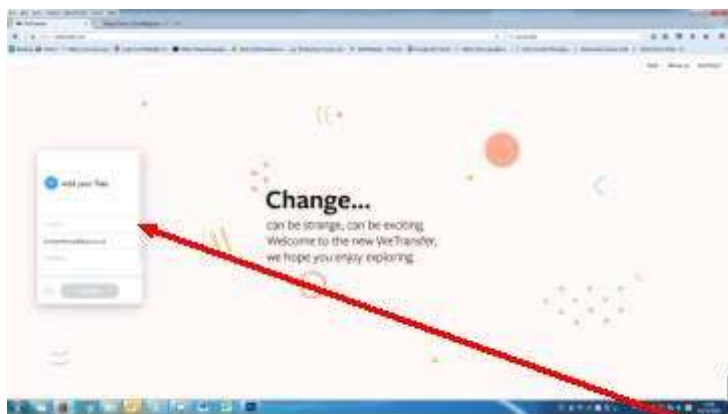


## KCPA Audio Visual Competition 2018 – submitting AVs electronically

AV sequences may be submitted on a DVD or CD sent to the address on the booking forms. Alternatively, the sequences can be submitted via free online services such as MailBigFile (<https://www.mailbigfile.com/>) and WeTransfer (<https://wetransfer.com/>)

The rest of this document shows how to submit AVs using WeTransfer.

1 Opening the link takes you to the main website which resembles this:



2 On the left hand side of the screen you will see “Add your files” box. Simply “drag and drop” your sequences into the box. Alternatively, click on “Add your files” and navigate to them in the usual way. The background changes frequently – don’t be distracted by it.



3 You will need to use your own email address as the sender, and [sec.seafordps@gmail.com](mailto:sec.seafordps@gmail.com) as the recipient.

In the message box, type your own name and that of your club plus any other relevant information. Make sure you indicate your first and second preference.

4 Click on the “Transfer” button. During the upload, the screen will indicate the progress of the transfer. Executables upload fairly quickly; large movie files can take an hour or more.



After your files have been transferred and sent to the recipient’s email address, you will see this screen:



The person receiving the email will be notified of images waiting to be downloaded, and once action has been taken, the sender will receive an email saying “Thanks for using WeTransfer -- file sent to [sec.seafordps@gmail.com](mailto:sec.seafordps@gmail.com). Normally, after the recipient has downloaded the file(s), WeTransfer will automatically confirm that this has happened.

Should you require any help with using this system or require any more information, please contact Gary Carter [sec.seafordps@gmail.com](mailto:sec.seafordps@gmail.com)

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