

# **Instructions for Submitting a Video for the AAFP Tar Wars Video Contest**

**Deadline for submission of videos: May 15, 2014.**

**Acceptable File Formats: MPEG-4 Video File format (mp4) and Windows Media Video (wmv).**

**Videos become property of the American Academy of Family Physicians (AAFP) Tar Wars program.**

**The Tar Wars Video Contest and Authorized Release Forms grant a perpetual, royalty-free license to use the video in any media and other non commercial purposes. AAFP is granted permission to edit, modify, format or adapt your video for AAFP's purposes at AAFP's sole discretion. Except for the prize awarded to the winner and the second- and third-place videos, no other compensation in any manner will be paid to any entrant of the video contest for the submission to AAFP or AAFP's future use of the video in any manner. If you want to remove your video from the competition, you may do so by requesting that the AAFP delete your video from its competition prior to the announcement of the winner on or before May 15, 2014.**

**Only one video per student will be accepted. An Authorized Release Form for each individual participating in the video must be submitted. One video will be selected to represent a state in the AAFP Tar Wars National Video Contest. Each student in the selected state-winning video will be invited to participate in the AAFP Tar Wars National Conference in Washington, DC, along with a parent or guardian. The registration fees for the student and one parent or guardian will be waived. All other travel and hotel expenses must be paid by the individuals. Each participant in state-winning videos will be acknowledged at the awards ceremony.**

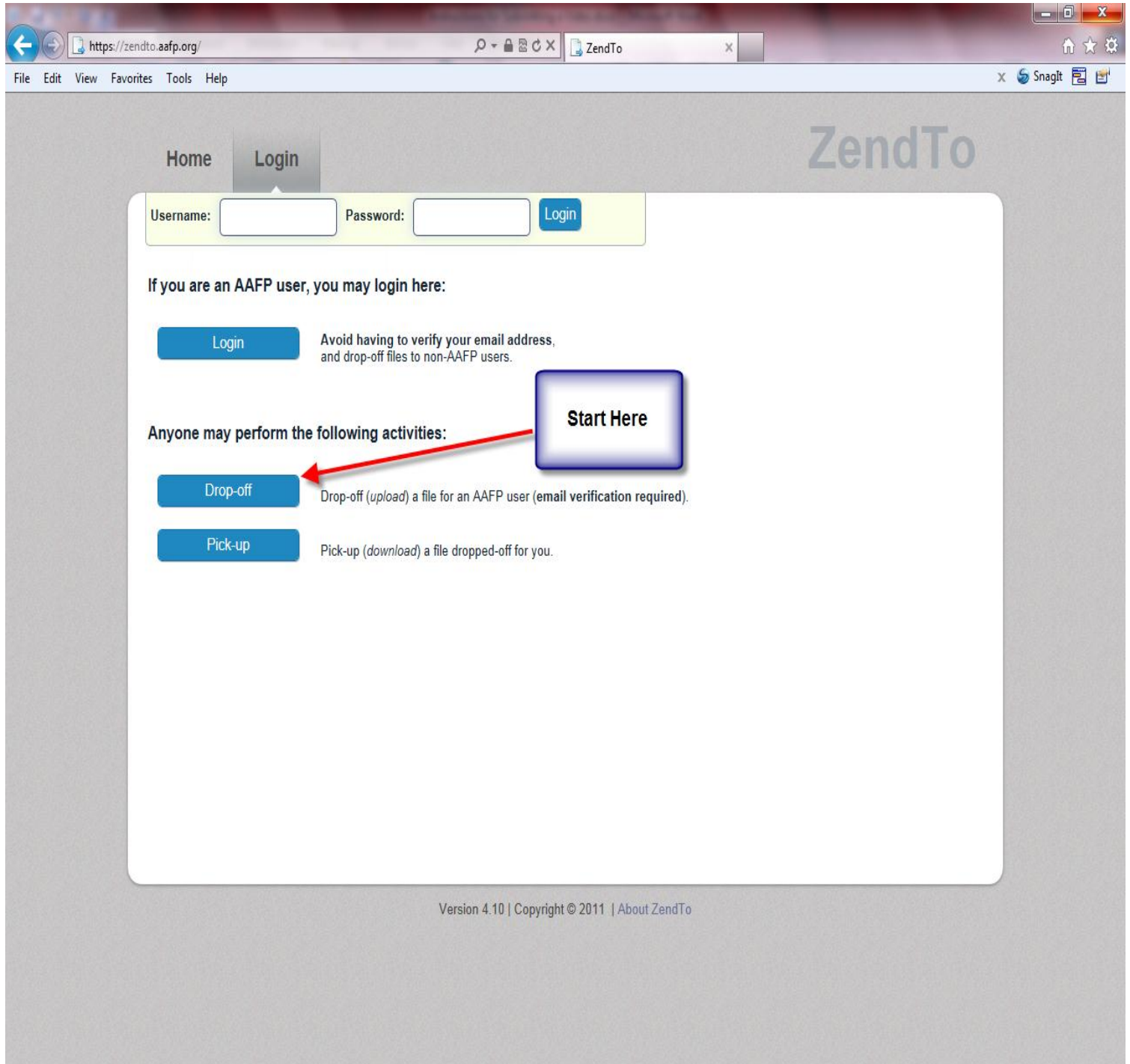
**Videos should be a minimum of 30 seconds in length and not exceed 2 minutes in length.**

**Videos must comply with all criteria/rules as outlined in the AAFP Tar Wars Video Contest Criteria and Judging.**

**On the following pages are the instructions for submitting videos to ZendTo.**

## Step 1

To get started, go to <https://zendto.aafp.org/> and then follow the directions as indicated on the screen shots.



The screenshot shows a web browser window with the URL <https://zendto.aafp.org/>. The page has a navigation menu with 'Home' and 'Login' tabs. The 'Login' tab is active, showing a login form with 'Username:' and 'Password:' fields and a 'Login' button. Below the form, there is a section titled 'If you are an AAFP user, you may login here:' with a 'Login' button and a note: 'Avoid having to verify your email address, and drop-off files to non-AAFP users.' Underneath, a section titled 'Anyone may perform the following activities:' lists two activities: 'Drop-off' and 'Pick-up'. A blue box labeled 'Start Here' has a red arrow pointing to the 'Drop-off' button. The 'Drop-off' button is described as 'Drop-off (upload) a file for an AAFP user (email verification required)'. The 'Pick-up' button is described as 'Pick-up (download) a file dropped-off for you.' At the bottom of the page, it says 'Version 4.10 | Copyright © 2011 | About ZendTo'.

Home Login

ZendTo

Username:  Password:  Login

If you are an AAFP user, you may login here:

Login Avoid having to verify your email address, and drop-off files to non-AAFP users.

Anyone may perform the following activities:

Drop-off Drop-off (*upload*) a file for an AAFP user (email verification required).

Pick-up Pick-up (*download*) a file dropped-off for you.

Start Here

Version 4.10 | Copyright © 2011 | About ZendTo

## Step 2

Complete the information as indicated on the screen shot and then click “Send confirmation.” You will need to access your email account to receive the confirmation notice. Follow the instructions in the email confirmation notice. You will need to click on the link in the confirmation email. It will take you to the next screen to upload your video.

The screenshot shows a web browser window with the URL <https://zendto.aafp.org/verify.php>. The page has a navigation bar with "Home" and "Login" links, and the "ZendTo" logo. The main content area is titled "Information about the Sender".

**Information about the Sender**

If you have been given a "Request Code" then just enter it here and click the button at the bottom of this form.

Request Code:

If you do not have a "Request Code" then please complete the rest of this form:

Your name:  (required)

Your organisation:  (required)

Your email address:  (required)

To confirm that you are a *real* person (and not a computer), please fill in the form below:

**Angeline**  
*smithersu*

Type the two words:

reCAPTCHA  
stop spam.  
read books.

I now need to send you a confirmation email.  
When you get it in a minute or two, click on the link in it.

[Send confirmation](#)

**Callouts:**

- Enter student's name (points to the "Your name" field)
- Enter school's name and state (points to the "Your organisation" field)
- Enter email address (points to the "Your email address" field)
- Can't read this? (points to the CAPTCHA image)
- Click here to get new words until you find words you can read. (points to the "Type the two words" input field)

Version 4.10 | Copyright © 2011 | About ZendTo

### Step 3

Complete the information as indicated on the screenshot and then browse to find your video file. Add a description if you would like. Click the “Drop off Files” button. You should receive a notice by email when your video has been picked up by AAFP Tar Wars.

The video and your information are sent only to the AAFP Tar Wars program.

The screenshot shows the ZendTo file upload page. At the top, there are navigation links for 'Home' and 'Login', and the 'ZendTo' logo. A red-bordered box contains a 'PLEASE NOTE' section with three bullet points: 'All uploaded files will be auto deleted after 14 days.', 'A zipped folder may be uploaded if you want to send multiple files.', and 'All uploaded files are scanned for viruses.' Below this is a paragraph explaining the service: 'This web page will allow you to drop-off (upload) one or more files for an AAFP user. The recipient will receive an automated email containing the information you enter below and instructions for downloading the file. Your IP address will also be logged and sent to the recipient for identity confirmation purposes.'

The form includes several fields and buttons:

- From:** A text input field with a callout: 'Your name, email address, and organization will appear here.'
- To:** A text input field with a green plus icon and a callout: 'When you click on the green button, a pop-up window appears. Enter "Tar Wars Video Contest" for the name and tarwars@aafp.org for the email address, then click "add recipient" and close.'
- Short note to the Recipients:** A text area with a callout: 'Add short note here (optional).'
- Choose the File(s) you would like to upload:** Two rows for 'File 1' and 'File 2', each with a 'Browse...' button and a 'Description:' text input field. A callout points to the 'Browse...' button: 'Browse to find your video file you want to upload. Description is optional.'
- Drop off Files:** A blue button with a callout: 'After file is attached, click here.'

At the bottom, the footer reads: 'Version 4.10 | Copyright © 2011 | About ZendTo'