



2019 NHD-OC CONTEST

SUBMITTING YOUR DOCUMENTARY VIA WETRANSFER.COM

All documentary entries for the 2019 National History Day – Orange County contest must be submitted in advance using **WeTransfer**, a web-based file-sharing application. It's free, easy to use, and allows up to 2 GB per transfer. Students must attend the contest to present their documentary and be interviewed.

Documentary Submissions Due: Tuesday, February 19th by 9:00 PM

INSTRUCTIONS

STEP 1: Save the final version of your documentary in one of the following required formats:

.MP4 or .MOV

- At NHD-OC, documentaries will be shown on a large screen using a projector. Please export your video to a .MP4 or .MOV format (720p resolution preferred but not required). The maximum file size for uploaded videos is **2 GB**. Please play back/test your exported video before uploading.

STEP 2: Go to <https://www.WeTransfer.com>. You will see the following dialogue box:

- Click on the **+ Add your files** button → Select your final video file from the menu → Click Open.
- Enter the following email address in the "Email to" box:
vgoldschmidt@ocde.us
- Enter your email address in the "Your email" box.
- Enter the following **required** information in the **Message** field:
 - Division: Junior (6-8 grade) or Senior (9-12 grade)
 - Category: Group or Individual Documentary
 - School:
 - Teacher:
 - County:
 - Title: include your entry number as part of the title:
 - Entry Number_Title of Documentary
 - Example: 22010_The Golden Age of the Tricycle
 - **NOTE: Your entry number will be available on the NHD-OC website at <http://ocde.us/History/Pages/History-Day.aspx> by no later than February 15!**
 - Member(s) names:

The screenshot shows the WeTransfer 'Add your files' dialog box. It has a blue header with a plus sign and the text 'Add your files'. Below the header are three input fields: 'Email to', 'Your email', and a 'Message' field. The 'Message' field is pre-filled with the following text: 'Division: Junior', 'Category: Group Documentary', 'School: Foothill Middle School', 'Teacher: Melissa Golden', 'County: Alameda', 'Title: 22010_The Golden Age of ...', and 'Member(s): Joe Smith, John Adams'. At the bottom right of the dialog box is a grey 'Transfer' button.

STEP 3: Click **Transfer**.

CONFIRMATION: You will receive an email from WeTransfer confirming your file has been sent. You will receive a second email confirming we have downloaded it.

- Note: It may take us a few days to download your file. Files will remain on WeTransfer for 7 days.

STEP 4: Upload Annotated Bibliography and Process Paper to Jotform.com:

- (1) Click on this link: <http://www.jotform.us/form/43624992465162>. If the link does not work, try pasting it into your web browser.
- (2) Follow the instructions on the screen. Complete the Submission Form.
- (3) To upload your annotated bibliography and process paper **as 1 PDF**, click "Choose File".



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This is a sample of the Jotform Submission Form:

A screenshot of a web browser displaying the "NHD-OC Documentary Submission Form". The form includes fields for "Full Name", "Email", "Teacher", "School", and "Group Members". There is a section for "Entry Category" with radio buttons for "Junior Individual", "Junior Group", "Senior Individual", and "Senior Group". At the bottom, there is a field for "Documentary WeTransfer URL" with a note: "WeTransfer URL. You will find the 'Download Link' in the confirmation email you received from WeTransfer." The browser's address bar shows the file path: "file:///C:/Users/Vivian%20Holland/Downloads/4362492465162.pdf".

NOTE: You will need to enter your documentary's WeTransfer URL, also called the "Download Link". You will find the "Download Link" in the confirmation email you receive from WeTransfer.

AT THE CONTEST: At the contest, you will play your documentary for the judges. Documentaries will be loaded onto the computers at the NHD-OC contest and played for the judges and audience. **Bring to the contest: three (3) printed copies of your Process Paper/Annotated Bibliography for the judges and an extra copy for your own reference. Although it's unlikely that judges will need it, you may bring a backup copy of your documentary (the one you uploaded to WeTransfer with NO changes made!) on a flash drive.**

IMPORTANT: Allow yourself ample time to complete the uploading process before the deadline. Your upload will be time-stamped, so plan ahead in case you run into problems. **Don't wait until the last minute!**

Deadline: Tuesday, February 19th by 9:00 PM

IF YOU HAVE QUESTIONS OR PROBLEMS UPLOADING, CONTACT:

VIVIAN GOLDSCHMIDT

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