



Stoa E-Submission Toolkit

A step-by-step guide for managing electronic script submission.

1. Set-up Flowpad - Script Submission Tab, include:
 - a. Link to [Rapid Review & Approve](#) - competitor tutorial.
Train *them* and save *you* time!
 - b. Link to “Upload Scripts”: add after MediaFire is set up
 - c. File naming requirement: lastname, firstname - speechevent.document type
 - d. Submission deadline: at least 5 full days prior to tournament
 - e. Gmail address for questions: add after gmail is set up
 - f. [Sample script submission](#) tab

2. Set-up Mediafire - all reviewers will access
 - a. Get a Pro MediaFire account: mediafire.com; \$5/month. Cancel after tournament. Free version offers limited download capabilities. Pro version is worth it.
 - b. Create folders in MediaFire
 - i. “APPROVED” - with folders for each event
 - ii. “IN PROCESS” - with folders for each script reviewer
 - iii. “SUBMISSIONS” - the **filedrop folder** (links to “Upload Scripts” in Flowpad)
 1. Right click on “SUBMISSIONS” to bring up a menu – select “filedrop”
 2. Copy “Hosted FileDrop” link; paste in Flowpad tab: “Upload Scripts”
 3. Test “Upload Scripts” link in Flowpad from different computers.

3. Set-up Google - all reviewers will access
 - a. Create a Google account using tournament name
 - b. Add new Gmail address to Flowpad - Script Submission Tab for questions
 - c. In Gmail account, set up Canned Responses. Text & instructions below.
 - d. Create Google *Submissions Spreadsheet* to track submissions. Wait until registration closes. All adds/drops must be added manually afterwards.
 - i. In Flowpad “Student” tab, export spreadsheet. Include: Parent last, Parent first, Email, Student last, Student first, Student email, all events that require submission, Duo partner first and last
 - ii. Import the exported spreadsheet into Google Drive. Double click to open; Select “Open with GoogleSheets”. This creates a 2nd (green icon) editable spreadsheet. Delete the original (blue icon) non-editable file.
 - iii. Submission Spreadsheet - sample below

4. Train Reviewers

- a. Recruit script reviewers: 4-6 depending on size of tournament
- b. **Require** all script reviewers to watch 2 tutorials (20 minutes total):
 - i. [Rapid Review & Approve](#) - 7 minute competitor tutorial
 - ii. [Script Review Training](#) - 13 minute reviewer tutorial
- c. **After** reviewer has viewed the tutorials, provide:
 - i. MediaFire sign-in name/password
 - ii. Google sign-in name/ password: requires authorization for every new sign-in. Be near your computer/phone to provide the necessary code.
 - iii. Review Checklist - below

5. Script Submission Process

- a. Maintain Google *Submissions Spreadsheet*: Manually update adds/drops.
- b. Monitor MediaFire for uploads
- c. Monitor gmail account for questions
- d. 48 hours before submission deadline, send reminder email from Flowpad to competitors with missing scripts.
- e. At submission deadline, send email from Flowpad to competitors with missing scripts.
- f. Review/approve all scripts

6. At Tournament & After Tournament

- a. Provide Tab or TD with instructions for accessing all scripts on Mediafire.
- b. 1 month after tournament, **delete all scripts from Mediafire. *Don't forget!***

Canned Responses: E-Submission

Cut, paste and edit as desired.



How to Create a Canned Response in Gmail

1. In Gmail, click the Gear icon, then click "Settings."
2. Click the tab that says "Labs."
3. Search the term "canned responses," click "Enable," and save changes.
4. Start a new email by hitting "Compose."
5. Type the email you want to save as a template.
6. Click the down arrow in the bottom of the compose window, hover over "Canned responses, and click "New canned response."
7. Name your canned response.
8. Start a new email by hitting "Compose."
9. Click the down arrow, hover over "Canned responses," and click on the response title you need.
10. Once the response has been pasted, send your email.

Approved Script - Tournament Name

Dear

Your _____ script has been approved for TOURNAMENT NAME.

Only minor changes are allowed prior to the tournament. Any other changes require a re-submission prior to the close of script submission on DATE. For the tournament, just print this approval email or have it on your phone in case student check-in needs to see it.

Thank you,

Tournament Name

Missing Parts to Submission - Tournament Name

Dear

Parts of the submission for your _____ script are missing. Please upload:

____ Signed Submission Form

____ Platform: Citation Page

____ Interp: Original Source Script

____ Interp: Title Page

____ Interp: Copyright Page showing proof of publication

____ Other:

Forms and instructions can be found in "Submission Forms" on the Stoa website.

Thank you,

Tournament Name

Interpretive Corrections Required - Tournament Name

Dear

Corrections are needed for your _____ script.

_____ Source pages are illegible.

_____ Too many added words

_____ Scripts don't match: Typed Script & Source Script must be identical.

_____ Typed Script: underline all added words

_____ Source Script: Copy source pages & highlight all words used

_____ Source Script: Write in added words where they belong

_____ Source Script: Put pages in the exact same order as the Typed Script

_____ Other:

Please make the requested correction(s) and upload all of your files for this speech again. If you have any questions, please contact us.

Thank you,

Tournament Name

Platform Corrections Required - Tournament Name

Dear

Corrections are needed on your _____ script.

_____ All sources must be cited in text and orally when presenting.

_____ In-text citations are missing. Parenthetical citations, not spoke, are required. Any format is acceptable - (*author*) or (#) - that allows the reviewer to connect the information to the source on your Citation Page.

_____ Oral citations are missing. All direct quotations and primary sources must be cited orally when presenting. If the content did not originate from the competitor, or it it's not common knowledge, you must cite a source.

_____ Citation Page is missing. Any format is acceptable.

_____ Other:

Please make the requested correction(s) and upload all of your files for this speech again. If you have any questions, please contact us.

Thank you,

Tournament Name



E-Submission Review Checklist

PLATFORM

1. Script Submission Form:

- a. Current Script Submission Form is attached and complete
- b. Signatures are recorded.
- c. The number of total words is recorded.
- d. The number of directly quoted words is recorded.
- e. The percentage of quoted words is recorded.
- f. No more than 30% of the speech consists of direct quotations.

2. Typewritten Script:

- a. Speech script is typewritten.
- b. All sources cited **in text** and **orally**. In text citations correspond to citation page.
- c. Direct quotations are underlined.
- d. Citation page is included on a separate page.

INTERPRETIVE

1. Script Submission Form:

- a. Current Script Submission form is attached *and complete*.
- b. Number of added words is recorded. *150 allowed for DI, HI, DUO; Not required for Open Interp*
- c. Publication date is recorded.
- d. Signatures are recorded.

2. Typewritten Script:

- a. Speech script is typewritten.
- b. Added words are underlined.

3. Original Source Script: *(single file)*

- a. Title page of original source is copied.
- b. Copyright page **with the publication date** is copied.
- c. Each page containing words from the source is copied.
- d. Words used in the piece are highlighted on the copy.
- e. Added words, including the introduction, have been inserted.
- f. Source pages arranged in order presented.

4. Scripts Match:

- a. Typed Script and Source Script read the same.
- b. *Count added words of 130 or more for DI, HI and DUO.*

