Step 1: Login to <u>www.investwrite.org</u> **using your** <u>current SMG account email and password</u>. The first time you login you will need to register. Once registered you will see the "Submit Essays" button at the top.

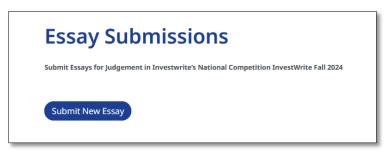


Step 2: Click on "Submit Essays"

Essays are to be submitted by SMG Advisors only, not students.



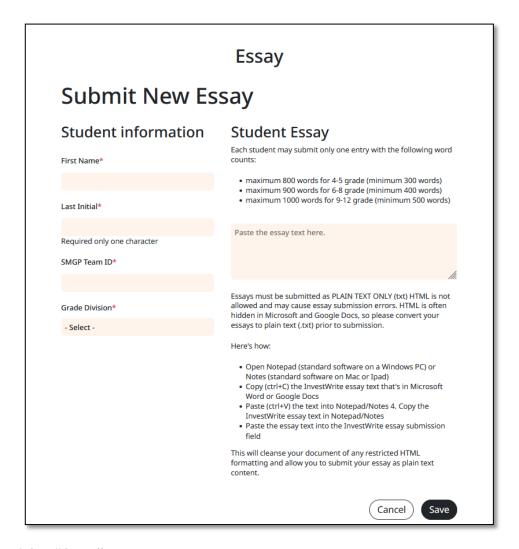
Step 3: Click on "Submit New Essay"



Step 4: Complete the student submission form. (see screenshot below)

Helpful Hints:

- Be sure to have the following ready when submitting essays:
 - o Student's first name
 - First initial of their last name
 - o Their SMG Team ID
 - Grade division
- Copy and paste the essay into the space provided.
- The essay submission box should only hold the student's essay, and any sources that have been cited.
- Please do not include the student's name, team Id, school name, etc. within the submission box.
- Cited sources will NOT count against the total word count. We encourage you to include them.
- You will be able to go back into the system and edit essays up until the deadline



Step 5: Click "Save".

Step 6: Click "Submit New Essay" to continue or come back at another time before the deadline to submit more essays.



Note: Each time you submit an essay you will see it listed here and will receive an email confirmation.