



# Instructions

## For Filling Out and Submitting Golden Trowel PDF Entry Forms

Download and save the form onto your computer.

Open the form and fill out the fields. You may hit the TAB button on your computer to move to the next field.

Some fields require a certain format. For instance, phone numbers must include the area code (for a total of 10 digits). Emails must be complete (including the "@" symbol and ".com" or ".org," etc.)

Once the form has been filled out, hit the "SUBMIT" button on the bottom of the last page. This will automatically send the completed form to the TMC and Regional GT Contacts. There is no need to save or print the PDF after submitting it.

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## For Uploading Photos

Uploaded your photos electronically via DropBox. Each regional chapter will receive their own unique DropBox Link. Click on the link (below) that corresponds with your chapter.

This will automatically open a window in your browser. You'll see nine folders... one for each category. Drag your photos into the appropriate folder.

Chapter links:

[AMCH](#)

[CTMCA](#)

[SAMCA](#)

[UMCA](#)