

Second Annual Kidsbridge Creative Character Education Youth Competition

2016 Theme: **STAND UP** for Diversity ... How I Include and Respect Others



DIRECTIONS FOR NAMING AND SUBMITTING AN ENTRY ONLINE

Deadline: May 13, 2016

Step One

Generate and save your entry in the appropriate format

- **Essays** should be created in Microsoft Word and saved as PDF documents. Note follows.*
- **Posters** are 8.5 x 11" and should be scanned and saved as a PDF (150-200 dpi at 8.5x11" in RGB format).
- **Videos** should be 16:9 aspect ratio (note: a video with a non-16:9 ratio will upload but be played with black pillars on either side), 720p or 1080p resolution and saved in MPEG4 or MP4 format.

* Essays submitted by elementary school children that are handwritten must be scanned and submitted electronically as a PDF. Students in grades 2-5 may also keyboard their essays. All middle school essays (grades 6-8) **MUST** be keyboarded.

Step Two

Rename your files using this formula -- with no spaces or punctuation:

Essay, Poster or PSA ... grade ... Last name & First Initial, or Team Name

File name examples

Essay3SharmaA

Essay5LeeS

Poster4JamisonT

Video7EwingUPstanders

(Explanation)

(an essay by Adah Sharma in grade 3)

(an essay by Susie Lee in grade 5)

(a poster by Taquan Jamison in grade 4)

(a video by team Ewing UPstanders in grade 7)

Step Three

Fill out the **ONLINE ENTRY/PERMISSION** form <http://bit.ly/1pKfbP5>

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Character Education Youth Competition

2016 Theme: STAND UP for Diversity ... How I Include and Respect Others.
ONLINE ENTRY/PERMISSION FORM
This form is to be filled out by the nominating adult - either a teacher/counselor/group leader or parent/guardian.

Be sure to hit this blue **“Submit”** button at the end of the form:

You should see this screen after successfully submitting form. If not, it means that you've likely not filled in one of the boxes; the system won't allow the form to be deemed "complete" if content is missing.

Step Four

Click on the link in the above message and you will see the following message from DropBox:

Note that NO special software is required to upload the file and you do not need to have or make a DropBox account.

Click the blue “Choose files” button, navigate to your file and select it, enter your First and last name and email address when prompted (your = nominator’s or adult filling out form, not the child’s name/info) and click the blue “Upload” button.

You will then see a Thank You message from DropBox. DropBox will ask you to sign up for their services. Simply “X-out” of the screen (hit “X” at upper right of page) to complete the process.