

## Registration open until Friday 8 November 2024 at 23.59!

The information for the Emma Gala is downloaded from the Emma system, so be careful with the correctness of the information and the downloaded material when registering.

### 1. CREATING AN ACCOUNT

In order to register your candidate, create an account in Emma Gaala's candidate system under "Register new user" on the "Login" page. If you have already created an account last year, you can use the same one. If you have forgotten your password, you can create a new password by pressing "Forget Your Password?".

Create an account: <https://portal.emmagaala.fi/login>

### 2. CHECK THE ACCOUNT OPENING CONFIRMATION MESSAGE

After creating a new account, you will receive a confirmation message in your email, which you must accept. If you don't see the message after creating an account, check your spam folder. If the message still does not appear, contact: info@emmagaala.fi.

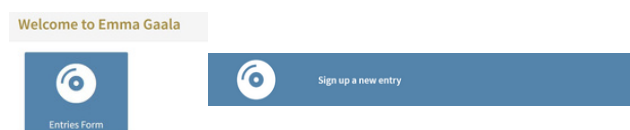
### 3. COLLECT THE CANDIDATE INFORMATION & LOG IN WITH YOUR ID

<https://portal.emmagaala.fi/login>

You can find the policies for the Emma award from <https://ifpi.fi/emma-gaala/ohjeet-emma-ehdokkaiden-ilmoittamiseen/> or [clicking here](#). By signing up, you accept the rules. Also read the policies carefully so that you don't register in the wrong categories.

### 4. REGISTER YOUR CANDIDATE

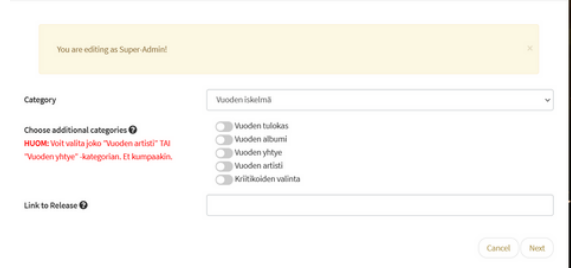
Click on "Sign up a new entry" (or "Entries Form").



First select the genre category(s) and then the additional categories ("Additional categories") you want to register your candidate to.

For example, if you want to register a "Newcomer of the Year" candidate, first select the desired genre category (e.g. pop) from the drop-down bar and then select more categories from "Additional categories".

### Sign up a new entry



The screenshot shows a web form titled "Sign up a new entry". At the top, it says "You are editing as Super Admin!". Below that, there is a "Category" dropdown menu currently set to "Vuoden iskelmä". Underneath, there is a section "Choose additional categories" with a warning: "HUOM: Voit valita joko 'Vuoden artisti' TAI 'Vuoden yhtye' kategorian. Et kumpaakin." There are four radio button options: "Vuoden tulokas", "Vuoden albumi", "Vuoden artisti", and "Vuoden yhtye". Below this is a "Link to Release" field. At the bottom right, there are "Cancel" and "Next" buttons.

You cannot register for both Artist of the Year and Band of the Year categories, you have to choose one!

Copy the SoundCloud or Spotify link of the album or Playlist to "Link to Release". Press "Next". The song/album must be released between 4 November 2023 and 15 November 2024. Check section 1.2 of the Emma rules and contact us if you have any questions!

### 5. REPORT THE CANDIDATE DATA TO THE SYSTEM

Check the automatically incoming information under "Mandatory information" and correct if necessary. Add the rest of the information in the Emma system. When you enter sales figures, first [read the instructions from here](#).

We need sales numbers from you in the following categories: Artist or Band of the Year, Album, Newcomer, Song, Pop, Rock, "Schlager" of the Year, Rap, Metal and Alternative of the Year.

Sales numbers are not required in these categories: Jazz of the Year, World music, Classical, Producer, Critics' Choice or Music Creator of the Year.

If adding information is incomplete, press "Save and continue later".

**If you want to send an application, press "Sign up". If you continue without saving, you can't return!**

If there are any problems, please contact us in English [support@kodekvarteret.no](mailto:support@kodekvarteret.no) (cc to [info@emmagaala.fi](mailto:info@emmagaala.fi)).

## 6. PAYING OR REGISTERING A NEW CANDIDATE

In this section, you can add a new candidate or proceed to pay if you wish.

**Entry successfully registered!**

Submit and pay for the entry

Go back and register another!

Announcing Emma candidates costs €29/per candidate/per category (incl. VAT 25.5%). This is used to maintain and develop the Emma registration system.

**Click "Submit and pay for the entry".**

You can pay with Credit or Debit cards and you will be asked for confirmation with a password application or another means of verification defined by your bank.

## 7. CHECK THE DETAILS

When you have pressed "Submit and pay for the entry", you will see the view below.

Fill in the credit card information, read and check that you have read Emma's policies from [Emma rules](#). We will not refund payments if your registration does not comply with the policies!

Confirm the payment using the confirmation method provided by your bank (e.g. PIN application).

### Pay and submit

Entry	Category	Fee
Dafina Zeqiri – The Absolute Vol. 1	Vuoden Jazz	EUR 29,-
Dafina Zeqiri – The Absolute Vol. 1	Vuoden Tulokas	EUR 29,-
Dafina Zeqiri – The Absolute Vol. 1	Vuoden Albumi	EUR 29,-
Dafina Zeqiri – The Absolute Vol. 1	Vuoden Artisti	EUR 29,-
Dafina Zeqiri – The Absolute Vol. 1	Kriitikoiden valinta	EUR 29,-
<b>Total sum (incl. 25.5% vat.)</b>		<b>EUR 145,-</b>

Credit or debit card

Full name

Kortin numero

KKVV CVC

I confirm that I have read the rules and are particularly aware of the rules for release date and the registration requirements.

## 8. YOU SUCCEEDED, PRESS GO BACK AGAIN!

When the payment has gone through and the registration has been confirmed, you will see the "Success" view and receive a receipt in your email. If you have announced several candidates, check that all the candidates you announced appear on the list. Press "Go Back" and only then your registration will be sent and you will see all the candidates you have notified!

### Success

Your payment is processing and a confirmation will be sent to your email address as soon as it has gone through. Please check your spam filter if you don't receive this mail. All your registrations are available in your account at <https://portal.emmagaala.fi>.

Entry	Category	Fee
Dafina Zeqiri – The Absolute Vol. 1	Vuoden Jazz	EUR 29,-
Dafina Zeqiri – The Absolute Vol. 1	Vuoden Tulokas	EUR 29,-
Dafina Zeqiri – The Absolute Vol. 1	Vuoden Albumi	EUR 29,-
Dafina Zeqiri – The Absolute Vol. 1	Vuoden Artisti	EUR 29,-
Dafina Zeqiri – The Absolute Vol. 1	Kriitikoiden valinta	EUR 29,-
<b>Total sum (incl. 25.5% vat.)</b>		<b>EUR 145,-</b>

Go back

You can also find the receipt in the circled section

### Your Entries

Note that you can not change registration once it's submitted.

Entry	Category	Status	Price	Action
Coldplay – Moon Music	Vuoden Etmo	Submitted	EUR 29,-	<input checked="" type="checkbox"/> <input type="checkbox"/>
Taylor Swift & Jaana – THE TORTURED POETS DEPARTMENT: THE ANTHOLOGY plus Jaana	Vuoden Pop	Submitted	EUR 29,-	<input checked="" type="checkbox"/> <input type="checkbox"/>
Taylor Swift & Jaana – THE TORTURED POETS DEPARTMENT: THE ANTHOLOGY plus Jaana	Vuoden Artisti	Submitted	EUR 29,-	<input checked="" type="checkbox"/> <input type="checkbox"/>
Jaana Karila – AMA	Vuoden Bisi	Submitted	EUR 29,-	<input checked="" type="checkbox"/> <input type="checkbox"/>
Dafina Zeqiri – The Absolute Vol. 1	Vuoden Jazz	Submitted	EUR 29,-	<input checked="" type="checkbox"/> <input type="checkbox"/>
Dafina Zeqiri – The Absolute Vol. 1	Vuoden Tulokas	Submitted	EUR 29,-	<input checked="" type="checkbox"/> <input type="checkbox"/>
Dafina Zeqiri – The Absolute Vol. 1	Vuoden Albumi	Submitted	EUR 29,-	<input checked="" type="checkbox"/> <input type="checkbox"/>
Dafina Zeqiri – The Absolute Vol. 1	Vuoden Artisti	Submitted	EUR 29,-	<input checked="" type="checkbox"/> <input type="checkbox"/>
Dafina Zeqiri – The Absolute Vol. 1	Kriitikoiden valinta	Submitted	EUR 29,-	<input checked="" type="checkbox"/> <input type="checkbox"/>

## 9. YOU ARE DONE!

We check all registrations and will be in touch if necessary information is missing.

If you are selected as an official Emma candidate, we will contact you. Prepare in advance to quickly deliver the material for the Showreel of Press and Gala itself to the TV production company.

[See the material requirements here](https://ifpi.fi/emma-gaala/ohjeet-emma-ehdokkaiden-ilmoittamiseen/) or from here: <https://ifpi.fi/emma-gaala/ohjeet-emma-ehdokkaiden-ilmoittamiseen/>