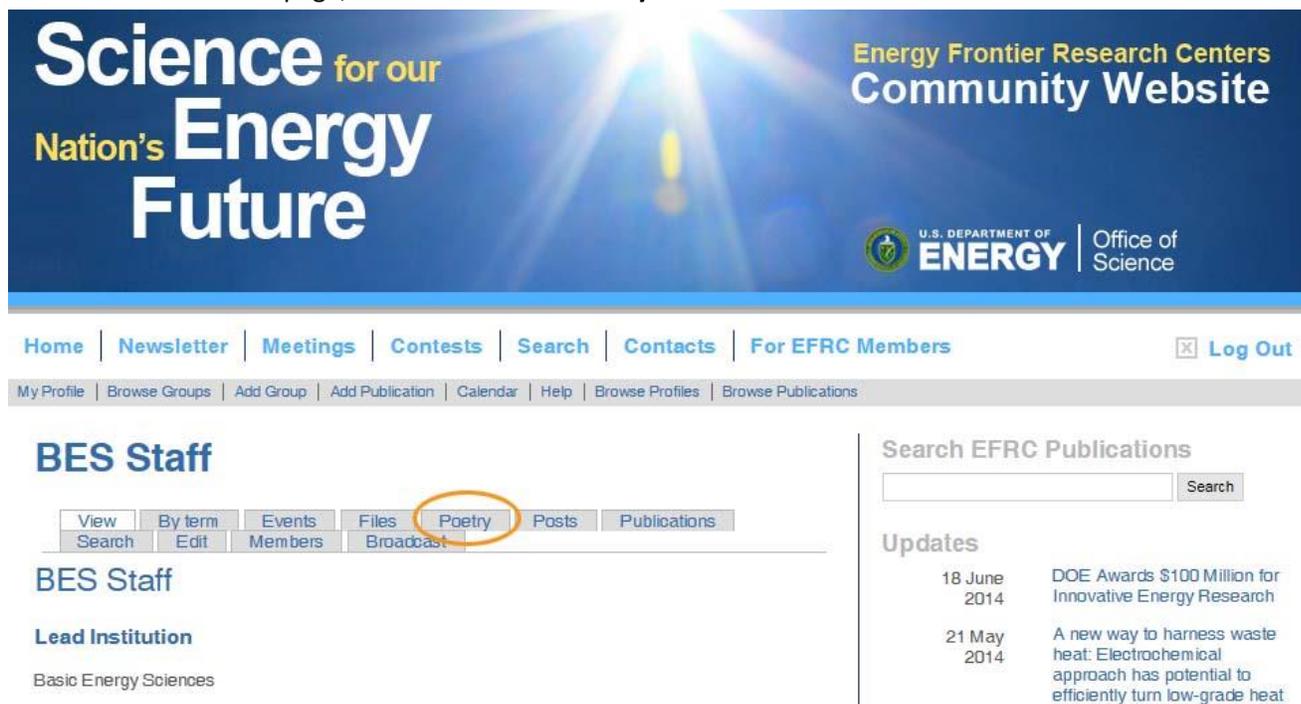


The Poetry of Science Contest – Uploading submissions

- Go to www.energyfrontier.us and sign in.
- On the individual EFRC page, there is a tab for “Poetry”



The screenshot shows the Energy Frontier Research Centers Community Website. The header features the text "Science for our Nation's Energy Future" and "Energy Frontier Research Centers Community Website". Below the header is a navigation bar with links: Home, Newsletter, Meetings, Contests, Search, Contacts, For EFRC Members, and a Log Out button. A secondary navigation bar includes: My Profile, Browse Groups, Add Group, Add Publication, Calendar, Help, Browse Profiles, and Browse Publications. The main content area is titled "BES Staff" and includes a navigation menu with tabs: View, By term, Events, Files, Poetry (highlighted with an orange circle), Posts, and Publications. Below the tabs are sections for "BES Staff", "Lead Institution" (Basic Energy Sciences), and "Search EFRC Publications". An "Updates" section on the right lists recent news items.

- By clicking on this tab, a page opens up for Selection and Submissions. To begin uploading your submission, click on “Add a Poetry of Science entry”



This screenshot shows the "BES Staff" page with the "Poetry" tab selected. The "Selection" section states: "No Poetry of Science entry selection has been made." The "Submissions" section contains a button labeled "Add a Poetry of Science entry", which is circled in orange.

- “Adding a Poetry of Science Entry” opens up a page to create your Poetry submission. After scrolling past the basic introductory information about the Poetry of Science Contest are the requirements for uploading.

- **Title**
 - No sub-scripts or super-scripts are allowed and some special characters are also not permitted. If your title has these or if your title does not look right after submission, please email Robin (robin.hayes@science.doe.gov)
- **Thumbnail**
 - This is a lower quality, suitable for displaying on the web version of your submission. The file should be approximately 72 DPI and less than 1 MB. Suitable file extensions are .png, .jpeg, .jpg, and .gif.
- **High resolution image**
 - This is your high resolution submission. The image should be at least 300 DPI but less than 100 MB. Suitable file extensions are .png, .jpeg, .jpg, and .gif.
- **Poetry**
 - No sub-scripts or super-scripts are allowed and some special characters are also not permitted. There are limited options to format the font. It is not possible to change the font type, size, or color or justify/center the text. If your poetry does not look right after submission, please email Robin (robin.hayes@science.doe.gov)
- **Authors**
 - Fill in with the poets and artists for your submission
- In the menu for “Groups,” select the EFRC representing this submission.
- **Save** the entry.

Title: *

No sub- or super-script or special characters allowed. If you have these in your title or after submission your title does not look right, please contact Robin Hayes.

Thumbnail: *

Browse... Upload

Maximum file size: 1 MB
Allowed extensions: png gif jpg jpeg

Upload the thumbnail image of the poetry of science entry in this field. Don't worry about getting the size just right, the image will be re-sized as needed for displays throughout the site.

High resolution image: *

Browse... Upload

Maximum file size: 40 MB
Allowed extensions: png gif jpg jpeg

Upload the high-res version of the image in this field.

Show summary in full view

Poetry: *

Format B I [List Bulleted] [List Numbered] [Link] [Image]

List all authors and/or artists responsible for the entry.

Switch to plain text editor

Authors: *

+ [Input Field]

Add another item

▼ Groups

EFRC: *

BES Staff

Show this post in these groups.

Save Preview

- Once you upload your selection and click again on “Poetry”, the page will look like the screenshot on the next page (left image), showing the uploaded and selected submission.

To make changes or delete a submission:

- To alter the uploaded entry, click on the **Title** of the submission (highlighted in the left image below). This opens up a window allowing you to see all information that was uploaded with the entry (right image below).
- The “**View**” tab shows how the entry will appear (image not shown).
- Clicking on the “**Edit**” tab at the top of the entry allows you to edit all components of the submission including deleting and resubmitting the thumbnail and file or deleting the entire entry.

BES Staff

View Search By term Edit Events Members Files Broadcast Poetry Posts Publications

Selection



A multitude of Stars

Uploaded Mon, 2015-06-15 14:03 by Doe, Jane

Unselect this entry

Submissions

Add a Poetry of Science entry

Title	Thumbnail	Post date	Author	Select
A multitude of Stars		6/15/2015 2:03pm	Doe, Jane	

View Edit

Title: *
A multitude of Stars

No sub- or super-script or special characters allowed. If you have these in your title or after submission your title does not look right, please contact Robin Hayes.

Thumbnail: *
 Remove

High resolution image: *
map_lg.jpg 994.76 KB image/jpeg Remove

Upload the high-res version of the image in this field.

Poetry: * Show summary in full view

Format - **B** **I**

Images and poems

How creative can they be?

We'll just wait and see

List all authors and/or artists responsible for the entry.

Switch to plain text editor

Authors: *
+ Robin Hayes (image)
+ BES PM (poem)

Add another item

Groups

EFRC: *
 BES Staff

Show this post in these groups.

Save Preview View changes Delete

- Instead of editing an existing submission, the website interface also allows you to submit multiple entries.
 - Click on the “**Poetry**” tab, from the EFRC specific page.
 - After the Selection section with your current entry, the “**Submissions**” section has “**Add a Poetry of Science entry**”
 - By clicking on this you can follow the same procedure to add another submission as before.
 - After adding the new submission, click back to the “**Poetry**” tab, you will now see the initial entry still listed under the **Selection** section but now two entries are in the **Submissions** table.



- By clicking on “Select” beside the author name, you can choose that the second submission as the entry you want to submit for the contest.

NOTES:

- The default will always be the original submission for entry submission. If you want to use a different submission, you must “Select” it under the “Poetry” tab.
- Only Administrators for the EFRC group on www.energyfrontier.us are permitted to select or deselect a particular entry even though anyone from the EFRC group can upload an entry.