



BURNS  MCDONNELL



# UPLOAD GUIDE

- Access the **ENTRY PORTAL** at [botbkc.com/upload](http://botbkc.com/upload).
- **CREATE ACCOUNT** by entering your email address and creating a password. Even if you have more than one entry to upload, you only need one account.
- In subsequent visits, log in with this email address and password. Forgot your password? Just use the **FORGOT PASSWORD** link under the login.
- At any time, you can save your entry before submitting and then return to complete it. Just click on the **SAVE DRAFT** button at the bottom of the form.
- To begin, fill in the fields on the **ENTRY FORM**. Fields with an asterisk must be completed for the entry to be eligible.
- To upload your Team Roster, click **SELECT A FILE** next to the **TEAM ROSTER** prompt. Direct to where the PDF or Excel document is located and double click. You'll see a note on the entry that the file upload is complete.
- To upload your PDF Proposal, click **SELECT A FILE** next to the **UPLOAD PDF** prompt. Direct to where the PDF proposal is located and double click. You'll see a note on the entry that the file upload is complete.
- To upload your Video, click **SELECT A FILE** next to the **UPLOAD VIDEO** prompt. Direct to where the video is located and double click. You'll see a note on the entry that the file upload is complete.
- Be sure to check the **WE AFFIRM** box to confirm that the entry has been independently conceived and developed by the student members of the team.
- At any time, you may **SAVE DRAFT** and either **CONTINUE EDITING**, **CREATE ANOTHER** or **RETURN TO MENU**. Give your entry a final look and be sure all attachments are uploaded before you submit.
- When you are ready to submit a completed entry, click the **SUBMIT** circle, the **FINISH** circle and then the larger **SUBMIT AND FINISH** button. A box will pop up asking if you are ready to submit. If you are, click in the affirmative. (If you accidentally submit an incomplete entry, don't panic. Just let us know as soon as possible.)
- On the Menu, your submission will show under **COMPLETED SUBMISSIONS**. You'll also get an email confirmation. (Check your junk mail if you don't see it!)
- If you have another entry to submit, you may do so by clicking **CREATE A NEW SUBMISSION**.
- When you are logged in, you may **RETURN TO MENU** at any time. There, you can review your **DRAFTS** and **COMPLETED SUBMISSIONS**.



**QUESTIONS?** Email [botbkc@burnsmcd.com](mailto:botbkc@burnsmcd.com). Or, you can call the Command Center (active only on October 25 from 8 a.m. to 5 p.m.) at 816-823-7558.