**Submitting Powering Up the Future competition entries on behalf of your class**

| *Before submitting your students’ entries, ensure you have obtained the permissions of the guardians and parents of your students.* |
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# **Obtain guardian/parent permissions and information**

You can find the document “1 Guardian and parent communication template” provided in the teacher resources folder you have downloaded. Use this email template to communicate to parents about the competition and the details of permission requirements.

# **Complete student details spreadsheet**

Complete the spreadsheet ‘8a student details for entry submission’. Before submission, **retitle this spreadsheet to StudentDetails\_SchoolName\_SchoolState\_TeacherName***Eg. StudentDetails\_WarratahHighSchool\_NSW\_EliniSantos*

# **Create a Google Drive, DropBox folder or similar**

Create a sharable folder with student entries you are submitting. **Ensure this folder is shared with** [**snowystemacademy@snowyhydro.com.au**](mailto:snowystemacademy@snowyhydro.com.au) **for download access.**

* + Please ensure shared folder has the **folder** **naming convention  
    SchoolName\_SchoolState\_TeacherName***Eg. WarratahHighSchool\_NSW\_EliniSantos*

# **Name each student submission file**

Each student’s entry file should be **named with the convention   
Part#\_School Name\_Student Name\_Year Level**Eg,  
*File 1:* Part1\_Warratah HS\_Sandra Tay  
*File 2*: Part2\_Warratah HS\_Sandra Tay  
*\*\*If a student has created both parts as one video or one file, name the file “Part1and2\_School Name\_Student Name\_Year Level"*

# **Submit your students’ entries**

Submit your students’ entries on the [competition entry page](https://www.snowyhydro.com.au/poweringup/submit-entry/) by selecting the “Teacher submission - multiple entries” button.