



STATION AWARDS INSTRUCTIONS

Please carefully follow the important instructions below to submit your entries:

- All entries must be submitted on-line.
- Entries must be submitted to www.rockourawards.com. Be sure to read the information on the home page concerning the entry process and appropriate file sizes and types.
- Create a profile (username and password) by clicking the “Register” button on the top of the homepage.
- From the homepage you can review Awards rules, submit an entry, view and edit an entry, or edit your station’s information.
- To enter a category, click “Submit Entry” and fill in the information. The headline/title should be what you would want shown on a plaque.
- Acceptable file formats to upload to the site are .mp3, .jpg, .gif, .png, .bmp, .doc, docx, .wma, .pdf, .mp4, .wmv and .mov files.
- **IMPORTANT** To ensure server space for all states, [®RockOurAwards.com](http://RockOurAwards.com) requires video entries to be linked from YouTube, Vimeo, other video hosting sites, or a station website. Simply copy/paste the videos URL in the “Add Link” section.
- Special characters should be avoided in file names. Stick with letters, numbers, &, dots, dashes and underscores, “NO # or apostrophes”

If you have questions or are running into trouble, email info@rockourawards.com or call 800-471-1875.