

## Submissions Walkthrough

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- Log in to your NLA account (top right of the webpage).
  - Create a free business account, which is required for any submission. Please note, a personal account cannot submit.
  - There are two forms to fill in, the first form creates your project in the NLA 'Project Directory', then you will be able to select your project from the drop-down menu and fill out your Don't Move, Improve! submission form.
  - The form will time-out after 30 minutes so please be sure to save regularly.
  - The form can be saved and returned to at a later date. You can do so by logging back into your NLA account, navigate to 'Settings' page, then select 'Projects and submissions' in the left-hand menu, then select your project under 'Submissions'.
  - The DMI form sits under 'Submissions', not 'Projects' in the 'Projects and submissions' tab.
  - Once you have completed all the information required, submit your form.
  - Please only create one form per project.
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## FAQ's

### **Q - How do I upload a project?**

A – To upload a project to the Don't Move, Improve 2024 competition please follow the link on the submission page - [nla.london/submissions/dont-move-improve-2024](https://nla.london/submissions/dont-move-improve-2024)

### **Q – Why can't I just submit a DMI submission form?**

A – You must first submit your project to the 'NLA Project Directory' to then be able to select your project from the drop-down menu and fill in the DMI form.

### **Q – I filled in the 'NLA Project Directory' form but can't see my project in the drop down?**

A – You must publish the 'NLA Project Directory' form to then be able to see it in the drop down. You can also refresh the page, or by waiting 5 mins after publishing.