

Bow Seat

Ocean Awareness Programs

Ocean Awareness Contest

How teachers submit on behalf of their class

1. Go to Bow Seat's [submission portal](#) and click the link to "Start a New Submission."
2. Create a new account using your name and email address.
3. Complete a new submission for each individual student (or student group).

Participant Information

- Please note that if you opt in to the Mailing List, it will add the primary contact's email address to the mailing list.
- If your student is under the age of 13, Parent/Guardian Consent Forms are required. Select "Yes" to the question "Are you under 13 years old?" then choose an option:
 - *Provide Consent Electronically.* This option sends an electronic Consent Form to the parent or guardian specified for an e-signature.
 - *Upload Parent/Guardian Consent Form.* This option allows you to upload a signed version of the PDF form (or multiple signed Consent Forms combined into one PDF document).
 - *Email Parent/Guardian Consent Form.* Choose this option if you would like to email one or multiple signed Consent Forms to info@bowseat.org, and we will add it/them to the student's submission/students' submissions.
- If you are unable to answer the questions in the "More About You" section on behalf of your student, please select "Prefer Not to Answer." However, please note that students who identify as Black, Latina/o/e, and/or Indigenous are eligible for the special \$750 We All Rise Prize.

School & Sponsor Information

- In the "Sponsor Information" section, provide your name, email address, and relationship to student.

Click "Save" to save a draft of the submission. You may return and edit it at a later time. The submission will be incomplete until you click "Save and Finalize." When you successfully "Save and Finalize" a submission, the primary contact email address as well as the sponsor email address will receive confirmation emails.

4. To start a new submission for another student, click the "Home" link in the left-hand menu, then "Start a Submission" on the next page, then "Start a New Submission" on the following page, then "Click here to begin a new Submission on the final page.
5. To access any of your students' draft submissions, click the "My Submissions/Incomplete" link in the left-hand menu.

Bow Seat



Ocean Awareness Programs

Ocean Awareness Contest

6. Remember that your students' submissions are incomplete until you click "Save and Finalize" for *each* submission. You will not be able to make any changes after you "Save and Finalize" the submission.