

Group Submission Guide

Step 1.	
Things to prepare before submission	
	Do you have an existing GMail account? Sign up for a free account if you do not have a GMail account.
	<ul style="list-style-type: none"> • Give a name to your artwork • What was the theme chosen for your artwork? • Record down the date of when you have completed your artwork • What were the materials/medium used while creating your artwork? • Give a brief description to your artwork (within 400 characters) • Rename your digital artwork in this naming convention (Full Name of Student_Title of Art Work.jpg) • Make sure your digital artwork is in .jpg or .pdf format
	Digitising your artwork for submission. (keep your digital artwork file size below 10mb) How to scan/photograph your artwork How to photograph your artwork

Step 2.	
	Save a copy of the Google Spreadsheet by going to the following link and click on 'Make a copy' button: https://drive.google.com/open?id=1K2YdZPMTzNURjwPtalfYNHRyNoC8pjWw7gf nUIURbmo

Step 3.	
	<ul style="list-style-type: none"> • Fill up each participant's details in the Google Spreadsheet • Create a new folder in Google Drive and upload each participant's digitally scanned artwork into the newly created Google Drive folder

Step 4.	
	<ul style="list-style-type: none"> • Share the Google Spreadsheet with us at this email: competition@sota.edu.sg • Share the Google Drive folder with us at this email: competition@sota.edu.sg
	How to share Files and Folders in Google Drive

Step 5.	
	<ul style="list-style-type: none"> • Fill up the Google Form at this link: Entry Form

Troubleshooting Tips	
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	Should you encounter any problems, please follow the steps below:
	<ol style="list-style-type: none"> 1. Take a screenshot of the error (if any) 2. Write a short description of what you did before the problem occurred and email to competition@sota.edu.sg 3. Do include your submission details (if you have already submitted). e.g. Full name, nationality and contact number.

Note: Do not delete the files or folders shared after the deadline.