

## **Online Entry Help**

To submit an online entry you must:

1. Download the entry form in either Microsoft Word or PDF format.
2. Scan your drawing or save your photo on your computer.
3. Fill out entry form and save.
  - If you downloaded the PDF document, fill in form fields and save document.
  - If you downloaded the Microsoft Word document, delete check boxes and add 'X' or '✓' in place of the check boxes or print the document, fill it out and scan and save a copy to your computer.
4. To submit entry click '*Submit Online Entry*' hyperlink. Your email program should open. Attach your scanned drawing or photo and your entry form to the email. Put *Contest Entry* in subject line and send email.