

## Reflections 2021 – Online Entry Submission

\*Please Read and Follow for your Entry to be Accepted\*

This process is only meant for **Dance, Film and Music entries** for the Reflections Contest. All other entry categories, please see our Reflections page for instructions.

### Step 1

Open this [link](#)

This is a SharePoint folder for uploading entries.

Create a folder with the name of your LWSD email address and category of your submission.

\*For example, if your LWSD email is s-student@lwsd.org, the new folder name should be s-student FILM or s-student DANCE.

### Step 2

Make sure you fill out the [entry form](#). Scan or take a picture of the filled form and upload the resulting file into your newly created folder.

### Step 3

Upload your entry video into your folder. For very large files, this may take a few tries.

Note: If you are unable to upload your entry for any reason, please upload it to your school OneDrive and email your entry form and a link to your entry to [reflections@jo-richardson.com](mailto:reflections@jo-richardson.com).

Please Note: Your entry will be moved to another location on our servers after you submit. You will not see your folder if you try to access the share again. This is not a problem; it is how we designed the system for privacy.