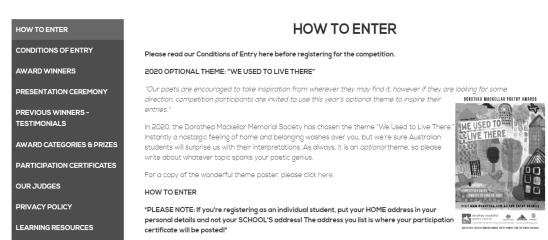
## How to Enter Dorothea Mackellar Poetry Awards A Step-by-Step Guide

- 1. Visit www.dorothea.com.au
- 2. Click on "How to Enter" as below:

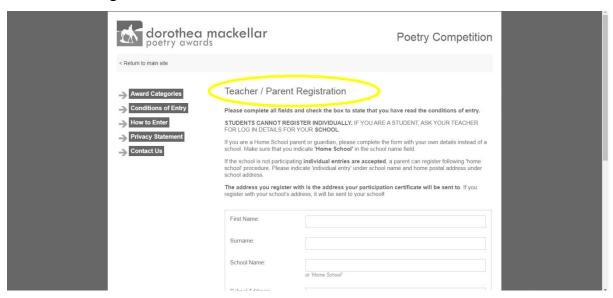


3. Click on the "Register" button as below:

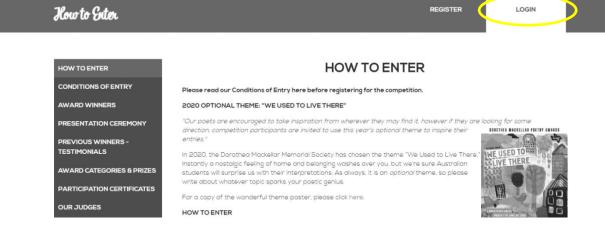




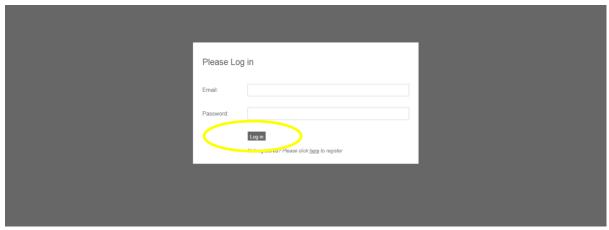
4. Fill out "Registration Form" as below:



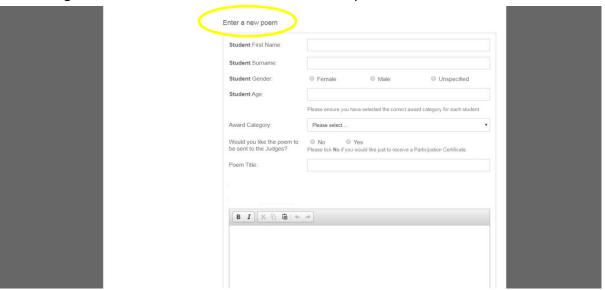
- 5. **PROJECT OFFICER** will send through an invoice for payment. Please make sure all address/registration details are correct. CREDIT CARD option is embedded in emailed invoice via the **GREEN "PAY NOW"** button. Follow the email prompts to make payment, or pay via bank deposit or cheque. Poems can be uploaded into portal **straightaway**.
- 6. To upload poems, revisit "**How to Enter**" page and click on the "**Login**" button as below:



7. Use registration details to login. You may give your login details to students so they may upload poems themselves at school or on a home computer.



8. Enter each poem individually and submit. You can review your entries at any time using the "View all entries" tab on the left-hand pane.



9. The PROJECT OFFICER is **not able** to edit or alter entries. If a mistake is made, please enter respective poem/s again. All students who enter receive a participation certificate, so correct spelling of names and school addresses is **very important**.