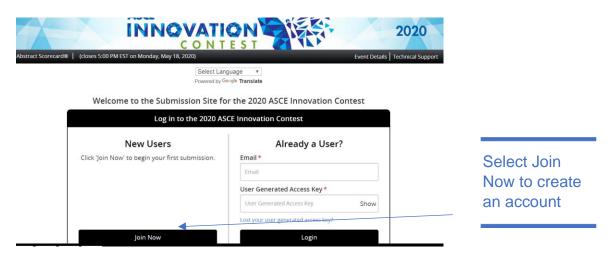


Navigating the 2020 Contest Site

The first step is to create an account.

https://www.abstractscorecard.com/cfp/submit/login.asp?EventKey=XHQAJWCA



You will be asked to provide your contact information. You will be able to add authors in a future task.

After you create an account, you will arrive at the contest platform's landing page. You start a new submission by clicking on the green text. In the future, your submissions will show on this page with a link for editing or viewing the information you have provided.



The first step to create a new submission is to create a title and select a topic category. You may edit your title and topic category at any time.

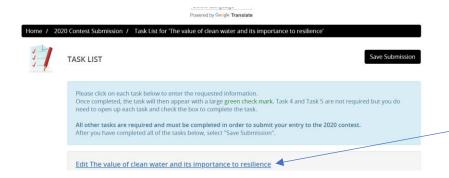
After you click on beginning a new Award Submission, you will be asked to enter a title and then select topic category for your submission. Once you enter the title and select the topic category, you will submit that information and you will be taken to the task list.



The Task List

There are eight tasks required to complete your submission and formally submit it to the contest.

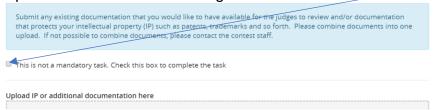
The black bar provides breadcrumbs for you to follow throughout the submission process. "Home" will take you back to the "landing page", 2020 Contest Submission will take you back to the "title page" and you are now on the "Task List" page.



Your contest submissionID and the title will show at the top of the task list, so you know which submission you are work on.

The eight tasks are:

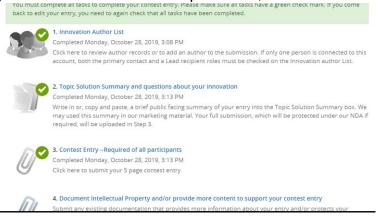
- 1. Innovation Author list Primary Contact and Lead Author are required but you may have up to 5 authors.
- Topic Solution summary and questions about your innovation required. This
 is a quick summary of your topic and you have several questions about your
 innovation to answer to provide some interesting information for the judges.
- 3. Contest Entry required. This is the only document the judges are required to review. They may will stop at the 5th page and not continue past 5 pages.
- 4. Document Intellectual Property and/or provide more content to support your contest entry. Not required but you must open the task and select the box to complete the task and receive a green check mark.



- 5. Additional slot for uploading a video file. Not required but you still need to open the task and check the box to complete the task to receive a green check mark.
- 6. Intellectual Property Statement—required.
- 7. Disclosure Agreement—required.
- 8. Poster image upload—required.



Once you complete all eight tasks and you see a green check mark for every task. As you can see from the example below, Task 4 has not been completed.



Once you complete all eight tasks you then click on the save the submission button.

Once you save the submission you task list is updated with the word completed and the date the task was completed.

Once you select submit, you will be taken back to the contest landing page. There will be a link to the submission, and you may view and edit it anytime up to the contest close date--July 15, 2020, 8PM Eastern.

