2021 National Contest Performance Submission Instructions

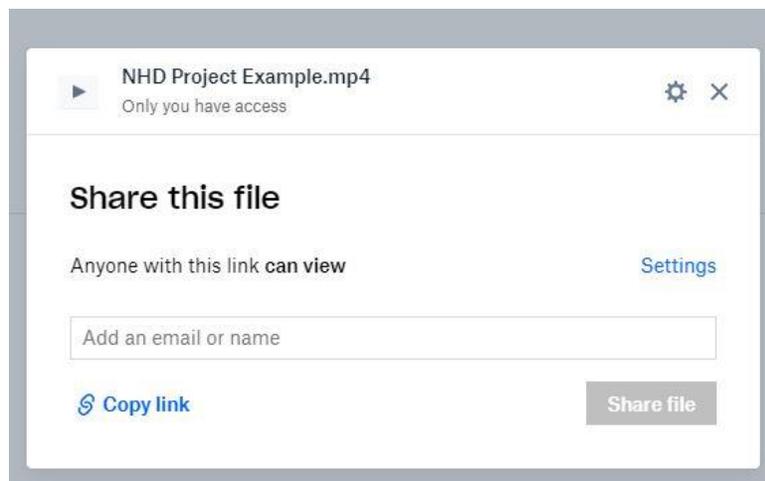**STEP 1:** Follow **these instructions** to create your performance project.

STEP 2: Create **one PDF** file that contains your title page, process paper, annotated bibliography, and Performance Companion Worksheet. You may only upload **one** PDF, so it must include all of your required paperwork. Free apps for combining multiple documents into one PDF include Small PDF and I Love PDF.) **The final PDF document order must be: title page, process paper, annotated bibliography, Performance Companion Worksheet.**

STEP 3: Upload the **.MP4** file of your performance to Dropbox, Google Drive, or OneDrive. **PLEASE** allow yourself ample time to complete this process before the deadline. Files typically upload faster over a wired connection instead of WiFi.

STEP 4: Make Dropbox, Google Drive, or OneDrive link shareable. See instructions below for each
   platform.

Dropbox Share Steps

Hover over the .MP4 file and click the Share button. A pop-up box will appear. Find **Share a link instead**, create a link, and set it to **Anyone with a link can view**. Copy the link.
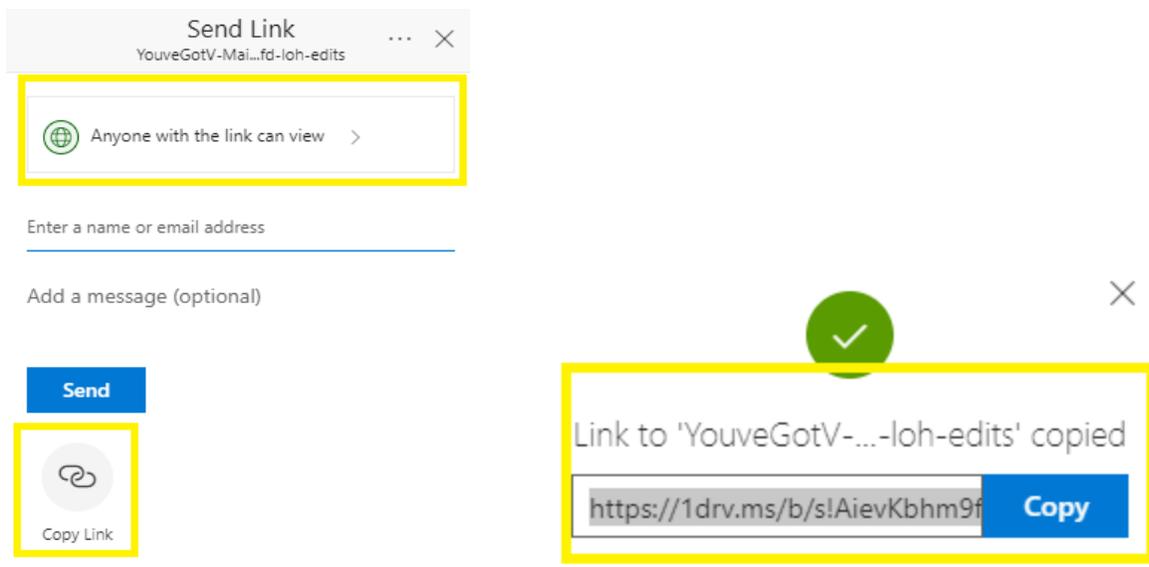

Google Drive Share Steps

Right-click on the file you are submitting from your Google Drive. Select the **Share** option from the menu. In the bottom square of the prompt that appears, select **Chang**e under the **Get link** heading.

From the drop-down that appears under the hyperlink of the file select **Anyone with the link.**

OneDrive Share Steps

Right-click on the file you are submitting from your OneDrive. Select the **Share** option from the menu. Change settings to **Anyone with the link can view.** Copy the link.

Please note: Check that you have created a shareable link. Open an incognito browser tab and copy and paste your link there. If the video is not shared, repeat Step 3. If the video appears, advance to Step 4.

How to Open Incognito Browser Tab
1. Windows, Linux, or Chrome OS: Press Ctrl + Shift + n.
2. Mac: Press ⌘ + Shift + n.

STEP 5: Submit your project to the contest:
- Go to the National Contest registration and log in to your NHD student profile.
- Upload your PDF file (title page, process paper, annotated bibliography, and Performance Companion Worksheet) into the **Written Materials** field. If you already have a file uploaded in your profile from the affiliate/state contest, you will need to replace it with your updated file.
- Paste your updated video link into the **Performance Link** field.
- Click **Save.** That's it!

We will test all links and PDFs and will contact you if there are problems with the files.

Zfairs Registration System View