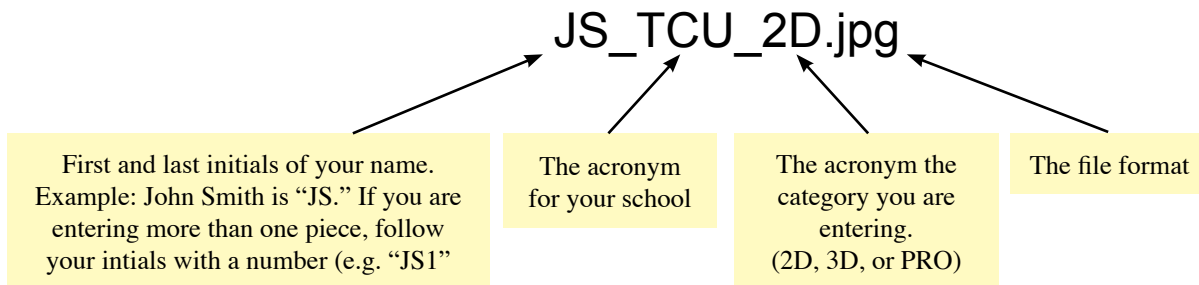


## PREPARING YOUR ENTRY

1. Your entry will need to be in an electronic, or digital, format to upload to our server (e.g. JPG, MPG, PDF). Refer to your specific software instructions for information on how to do this.
2. Name the file according to the following naming convention:



## HOW TO UPLOAD YOUR ENTRY ELECTRONICALLY

To upload your entry electronically, you must have an FTP client, such as FETCH, to connect to our server. A trial version of FETCH may be obtained from: <http://www.fetchsoftworks.com/downloads.html>

Enter the following parameters in your FTP client as shown below:

Host Name: `www.dene.tcu.edu`

User Name: `deneftp`

Password: `#jcK3!Y2`

The client must be set to access the appropriate "initial" folder as follows:

2D entries: `\dene\2D`

3D entries: `\dene\3D`

Professional entries: `\dene\PRO` (make sure to use the backward slash "\")

*If you are using FETCH, the settings are shown in the illustration on the right. Once you have entered the server, go to the Menu>Remote>Put and browse to the file(s) you wish to upload.*

Hostname: `www.dene.tcu.edu`

Username: `deneftp`

Connect using: `FTP`

Enable encryption

Password: `.....`

Add to keychain

Initial folder: `\dene\2D`

Port:

Try to connect  times.