



## 2022 National Contest Documentary Submission Instructions

You will upload a SHAREABLE **.MP4** video file of your project to Dropbox, Google Drive, or OneDrive to allow judges to view projects remotely. Process papers & bibliographies will be converted to PDF files and uploaded as well.

### Follow These Steps:

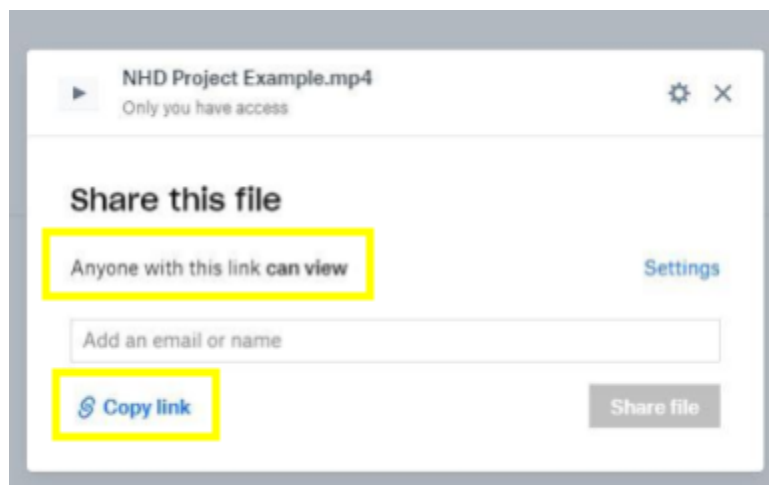
**STEP 1** Create **one PDF** file that contains your title page, process paper, and annotated bibliography. You may only upload **one** PDF, so it must include all of your required paperwork. Free apps for combining multiple documents into one PDF include [Small PDF](#) and [I Love PDF](#). **The final PDF document order must be: title page, process paper, and annotated bibliography.**

**STEP 2** Upload the **.MP4** file of your documentary 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 3** Make your Dropbox, Google Drive, or OneDrive link shareable. See instructions below for each platform.

### Dropbox Share Steps

Select the **.MP4** file and click the Share button. A pop-up box will appear. Make sure the link is set to **Anyone with this link can view**. Click **Copy Link** and then copy the shareable link.



### Google Drive Share Steps

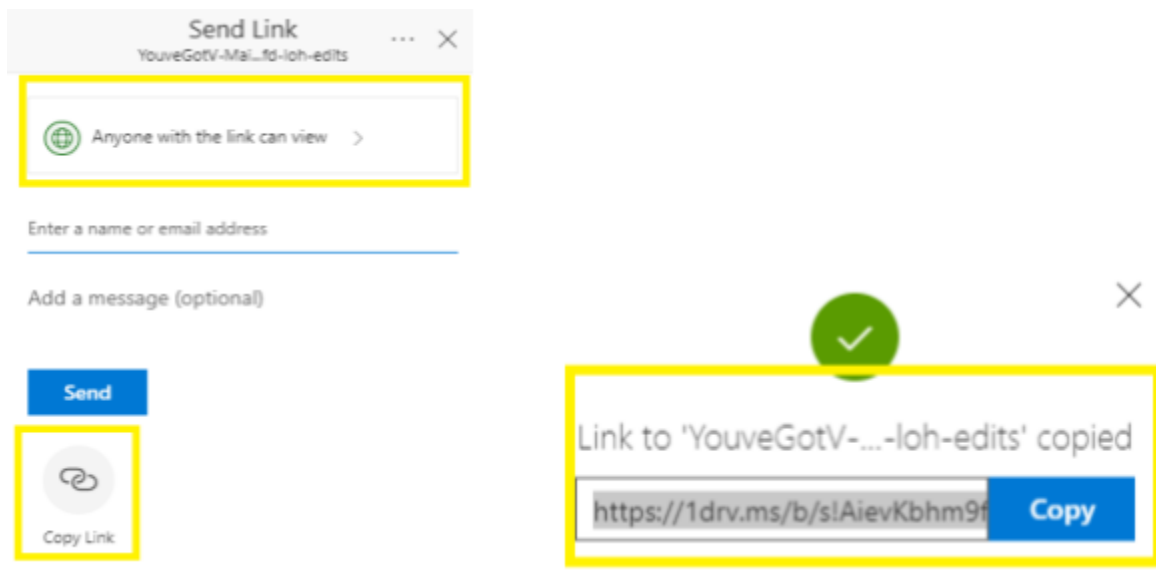
Right-click on the file you are submitting from your Google Drive. Select the **Share** option from the menu. In the bottom square of the prompt that appears, select **Change** under the **Get link** heading.

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 4** Submit your project to the contest:

- Go to the National Contest registration website and log in to your NHD student profile.
- Click your name in the top right corner and select **My Profile** from the dropdown menu.
- Select the **Entry** tab.
- Upload your PDF file (title page, process paper, and annotated bibliography) into the **Written Materials** field. If you already have a file uploaded in your profile, you will need to delete and replace it with your updated file.
- Paste your updated video link into the **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**

<b>Title*</b>	Sample Documentary Title
	<input type="checkbox"/> Do not show project or participant in showcase
<b>Category*</b>	Individual Documentary
<b>Description*</b>	This is my project description.
<b>Written Materials</b>	<input type="button" value="Add File"/>
<b>Link</b>	Link
	<input type="button" value="Save &amp; Continue"/>