

National Schools Poster Competition – Submitting posters

Steps to ensure your details and students' posters are correctly entered:

1. Login at <http://www.ssaipostercomp.info/user/login.php>
2. Select '**View and edit your contact details**' - check/edit your name and school registration details, including postcode (**submission is not possible without entering these details - we use them to post certificates, prizes, etc**)
3. Select '**user home**' at top left of screen
4. Select '**View, edit and submit your posters**'
5. Select '**Add another poster**'
6. Select '**Edit Poster Details**' button at left of the yellow rectangle
7. For each poster submission you will need to provide:
 - Title
 - Division (from drop-down menu: Year 3/4 or Year 5/6 or Year 7/8 or 9/10 or 11/12)
 - Students' full names as they would want them to appear on certificates, separated by comma).Click **SAVE** once completed
8. To upload the poster (**which must be a PDF or JPG file**):
Select '**Choose File**' button (within yellow rectangle)
9. Please **click on the filename of uploaded file** to check that the uploaded file is upright and legible to ensure it will be judged.
10. Once happy with submission details and uploaded file:

Select '**Submit Poster For Judging**', and
Click OK on the resulting popup window to verify (**as you won't be able to edit thereafter**).
11. **Repeat Steps 5 through 10 for each additional poster.**

Thanks for participating, hope your students (and you) have found this an enjoyable educational experience.

Dr Peter Howley

Statistical Society of Australia Inc. in association with The University of Newcastle, Australia and competition sponsors.

