

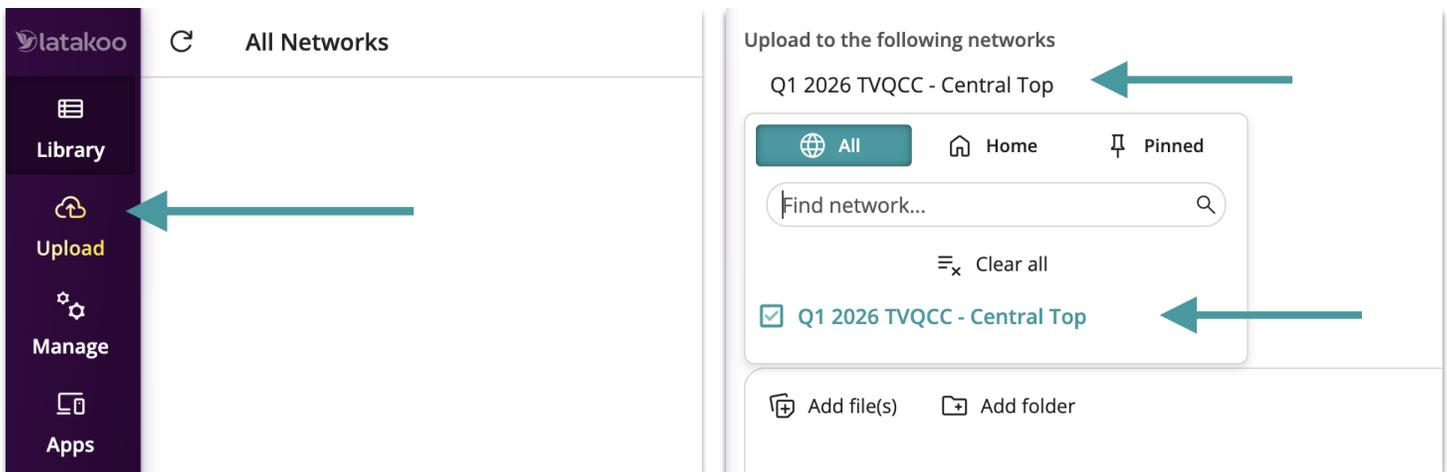
## How to Submit Your Files to NPPA's TV Quarterly Clip Contest

### 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**

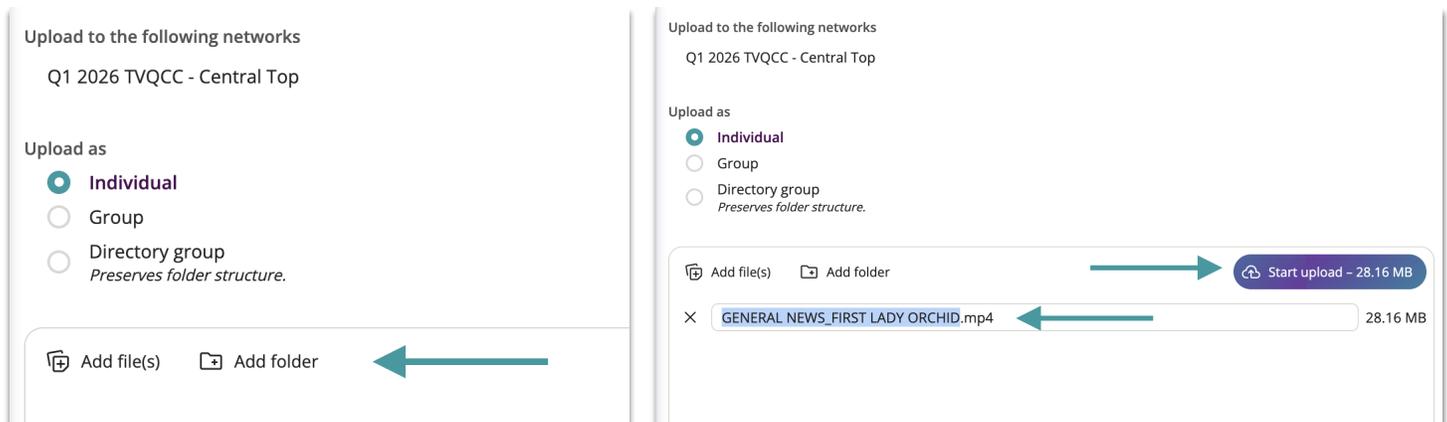
### Login and Upload Your File

1. Login on [latakoo.com](https://www.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)



The screenshot shows the latakoo web interface. On the left is a dark purple sidebar with navigation options: Library, Upload, Manage, and Apps. The 'Upload' option is highlighted with a teal arrow. The main content area shows 'All Networks' and a dropdown menu for network selection. The dropdown menu is open, showing 'Q1 2026 TVQCC - Central Top' selected with a teal checkmark and a teal arrow. Below the dropdown are buttons for 'Add file(s)' and 'Add folder'.

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**



The screenshot shows the file selection and upload options. The network selection dropdown is closed, and the 'Add file(s)' button is highlighted with a teal arrow. Below the dropdown, the 'Upload as' options are shown: 'Individual' (selected with a teal radio button), 'Group', and 'Directory group' (with a note 'Preserves folder structure.'). At the bottom, the 'Add file(s)' button is highlighted with a teal arrow, and the 'Start upload - 28.16 MB' button is highlighted with a teal arrow. A file named 'GENERAL NEWS\_FIRST LADY ORCHID.mp4' is shown in the file list with a teal arrow pointing to it.

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

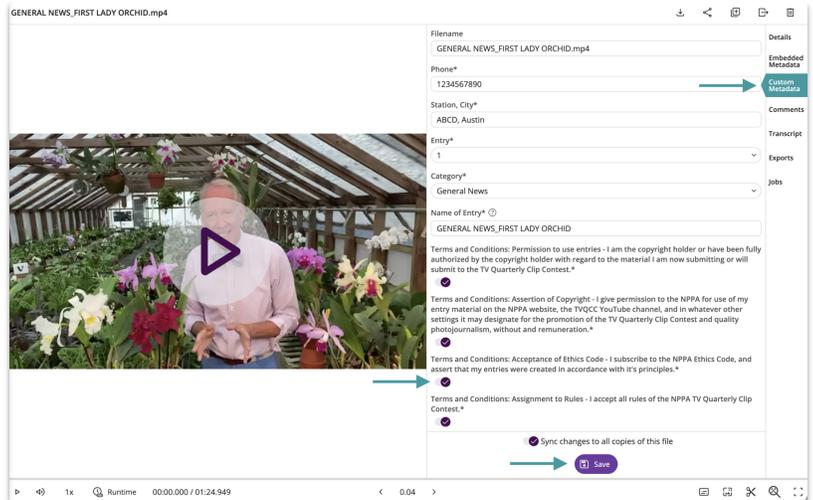
This browser tab's uploads

Do not close this browser tab during web upload. If you do, uploads will not complete. It is ok to navigate around within this tab while uploads are in progress.

Upload to Q1 2026 TVQCC - Central Top

Upload as Individual

 GENERAL NEWS\_FIRST LADY ORCHID.mp4



GENERAL NEWS\_FIRST LADY ORCHID.mp4

Filename  
GENERAL NEWS\_FIRST LADY ORCHID.mp4

Phone\*  
1234567890

Station, City\*  
ABCD, Austin

Entry\*  
1

Category\*  
General News

Name of Entry\*  
GENERAL NEWS\_FIRST LADY ORCHID

Terms and Conditions: Permission to use entries - I am the copyright holder or have been fully authorized by the copyright holder with regard to the material I am now submitting or will submit to the TV Quarterly Clip Contest.\*

Terms and Conditions: Assertion of Copyright - I give permission to the NPPA for use of my entry material on the NPPA website, the TVQCC YouTube channel, and in whatever other settings it may designate for the promotion of the TV Quarterly Clip Contest and quality photojournalism, without and remuneration.\*

Terms and Conditions: Acceptance of Ethics Code - I subscribe to the NPPA Ethics Code, and assert that my entries were created in accordance with its principles.\*

Terms and Conditions: Assignment to Rules - I accept all rules of the NPPA TV Quarterly Clip Contest.\*

Sync changes to all copies of this file

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.

