

# How to Enter the 2020 NFPW High School Contest

This is the link to the NFPW Education Fund High School contest:

<https://nfpw.org/high-school-contest/>

The first thing you will want to do is to use your email and select a password of your choice to enter the site. It will ask you for a name, email address, phone number, etc. Please completely fill out the information requested. This information will create a profile on the site every time your email and password is used to sign into the site.

An NFPW welcome screen will appear. Across the top, below the NFPW logo, are links to “Home” “My Account” “Category Requirements” and “Find Your Competition.”

If you have any questions about the categories, click on the Category Requirements button and then click on the High School Competition button. The button will take you to a listing of the 23 contest categories in the high school contest and the requirements for each category.

To start the entry process, click on “Find Your Competition” and the list of affiliates and their contests are listed. Click on your affiliate, or at-large if your state is not sponsoring a contest this year. If your affiliate is hosting both a professional and high school contest, scroll  $\frac{3}{4}$  of the way down the page where you will see links for both the professional and high school contest. Click the high school contest link.

The link for the Nebraska contest is:

<https://nfpwcontest.secure-platform.coma/organizations/ne/home>

You have a choice for the professional or high school contest. Be sure to pick the correct contest to enter. In the middle of the page you will see two blue/purple tabs. One tab is for the professional contest and the other is for the high school contest. **Select the High School Contest.**

If you have not previously done so, you must create an account at this point. Just fill in the boxes requested.

When you click on the link it will take you to the entry form. Your information from registering on the site will pop into the form. Below will be the Entrant Form. If you are also the entrant, click on the box and your information will again post on the entry field. This allows one person to oversee all the entries for a school and to cover the costs for all entries from one school on one entry fee. One person can submit all the school entries, or share the email address and password with others at the school. At the bottom of the page is the question if there are co-entrants on the entry. If yes, a box will appear and other names can be added. If no co-entries, click that box and then click on the “Save and Next” blue box on the bottom right of the page.

The next page asks you to select a category for your entry and to add the entry title. There is a link if you need to review the entry categories before selecting one. Then the area within the category will have a box appear and you can select the subcategory for your entry. You will also need to fill in a date box for

the date of publication and you can submit the entry either as a pdf, word document or as a link. There are boxes for additional files, as needed. The program will show a preview of the file you attached.

When you have submitted your documents for that entry, click on the “Add to cart” box at the bottom of the page.

This will take you to the screen where you can click a link to add additional entries, print a copy of the list of entries or check out.

When you decide to check out, click that link it will take you to a page where you can check out by check (high school contest only) or via credit card. If by check, the mailing address is listed and the check should be mailed to the person and address listed.

For questions relating to categories and eligibility issues, contact: Teri Ehresman, NFPW contest director, [islandpark723@gmail.com](mailto:islandpark723@gmail.com)

Issues relating to software problems should be directed to: Michele Cook, NFPW contest manager, [michele@nfpw.org](mailto:michele@nfpw.org)