

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 19th, 2025)

**Create the Submittable account under the YOUTHs Name!
Photos must be uploaded into Submittable by March 25th**

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)
6. **Name your photos as shown by the example below:**
"Details_Brazos_Senior_Smith_John.jpg"

If you experience any technical difficulties, please contact Jason Bowen at jason.bowen@ag.tamu.edu and Bethany Janner at bethany.janner@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 5th - March 19th
- 4-H Online Late Entries Registration: March 20th - 24th (\$10.00 Late fee accessed in addition to \$5.00 per photo)
- Submittable Uploads due: March 25th
- When uploading your photos, Must be .jpeg, .jpg, or .png. Contestants must use any file naming structure. ***"Details_Brazos_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.