



## How to submit an essay if you have not submitted after 2019

### Step 1: Navigate to Submission Page and Create Account

- From the DNA Day Essay Contest homepage, follow the link to the submission site
- You will need to create an ASHG account. **This is not a membership account and does not require payment.**
- Complete all required fields
- If you are prompted to allow access for your email, you must select Allow to access the submission site.
- You will come to a page that asks you to add missing information to continue. In the Membership Type Section, please type "Not Available"

### Step 2: Submit Essay

- Once you have created your account, you will be directed to the ASHG Account Portal Page. Find the DNA Day Essay Contest on this page and click "Submit Essay"
- You are now logged in and can move forward with submitting your essay(s)
- Complete all required fields. Required fields are indicated with a red star. If you do not complete a required question the system will notify you and not allow you to submit your essay.
- When moving from the Contact Information Page to the Entry Information Page, the site will save your contact information for future submissions.
- Please be sure to paste the essay in the Essay Section and the list of citations and references in the Citations/References Section.
- You will not be able to make changes after submitting. Please ensure all information, including school and student information, are correct.
- You may save the submission draft and return later to submit.

### Step 3: Confirmation of Receipt

- Once your essay is submitted, you will be directed to a confirmation page and will receive a confirmation email from [dnaday@ashg.org](mailto:dnaday@ashg.org).
- The confirmation email will be sent to the teacher's email address provided in the Contact Information Section of the application.
- If you do not receive a confirmation email, please be sure to check your junk/spam folder.
- Your email confirmation is specific to that essay. If you submit more essays, you will receive separate emails for those essays.

You have submitted your essay to the DNA Day Essay Contest! Contact us at [dnaday@ashg.org](mailto:dnaday@ashg.org) with any questions.