



Instructions on NHD Paper Upload within Registration

*Before uploading your paper please make sure the file is in PDF format.**

- During registration, you will come to a page named 'Project' prompting you to **Create A New Project**.
- Fill in the **Title**, **Category** as **Paper**, and **Description**.

If you have your paper immediately ready for upload during registration do the following:

- Beside **Entry's Paper** click the **Upload File** button.
- Select **Choose File** to navigate to the file on your computer.
- Select where the file is saved on your computer and click **Open (Mac)** or **Ok (PC)**.
- Click **Upload**.
- Click **Save & Continue** to finish your registration.

If you do NOT have the paper immediately ready for upload during registration do the following:

- Fill out **Title**, **Category** as **Paper**, and **Description**, skip uploading, and click **Save & Continue**.
- Once you finished the remaining registration items, you will have the ability to upload your paper to your account until **11:59pm ET on Tuesday, May 14, 2019**.
- When you are logged in, on the main page click on your name in the top right corner of the screen.
- Select **My Profile** from the dropdown.
- In the right column there is a field that reads **Entry's Paper** and a button labeled **Upload File**.
- Click on the **Upload File** button.
- Select **Choose File** to navigate to the file on your computer.
- Select where the file is saved on your computer and click **Open (Mac)** or **Ok (PC)**.
- Click **Upload**.
- Scroll to the bottom and click **Save**.

You are free to overwrite your paper if changes are made between the time you register and registration lockout.

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Papers must be uploaded within registration no later than 11:59pm ET on Tuesday, May 14, 2019. If you experience difficulties, please contact IT@nhd.org.

*Here are a couple resources on how to convert Word documents to PDF:

- <http://smallpdf.com/word-to-pdf>
- <https://support.office.com/en-au/article/Save-as-PDF-443b9ec2-3b9a-431f-b6f7-672550a296b7#bm17>