

## Staff instructions for submitting work

To submit your student's work for the Triumph Design Awards, please follow the steps below, which will enable you to upload entries to a secure area of our ftp site specifically created for your school.

- 1. Each student will be judged on the contents of a single .zip folder, which must meet out submission requirements (see website & previous communication). The student's zip folder must be named as follows: 'SURNAME, FIRST NAME'
- 2. Go to <a href="www.tml-share.com">www.tml-share.com</a> and log in using details sent via an automated email called Welcome to TML Share from <a href="mailto:no-reply@TML-Share.com">no-reply@TML-Share.com</a>
- 3. Click the folder icon next to your school's folder this enables you to see the contents of your school's folder. (You will only be able to see a folder for your school)



4. Click 'Create File' to open an upload dialogue box

## **User Files for An Example School 1**



- 5. Enter SURNAME, FIRST NAME in the 'File Title' box, and the name of your school in the File Description.
- 6. Click 'Select File' and navigate to the correct student's zip folder, click 'open'.
- 7. Click 'Upload File'.

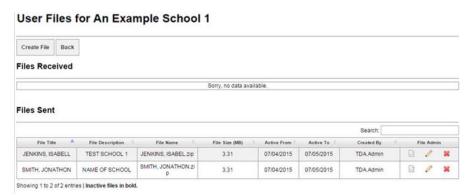




The system will show the upload as being complete and temporarily display a green tick as shown below. The Upload File dialogue will then re-set, enabling you to upload the .zip file for your remaining students.



Clicking close at this point, or on the Triumph Icon at the top of the screen will lead you back to your main folder area where you can see all submissions. Please ensure you have submitted all work for all of your students.



It is recommended you check the contents of each student's folder prior to upload, as they can only be judged based on the contents of this folder.

Please contact triumphdesignawards@triumph.co.uk if you have any issues with submissions.