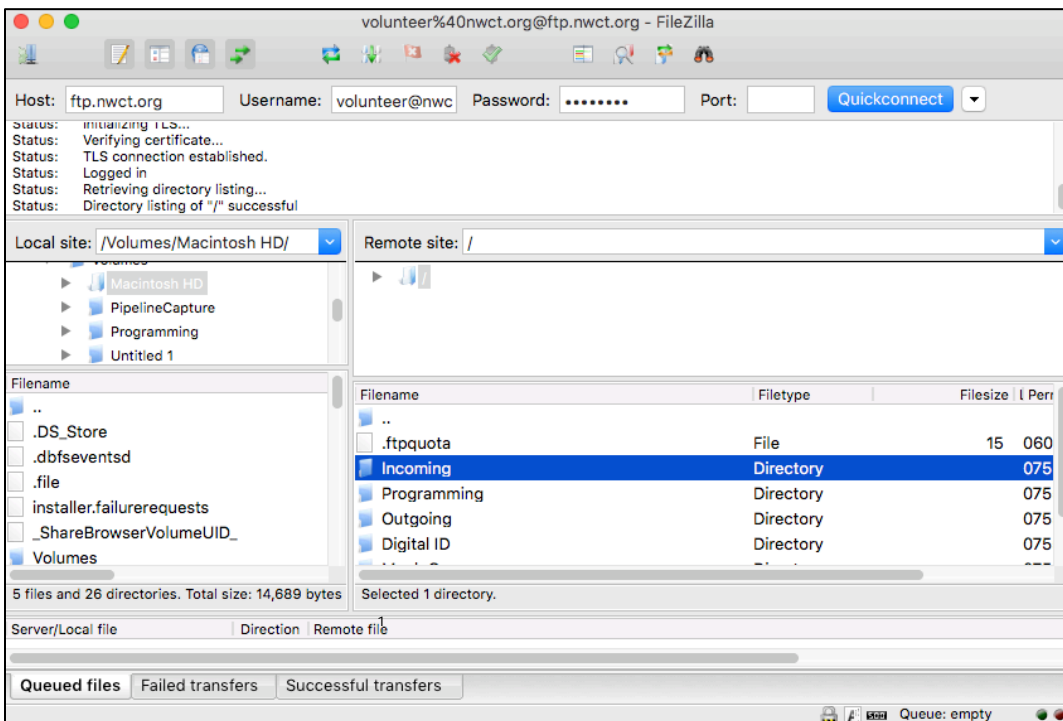


Submitting programs to CCX CREATE via our NWCT FTP site

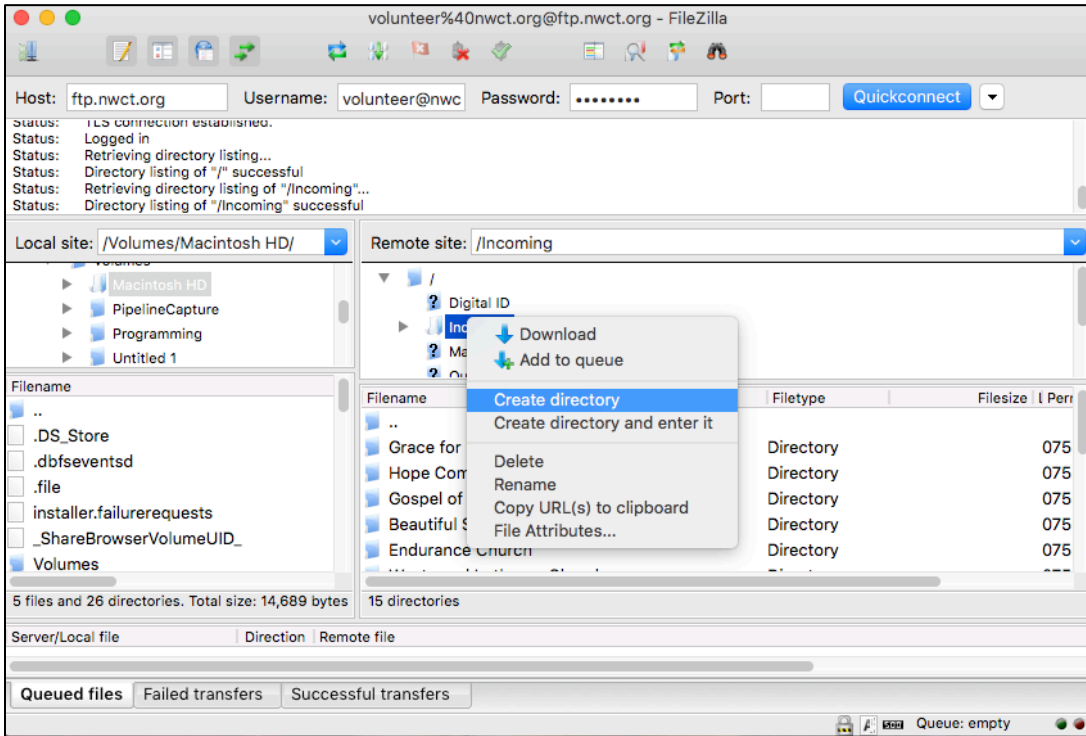
1. Create an .mp4 file of your program. Download a CCX CREATE release form from our website (found under Resources tab)—fill out and sign the form, scan it and save as a .pdf or .jpg file.
2. Install **Filezilla** program on your computer.
(Free download at <http://filezilla-project.org>)
3. Open the **Filezilla** application. Enter Host, Username and Password in their respective areas.



4. Your computer files will appear on the left side of the window (Local site)—NWCT's site will appear on the right side (Remote site). Locate the "incoming" folder on NWCT's site.



5. Right click on the incoming file and choose “create directory.” This allows you to create a folder for your program. Type in the name of your program and press OK. Your program folder will appear in the incoming folder.



6. Locate your program and release form on your computer and drag them to your program’s folder on NWCT’s site. Files will take time to transfer—you will receive a “successful transfer” notification at the bottom of the screen when the transfer is complete.

