

# CMHF Senior Division Finals

## Virtual Contest Submission Guidelines

An overview of the guidelines to submit each category to the Senior Division Finals are below.

**Websites advancing to Finals will be locked for editing at 11pm on April 21. No further action is needed.**

### All Categories

- **Submit all projects via [cmhf.wetransfer.com](https://cmhf.wetransfer.com) by 6pm on April 21**
- Teachers or students/parents may upload projects
- Include in the WeTransfer Message field:
  - Student name(s) (all)
  - Project category (exhibit, website, etc)
  - School name
  - Project title
- Include Summary Statement and Annotated Bibliography in PDF format
- No Google Drive files will be accepted. Do not share Google Drive/doc files or folders. Instead, download them as PDF files (instructions below)

### Exhibits

- **Summary Statement**
- **Annotated Bibliography**
- **10 photos of the exhibit**
- **Word or other text file with all student-composed words**

### Documentaries

- **Summary Statement**
- **Annotated Bibliography**
- **Video file**

### Performances

- **Summary Statement**
- **Annotated Bibliography**
- **A video of the performance or a recorded phone call/webchat “table read”**
- **The performance script (required ONLY if a video is not available)**
- **Up to 5 photos of any costumes, props, or set (optional)**

### Papers

- **Submit papers as one document in the specific order: title page, summary statement, paper, appendix (if present), annotated bibliography**

## Using WeTransfer

1. Navigate to [cmhf.wetransfer.com](http://cmhf.wetransfer.com)
2. Click the blue "I agree" button in the middle of the page
3. Click the blue plus button to add your project files or add your whole project folder at once (preferred)
4. Type your email address into the "your email address" field – use an address that can receive outside messages
5. In the Message field, enter:
  - a. Student name(s) (all)
  - b. School name
  - c. Project title
6. Press the blue "Transfer" button
7. You will be asked to verify your email address. Please do so. This helps ensure we have a way to contact all of our participants. Check the email inbox you entered for a verification code, and enter it into the WeTransfer window. Check your "updates" folder or search your inbox for "wetransfer" if you do not see the email within a minute or two
8. Your files will transfer. Leave the window open until you see the "You're Done" message
9. CMHF staff will download your files into our online judging system. Do not worry if you do not receive an email stating that your files have been downloaded immediately; it can take some time. Your files will not be deleted.

Students/parents uploading their projects should consider adding all of their files to a single folder first, then simply uploading the folder itself via WeTransfer. Teachers submitting multiple projects may submit a folder containing multiple nested project folders (email us with project titles).

## Exhibits – Details

- **Summary Statement**
- **Annotated Bibliography**
- **10 photos of the exhibit (required)**

Each project may submit up to ten photos of the exhibit. At least one photo should be a wide shot that shows the entire exhibit. We accept any common image formats. Large files can be accepted, but will take longer to upload. Consider resizing photos larger than a standard computer screen.

- **Word or other text file of all student-composed words (optional)**

Each project should also submit a Word or other text/document file that contains all of the student-composed words of their exhibit. If you cannot provide such a file, be sure that all exhibit text is legible in the photographs that you provide.

This file may *optionally* include additional primary or secondary source text or other media used on the exhibit, citations, etc. This file may not include text that is not on the exhibit itself. Do not send additional files.

- **Submitting your exhibit**

You should submit no more than 13 files: 10 photos + Summary Statement + Annotated Bibliography + text. The easiest way to submit is to place all of these files into a single folder and submit the folder itself through WeTransfer. Don't forget to put the student name (names of ALL group members if a group project), school name, and exhibit title in the Message field of the WeTransfer.

## Documentaries – Details

- **Summary Statement**
- **Annotated Bibliography**
- **Video file**

The submission process for documentaries is largely unaffected by the switch to a virtual contest. Just be sure to submit the Summary Statement and Annotated Bibliography along with the video file. Don't forget to put the student name (names of ALL group members if a group project), school name, and documentary title in the Message field of the [WeTransfer](#).

## Performances – Details

- **Summary Statement**
- **Annotated Bibliography**
- **A video of the performance or a recorded phone call/webchat “table read”**

We encourage individual performances to record their performances in a single take. Cell phone video is acceptable. Be sure that you are audible. If you are uncertain about audio quality, consider submitting a script (see below). A tripod or other stabilization is recommended.

Group performances present a unique challenge in a time of social distancing. We encourage performance groups to conduct a “virtual table read” of their performance scripts on a platform that allows recording, such as Zoom. Find [our instructions for creating a Zoom recording here](#). (Note that Zoom is a private third-party tool not affiliated with CMHF. We recommend that responsible adults create and operate all Zoom accounts used for CMHF purposes and that you always follow best security practices).

- **The performance script (required ONLY if a video is not available)**

We strongly encourage all performance groups to submit their final performance script, with stage directions if applicable. This is required for any performance that is not submitting an audio or video recording.

- **Up to 5 photos of any costumes, props, or set (optional)**

Optionally, performance students may provide up to five photos depicting their costumes, props, and/or set, if any. Although points will not be deducted if these photos are not provided, we understand these are integral components of many performances and want to give students a chance to show them to the judges. Please do not use these photos to act out or storyboard your performance.

- **Submitting your performance**

You should submit no more than 9 files at most: Summary Statement + Annotated Bibliography + video file + script + 5 photos. The easiest way to submit is to place all of these files into a single folder and submit the folder itself through WeTransfer. Don't forget to put the student name (names of ALL group members if a group project), school name, and performance title in the Message field of the [WeTransfer](#).

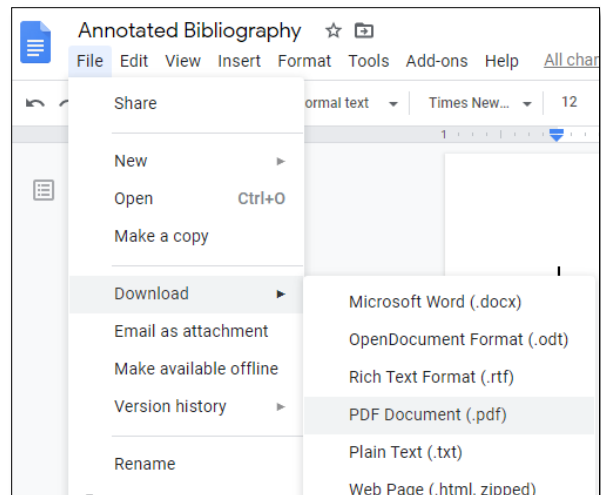
## Summary Statement and Annotated Bibliography

- ALL projects must include a Summary Statement and Annotated Bibliography
- [Find a blank Summary Statement fillable PDF here](#) – just complete and Save
- We prefer annotated bibliographies as PDF files
  - Try Exporting or Printing to PDF (set your printer to Adobe PDF)
  - For Google Drive/Doc files, DO NOT SHARE THE DOC, instead:
  - Open your file, and in the File menu click Download>PDF Documents (.pdf). Save that file and include it with your WeTransfer
- Upload summary statement and annotated bibliography in the same transfer as your project files
  - Simply upload a folder containing the SS/AB along with your other files
  - Or “Add more files” before pressing “Transfer”
- Accidentally submitted without SS/AB? Simply transfer the SS/AB with your name(s), school name, and project title in the Message field – CMHF staff will match them to your project. No need to re-submit the whole project.

## Google Drive/Doc files

For Google Drive/Doc files, DO NOT SHARE THE DOC with us. You must download your files as PDFs and submit them through WeTransfer:

- Open your file in Google Docs
- In the File menu click Download>PDF Documents (.pdf)
- Select the location on your computer to save the PDF file. We recommend saving this into the same folder as your other project files, so that you can simply submit the project folder through WeTransfer.



## Student Authorization Forms

Primarily a photo release and event liability waiver, neither of which apply to the Virtual Contest. If you have not already collected this form, there is no need to collect from students at this time