

Electronic Submission Instructions

How to Enter Your Poems

A. Prepare the Poems and send via electronic submission:

1. All poems for all contests entered should be sent in one email as detailed below. Email it to: duanne@windstream.net
2. Subject line: Must say, "Fall Contest - Your Last Name", for example: Fall Contest – Smith.
3. Body of Email: List your name, address, email address and phone number at the beginning of the email. Then list each contest you are entering and the names of the poems you are submitting for each contest. For example:
Jane Smith
1234 Apple Dr., Atlanta, GA 30012 jsmith24@comcast.net 555-555-1111
Byron Herbert Reece International Award: Poem One, Poem Two, etc.
The Edgar Bowers Award: Poem One, Poem Two, Poem Three, etc. The
Langston Hughes Award: Poem One, etc.
Etc.
4. Include a Word document as an attachment for each Contest you are entering. Each attachment will have all the poems being entered to that one contest. If you enter 4 contests, you should have 4 attachments, etc. Name each attachment with the name of the contest, plus your last name. For Example:
Byron Herbert Reese – Smith Edgar Bowers – Smith Langston Hughes – Smith, etc.
5. How to Submit Multiple Poems in One Document:
 - a. Open the file containing the first poem. Triple click in the left margin to select the entire poem. (Or do a "select all".) Press CTRL + C to copy the poem (PC) or press Command + C to copy the poem (Apple).
 - b. Open a new, empty document. Press CTRL + V (PC) or press Command + V (Apple) to paste the copied poem into the document.
 - c. Click on a line after the end of the poem. From the menu, click "Insert", then click "Page Break". This will mark the end of your first poem and create a new, blank page in the document following the poem.
 - d. Open the file containing the second poem. Continue to repeat steps a-c until all the poems you want to submit (up to 4 for each contest) are contained in the document with each poem beginning on a new page. When you are finished, remember to save the document using the document naming scheme details in item 4, above. It would be a good idea to save more frequently just in case.
 - e. Go on to the next Fall Contest you are entering and repeat all the above steps. When you have finished all your attachments, prepare your email and attach each document you have created, one for each contest you are entering.
 - f. Do a "Blind Copy" to yourself if you want a record of this email.
5. **Email your entries anytime after September 1 but no later than November 15.**

B. Prepare Payment and mail via snail mail:

Write a check or money order payable to: Georgia Poetry Society. (Do not make checks or money order payable to individual contest chairs.) All competition fees must be paid in U.S. funds. **IMPORTANT:** Check to be sure your payment is correct. The total must include \$2.00 for each poem entered if you are a GPS member, and \$3.00 per poem if you are not a member of the GPS. You do not need to write separate checks or money orders if you are entering poems in multiple contests. Your letter containing the check must be **post marked no later than Nov 15**, or first week day if Nov 15 falls on Sunday or a holiday. Mail your payment to:

GEORGIA POETRY SOCIETY
Duanne Kaiser
3733 Hwy 255 N.
Sautee Nacoochee, GA 30571