

National Guard Bureau Media Contest FTP Guidance

I. ACCESS INFORMATION

FTP Site: [2012 NGB Media Contest FTP Upload Site](http://ftp.dvidshub.net/2012_NGB_Media_Contest_FTP_Upload_Site)

If above does not work:

<ftp://ftp.dvidshub.net/NGB/NGB%20Media%20Contests/NGB%20Media%20Contest%202012/>

(You may have to cut and paste URL into your browser)

Username: DVIDSFTP

Password: generic

A. Select the appropriate service folder once you have opened up the NGB Media Contest FTP folder. You may be prompted to enter the password multiple times throughout this process. It is the same as listed above each time.

1. For Windows Explorer users: Click the Page options in the upper right section of your window. Select Open FTP Site in Windows Explorer

2. For Mac users: Go to <http://fetchsoftworks.com/fetch/> and follow instructions on downloading software to enable you to access the FTP site.

B. The file folders' content corresponds with the individual service guidelines and categories. For example, the Air Force lists their photography categories under its own category group PHOTGRAPHY, whereas the Army lists photography, blogs, social media, etc., under one single category group called PRINT MEDIA.

C. There are not any state folders. Do NOT create any. This year, entries will be dropped into folders. Your individual or unit entries will fall under a category group name.

Example: For Army Guard, the "Command Blog" (specific category) will be placed in the PRINT MEDIA (category group) folder.

II. ENTRY SUBMISSION – FOLDERS

1. Every entry will have its own folder as it will house your entry, entry form and all other required documents.

2. Label your folder in the following manner:

Service-CategoryGroup-CategoryNumber (Do NOT use ALL CAPS)

Example 1: The 112th MPAD, of the Wisconsin ARNG, would submit their unit's Web-based Publication in a folder titled:

ARNG-PrintMedia-E-WI-112MPAD

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Example2: Staff Sgt. Awesome, of the Pennsylvania ANG, would submit her Local Television Newscast in a folder titled:

ANG-Broadcast-30-PA-Awesome

Example 3: Spc. Intrepid, of the Maine ARNG, would submit his package for the James P. Hunter Award for Outstanding New Writer award in a folder titled:

ARNG-PrintMedia-V-ME-Intrepid

3. Inside your individual entry folder, label your actual entry in the same manner.
4. Your entry form and all other documents should be labeled in the same manner as your entry folder and entry itself.

Example of what the 112th MPAD's folder might look like once submitted:

1. ARNG-PrintMedia-E-WI-112MPAD (Folder)
 - a. ARNG-PrintMedia-E-WI-112MPAD-FebIssue.pdf (Entry)
 - b. ARNG-PrintMedia-E-WI-112MPAD-MayIssue.pdf (Entry)
 - c. ARNG-PrintMedia-E-WI-112MPAD-EntryForm.pdf (Entry Form)

Disclaimer: Receipt of entry submission does not mean it will be reviewed for accuracy, proper formatting, inclusion of all mandatory items, etc. This is the responsibility of the individual and his/her supervisor or reviewer before submission. To avoid any submission issues, please review your category specifications and ask for clarification or further guidance if you are unsure, sooner than later.