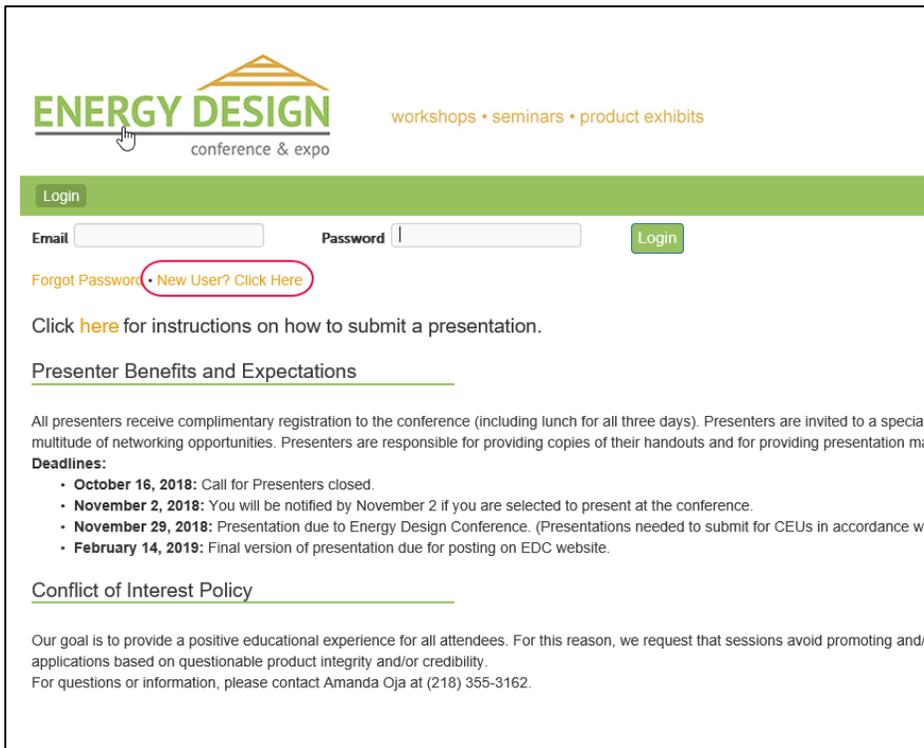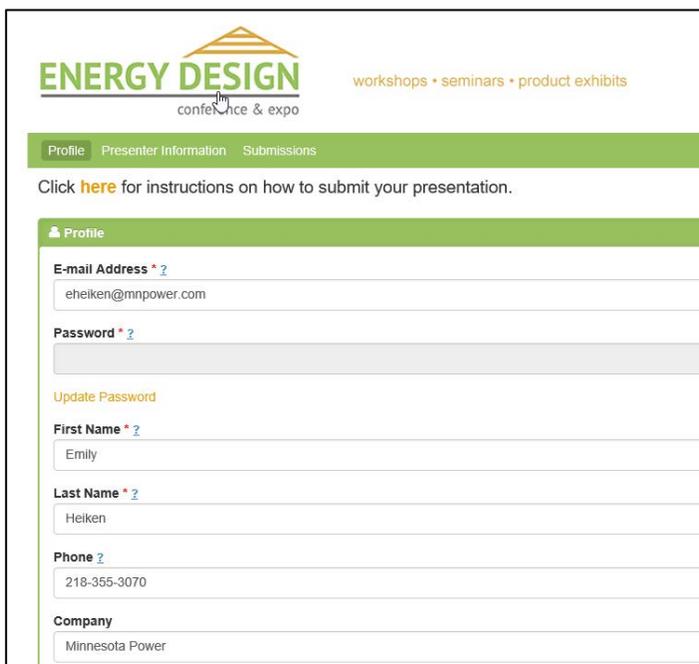## Presentation Submission Instructions

1. Returning users log in. New Users will need to create a profile you can do this by clicking either the "New User? Click Here" link.


2. **New and Returning users.** Enter all of the necessary profile information in the spaces provided and click "Save". You will not be able to submit a presentation until all required questions are answered.

3. Continue to the Submissions page by clicking "Submissions" on top navigation ribbon. Here is where you will begin your presentation submission. To begin, click "ADD NEW". Complete one presentation submission at a time, you will be able to add more later by clicking "ADD NEW" again.
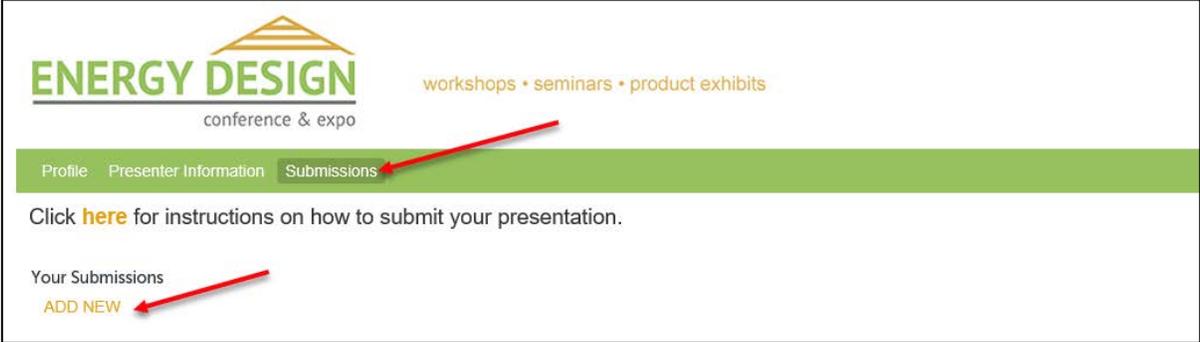
4. You will be presented with a list questions to answer regarding your presentation submission. Please answer all questions thoroughly.
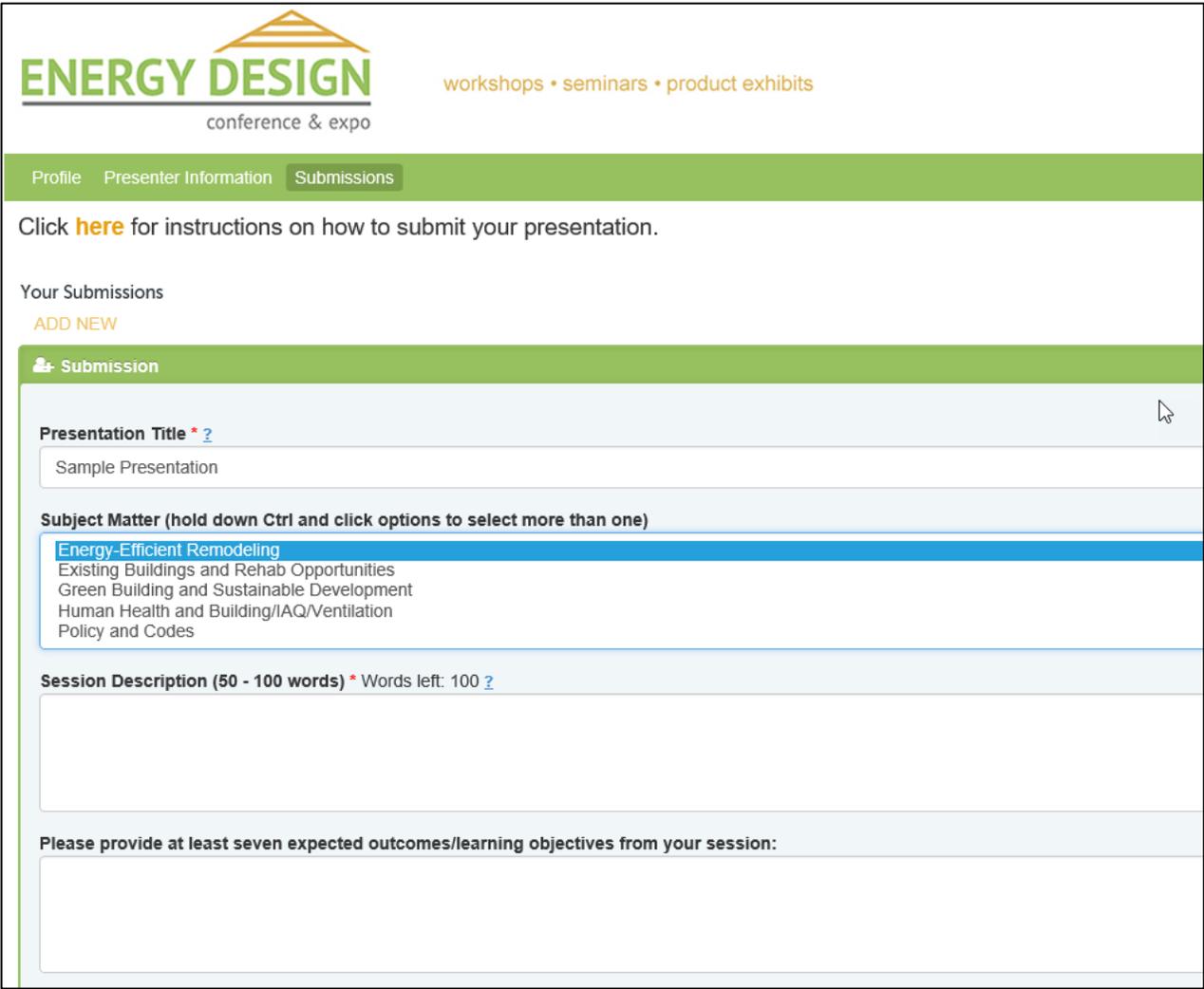
5. You can add additional presenters by clicking "ADD NEW" under **Additional Presenter** section.

6. You will enter the co-presenter's information here. Once entered click "save".

7. You can also upload your presentation.
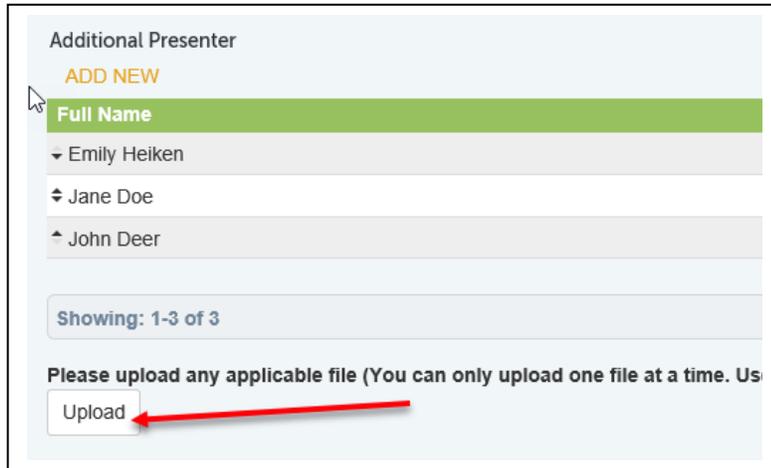
8. You will know your file has uploaded when you see the "Download file" link appear. Click the link to ensure you have uploaded the correct file. You can only upload one file at a time. Use the other "Upload" buttons to add additional files.

9. After you have entered all of the necessary information click "save & submit". You can also click "save & continue later" if you would like to finish your submission at a later time.

10. If you would like to submit another presentation click "ADD NEW" under **Your Submissions**.

If you need to edit your presentation, or need to complete a previously started submission, you can log back in using your email address and password you entered when creating your profile.

Click on the submission you would like to edit to open it. Remember to save & submit when complete.

*If you need assistance please contact Eva Chicheko at echicheko@allete.com or 218-355-3306