Rules for Uploading Entries for Short Video Competition
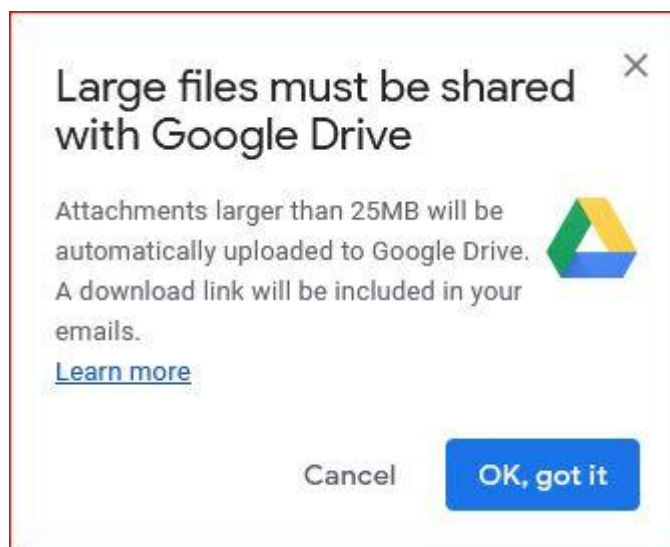
Please make sure that you have gone through all the rules and regulations properly. The size of the video should not exceed the prescribed limit. GD Goenka International School, Raipur will not be responsible for any faults in uploading or sending the entries. Follow the below mentioned steps carefully for sending the entries.

1. Open your **registered email-ID**.

2. Click on '**compose**' or '**+**' sign in the page.

3. Now after the compose email window opens, put the **Email-ID provided to you after registration for the submission of the video**.

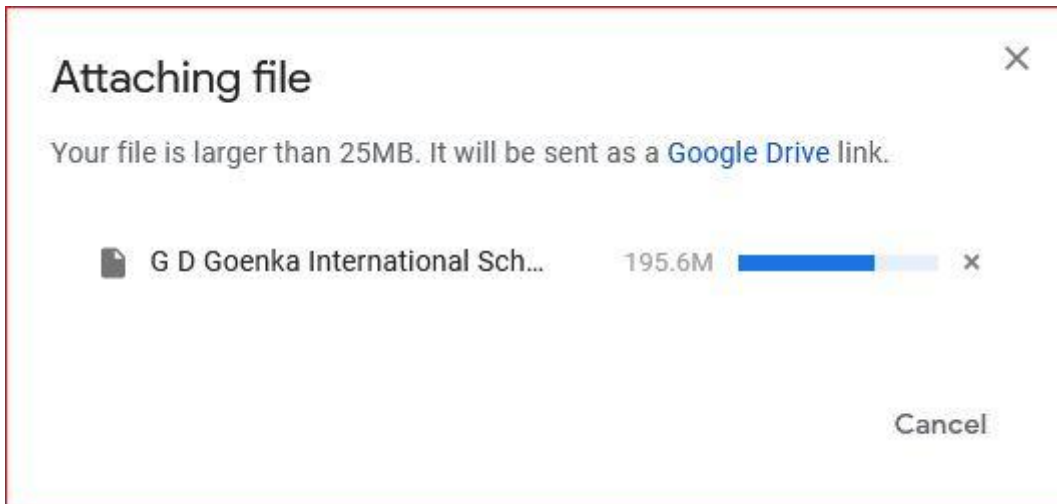**4.** In the **Subject** write <*name of the participant_age_city_GDGIS Video Competition*>

   Example: If a participant named **Varun Gill** aged **11yrs** from city **Raipur** wants to post his entry, the subject line should be

   "Varun Gill_11_Raipur_GDGIS Video Competition"

5. Now go to **attach files option** or look 📎 for sign in the compose email window.

6. Now **select the desired video** file which has been made for submission and click '**open**'.

7. Now you may get a dialogue box like this

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8. Click on '**OK,got it**', and **let the video get uploaded**. It will take some time depending on the speed of internet being used. **While uploading you will get a dialogue box showing the status of upload**.

9. After the upload gets **completed**, please check once for the **proper Email ID and the subject line**. If everything is ok as per the guidelines, click on '**Send**'.

10. Refer to the screenshots for clarification. These are mere examples for how to send the entries correctly. **For any further clarifications call on the numbers provided**. (**Screenshots taken from Gmail account.**)