

CONTEST FILE SUBMISSION INSTRUCTIONS

If your contest requires submission of any files for judging, the link in your contest module will be active from the time the prompt or problem is released until 5PM EST on the submission deadline. Late submissions are not accepted.

Once you have submitted your files, you may not re-submit or submit different files for judging.

Files must be named properly in order to be scored. Refer to the outline below.

Failure to submit in the designated format may result in penalty or disqualification.

When you submit files using this form, you will receive email confirmation of your submission. Please retain this email for your records until judging is complete.

- Acceptable files for uploading: PDF, DOC, DOCX, XLS, XLSX, TXT, RTF, PPT, PPTX, ZIP, MP3, WMA, MPG, AVI, JPG, JPEG, PNG, MP4, MOV

If you are having difficulty uploading a large video file, you may publish an unlisted video to YouTube and use it to submit the link for your video to the link in your contest information. The same deadlines apply to all submissions; it is advisable to account for potential technical difficulties in your upload process.

- Name your file using the contest code for your contest (provided in your contest guide), your contestant number, and your division (HS for high school or CPS for college/post secondary). Ask your advisor for your contestant number.

“(CONTESTANT NUMBER)_(CONTEST CODE)_(DIVISION).xxx”

- *For example: Contestant 1234 is a high school student competing in Photography and submitting a photograph for judging.*

■ **File should be named: 1234_PHO_HS.jpg**

- When submitting multiple files, you may add a number to the end of the file name.

- *For example: Contestant 1234 is a high school student competing in Photography and submitting multiple photographs for judging.*

- **Files should be named:**

1234_PHO_HS1.jpg

1234_PHO_HS2.jpg

1234_PHO_HS3.jpg, etc.

- Use the comments section to identify the files you are submitting.

■ **For example:**

- HS1 - field shoot photo 1
- HS2 - field shoot photo 2
- HS3 - studio shoot 1, etc.

■ Information in this field will be used only to identify files and will not be scored.