



SUBMISSION CHECKLIST BY CATEGORY

PAPER ENTRY

- Upload **ONE** file in PDF format where it asks for your **PAPER**
- Put everything in this order: **title page, process paper, paper, and annotated bibliography.**
- Leave the box labeled **ENTRY VIDEO URL** Blank

WEBSITE ENTRY

- Enter your eight digit **SITE KEY**. This number can be found in the website's URL
- Leave the box labeled **ENTRY VIDEO URL** Blank

DOCUMENTARY ENTRY

- Upload **ONE** PDF file that contains your title page, process paper, and annotated bibliography where it asks for **WRITTEN MATERIALS**
- Store your documentary video on Google Drive, One Drive, or Drop Box. Make the file **SHAREABLE**. Copy and paste the shareable link into the box entitled **DOCUMENTARY LINK**
- Do **not** use YouTube to store your documentary.

EXHIBIT ENTRY

- Upload **ONE** PDF file that contains your title page, process paper, annotated bibliography and exhibit slides where it asks for **EXHIBIT**
- To combine documents into one PDF you can use one of the following free apps – smallPDF or ILovePDF.
- Leave the box labeled **DOCUMENTARY LINK** Blank

PERFORMANCE ENTRY

- Upload **ONE** PDF file that contains your title page, process paper and annotated bibliography where it asks for **WRITTEN MATERIALS**
- Store your performance video on Google Drive, One Drive or Drop Box. Make the file **SHAREABLE**. Copy and paste the shareable link into the box entitled **PERFORMANCE LINK**.
- Do **not** use YouTube to store your performance video.