

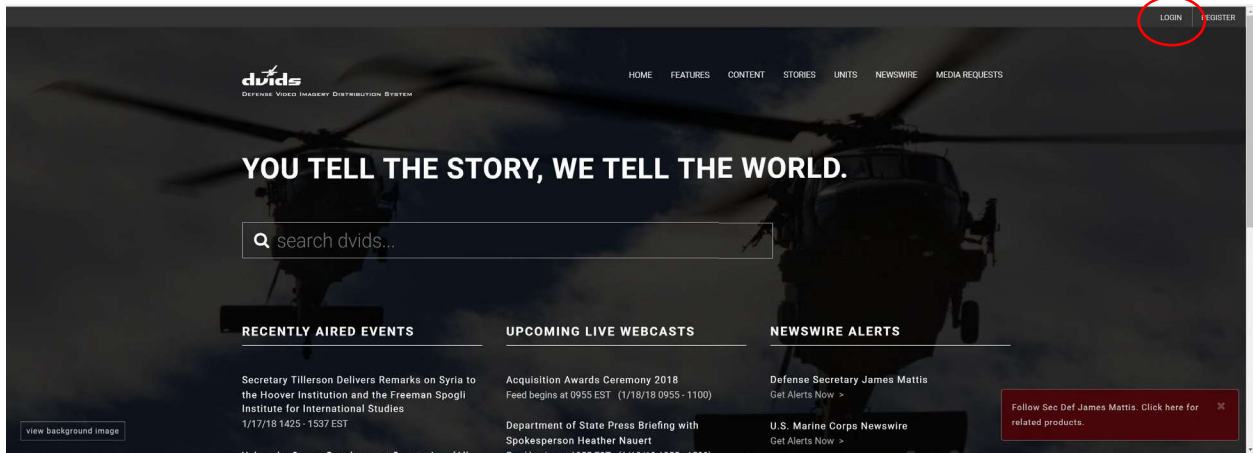
How to Submit Entries on Someone's Behalf

**** Instructions are for page administrators only ****

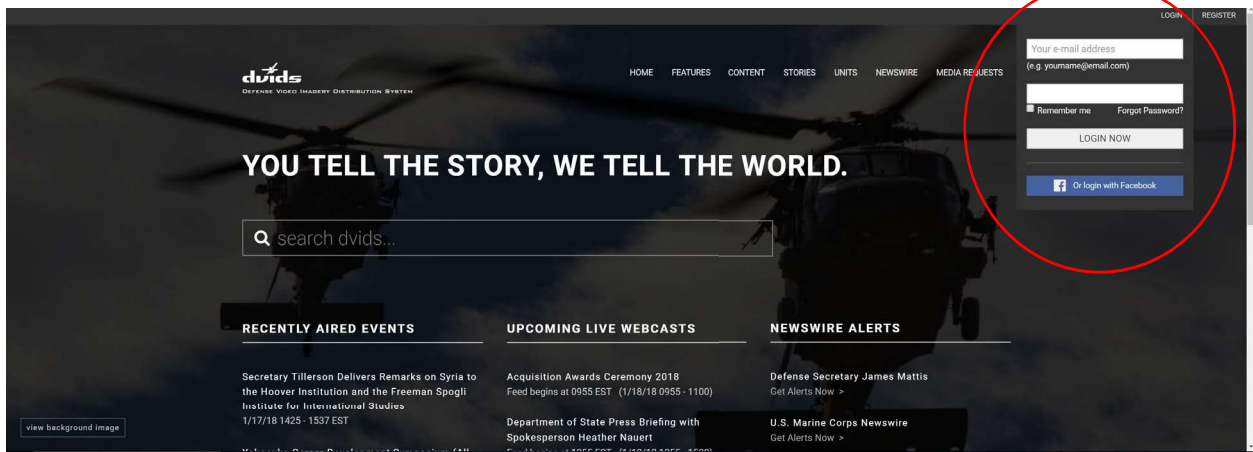
****** USE THE GOOGLE CHROME WEB BROWSER ******

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

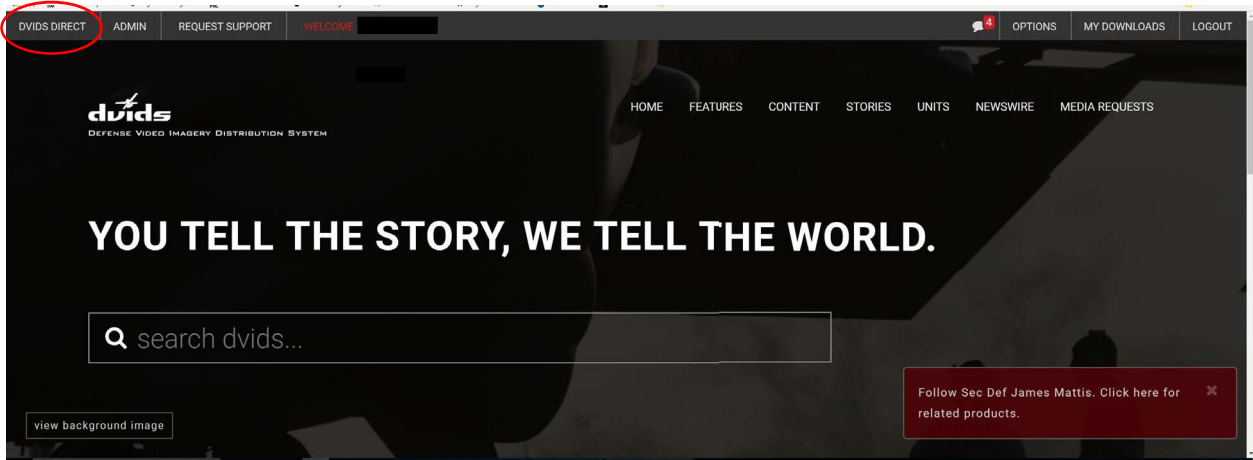
Step 2. Select LOGIN.



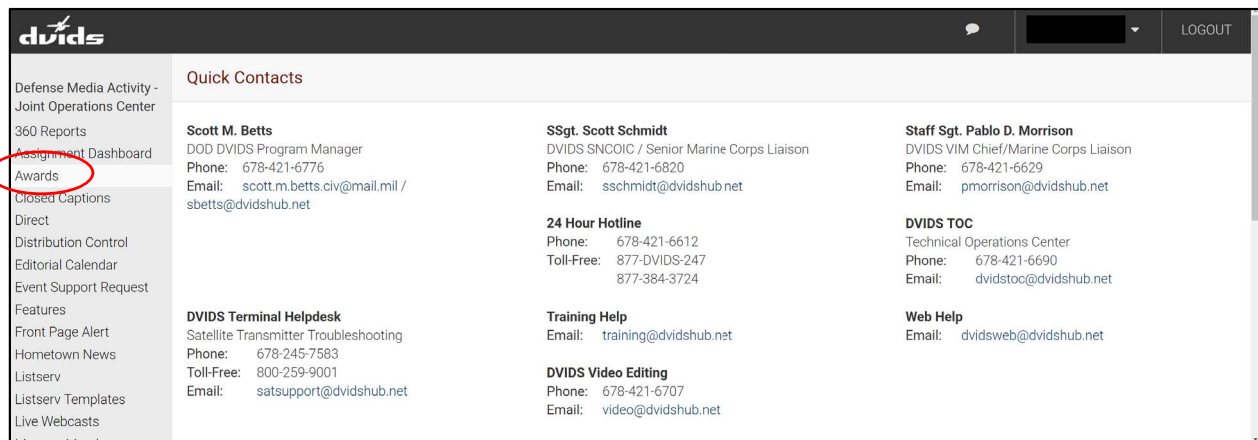
Step 3. Enter the email address associated with your DVIDS account and password. Select LOGIN NOW.



Step 4. Select DVIDS DIRECT.



Step 5. Select AWARDS.



Step 6. Select SUBMIT PRODUCTS.

The screenshot shows the 'Defense Media Awards' dashboard. The 'Submit Products' button is circled in red. The interface includes a sidebar with navigation options, a main content area with three cards: 'Submit Products', 'Score Entries', and 'Select Winners', and a 'Media Contest Guidelines' panel on the right. The 'Submit Products' card contains the text: 'Submit media products to the awards competition.' Below the cards is a 'Workflow Details' section with a dropdown menu for 'Select Branch of Service'.

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 **INDIVIDUAL** award categories. The process is nearly identical for **UNIT** award submissions.

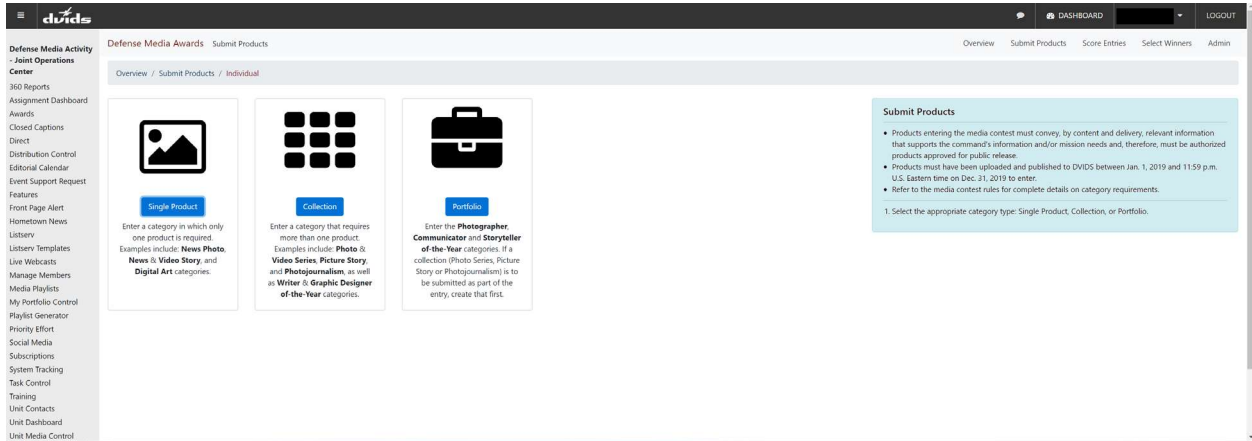
The screenshot shows the 'Submit Products' page. It features two main cards: 'Individual' and 'Team'. The 'Individual' card includes the text: 'Enter products, collections, and portfolios created by one person. Credit line must list one person and the Visual Information Record Identification Number (VIRIN) must contain that individual's Vision ID number.' The 'Team' card includes: 'Enter products created by more than one person. Ensure the product's credit line lists team members' names. The product's VIRIN must contain a Defense Visual Information Activity Number (DVIAN).' A 'Submit Products' panel on the right lists guidelines and includes a numbered instruction: '1. Select the appropriate category type: Individual or Group.'

Step 8. Select the appropriate icon.

SINGLE PRODUCT if submitting one product

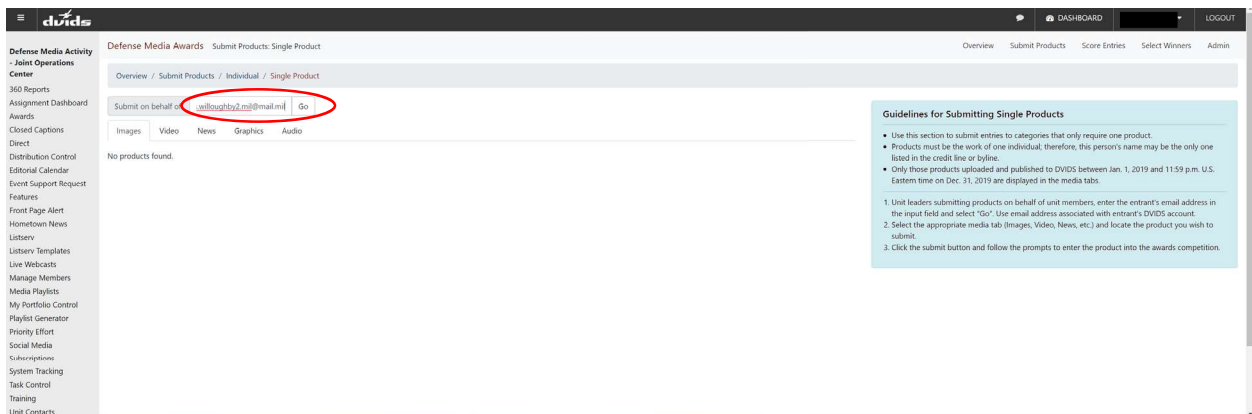
COLLECTION if submitting more than one product. Refer to notes in the blue box for further instructions.

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



Step 9. Type in the entrant's DVIDS Logon Email address in the "Submit on Behalf of" dialog box and then select GO. Only a unit page administrator can submit on someone else's behalf. If submitting your own entries, the system will automatically default to your account; there should be no need to type in your DVIDS logon information.

TIP: If you don't know the entrant's DVIDS logon email address, go to UNIT CONTACTS (located at the bottom of the gray column), select name of your unit in the yellow box, select the UNIT PERSONNEL tab. Copy the email address for the person you're submitting on behalf of. Return to Step 3 of these instructions.



Step 10. Select the appropriate tab for the type of product being submitted.

IMAGES for photo categories

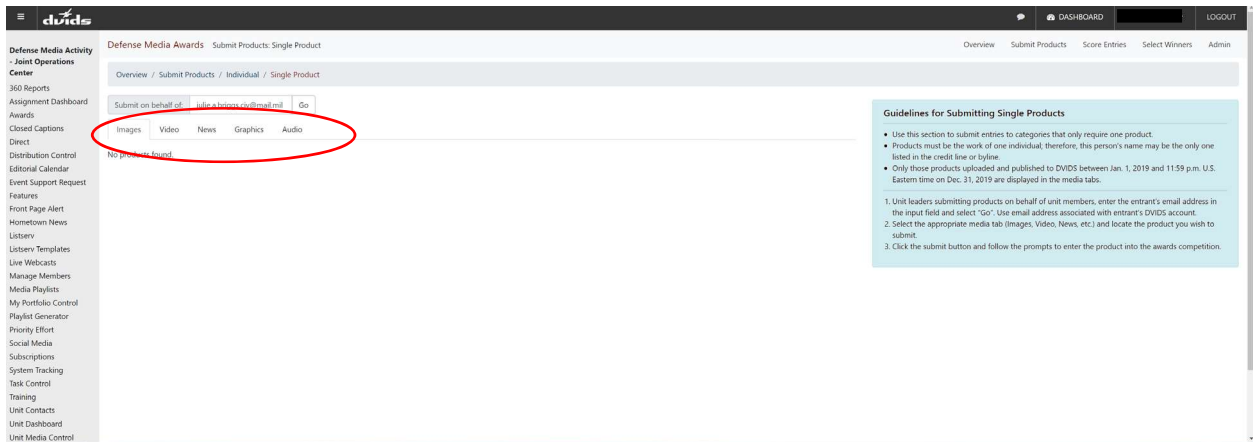
VIDEO for video categories

NEWS for print articles

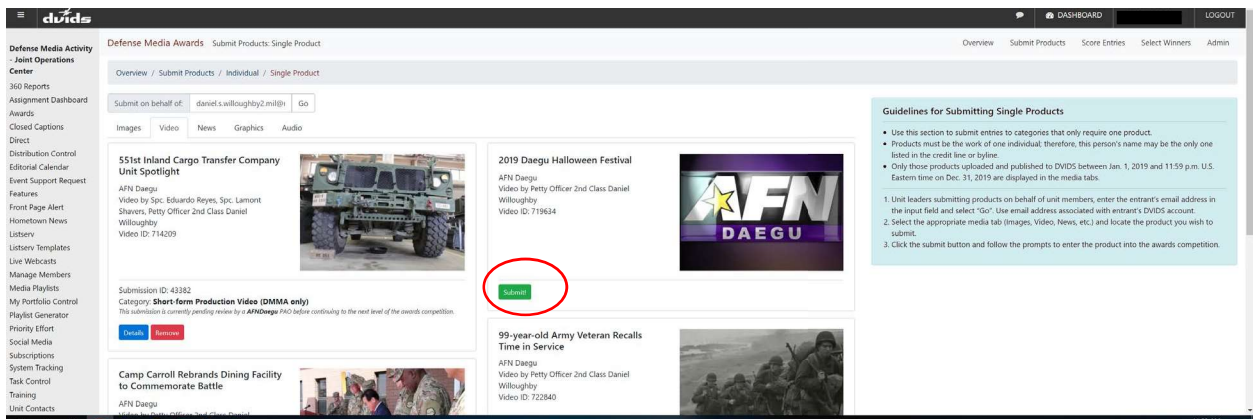
GRAPHICS for graphics categories

AUDIO for audio categories

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



Step 11. Once in the appropriate tab, find the product to be entered and then select the green SUBMIT button.



Step 12. In the SELECT CATEGORY box, select the category name.

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

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

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

Navy: "(Navy only)"

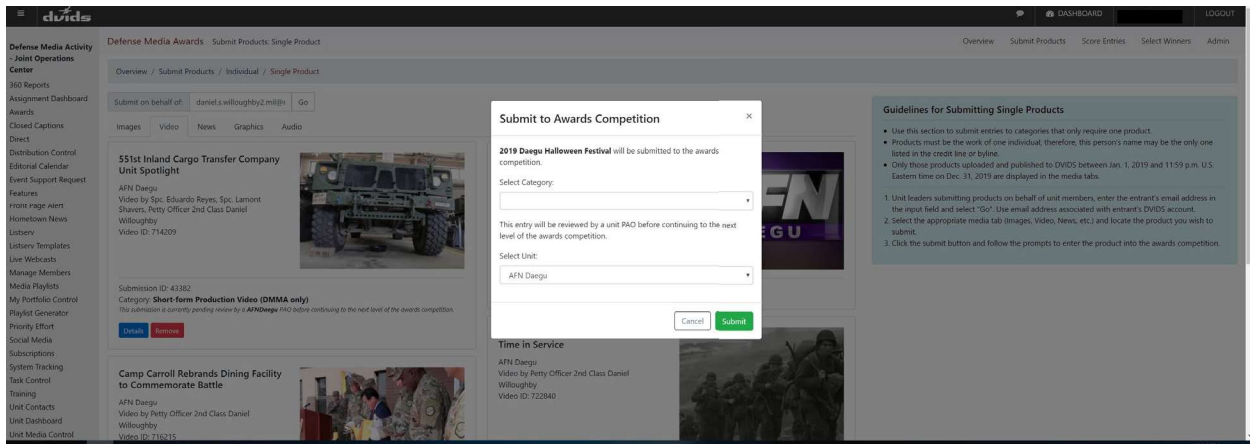
Marine Corps: "(Marines only)"

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 will 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 notifying them to review and validate the entry via the SELECT WINNERS portion of the module. See separate instructions.



Step 13. 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.

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.

The screenshot displays the DVIDS Defense Media Awards submission interface. The top navigation bar includes 'DVIDS', 'DASHBOARD', and 'LOGOUT'. The main header shows 'Defense Media Awards' and 'Submit Products: Single Product'. The breadcrumb trail is 'Overview / Submit Products / Individual / Single Product'. A search bar shows 'Submit on behalf of: daniel.s.willoughby2.mil@... Go'. Below this, there are tabs for 'Images', 'Video', 'News', 'Graphics', and 'Audio'. The main content area lists several submissions:

- 551st Inland Cargo Transfer Company Unit Spotlight**
AFN Daegu
Video by Spc. Eduardo Reyes, Spc. Lamont Shavers, Petty Officer 2nd Class Daniel Willoughby
Video ID: 714209
- 2019 Daegu Halloween Festival**
AFN Daegu
Video by Petty Officer 2nd Class Daniel Willoughby
Video ID: 719634
- 99-year-old Army Veteran Recalls Time in Service**
AFN Daegu
Video by Petty Officer 2nd Class Daniel Willoughby
Video ID: 722840
- Camp Carroll Rebrands Dining Facility to Commemorate Battle**
AFN Daegu
Video by Petty Officer 2nd Class Daniel Willoughby
Video ID: 716315

A red box highlights the submission ID 43382 and the note: 'This submission is currently pending review by a DMMA member. Please continue to the next level of the awards competition.' Below this note are 'Details' and 'Remove' buttons. A 'Submit' button is visible next to the 2019 Daegu Halloween Festival submission. On the right side, there is a 'Guidelines for Submitting Single Products' section with the following points:

- Use this section to submit entries to categories that only require one product.
- Products must be the work of one individual; therefore, this person's name may be the only one listed in the credit line or byline.
- Only those products uploaded and published to DVIDS between Jan. 1, 2019 and 11:59 p.m. U.S. Eastern time on Dec. 31, 2019 are displayed in the media tabs.

Additional guidelines listed are:

- Unit leaders submitting products on behalf of unit members, enter the entrant's email address in the input field and select "Go". Use email address associated with entrant's DVIDS account.
- Select the appropriate media tab (Images, Video, News, etc.) and locate the product you wish to submit.
- Click the submit button and follow the prompts to enter the product into the awards competition.