Individual Submission Guide

Step 1.	
Things do prepare before submission	
	Do you have an existing GMail account? Sign up for a free account if you do not have a GMail account.
	● 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 ll 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.	
	● Sign in to your Gmail account
	● Go to Entry Form for submission
	● Fill in your personal particulars
	● Fill in the details of your artwork that you have prepared in Step 1.
	● You should receive a copy of your responses in your email after submission.

Troubleshooting Tips	
	Should you encounter any problems, please follow the steps below:
	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.