

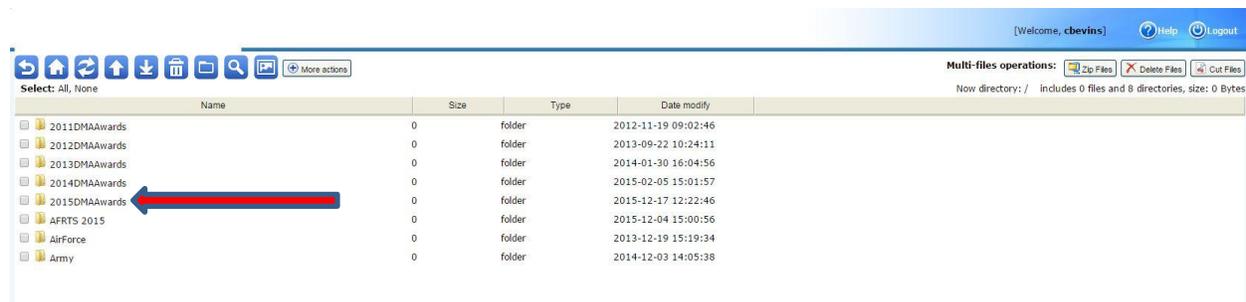
DMA Media Awards Program 2015 Submission SOP

File naming convention

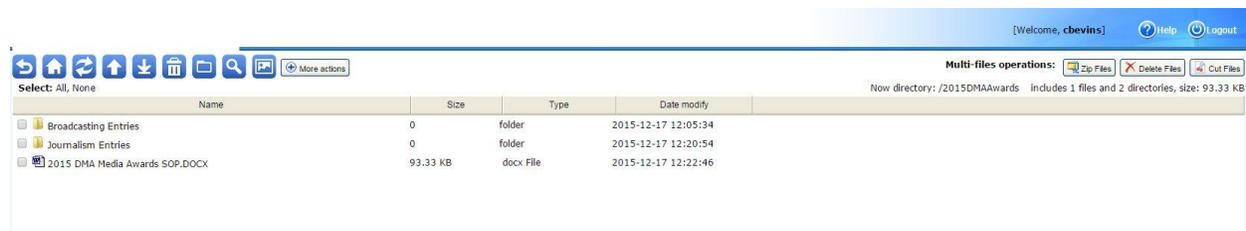
1. All files submitted for judging will be named based on the following format:
 - a. "Journalism" or "Broadcasting", followed by a comma;
 - b. "CAT-" followed by the letter corresponding to the category, followed by a comma;
 - c. The three- or four-letter abbreviation for the submitting agency or branch of Service (USA, USMC, USN, USAF, USCG or DMA), followed by a comma;
 - d. A specific name for the file (i.e., "MOH Series," "Photo Portfolio," etc.).
2. Examples: "Journalism, CAT-D, USN, All Hands Online"; "Broadcasting, CAT-O, USAF, MSgt Smith Video Package."

Submission

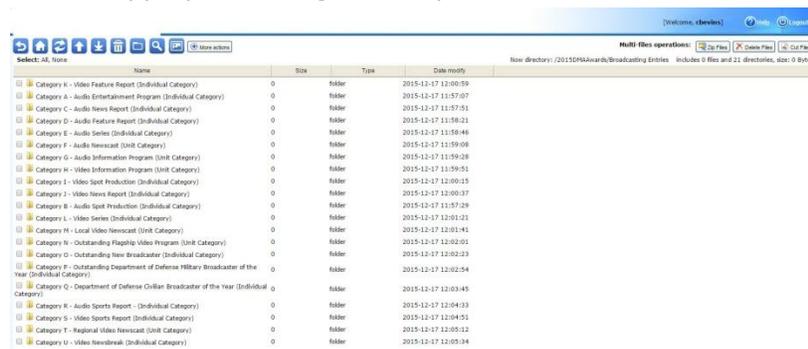
1. All entries must be forwarded via FTP to <ftp://ftp.dodmedia.tv> or <https://ftp.dodmedia.tv>
User: dma-awards
Password: awards2015
2. Once the FTP site has been accessed, find the "2015DMAAwards" folder and double click.



Then access the appropriate folder for your entries.



Find the appropriate categories for your submissions.



Finally upload the submissions in the correct category folders. You must use the upload arrow to upload submissions, see below.



Important: Be sure to use consistent and correct filename convention for all files associated with a product.