



# SUBMITTING PROJECTS ONLINE

## COUNTRY/REGIONAL SCHOOLS

Country/Regional schools can submit ALL projects online.

Entries in the Posters and Science Photography sections must still be posted into STAV.

The instructions below detail the process for this.

### FILE TYPES

Doc Docx PDF Jpeg mp4 mov avi

Maximum file size cannot exceed 50MB

### TIP

If your files are too large, this may take longer to load. Please review the files you have before-hand and compress/save as minimum size for uploading.  
Or copy and save a **link of the video** from an online platform, e.g. Google Drive, Vimeo, YouTube etc. **to a word document.**

### STEP 1: A

Do not use " or ' and other special characters

#### Save and name your documents using the following format

Individual entry: STAV\_SurnameFirstname\_title\_entrycode

Example: STAV\_SmithJohn\_Sustainability\_MW-1-348

Group entry: STAV\_SurnameFirstname\_SurnameFirstname\_title\_entrycode

Example: STAV\_SmithJohn\_WangMark\_Sustainability\_MW-2-348

Video presentation example: Video\_SmithJohn\_Sustainability\_MW-1-348

### STEP 1: B

#### If you have more than one file

If Entry Face sheet is separate, then save as:

FaceSheet\_SmithJohn\_Sustainability\_MW-1-348

If a student has given you a separate appendix:

STAV\_SmithJohn\_Sustainability\_MW-1-348\_Appendix1

### STEP 2

#### LOG IN ONLINE

Go to Registration portal

[www.stav.vic.edu.au/sts/login](http://www.stav.vic.edu.au/sts/login)

Log in with your username (email) and password you set up earlier.

### STEP 3

Select '**View all entries**' For **All** projects:

Select '**Add Files**'

### STEP 4

#### Upload files

Choose File – select from your drive – then tap on **UPDATE ENTRY**

Choose File No file chosen

**UPDATE ENTRY** You must click this button after completing each entry.

### STEP 5

#### Reviewing files you have submitted

Select '**Add Files**' for the relevant project.

Files will be listed above one of the '**Choose File**' buttons

## Deadline: 6pm 19<sup>th</sup> JULY

Please follow this deadline as we need to allocate entries to judges for evaluation