



District 56

Serving Southeast Texas

How to Upload District 56's International Speech Contest Winner Documents to PhotoShelter for Regional Quarterfinals

The purpose to this document is to record the process for submitting video and forms for the first-place winner at the District International Speech contest to world headquarters.

1. Two weeks before the District conference, the Program Quality Director will receive an email from Toastmasters International titled "Important Information for Your International Speech Contest – District 56".
 - a. Only share this email with those who may be helping you create the video or upload documents.
 - b. Video recording rules and requirements will be included in this email.
2. View video [here](#) with instructions for using PhotoShelter.
3. You will receive an email invitation to your personal email account from PhotoShelter ([example here](#)).
 - a. To ensure that you successfully receive the invitation, add do-not-reply@photoshelter.com as an approved sender to your email.
 - b. If you still do not see the invitation from PhotoShelter, check all spam and junk folders.
 - c. Do **NOT** accept the PhotoShelter invitation until you are ready to upload the required video and documents.
4. Prepare the following documents for upload:
 - a. Video recording of your District's first-place winner
 - b. [International Speech Contest Region Quarterfinals Video Release Form \(item 1193\)](#)
 - c. [Notifications of Contests Winner \(item 1182\)](#)
 - d. [Speaker's Certification of Eligibility and Originality \(item 1183\)](#)
5. Rename all documents to comply with the required naming convention as seen in the graphic below.

- ▶ Video recording
 - D#_LastName_VideoRecording.mp4 (or .wav or .svi, etc.)
- ▶ International Speech Contest Region Quarterfinals Video Release Form (Item 1193)
 - D#_LastName_VideoRelease.pdf
- ▶ Speaker's Certification of Eligibility and Originality Form (Item 1183)
 - D#_LastName_Certification.pdf
- ▶ Notification of Contest Winner Form (Item 1182)
 - D#_LastName_Notification.pdf

6. Once you are ready to submit video and forms, click on the PhotoShelter invitation to create your account or login using previous login credentials. If previous credentials are unknown, select forgot password. Click the "Sign In" button.
7. Click the "Upload" button.
8. Submit all four (4) files, using the required naming convention, by either dragging the file(s) to the upload box or individually selecting each file from your computer. **NOTE:** You MUST submit all files by the DATE emailed to you from World Headquarters. It is recommended to use an updated version of your Internet browser to complete your uploads.
 - a. Title your upload "**District 56**"
 - b. It may take 5-10 minutes for your video to upload.
 - c. The progress bar may not fill gradually but should complete fully once the documents are done uploading.

* Title your upload

District 56

This title will appear as the gallery name for the recipient, and we will automatically include your name and date.

Upload

✓ 4 files successfully uploaded.

D56_Smith_Certification.pdf	0.17MB
D56_Smith_Notification.pdf	0.54MB
D56_Smith_VideoRecording.mp4	52.01MB
D56_Smith_VideoRelease.pdf	0.07MB

9. Click the logout tab when all documents have successfully uploaded.
10. You will be notified by World Headquarters that your files were successfully uploaded within two weeks.