HEARTFULNESS ESSAY EVENT - 2020

Student's Essay Submission for Registered institutions

<u>Manual</u>

- 1. Collect the Unique code of your institution from the Essay Event coordinator of your institution.
- 2. Write your essay in any ONE language on the topic mentioned for your category.
- 3. Essays must be written on A4 size sheets
- 4. Participant's Signature is mandatory on each sheet. Maximum 2 pages.
- 5. Word limit is 500 words for Category 1 and 750 words for Category 2. Mention the total no of words at the end.
- 6. Download the Participant Information Slip available on our website and fill in the details in capital letters. Mention the unique code of the institution.
- 7. Scan the filled participant information slip as the first page and the papers of the essay as one single pdf file.

(You may download Adobe Scan from google playstore for android mobile, click the photographs of the pages to save as a pdf file and upload the essay)

8. Visit our webpage www.<u>https://younghearts.org</u>

9. Click on option "SUBMIT YOUR ESSAY"



10. Submission of your essay

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- **Participant's Name:** Name of the Participant submitting the essay. Please ensure that the spelling is correct.
- Father's Name
- **Institute's Unique Id:** Please write the unique code sent to the institute through email confirming the registration. Institute/Coordinator needs to share this code with the students for uploading the essay.
- Class/Course : Selected from the drop down list
- Gender : Selected from the drop down list.
- Participant Age
- Category : Category 1 for class 9-12 , Category 2 for UG/PG
- Language: Select the language in which the essay is submitted. Please ensure that the selection is correct.
- Participant E-Mail and phone number are optional.
- **Essay Upload:** To upload the essay click on 'Choose File'. Select the file of the essay to be uploaded and click open to upload. Make sure that the file is in PDF format and maximum permissible size of the file is 3mb.
- Type the characters from the picture given and then tick on the "I Agree" box.
- **Submit** : Select the register button to submit the registration. Enrollment Number will be generated for each submission. Note the enrollment number displayed on the screen for further reference.
- Keep in touch with your Institution administration /Essay Event coordinator.
- The certificates will be given to you by your institution authorities after declaration of results.