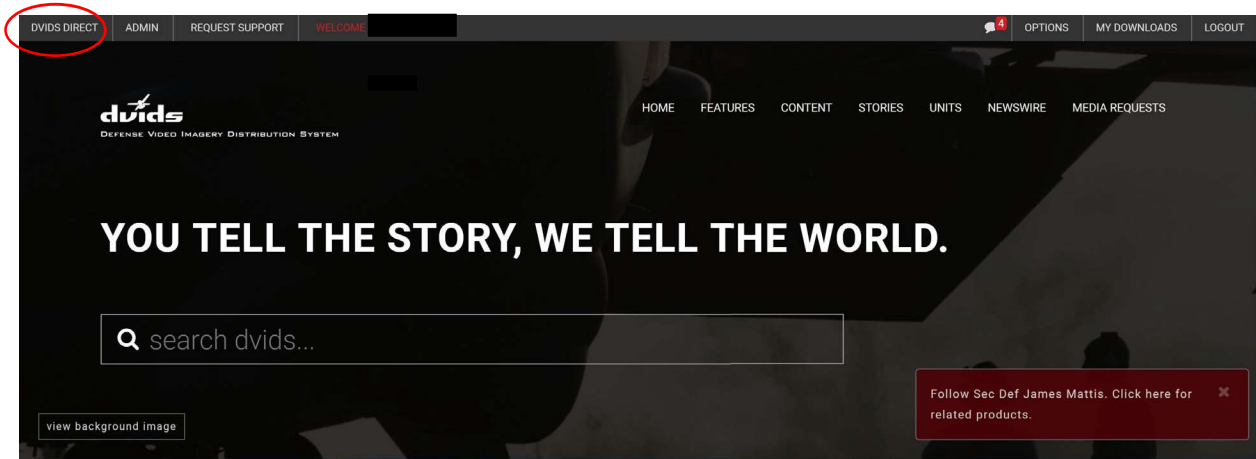


## How to Remove an Entry

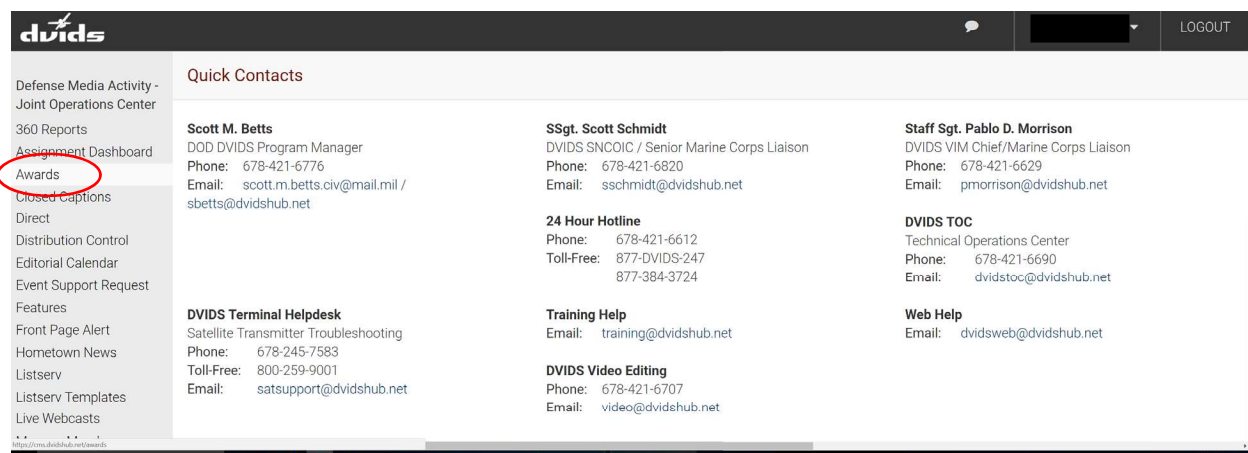
**\*\* Instructions are for entrants and unit page administrators only \*\***

**\*\*\* USE THE GOOGLE CHROME WEB BROWSER \*\*\***

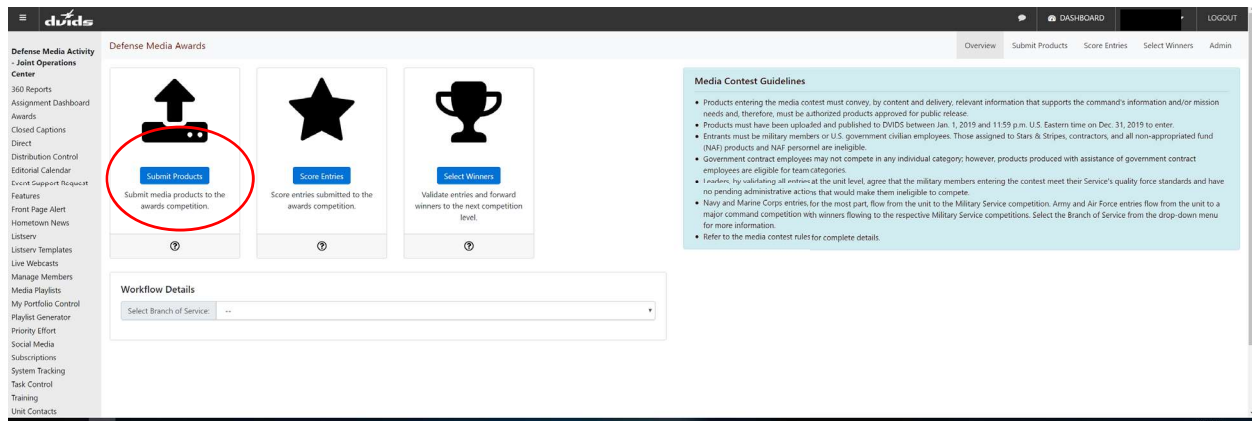
Step 1. Once logged into DVIDS, select DVIDS DIRECT.



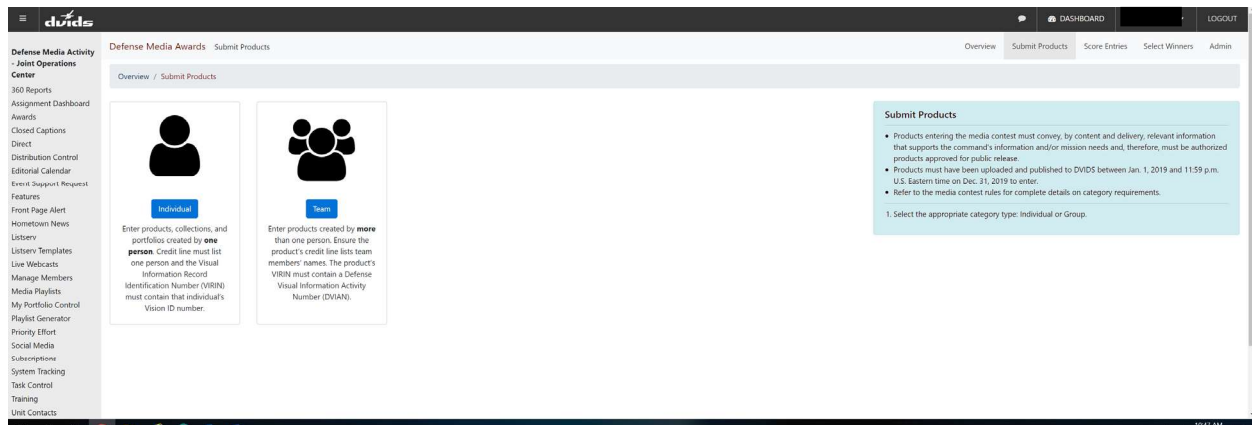
Step 2. Select AWARDS.



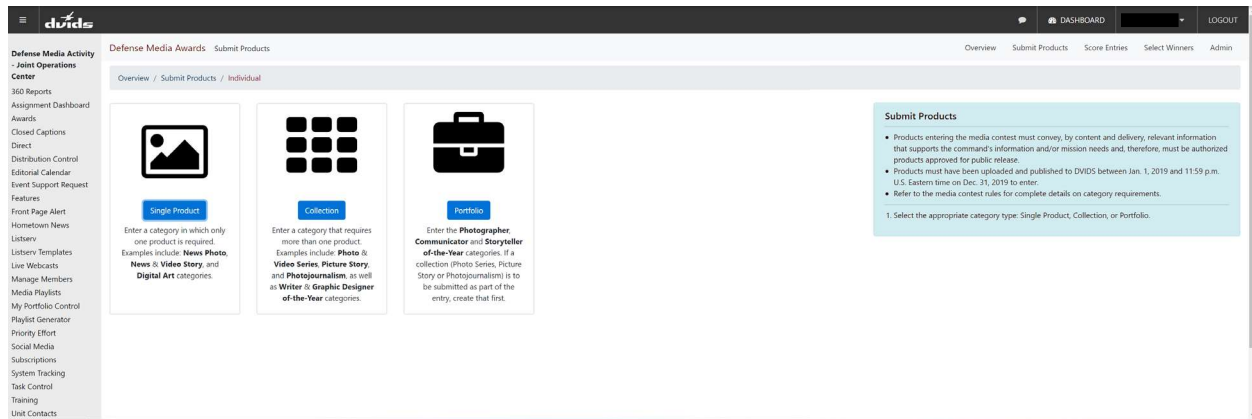
### Step 3. Select the SUBMIT PRODUCTS icon.



### Step 4. Select appropriate category type: INDIVIDUAL or TEAM.

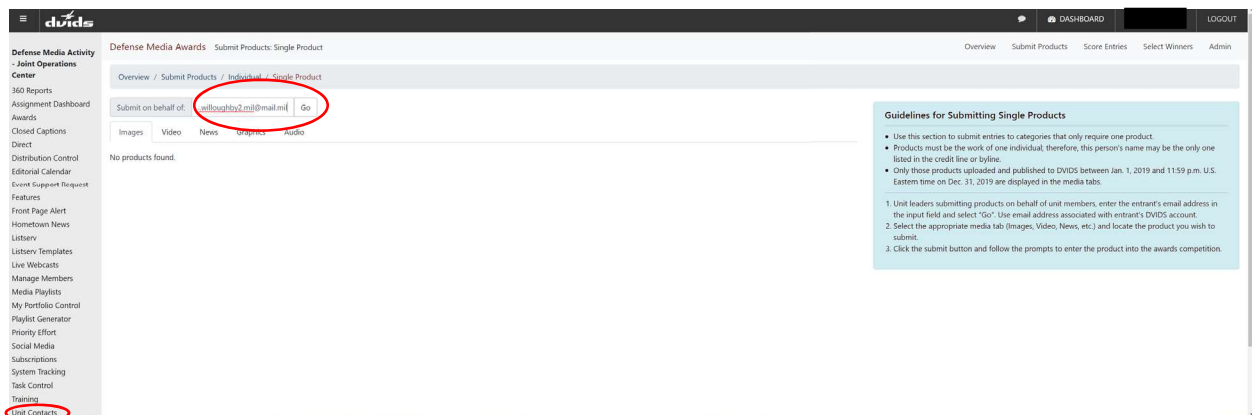


Step 5. If INDIVIDUAL was selected in Step 4, select the appropriate category type. For this example, SINGLE PRODUCT will be selected.



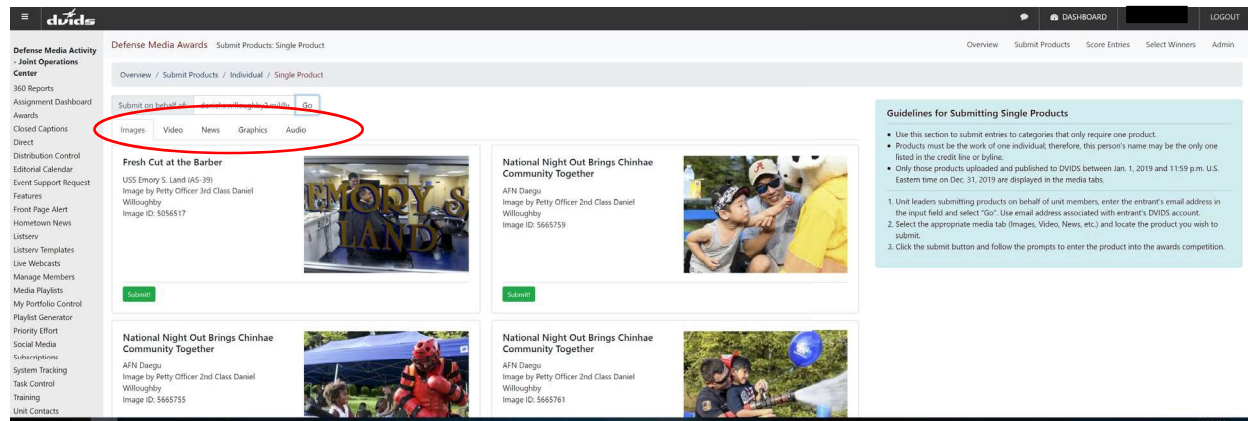
Step 6. Type in the entrant's DVIDS Logon Email address in the "Submit on Behalf of" dialog box and then select GO. Note that only a unit page administrator can submit on someone else's behalf. If removing your own entry, the system will automatically default to your account; there should be no need to type in your DVIDS logon information.

TIP: If you don't know the entrant's DVIDS logon email address, go to UNIT CONTACTS (located at the bottom of the gray column), select name of your unit in the yellow box, select the UNIT PERSONNEL tab. Copy the email address for the person you're submitting on behalf of. Return to Step 3 of these instructions.



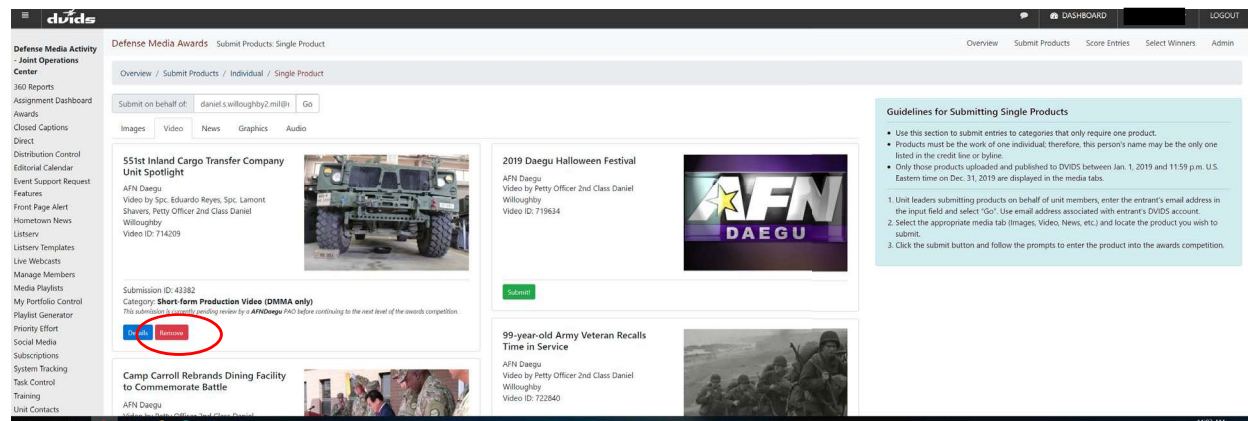
Step 6. At this point you will see a page with five tabs: Images, Video, News, Graphics, and Audio. Don't be alarmed if you don't see all five tabs. It all depends on what types of media the entrant uploaded to DVIDS in that competition year. Some may only have one or two tabs.

Select the appropriate tab for the entry.



Step 8. Find the entry you wish to remove from the system. Then select the red REMOVE button. Selecting REMOVE will delete the entry from the awards queue, but it won't remove it from the system.

\*\*\* Select this button only if you're absolutely sure the entry doesn't qualify for submission or you inadvertently submitted it to the wrong category. \*\*\*



Step 9. Once removed, the entry will re-appear with a green SUBMIT button. This will allow you to submit it again or select another product for submission.