



How to upload contest files

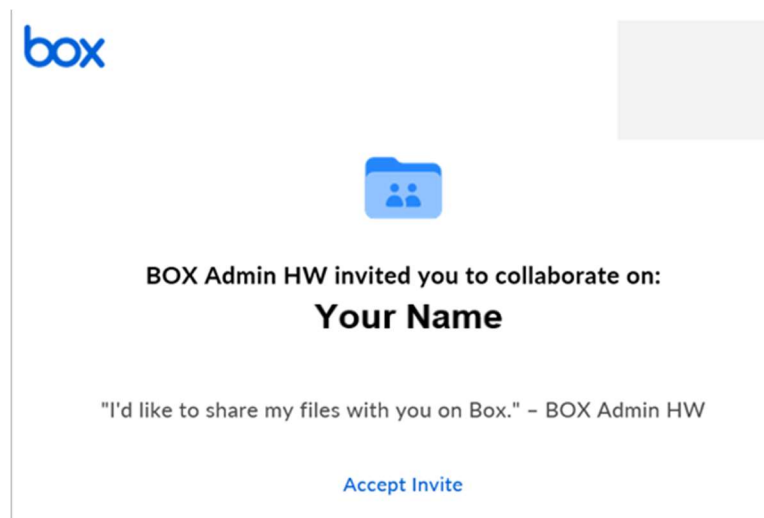
Hi, WTN Youth Science Contest participants! Here are instructions for how to upload your contest files. Complete submissions must be uploaded no later than 11:59pm on April 30, 2022. If you have any questions, you can email DOH.WTN@doh.wa.gov for guidance. Please do not wait until the last moment to ask any questions, as we can't guarantee that we will be able to answer you in time.

Naming files

- Please name your files with your last name and first initial, followed by what type of content it is (waiver, project video, reflection paper, etc.). Example: ErtIA_Waiver
- For project files (everything except waivers), please include the track name for the file. Example: ErtIA_HealthScience_Video
 - If you are submitting more than one project, please include the name of the project in each relevant file name. Example:
ErtIA_ScienceCommunication_YakimaEJSocialMediaCampaign
 - If you are submitting a team project, please include the last name and first initial of all team members in the file name. Example:
ErtIA_WilliamsE_SabelJ_CommunityEngagement_BurienEmissionProposal_ProjectPaper

Uploading files

We will be using Box.com for contest submissions. Each participant will receive a personalized invitation to upload to a folder with their name.



Once you click on “Accept Invite” you will be taken to a page to create an account.

When you get to the account page, it will look like you need to create a paid account. This is misleading! YOU DO NOT NEED A PAID ACCOUNT TO PARTICIPATE!

Choose the best plan for your business

Individuals and Teams Business Plans

Monthly Annually (Save 25%)

Business	Business Plus	Enterprise	Enterprise Plus
\$20 \$15 per user/month minimum of 3 users	MOST POPULAR \$33 \$25 per user/month minimum of 3 users	\$47 \$35 per user/month minimum of 3 users	NEW PLAN Custom

The “Get started” page will automatically take you to the page for business plans. You do not need a business plan. Instead, click on “Individuals and Teams” to toggle to that set of options.

Choose the best plan for your business

Individuals and Teams Business Plans

Monthly Annually (Save 25%)

Individual	Personal Pro	Business Starter
FOR INDIVIDUALS Individual Free single user	FOR INDIVIDUALS Personal Pro \$14 \$10 per month single user	FOR BUSINESS TEAMS Business Starter \$7 \$5 per user/month minimum of 3 users

Select the Individual Free account type. You will be guided through setting up an account with the email address that you received the invitation at (which is the same one you provided when you registered for the contest). You must use the same email address, because that is the one that has been granted permission to access your personal contest folder.

You will need to enable 2-factor authentication.

Once you have your account, you can upload all your contest files. This includes any project files, supporting documentation, and your signed [entry form/waiver](#).