

PARTICIPANT INSTRUCTIONS FOR SENDING YOUR PHOTOS AND YOUR STORIES FOR SCAVENGER HUNT CLUES/ACTIVITIES

- Click on this link to the [FWIO Digital Collections home page](#) and follow the instructions below.
 - In the “Options:” menu on the left hand side of the Digital Collections home page, click on “**Share your story**” near the bottom of the list.
 - Check the box agreeing to “**Terms of Use**”.
 - This opens two options. Choose “**Upload a File.**” This opens the fields for completion. Click on “**Choose File**” and then upload your picture from your device.....(it will take a few seconds to come up).
1. TITLE – Type in the box **your TEAM NAME and CLUE NUMBER** of the current activity.
 2. DESCRIPTION – In the box, provide **your team’s story and information on your picture** about the current clue/activity that you are submitting. Your story and information on your picture can be as long as you would like. You can type in the box or you can copy and paste from another application.
 3. GEOGRAPHY – This provides where the story or picture took place.
 - a. Click on arrow and then click on **Canada**
 - b. Then click Province and then click on **Ontario**
 - c. In ‘Add place(s)’, type the name of your **COUNTY (NOT COUNTRY)** that your Branch is in. A spinner will start – wait for a few seconds and you will get a list of places matching the name. Click on the one you want and it will be pinned to the map. (If needed there are more instructions on the right hand side of the page.)
 4. CONTRIBUTOR - Type in the **Team Captain’s Name**
 5. MY EMAIL - Type in the **Team Captain’s email**
 6. OK to make my name public: Choose **Yes**.
 7. UPLOAD –Click on **upload** ...to send your photo and story. This may take a few minutes. Please be patient and do not leave screen.
 - You will be given what you uploaded for a final review. Once you are ready, click on the **SUBMIT** button at the bottom. If you want to make changes click on edit and you will return to the previous screen to make changes and choose ‘Update’ again.

YOU ARE ALL DONE! THANK YOU!