

Vermont Press Association Awards (201516)  
**HOW TO ENTER THE DIGITAL CONTEST**

This year, the VPA is transitioning from hard-copy submissions to digital entries. We hope this saves time for both entrants and judges.

We realize this is a new process. Here is a step-by-step guide to the speediest way to enter this year's contest.

**NOTE:** Take one entry at a time. **You will save time and energy by gathering and naming your all of your entry files PRIOR to initiating the upload process.**

1. If the article(s) appeared in print, please export the page(s) that each article appeared on as a separate PDF. If the article appeared online only, please export the webpage as a PDF. (A good way to do this is to print the page and choose the "save as PDF" option.)

2. Once you have created all of the PDFs for a particular entry, rename the PDFs according to the award guidelines.

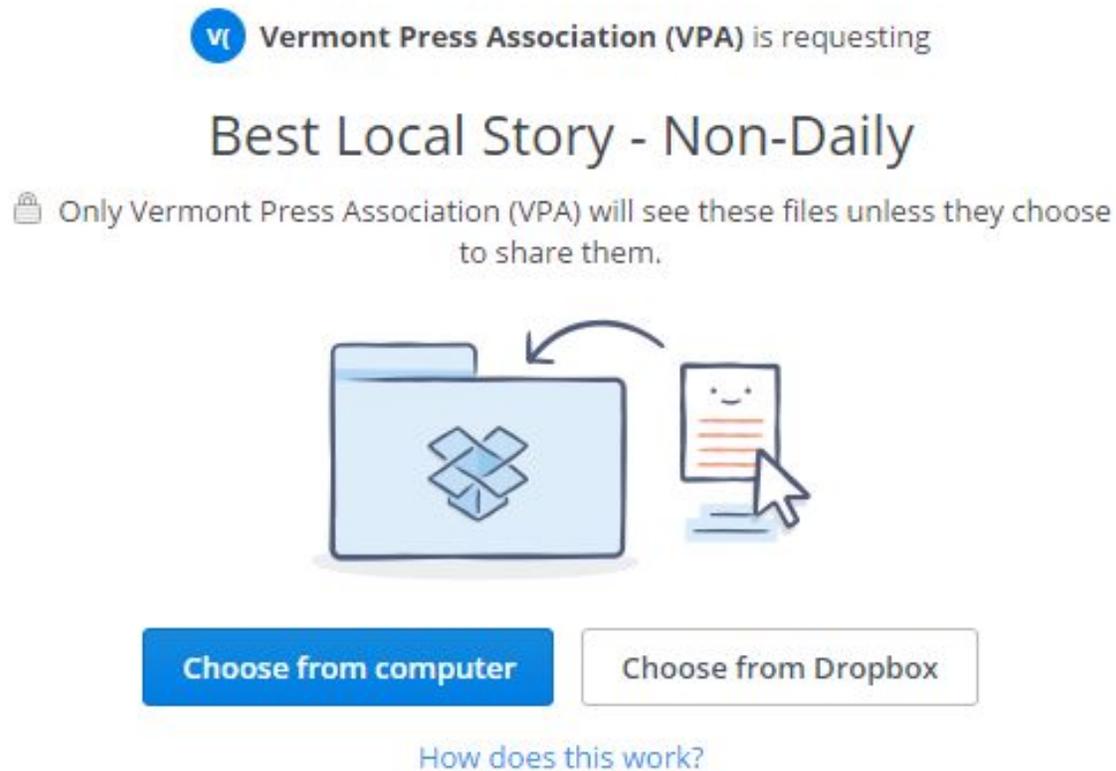
3. Next, if the award guidelines require an index, you can create one by downloading the [VPA Sample Index](#) and editing it/filling in the blanks to match your entry. Then, rename the file according to the award guidelines.

**Here's an example** of what files in a single entry might look like, once they are saved somewhere on your computer and ready to be uploaded:

Name ^	Date modified	Type	Size	
 Vermont Daily - Local - Entry 1 - 1.pdf.pdf	5/6/2017 4:10 PM	Foxit Reader PDF D...	130 KB	
 Vermont Daily - Local - Entry 1 - 2.pdf.pdf	5/6/2017 3:54 PM	Foxit Reader PDF D...	1,094 KB	
 Vermont Daily - Local - Entry 1 - 3.pdf.pdf	5/6/2017 4:07 PM	Foxit Reader PDF D...	58 KB	
 Vermont Daily - Local - Entry 1 - index.pdf.doc	5/5/2017 3:59 PM	Microsoft Word 97-...	43 KB	

(Continued on next page.)

4. Lastly, it's time to submit your entry. Each award has its own submission link listed under "awards and submission links" below. If the award has daily and non-daily categories, make sure you choose the appropriate category for your paper. Once you click the link, you will be brought to a Dropbox page with an image like this:



Click "choose from computer" and choose all of the PDFs and indexes for **THAT AWARD ONLY**. (You CANNOT submit across multiple awards at one link; i.e. you cannot upload all of your files for the Mavis Doyle Award and Best State Story at the same time. First, you would do the Mavis Doyle entries at the Mavis Doyle link, and then you could move on to the Best State stories at the Best State Story link.)

5. If you do not have a Dropbox, you will be asked to provide your first and last name and email address in order to receive a confirmation receipt.

6. When you are done, click "upload." You are finished and ready to move on to your next entry.

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