

# Electronic Lodgement of Speech & Drama Text

## Upload Instructions

We are using a **FileBox** managed by **SendThisFile** for you to upload your speech and drama text documents to us for the 2013 Eisteddfod. Please ensure you follow the instructions below very carefully and if you have any questions at all then do not hesitate to call us or send us a message at [wgongestdeddfod@bigpond.com](mailto:wgongestdeddfod@bigpond.com).

- \* Request the **upload password** via email using the link on the upload files web page. The Eisteddfod will email this password back to you. You cannot upload files without this password. This is a necessary step to stop bots, spammers and other undesirables attempting to use this facility.
- \* The only acceptable formats for your documents are Word files created using Microsoft Office 2010 or earlier versions or other applications that have the capability of producing documents in the same format. The files will have an extension .DOC or .DOCX.
- \* Before uploading your files, save them as copies on your desktop. Rename each one with the section number, competitor name and title of the poem or piece e.g. Section 345-Mary Smith-The Calves.doc. If you already know your competitor number as published in the official programme then you should substitute that number for the competitor name e.g. Section 345-8-The Calves.doc, for competitor number 8.
- \* Go to the Eisteddfod website at [www.wollongongestdeddfod.com.au](http://www.wollongongestdeddfod.com.au) and click on the upload files button on our home page. This will take you directly to the upload page where you must enter your email address in the appropriate box and your name and poem or piece details in the Message box as shown in the example below.
- \* Locate your file via the Browse button (this is where it's very useful to have copied your files to the Desktop) and select it.
- \* Enter the password that you have received from the Eisteddfod and press "Upload Now". It's as simple as that.

**\*\*\*TIP: Don't forget to enter the password or you'll have to start the process all over again \*\*\***



- \* When your upload has completed, you will receive an email from **SendThisFile** to notify you that your upload was successful. You will also receive a further email to notify you when we have downloaded your file.
- \* During the introductory period, we would ask that you send us an email advising that you have uploaded your files and what they are.

Thank you for using our new system to submit your speech and drama text. It will help us to make the Eisteddfod run more efficiently. Don't forget that if you any questions at all just contact us.