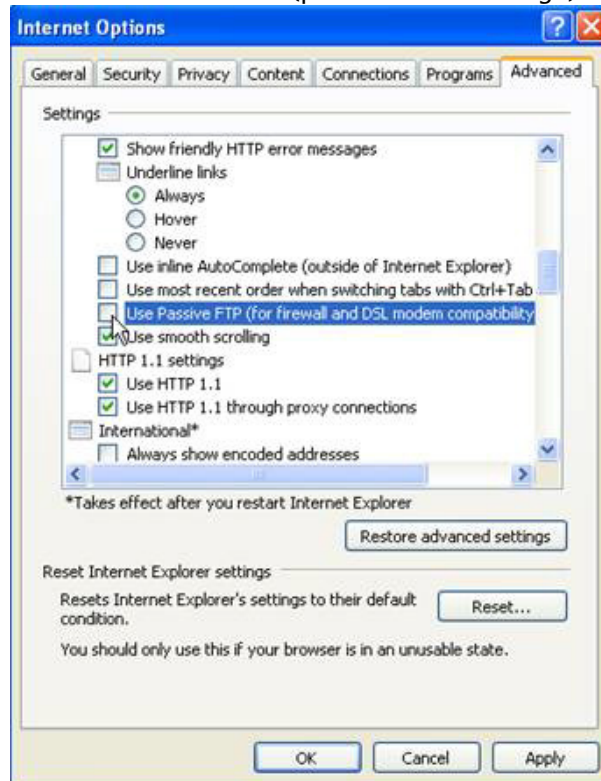


File Transfer Protocol (FTP) site instructions

The default settings of most browsers do not support Active FTP operations. To change these settings if you are using Internet Explorer, please follow the steps below:

- 1) Save all the files you wish to upload into a single folder on your computer and title the folder with your application number (e.g. Application no. 987)
- 2) Click on **Tools** on your browser's menu bar
- 3) Click **Internet Options**
- 4) Select the **Advanced** tab
- 5) Scroll down till you find **Use Passive FTP** (please refer to image)



- 6) Uncheck the box and click OK
- 7) Go to <ftp://ftp.freedomtcreate.com/upload/>
- 8) Select **View** on your browser's menu bar, and then click **Open FTP Site in Windows Explorer**. An empty browser window will appear
- 9) Drag the folder you wish to upload into this empty browser window. Ensure it is titled with your application number
- 10) Upon refreshing the page, the uploaded folder will disappear. This indicates that all your files have been uploaded to the server
- 11) Please send us an email at entry@freedomtcreateprize.com stating your application number and informing us how many files you have uploaded. We will send you a confirmation if the files have been received

Please note the above steps apply to Internet Explorer.

If you are using an alternative browser that supports FTP or already have an existing FTP application or software, there will be a similar option to deselect "Passive FTP". Below is an example:

