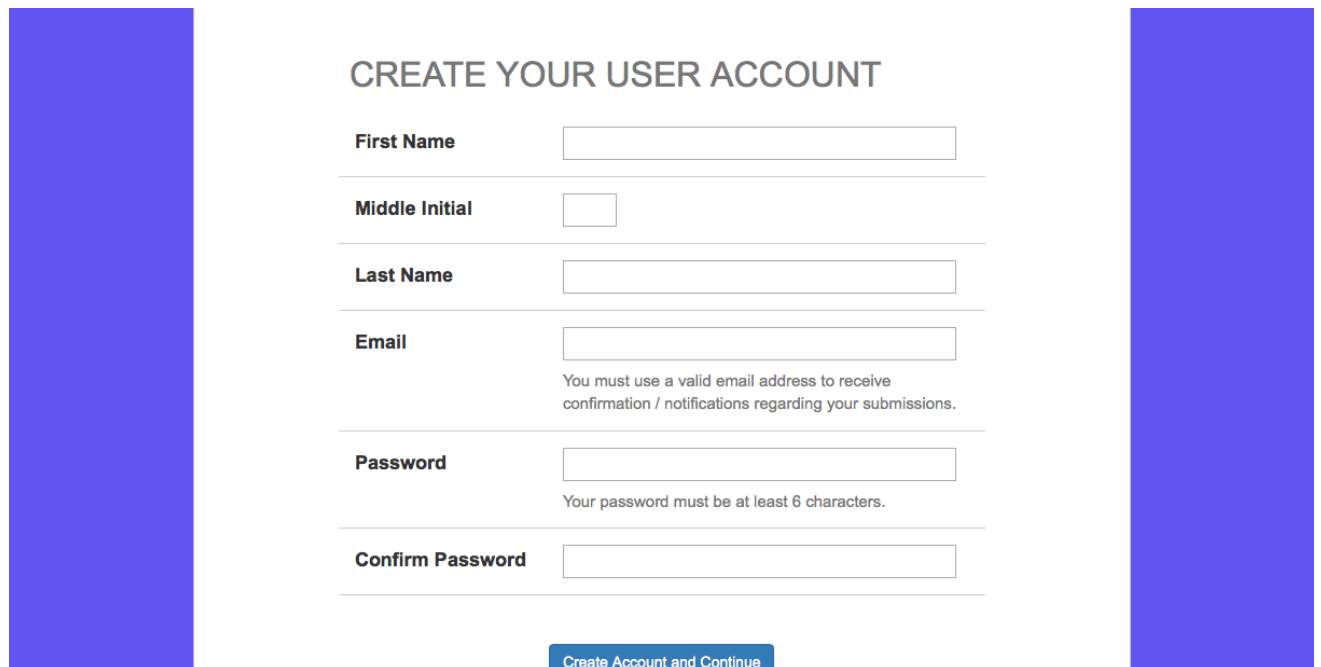


National ACT Critique and Contest Submission Guide

This year National ACT is using an online site to help with the ease and efficiency of submitting work for the Critique and Contest. Below you will find a step-by-step guide to correctly submit your work for most divisions and categories.

** Some categories within divisions will still be mailed. Be sure to check the rules for those categories.

When you visit <https://nact.submittable.com/submit> it will ask you to create an account.



CREATE YOUR USER ACCOUNT

First Name

Middle Initial

Last Name

Email
You must use a valid email address to receive confirmation / notifications regarding your submissions.

Password
Your password must be at least 6 characters.

Confirm Password

[Create Account and Continue](#)

After doing so and signing in, your screen will look like the screen shot below. Choose one of the divisions in which you are submitting work. The example I am using is as if I am submitting to the writing division.

Publication Division 2016

- Hide Guidelines

Ends on 4/16/2016

This is the category for the Publication division. The only category within the Publication division that will get submitted here is the online publication.

Submit

** This category is not publicly viewable. It starts in 10 days, 15 hours . **

Writing Division 2016

- Hide Guidelines

Ends on 4/16/2016

This Category is for the following submissions:

- News Story
- Short Feature Story
- Long Feature Story
- Short Personality Story
- Long Personality Story
- Research Related Writing
- Editorial
- Single Blog Entry

Submit

After choosing the division your screen will look like the screen shot below. Fill in the information as you are prompted to.

Editorial
Single Blog Entry

[Back to Categories](#)

[Tweet](#)

[Like](#) 0

Submission Title *

Enter a title for your entry.

Student Name *

University *

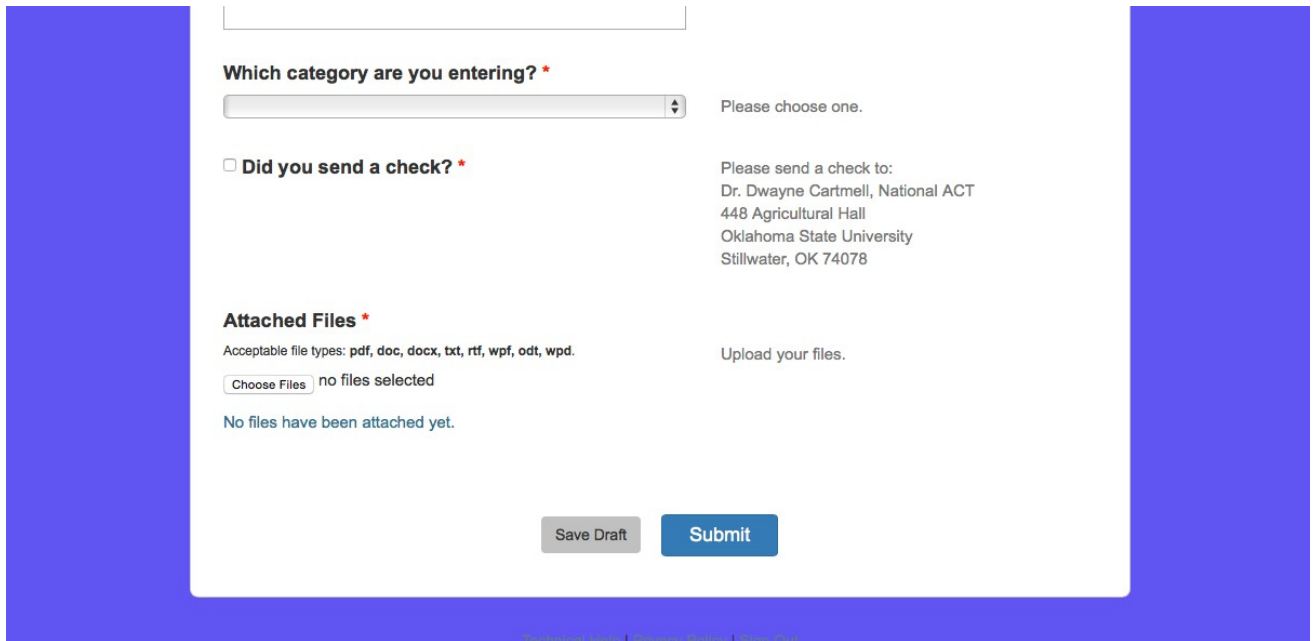
Which category are you entering? *

Please choose one.

Did you send a check? *

Please send a check to:
Dr. Dwayne Cartmell, National ACT
448 Agricultural Hall
Oklahoma State University
Stillwater, OK 74078

The next step will be choosing your work to upload. The screen should look like this. If you are submitting an online publication or blog you will be asked to paste the URL where you can find the work as opposed to uploading a document.



The screenshot shows a submission form with the following elements:

- A text input field at the top.
- A dropdown menu labeled "Which category are you entering? *".
- A checkbox labeled "Did you send a check? *".
- An "Attached Files *" section with a "Choose Files" button and the text "no files selected".
- Two buttons at the bottom: "Save Draft" and "Submit".

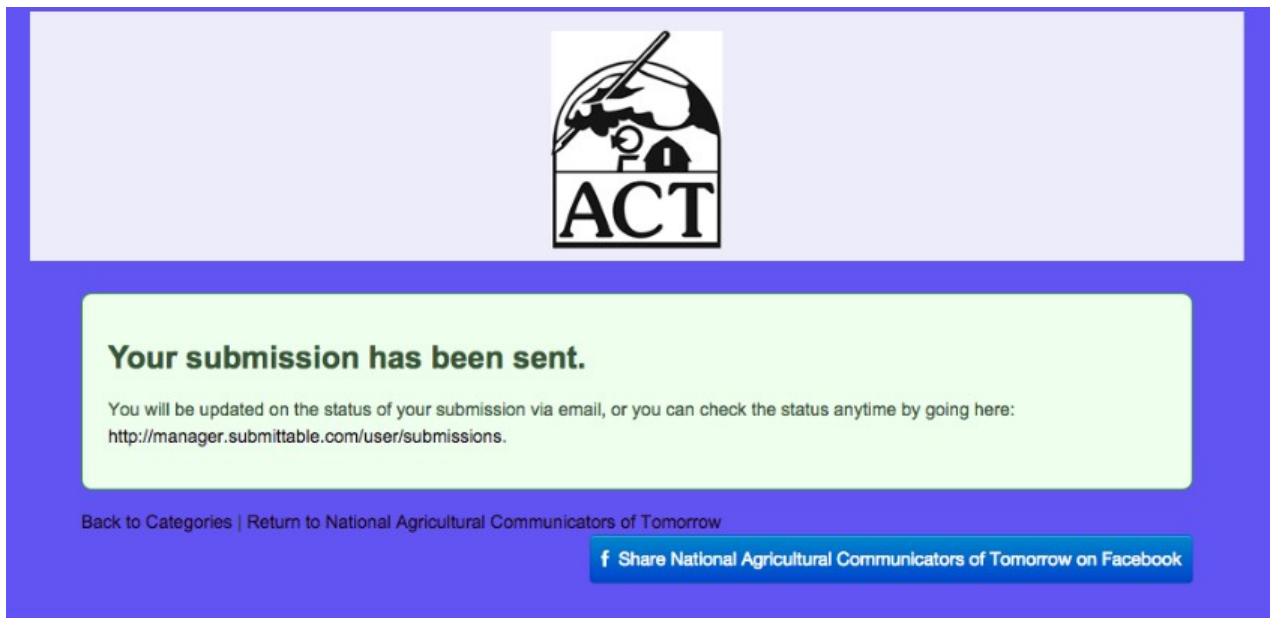
Text on the right side of the form:

- "Please choose one."
- "Please send a check to:
Dr. Dwayne Cartmell, National ACT
448 Agricultural Hall
Oklahoma State University
Stillwater, OK 74078"
- "Upload your files."

Text at the bottom of the form:

- "Acceptable file types: pdf, doc, docx, txt, rtf, wps, odt, wpd."
- "No files have been attached yet."

Finally, click submit. If everything was entered correctly you will see this screen.



The confirmation screen features the ACT logo at the top center, which includes a stylized figure holding a pencil and the letters "ACT".

Your submission has been sent.

You will be updated on the status of your submission via email, or you can check the status anytime by going here:
<http://manager.submittable.com/user/submissions>.

Back to Categories | Return to National Agricultural Communicators of Tomorrow

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You will receive an email saying your entry has been received. There will be a review process to be sure we have all necessary information. Once that is complete, you will receive an email saying your work has been accepted. After submissions are accepted and the deadline has passed, work will be sent to judges.

If you have any questions, feel free to email me at nact.vp@gmail.org or call me at 830-570-2630.