

Submitting Process:

1. Download the submission forms from the [submission page](#). You have the option to print out a digital fillable file or a printable version.
2. When you have the submission, form completed and all of your files, visit the submission form to start the submission process.
3. Once you have entered in your contact information as well as the category you are entering, you will need to click the "Upload Files" button. This will take you to Dropbox.com.
4. When you get to Dropbox.com you will see "2020 Document Competition Submissions".
5. Under the graphic, you will see two upload options, 1-Choose from computer or 2-Choose from Dropbox. If the files that you are submitting are located on your computer, click "Choose from computer". If your files are on your Dropbox account, click "Choose from Dropbox".

File naming:

Please start your file name with the first letter of your first name and all of your last name, example: cbarnes_submissionname.pdf

6. Once you upload the files you will see an option to add more files and to check your files. When you have all of the submitting files shown on the screen, click "Upload".
7. You will then be taken to a confirmation page where you will be able to submit more files if needed.

*Note: When you upload your files, other submitting individuals will NOT be able to see your files.