Spirit Awards: How to submit your nominee photos & video? To submit your nominee(s) photos and video to the GTHA, please follow the steps below.

REMINDER: Please ensure all photos are saved with the nominee(s) first and last name as it appears on the nomination form before submitting photos to the GTHA.

- 1. Request link for file sharing from the GTHA by emailing <u>spiritawards@gtha.com</u>
- 2. Once link is received click on it and follow prompts.
- 3. Click on the **"Choose files"** button.
- 4. Select the photo(s)/ video that you would like to submit.
- 5. Once you finish selecting all the photos/ video, enter your first and last name in the designated areas as well as your email address and click on the **"upload"** button.
- 6. A confirmation message and email will be sent once upload is complete.

NOTE: you do **not** have to create a dropbox account to share files.

If you have any questions during this process, please contact the GTHA office at 416-351-1276 or email <u>spiritawards@gtha.com</u>.