

Young Historians Conference: How to Submit Your Work

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1. **Go to:** <http://pdxscholar.library.pdx.edu/>
 - a. Click on "My Account" on the upper right side of the page
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2. **Click on the "Submit Research" Link** in the left navigation
 - a. Find "Young Historians Conference" in the list and click on the link
 - b. Click on "Submit Event"
 - c. If you are not already logged in, you will be asked to enter your email and password

3. **Please read through the "Contribution of Material" agreement**
 - a. Check the checkbox at the bottom and click on "Continue"

4. **Complete the Submission page**
 - a. Enter the "Title" of your presentation
 - b. Your "Name" might already be filled in from your log-in information. Use an email address to which you would like notifications sent. Enter your High School as your institution
 - c. If you know your presentation start time and end time include that, otherwise fill in the date of the conference (for example: April 29, 2018) in both the "Start Date" and the "End Date"
 - d. Type your presentations abstract in the "Description" box
 - e. Upload your file
 - f. If you have supplementary files (in addition to your presentation), place a check in the **Additional Files** box. You will be prompted to upload your supplementary content after you click on **Submit**
 - g. Click on **Submit**
 - h. From this screen you can revise your submission or logout.