How to Submit Your Files to NPPA's TV Quarterly Clip Contest

Get an Account

1. Go to https://www.latakoo.com/nppa-tvqcc/ and click **GET AN ACCOUNT**
2. Fill out your information:
   - Name
   - Email address
   - Division: select **TV Quarterly Clip Contest (TVQCC)**
   - Job: select **your contest region**
3. Confirm you have read and agree to the terms and conditions
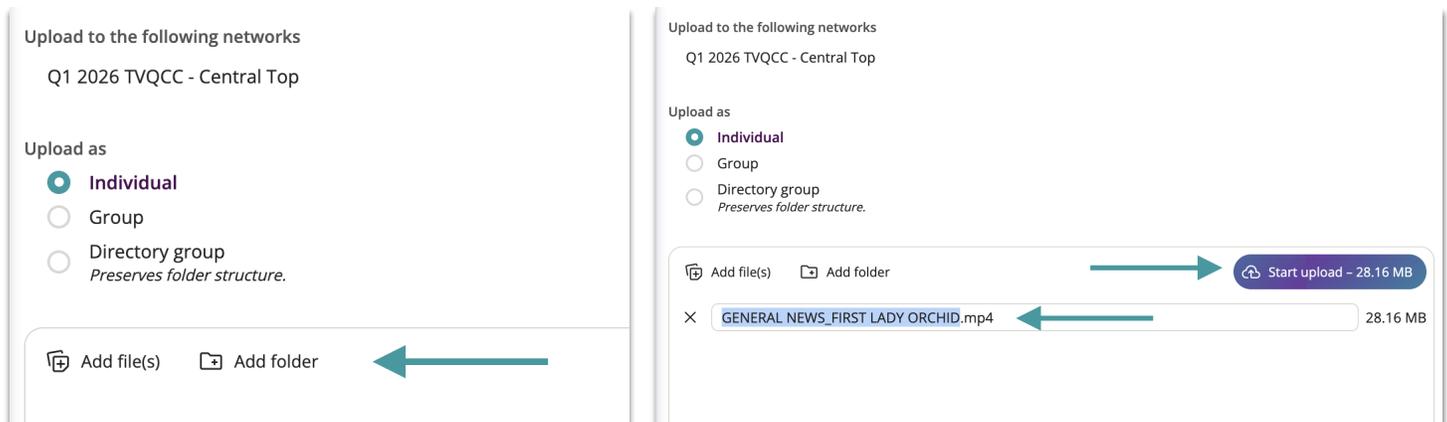4. Click **Apply to join this video organization**

Login and Upload Your File

1. Login on latakoo.com with the credentials emailed to you
2. Click the **Upload** button
3. Set the upload network to your **Contest** (it will be the only option you have available)
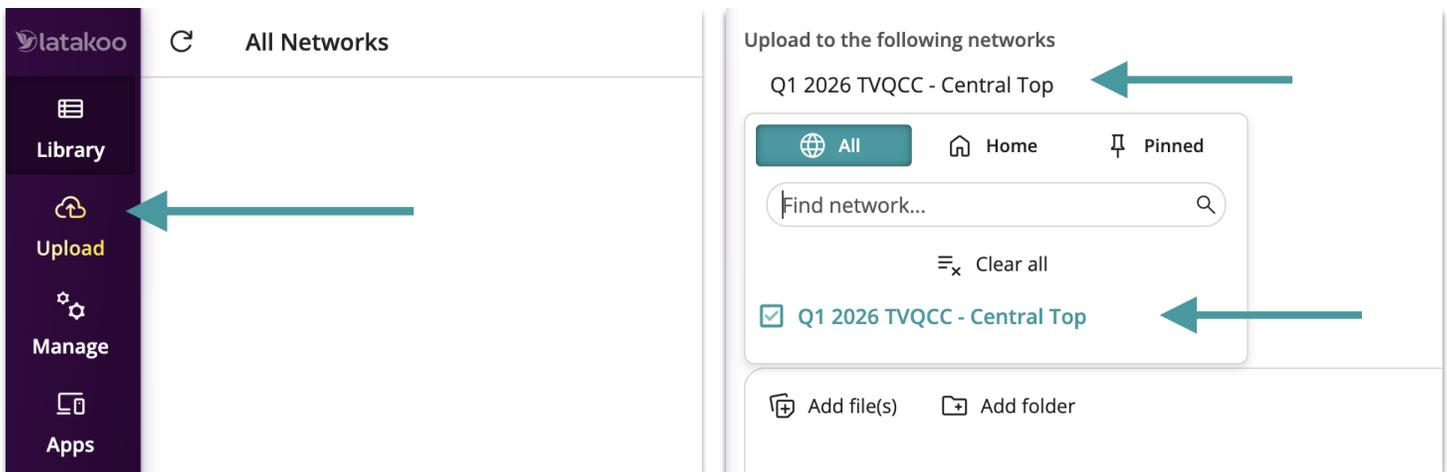
4. Click **Add file(s)** or **Add folder** and select your file(s) to upload
5. **Rename** your file(s) to the required NPPA format by editing the file name; just be sure to keep the extension
6. Once ready, click **Start Upload**

Please note there is no file size limitation or format requirement. Do NOT refresh or close the page while your file is uploading.

7. Once uploaded, click on your filename to be taken to your submission
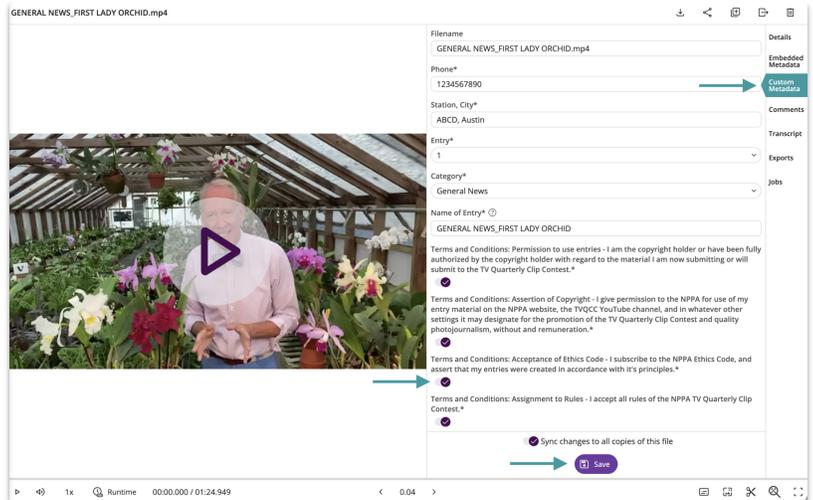8. Fill out **ALL** information in the submission (Custom Metadata) form

9. Click **Save**

Please note all terms and conditions must be accepted to enter the contest.

The entry names must be in the following format to be judged: CATEGORY_NAME OF STORY. Example: GENERAL NEWS_FIRST LADY ORCHID.