

ACSA Competition Submission Instructions

1. **Go to the Competition Homepage and click “SUBMIT NOW”**
<http://www.acsa-arch.org/programs-events/competitions/2014-2015-steel>

2. **Log in with your ACSA username + password.**
If you forget, DO NOT create another ACSA account. Instead, Use the link below to retrieve your password. You must use the same account from your registration, which is linked to your entire submission:
<http://www.acsa-arch.org/forms/UserFormPublic/lostPassword>

3. **Click “VIEW/EDIT” to begin your submission.**

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Title	Category	Owner	Status	Actions
Untitled Application	2014-2015 Steel Competition	You	Not Submitted	VIEW / EDIT -->

CREATE NEW SUBMISSION

4. **Click “Basic Information”**
Here you will add your Project Title, Abstract, and Program Edits (if applicable). Click “Save & Exit.”

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Home » Untitled Application

Untitled Application (2SC-0000001279)

DOWNLOAD SUBMISSION

Members

AngelaTest DeGeorgeTest (Owner)

ADD MEMBER

EDIT MEMBERS

WITHDRAW APPLICATION

CREATE ANOTHER SUBMISSION

Task	Status	Actions
Basic Information	INCOMPLETE	Start
Upload #1	INCOMPLETE	Start
Upload #2	INCOMPLETE	Start

4. **Now you will upload your boards, one at a time.** (4 boards max).
Click “Start” next to Upload #1. Repeat until you have uploaded all of your boards.

Document: No file chosen

Or, use a file you've uploaded previously

File Types Supported:

- PDF (preferred) (.pdf)
- Images (.jpeg, .jpg, .gif, .png, .bmp)

5. **Once all tasks are complete, you must click “SUBMIT YOUR COMPLETED APPLICATION.”**

Upload #3	COMPLETE	View Edit Delete
Upload #4	COMPLETE	View Edit Delete
SUBMIT YOUR COMPLETED APPLICATION	INCOMPLETE	
Registration Stage		
Task	Status	Actions
Registration Form	COMPLETE	View

6. **Click “CONTINUE”** and you will receive a confirmation email.
Then you’re done!

Home » [Untitled Application](#) » Submit your Completed Application

You are now submitting your submission.

Please be advised that you may no longer be able to make further changes to this submission.