

## **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 19<sup>th</sup>, 2025)**

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

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:
5. <https://texas4-hyouthdevelopment.submittable.com/submit/322032/district-9-4-h-photography-2024-2025>
6. Complete the form for each photo you are qualified to enter (must have registered in 4-H Online)
7. **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](mailto:jason.bowen@ag.tamu.edu) and Bethany Janner at [bethany.janner@ag.tamu.edu](mailto: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 5<sup>th</sup> - March 19<sup>th</sup>
- 4-H Online Late Entries Registration: March 20<sup>th</sup> - 24<sup>th</sup> (\$10.00 Late fee accessed in addition to \$5.00 per photo)
- Submittable Uploads due: March 25<sup>th</sup>
- 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.**