

## Instructions for Uploading Photos into Submittable

**You must have already registered to enter the contest on 4-H Online and made payment! (Deadline is March 15<sup>th</sup>, 2023)**

1. If you already have a Submittable account, proceed to step 3.
2. If you don't have a Submittable account, create a free Submittable account at:
  - a) <https://manager.submittable.com/signup>
  - b) Complete the form using a name, email, and password.
  - c) Click on the Sign-Up button.
  - d) You should automatically be logged in to your profile at this point.
  - e) Skip to step 4
3. Login to your Submittable account at:
  - a) <https://manager.submittable.com/login>
4. Copy and paste or click on the Submittable link below:  
  
<https://texas4-hyouthdevelopment.submittable.com/submit/ed97a5fc-481c-4d69-a089-56bec8a947a6/2023-district-9-4-h-photography-contest>
5. Complete the form for each photo you are qualified to enter (must have registered in 4-H Online)

If you experience any technical difficulties, please contact Amanda Brooks at [amanda.brooks@ag.tamu.edu](mailto:amanda.brooks@ag.tamu.edu) and Zach Giblin at [zachary.giblin@ag.tamu.edu](mailto:zachary.giblin@ag.tamu.edu)

Please verify all information for completeness and accuracy at the time of entry.

Deadline for entries is as follows:

- 4-H Online Registration: March 15<sup>th</sup>
- 4-H Online Late Entries Registration: March 16<sup>th</sup> - 20<sup>th</sup> (\$10.00 Late fee assessed)
- Submittable Submissions due: March 21<sup>st</sup>
- When uploading your photos, Must be .jpeg, .jpg, or .png. Contestants must use any file naming structure. "*Details\_Dallas\_Senior\_Smith\_John.jpg*

**Please remember this is a TWO step process – you must have registered in 4-H Online to enter the contest and uploaded your photos into the submittable website.**