

The FCJ Excellence Awards – 2019

Presented by the Forum of Community Journalists NPC

How to enter

This year the FCJ Awards entries will be done via Google Drive.



Create a Gmail account (if you do not already have one)

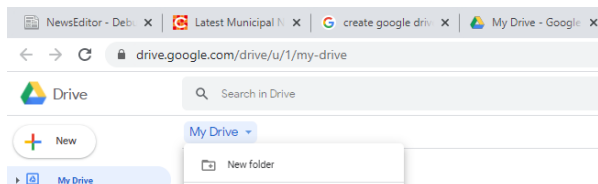
To sign up for Gmail, create a Google Account. You can use the username and password to sign in to Gmail and other Google products like YouTube, Google Play, and Google Drive.

1. Go to the Google Account creation page.
2. Follow the steps on the screen to set up your account.
3. Use the account you created to sign into Gmail.

Once you have created your Gmail account, a Google Drive will be generated and linked to your Gmail. Use the Gmail account to log into your Google Drive.

You can also use your publication's Gmail account and Google Drive if it has one and if you have the permission to do so.

To upload your entry to your Google Drive, simply click on "My Drive" and "New Folder". From there you can also create sub-folders.



Please rename your folder to FCJ Entry followed by your name (i.e. FCJ Entry Hugo Redelinghuys). You can create sub-folders based on competition categories and also name your entries based on categories, i.e. Hard News Article 1, Hard News Article 2 or Sport Article 1, Sport Article 2.

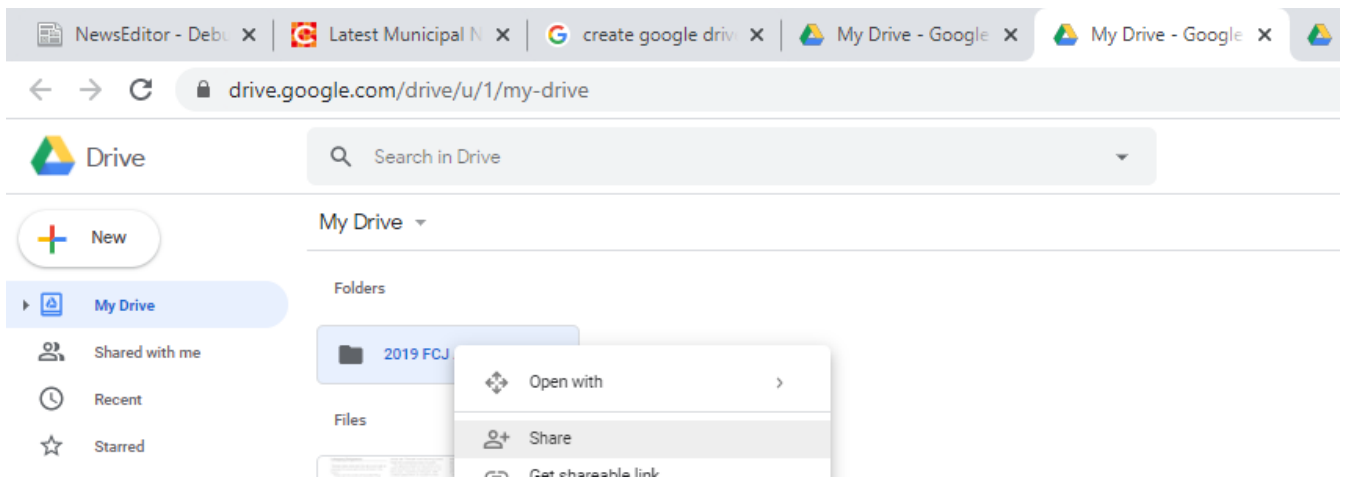
To add your entries to Google Drive folders, simply drag and drop the files/folders from your network/hard drive to your Google Drive.

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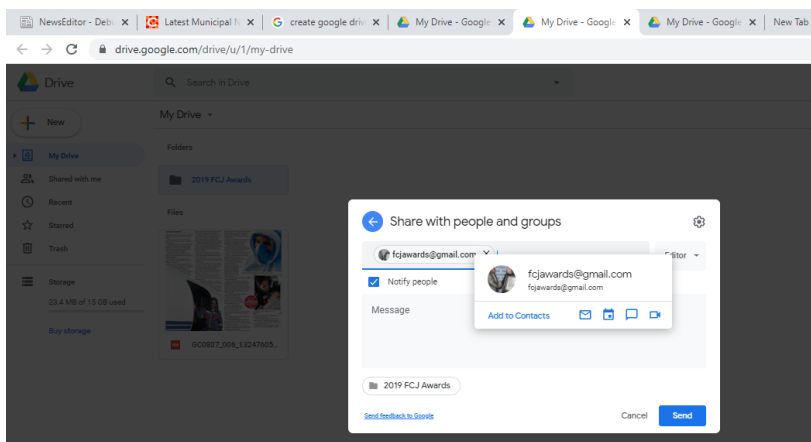
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Only jpg (photos), PDF (articles, front pages and newspapers) and MS Word documents (entry forms and motivations) will be accepted. **Note: When entering photos, please ensure photos are no bigger than 300dpi and 2MB.**

Please ensure all your **entries** as well as **entry forms** are saved to Google Drive and then shared to the FCJ's Google Drive. Do this when your entry file is complete by right clicking "share" from your folder.



Share to fcjawards@gmail.com (look out for the profile photo of Hugo and Joe Thloloe from Press Council to ensure you are sharing to the correct account).





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Please do not use the shareable link option as we need all the entries shared to the FCJ Awards Drive.

We will be notified, via Gmail, that you have shared your entry on our Google Drive. It will automatically be available to us under “shared with me”.

You can also watch this video

<https://youtu.be/P7555XLfHgs>

For any enquiries about how to enter, please contact the FCJ’s Gauteng director Marietta Lombard on 0828537817 or mariettalombard6@gmail.com or fcjawards@gmail.com