



Submission Instructions for the 2018 USTA Foundation NJTL Essay Contest

2018 NJTL Essay Contest entries must be submitted by a currently registered NJTL chapter to the USTA Foundation. Entries from individuals will not be accepted. Submissions must be provided by a currently registered NJTL chapter via the USTA Foundation Funding Portal prior to 12:00 pm noon on Friday, June 29, 2018.

Chapters will submit all of their entries at one time. No supplemental entries will be accepted. These will be uploaded into the USTA Foundation Funding Portal. A summary spreadsheet of all entries is also required. A template for this spreadsheet can be downloaded [here](#).

A PDF file for each of the award categories should be created with the contest entry form as the cover sheet followed by the essay. The file name should follow the naming convention of Gender_Age_Chapter_Name. For example, M_10U_Aces_in_Motion.pdf or F_17-18_EPATT.pdf.

Incomplete Contest Entry Forms and Essay Sheets will automatically be voided and not considered. The signature on the Contest Entry Form must be that of the parent/guardian; NJTL chapters cannot sign on behalf of the parent/guardian.

How to Submit Entries

An account for the USTA Foundation Funding Portal must be created and approved prior to the submission of the entries. This registration process averages 1-2 days. Therefore, an NJTL chapter should register with the portal no later than June 26, 2018, in order to assist in a smooth submission process.

Creating a USTA Foundation Funding and Program Portal Account

1. Go to <https://usta.fluxx.io/>.
2. From the right side of the screen, follow the link to apply for a scholarship or grant. You will be redirected to the **Welcome to the USTA Foundation Funding and Program Portal Registration** landing page.
3. From this page, navigate to the field **Are you applying as an individual or organization?**, and click Organization from the drop-down menu.
4. Please complete as many fields as possible, and note that the fields in bold are required. Then, click the **Submit Request** button at the end of the page.

All NJTL chapters registered with the USTA Foundation Funding Portal will automatically have the NJTL Essay Contest Submission Form added to the Pending Requests portion of their Portal profile on January 3, 2018.

Deadline

NJTL Chapters may choose any local deadline for their essay entries, as long as all submissions for consideration for the USTA Section and National winners are submitted to the USTA Foundation as described above on or before 12:00 pm noon on Friday, June 29, 2018. See Official Contest Rules for all details and instructions.

If you have questions, please email us at njtl@usta.com.