

OPEN ARCHITECTURE CHALLENGE DIRECTIONS FOR UPLOADING SUBMISSION DOCUMENTS

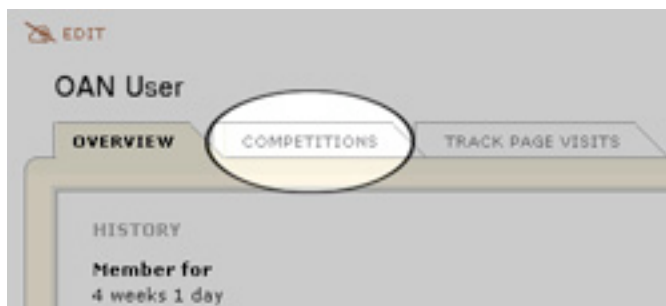
STEP 1: Log In



After logging in, it should take you back to the homepage, but with more options. Click on **My OAN** @ top right of page



Select the Competitions tab to view the list of competitions you are registered for

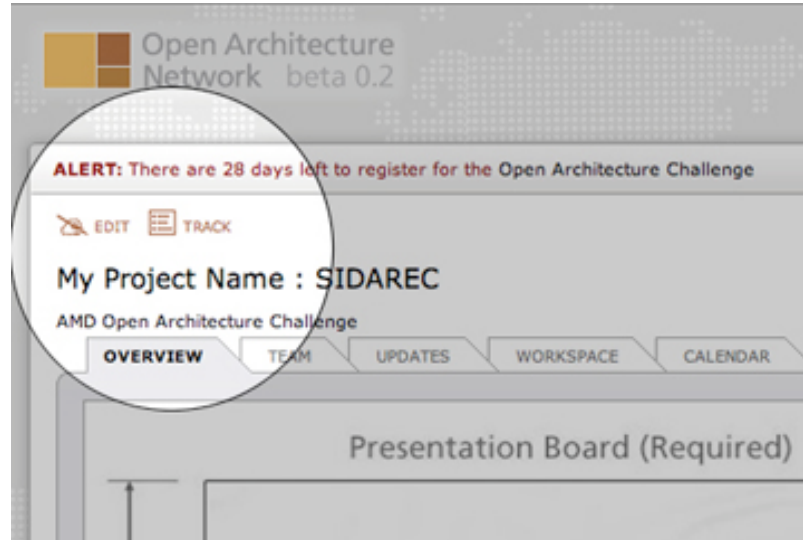


Please note, the entrant ID # assigned to you at the time of registration is listed for your reference. To begin uploading your documents click on **Go to my entry** located below your ID#

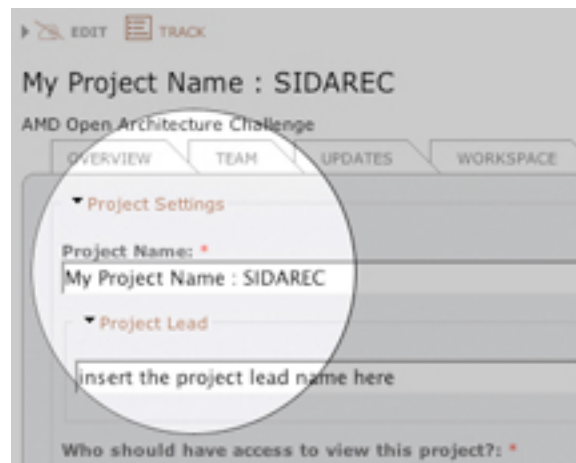


STEP 2: Begin by clicking the **EDIT** button near the top left of the page, most of the fields you encounter in the edit page you can ignore but please make the following changes:

- select a new project name, we suggest you begin with your ID # followed by the competition name, i.e. 1734_SIDAREC



- scroll down the page to the **Project Description** tab, this is where you need to input the 200 word **minimum** written description of your project. To do so, simply overwrite the existing text by pasting your text in its place or typing it from scratch.

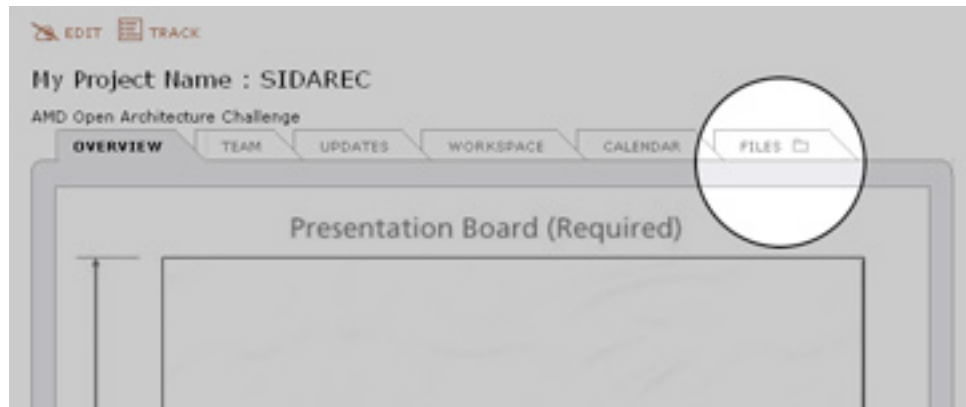


- when you are finished inputting your text scroll down the page and click the **Submit**

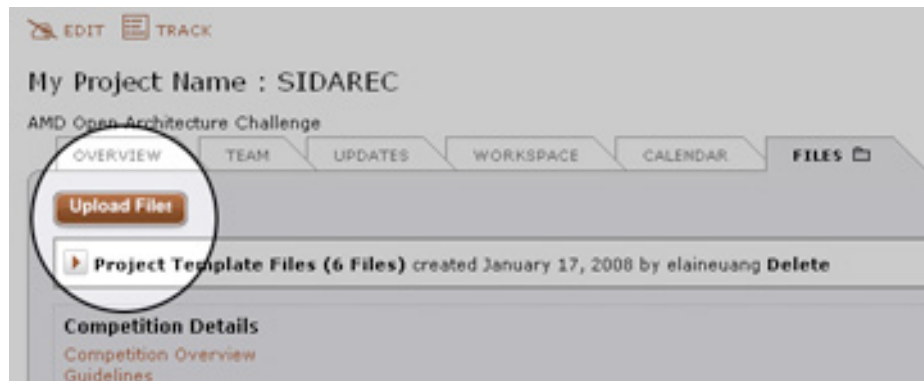
button. After clicking the **Submit** button you will be redirected to the overview tab. Please check to see that your project name and project description have been updated correctly.

STEP 3: At this point you need to upload your submission files so that they can be viewed as a slide show in the **OVERVIEW** tab, which, currently, has a template provided for your reference. To do so you have one of two options: overwrite the template files provided to you by AFH, or delete the template and start from scratch. We suggest starting from scratch to avoid confusion.

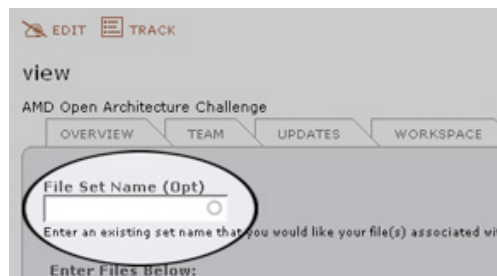
- select the **FILES** tab



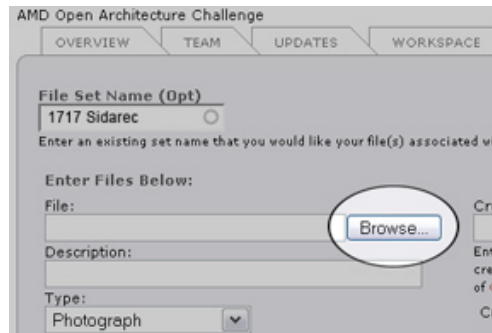
- click on the **Upload Files** button



- begin by typing a new **File Set Name**, we suggest you begin with your ID # followed by the word *files*, i.e. 1734_files



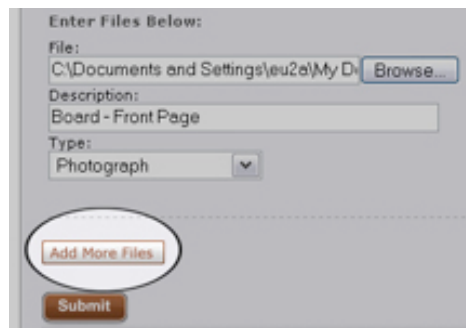
- upload your first file by clicking on the **Browse** or **Choose File** button.



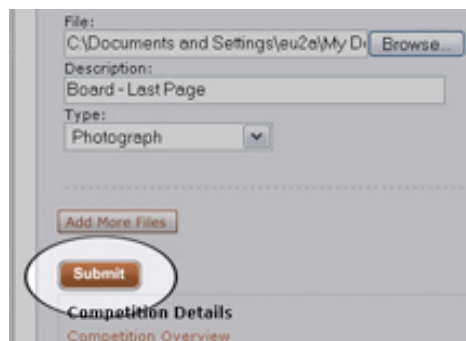
- Add a short description and the appropriate credits in the fields provided.
- Be sure to check, at a minimum, the **Add file to Slideshow** and **Add file to Workspace** boxes to the right under **Sharing Settings**.



- Click on the **Add More Files** button and follow the steps above until all of your files have been uploaded.



- Click the **Submit** button.



Once you have uploaded all of your files and clicked Submit, you will be directed back to the main **FILES** tab. Know you can delete the **Project Template Files** set by clicking on **Delete** to the right of

the file set name.



Click on the **Overview** tab to verify that all of your files have been uploaded and are visible in the slideshow. If they appear out of order (see **Guidelines** link under the Competition Details heading for required ordering) you need to select the **Reorder Images** link located just above the slideshow controller. Drag images around to arrange them in the correct order. When are finished reordering your files, click on the **OVERVIEW** tab to refresh the slideshow.

