

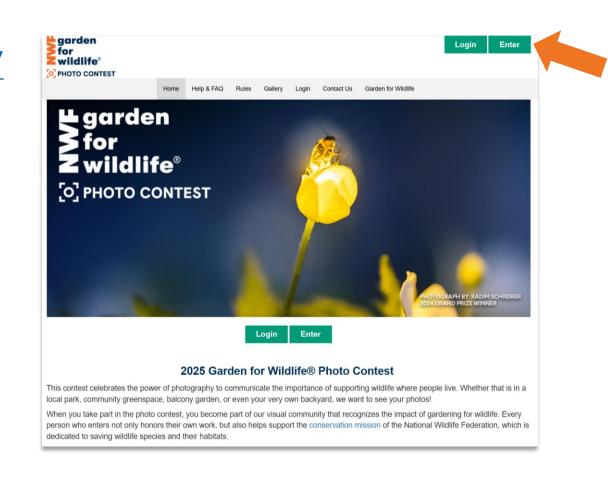
ACCOUNT CREATION AND PHOTO SUBMISSION STEP BY STEP GUIDE

### Step 1: Go to the Photo Contest Website

### Go to <a href="https://gfwphotocontest.nwf.org/">https://gfwphotocontest.nwf.org/</a>

All entrants must **create an account**. To do this, press the "Enter" button at the top right of the page and enter your email address.

If you have already created an account for the 2025 contest, press the "Login" button, enter your username and password, and then skip ahead to <u>step 3 of this guide</u>.



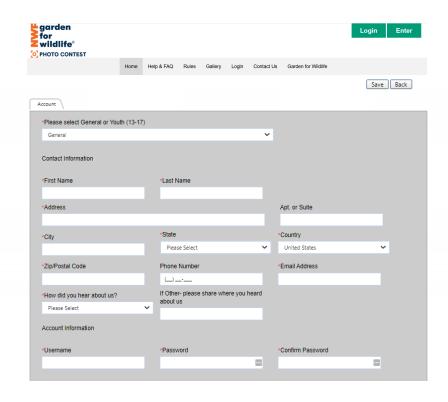
\*If you have a previous year's Garden for Wildlife or *National Wildlife* Photo Contest account, a new account still must be created for this contest.

## Step 2: Create Your Account

To begin your registration, first select General Entrant or Youth Entrant\* from the drop-down menu. Then fill out all required fields indicated with a red asterisk.

Ensure your email and phone number are accurate. This is how we will contact you if you win!

Make a note of your username and password.



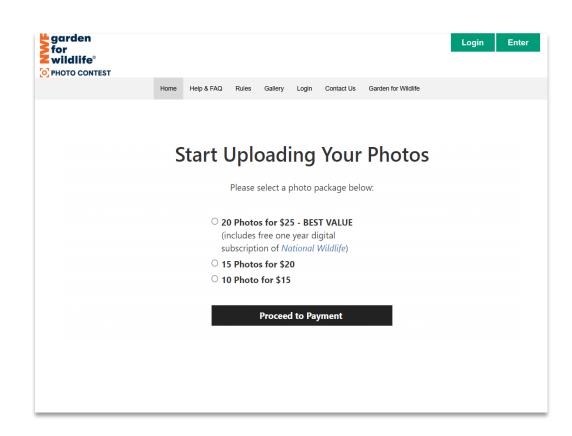
\*The Youth Entrant selection is for individuals age 13-17. If you're filling out the form for a Youth Entrant, be sure to include the child's name and age in the "Youth" fields at the bottom

After creating an account, you will receive an email to confirm your registration. If you do not receive this, please check your junk folder and/or ensure that you entered your email correctly.

# Step 3: Select Your Photo Package

You have three photo-entry packages to choose from depending on the number of photos you would like to enter.

**Note:** Youth Entrants can enter for free! Only one photo package is available for youth accounts, but youth can "purchase" it multiple times to submit however many photos they would like. Use the discount code **GFWYOUTH** at the bottom of the checkout page. This code only works for youth accounts.



# Step 4: Enter Payment

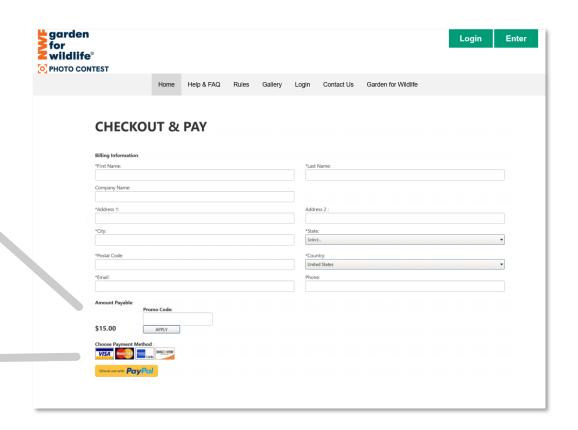
We recommend doing this step on a computer rather than a tablet or phone for the best experience.

#### PROMO CODE

If you have been provided a promo code for the Garden for Wildlife Photo Contest, enter it here. Youth entrants (age 13-17) can use the code GFWYOUTH to have their fees waived. This code only works for youth accounts and does not waive fees for general entrants.

#### **PAYMENT METHOD**

Select the image that correspond to the payment method you want to use. If an error occurs with your payment, please double check that you entered your card information correctly.

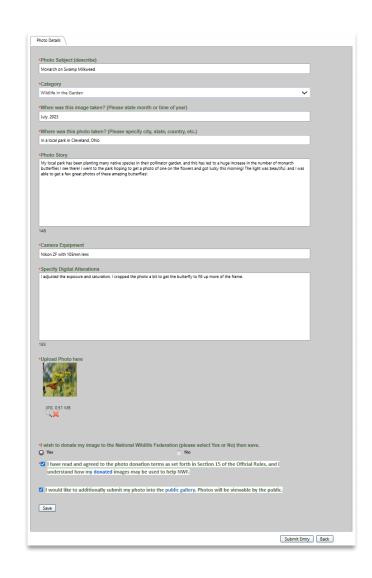


You will receive an email to confirm your payment

### Step 5: Fill Out the Photo Form

Once you finish step 4, the website will automatically start your first photo submission! You will need to fill out this photo form again for each photo you wish to submit to the contest. We recommend doing this step on a computer rather than a tablet or phone for the best experience.

The next couple of pages gives you detailed descriptions for each field on this form.



#### PHOTO DESCRIPTION

This will serve as your photo's title. Please describe what the photo is of and any species in it.

#### **CATEGORY**

Select the category for your photo. Use your best judgement. Learn more about the categories here.

#### WHEN THIS IMAGE WAS TAKEN

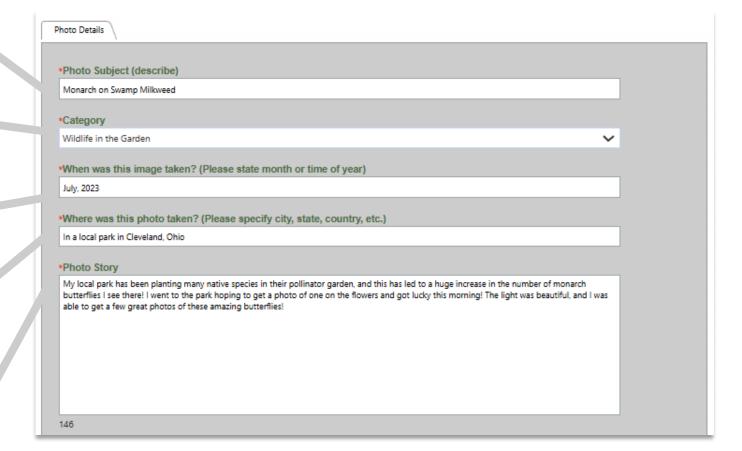
Let us know the month and year the photo was taken.

#### WHERE THIS IMAGE WAS TAKEN

If in the United States, please specify the state the photo was taken in.

#### **PHOTO STORY**

Tell us about how you got this photo. You can share about the location, the species in the photo, and how you captured this image. Quotes from this section may be used if your photo is selected as a winner! Be accurate and descriptive, this cannot be changed after your photo is submitted.



#### **CAMERA EQUIPMENT**

The camera and lens you used to take this photo.

#### **DIGITAL ALTERATIONS**

Include a brief description of all edits you made to the photo. To see what digital alterations are allowed, please see our rules.

#### **UPLOAD PHOTO HERE**

Click "Select" to select a photo file from your computer.

#### **DONATE**

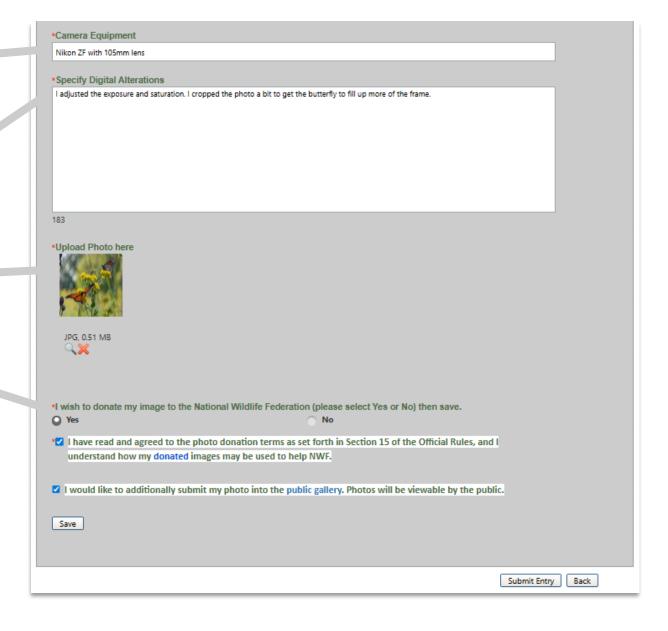
Would you like to donate your photo to NWF? Learn what this means by clicking here.

#### **SAVE**

This button will save the information and photo but will not submit it to the contest. You can come back and edit the information later.

#### **SUBMIT ENTRY**

After your image is uploaded, clicking "Submit Entry" will officially submit this photo to the contest.
After submitting your photo, you cannot make edits to this form.



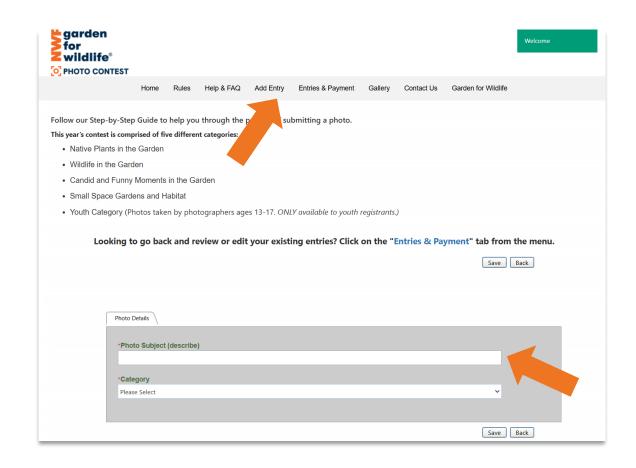
### Step 6: Add More Photo Entries

You do not have to add all your photos in one sitting. You can log out and come back to it at any point before the contest closes.

To submit more photos, log in to your account and click on the "Add Entry" button to begin adding photos to your account. You must be logged in to access this button and page.

Start with "Photo Subject" and select a contest category for each photo entry.

Click on "save" button to proceed. Then simply repeat step 5 for this photo.



## **Step 7: See Your Entries**

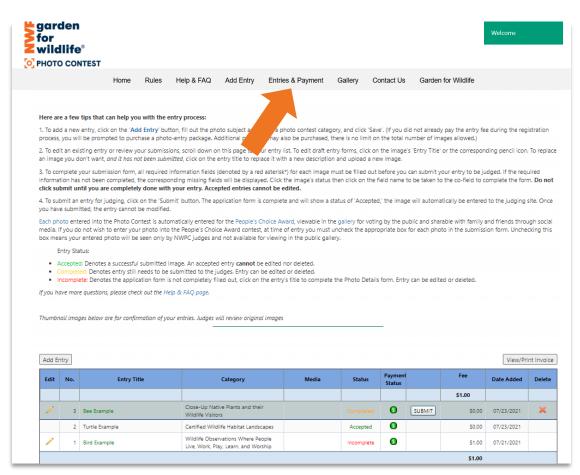
Entered images can be reviewed in the "Entries & Payment" page. On this page you can look at all your photos and make sure they have been officially submitted to the contest!

### **Check the Status of Your Images:**

**Accepted** – Image(s) have been successfully submitted to the contest

**Completed** – Image(s) are uploaded, but not submitted to the contest

**Incomplete** – A required field has not been filled out in the photo form.



# **Optional: Add Another Photo Package**

If you use all the photo slots available with the photo package you purchased, you can purchase an additional photo package! There is no limit on the number of photos you can submit to the contest.

To do this, login in and click "add entry". From there, repeat <u>step 3</u>.

