY LOCK STATUS

○ All

○ Unlocked

○ Locked

After accepting the invitation, the other User's submissions will display pn your list

✕ Close Filter   Clear all

☐	Reference ⇕	Category ⇕	Persons	Program ⇕	Order	Payment ⇕	Submitter	Status ⇕	Locked ⇕	Actions
☐	DTE50-14-136C2	Lead Performance in a Daytime Drama Series: Actress				Awaiting payment	Tester1 Tester1	Draft	Unlocked	👁 📋 🗑
☐	DTE50-16-3ED46	Supporting Performance in a Daytime Drama Series: Actress				Awaiting payment	Tester1 Tester1	Draft	Unlocked	👁 📋 🗑
☐	DTE50-16-E716B	Supporting Performance in a Daytime Drama Series: Actress	Rachel Schwartz	CHoirX		Awaiting payment	Tester1 Tester1	Submitted	Unlocked	👁 📋
☐	DTE50-2-D80E0	Culinary Series	newtest testy tester			Awaiting payment	Dionneedit876 Mateos	Draft	Unlocked	👁 📋 🗑
☐	DTE50-300CD					Awaiting payment	Dionneedit876 Mateos	Draft	Unlocked	👁 📋 🗑
☐	DTE50-D9A15					Awaiting payment	Dionneedit876 Mateos	Draft	Unlocked	👁 📋 🗑

Submissions List

You can filter results to see only your entries, or of any other submitter, by typing part
of the User's name and selecting "By Submitter" as your filter from the dropdown

⋮ | tester1 ✕ | By Submitter ▾ | 🔍 Search | ▽ Filters ⟲ | Show deleted | Show | 25 ▾

BY STATUS
- ○ All
- ○ Draft
- ○ Submitted

BY PAYMENT
- ○ All
- ○ Paid
- ○ Awaiting payment

BY LOCK STATUS
- ○ All
- ○ Unlocked
- ○ Locked

✕ Close Filter   Clear all

☐	Reference ⇅	Category ⇅	Persons	Program ⇅	Order	Payment ⇅	Submitter	Status ⇅	Locked ⇅
☐	DTE50-14-136C2	Lead Performance in a Daytime Drama Series: Actress				Awaiting payment	Tester1 Tester1	Draft	Unlocked
☐	DTE50-16-3ED46	Supporting Performance in a Daytime Drama Series: Actress				Awaiting payment	Tester1 Tester1	Draft	Unlocked
☐	DTE50-16-E716B	Supporting Performance in a Daytime Drama Series: Actress	Rachel Schwartz	CHoirX		Awaiting payment	Tester1 Tester1	Submitted	Unlocked

Bulk Actions ... ▾   Showing 1 - 3 of 3 results