How to Submit Entries via the DVIDS Awards Module
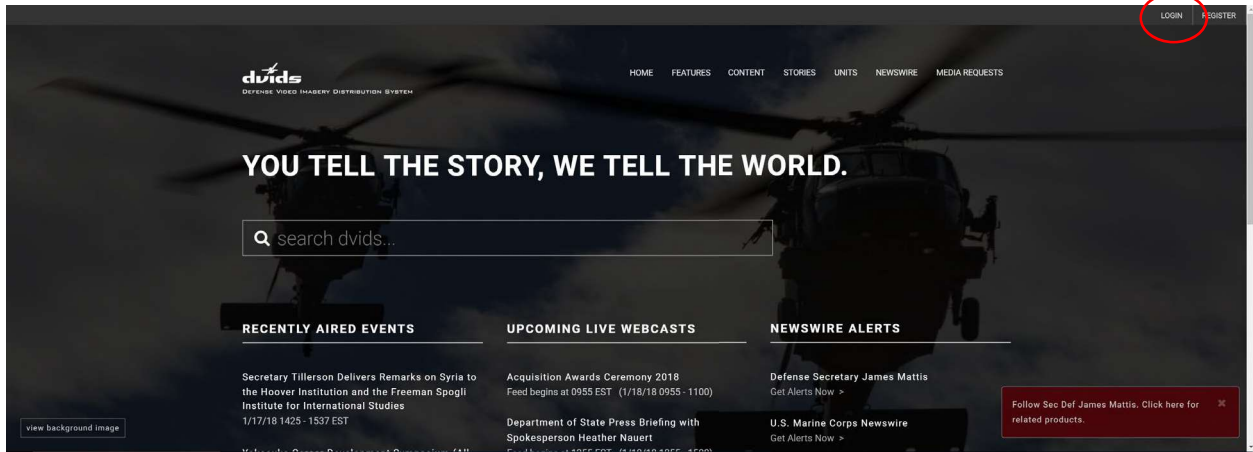
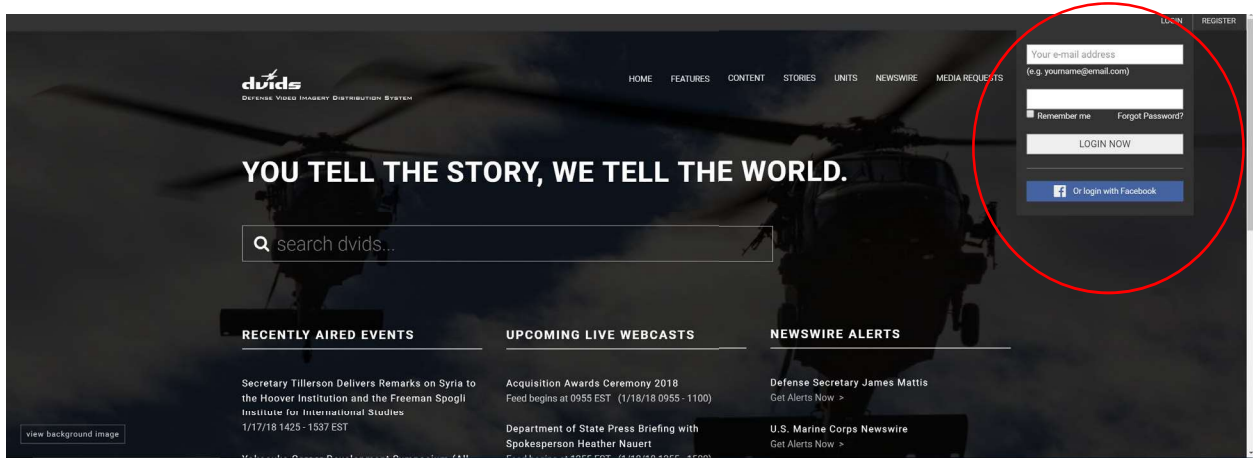**** USE THE GOOGLE CHROME WEB BROWSER ****

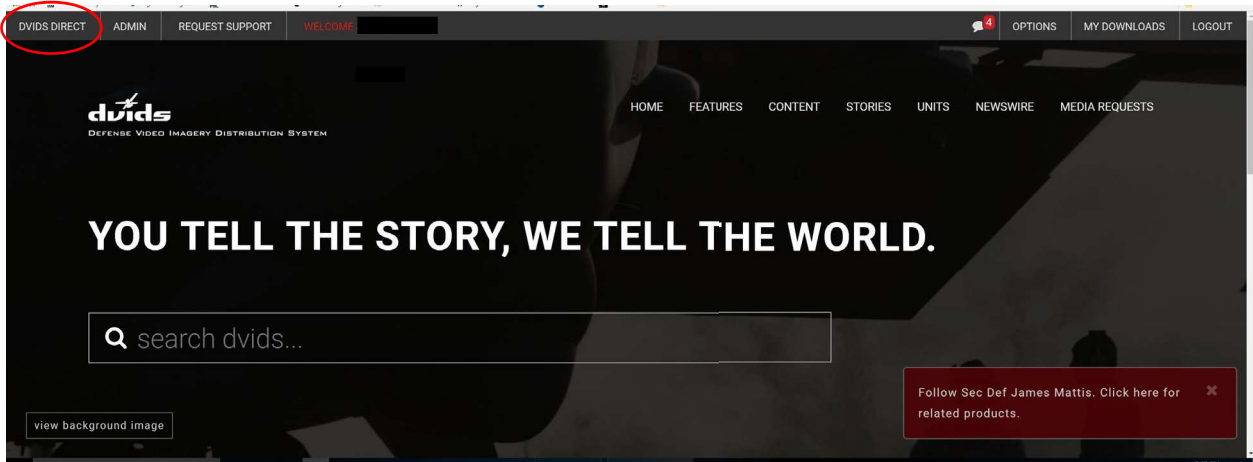Step 1. Go to the DVIDS homepage at www.dvidshub.net
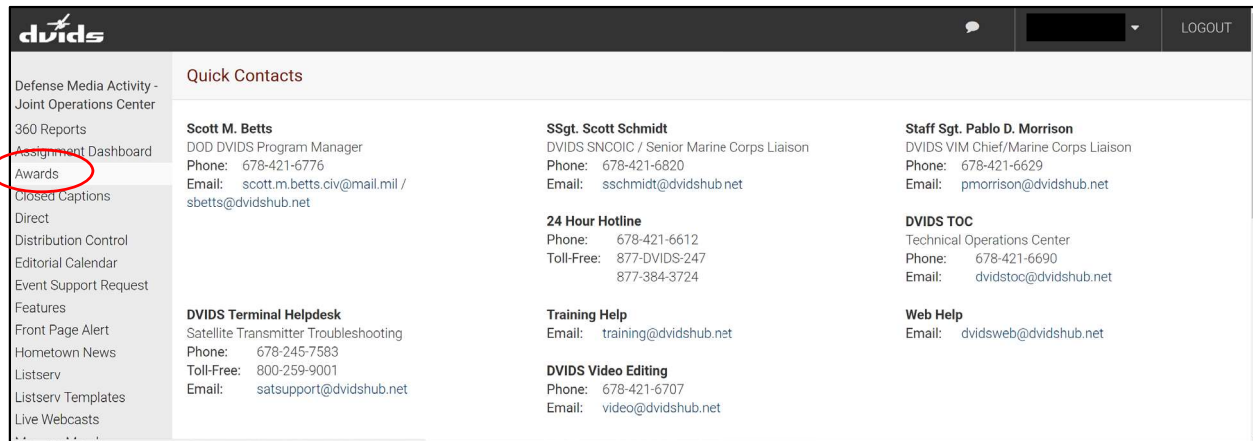
Step 2. Select LOGIN.

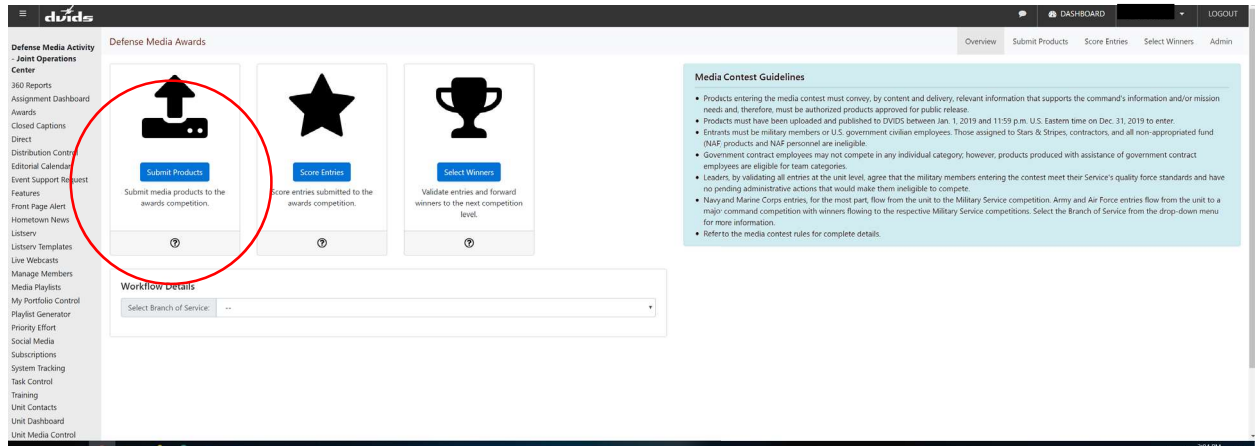Step 3. Enter the email address associated with your DVIDS account and password. Select LOGIN NOW.

Step 4. Select DVIDS DIRECT.

Step 5. Select AWARDS.

Step. 6. Select SUBMIT PRODUCTS.

Step 7. Select type of award category.

Select INDIVIDUAL if submitting a product created and credited exclusively to you.

Select UNIT if submitting team product to a unit award category. Product must have been created by two more people. All must be listed in the credit line; video products must use a DVIAN in lieu of the Vision ID in the VIRIN. See the DoD Visual Information Style Guide for details: https://www.dimoc.mil/VI-Training/DoD-VI-Style-Guide/.

For illustrative purposes, these instructions deal exclusively with INDIVDUAL award categories. The process is nearly identical for UNIT award submissions. NOTE: Only page administers can submit team products for UNIT categories.
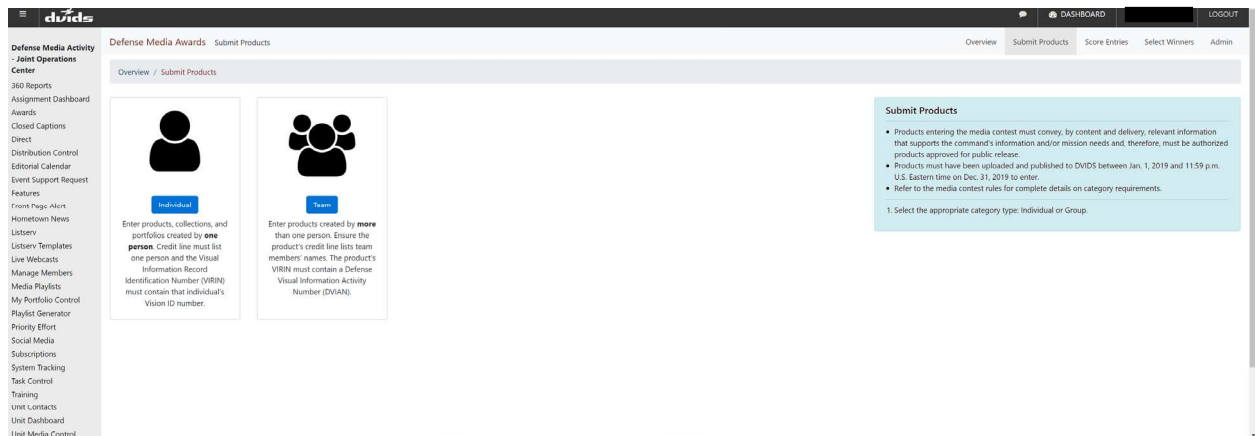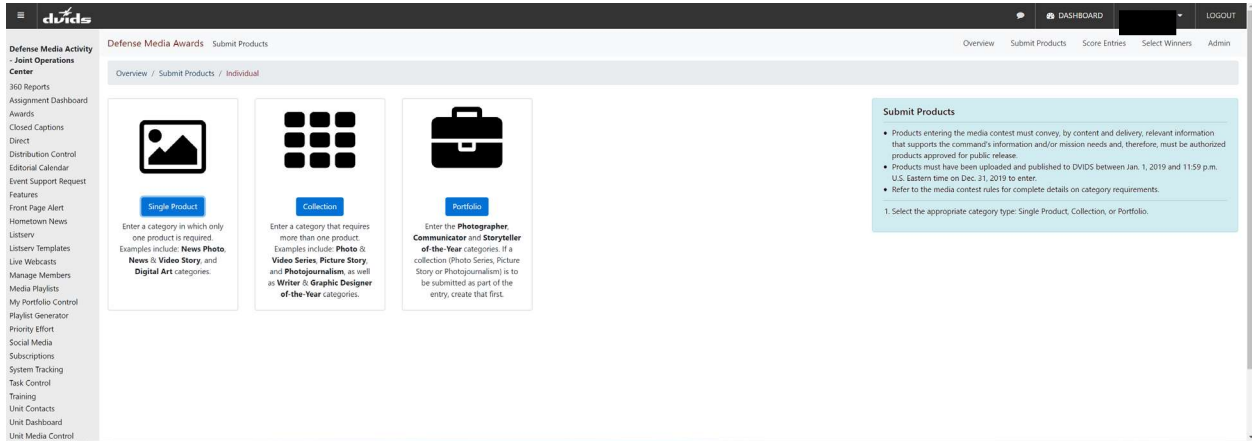
Step 8. Select the appropriate icon.

SINGLE PRODUCT if submitting one product

COLLECTION if submitting more than one product. Refer to notes in the blue box for further instructions.

PORFOLIO if submitting a Communicator or Photographer of the Year entry.

Step 9. Select the appropriate tab for the type of product you're submitting.
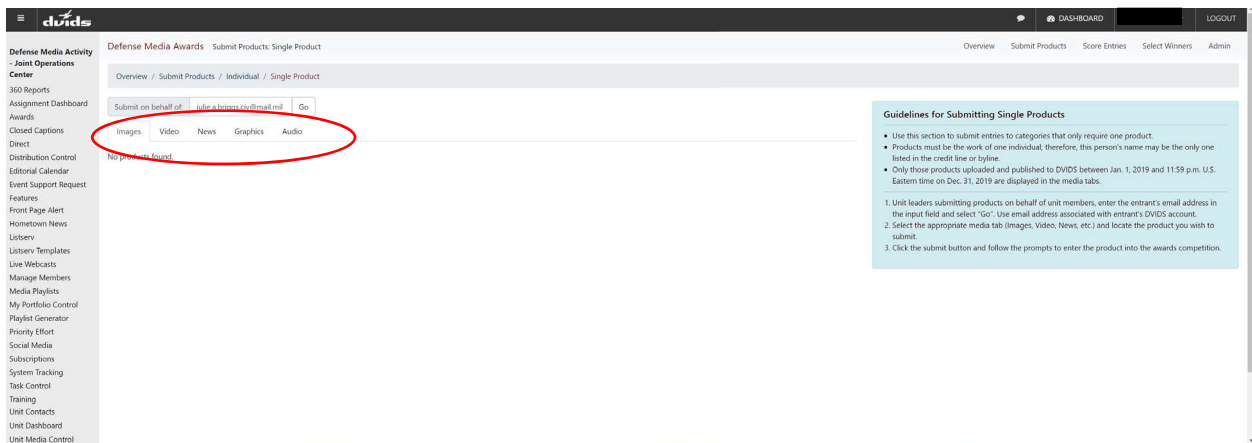
IMAGES for photo categories
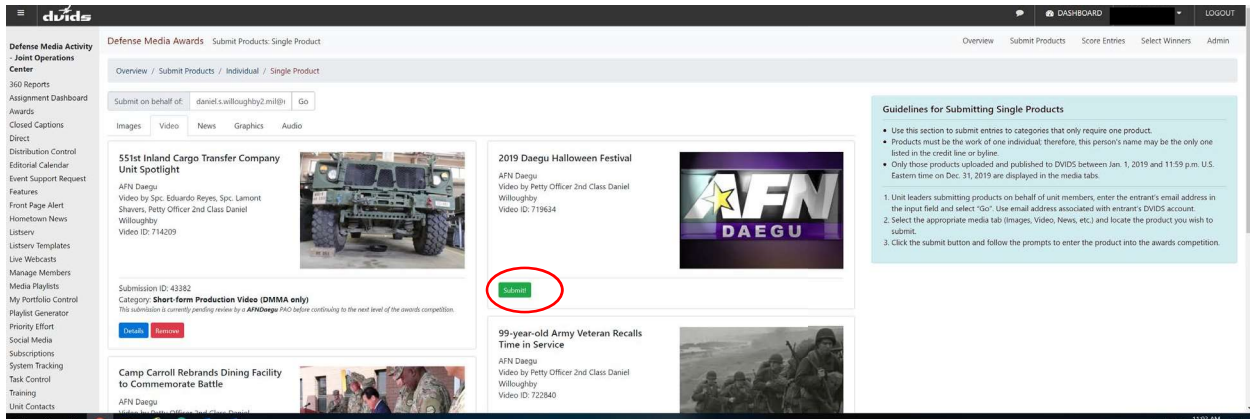
VIDEO for video categories

NEWS for print articles

GRAPHICS for graphics categories

AUDIO for audio categories

Note that only those products uploaded and published to DVIDS between Jan. 1, 2019, and Dec. 31, 2019 will appear in the tabs.

Step 10. Once in the appropriate tab, go to the product, then select the green SUBMIT button.

Step 11. In the SELECT CATEGORY box, select the category name.

***** Ensure the appropriate category name is selected for the competition you're entering. ***

Army KLW competition: Use category name with "(Army only)" listed.

Air Force competition: Ensure "(Air Force only)" is listed

Navy: "(Navy only)"

Marine Corps: "(Marines only)"

Defense Media Merit Awards: "(DMMA only)"

Ensure the unit page name is correct in the SELECT UNIT dialog box. This is especially important for those who are members of more than one unit page. Failure to select the appropriate unit willl result in the entry going to the incorrect workflow.

Once SELECT CATEGORY and SELECT UNIT are correct, select the green SUBMIT button.

Once submitted, a system-generated email will be sent to the page administrators notifiying them to review and validate the entry via the SELECT WINNERS portion of the module.
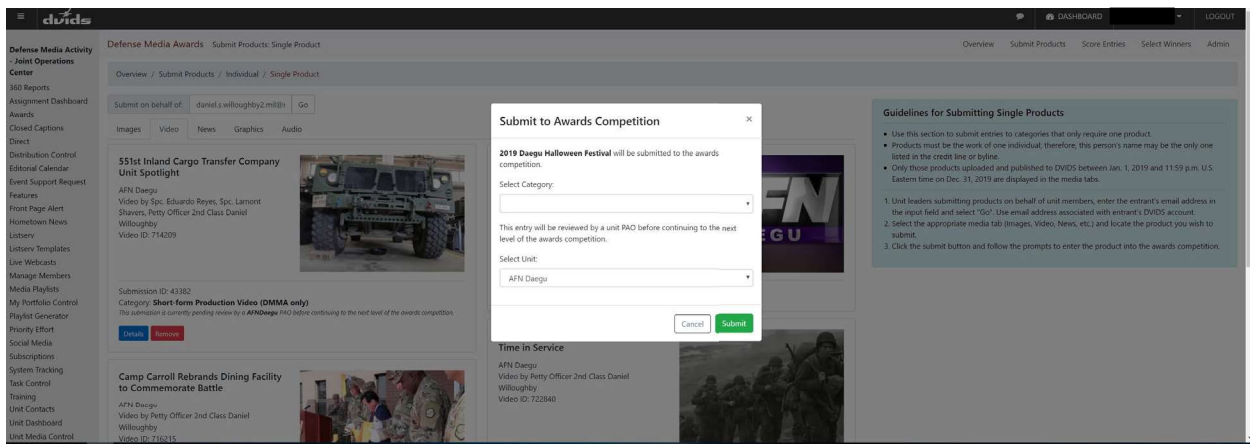
Step. 12. The product box will change. A submission ID number will appear along with a note stating that the entry is pending review for the next level of the competition. At this point, ask your page admininstrator to log into the system to select the entry via SELECT WINNERS.

If you're a page administrator, you will receive a system-generated email asking you to review and validate the entry via the SELECT WINNERS portion of the module. See separate instructions to accomplish this step.