Guidelines for Submission
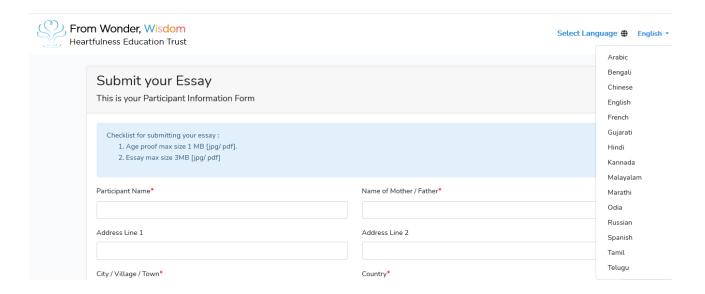
1. Select any **one** of the 11 optional languages to write your essay. If you submit your essay in multiple languages, you will lose the eligibility to participate.

2. Write your essay on A4 size sheets. Essay may be hand-written in black/blue ink or computer typed in the relevant script for each language.

3. Mention the total no of words you have written at the end of your essay.
   Category 1 (Age 14-18 years) maximum word limit - 500.
   Category 2 (Age 19-25 years) maximum word limit - 750.

4. Save the soft copy of your essay in a single PDF file only. A single PDF file for a hand-written essay may be created by saving the image/scan as a document. You may download and use any document scanning software like Adobe Scan on your mobile to create and save the PDF file. The file size should not be more than 3Mb.

5. Create the soft copy of your age proof document in a single PDF file. The file size should be less than 1 Mb.

6. **There is no charge for participation.**

7. **Please ensure you have a good internet connection before you submit your essay. Use good Wifi/hotspot/Leased Line connection. Recheck all documents are ready before you submit your essay.**

8. **To submit your essay, visit our website https://hfn.link/essayevent.**
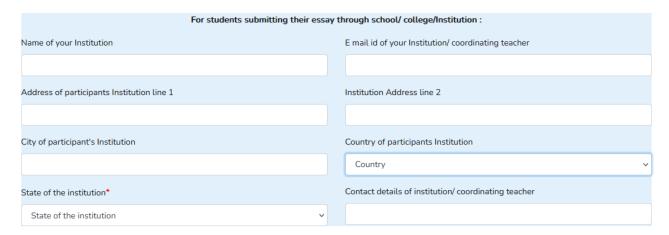

9. For submitting your essay click on the "Submit your essay" tab on the screen. The screen below will appear. Select the language option you choose to write the essay in, out of the approved languages.
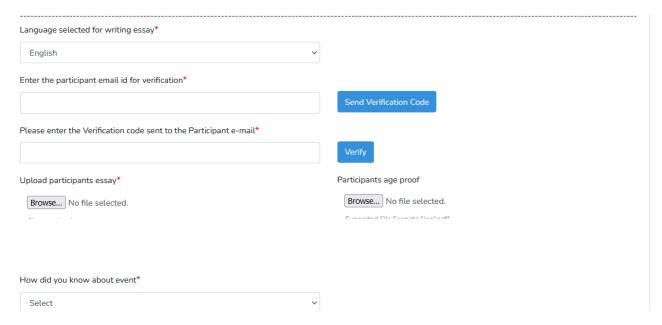
Languages: Bengali, English, Gujarati, Hindi, Kannada, Malayalam, Marathi, Odia, Punjabi, Tamil, Telugu

10. Fill in the information as given in the Participant Information Form. All fields marked in *are mandatory.

11. Enter the details of the school/college of the participant. Share the institution's mail id and the coordinating teachers name and contact details of the institution.

12. Enter participants E-mail Id. The email id entered will be verified.

13. Click on "Send Verification Code"

14. A verification code will be sent to the email id that has been entered for validation of the correctness of email id.

15. Check the inbox of the Email for the verification code sent. Refresh and wait to receive the verification code. If you do not find the verification code in the inbox, please check the spam/junk folder of the Email.

16. Enter the verification code sent to your Email id in the space provided for verification of the email id.

Language selected for writing essay*

English

Enter the participant email id for verification*

Send Verification Code

Please enter the Verification code sent to the Participant e-mail*

Verify

Upload participants essay*

Browse... No file selected.

Participants age proof

Browse... No file selected.

Supported File Formats (jpg/pdf)

How did you know about event*

Select

17. Click on Verify

18. Upload your Essay document. Click on the Browse option under the Essay Upload. Select you Essay PDF file you have saved earlier. Ensure the file size is less than 3 Mb.

19. Upload your age-proof document. Click on the Browse option under the Age Proof option. Select the age proof PDF file that you have saved earlier. Ensure the file size is less than 1 Mb.

20. Select the relevant option from the dropdown menu given for "How you got to know about the event."

21. Tick on the parental consent and declarations after reading them.

☐ I am 16 years or older or I have parental consent to submit my information for the essay event *

☐ Through the submission of this Essay, the author grants and assigns all proprietary rights (including copy-rights) to Shri Ram Chandra Mission. The assignment shall be deemed to be royalty-free, perpetual, worldwide and irrevocable. Shri Ram Chandra Mission may sublicense its rights through multiple tiers of sublicenses and may use, reproduce, create derivative works from, modify, publish, edit, translate, distribute, perform and display the communication or content in any media or medium, or any form, format or forum now known or hereafter developed *

☐ I hereby declare that I am the sole person who has written this essay. As I am permitted to quote from literature and research on the topic, I have given due credit to the ideas obtained from others or from any reference material *

☐ I agree to Terms of Use and Privacy & Cookie Policy of Shri Ram Chandra Mission *

☐ In case I am selected for an award I undertake to provide the proof of my age within the stipulated time. I understand that if I fail to do so I will not be eligible to receive the award *

I hereby confirm, all the entries made in the above form are correct *   ☐ Yes

SUBMIT

No changes will be entertained after submission

22. Confirm the essay document uploaded by viewing the file.
23. Check the data that you have entered. Ensure all entries are correct. **Correction will not be entertained after submission.**

24. Click on the Submit button

25. Message of successful submission will appear on your screen along with your enrollment no. **Take note of the enrollment no of your submission**.

26. Email confirmation along with the Enrollment No will be sent to verified Email ID on successful submission of the essay. Save your Enrollment no for future reference.

27. For any clarification, you may write to **essayevent@heartfulness.org**