

Senior Portfolio Entry Instructions

Part 1: Prepare your files

Create your portfolio submission PDF based on the instructions on the TAPPS website, which you can find [here](#). Make sure you follow the naming convention laid out in those instructions. (Senior Portfolio - Student name - City - School name)

Example: *“Senior Portfolio_John Doe_Dallas_Example School Academy.pdf”*

Part 2: Upload your folder to the TAPPS WeTransfer portal

Open this link <https://we.tl/r-9x2wuM7bEb>

Click “Add files” and select the pdf(s) you created in the step above. You can submit multiple senior portfolio PDFs at one time.

Fill in your school email address in the “your email” field, then add the following information in the “message” field.

Your Classification, Your School Name, Your School City, Your Name

Below that include the names of every student portfolio you are submitting.

Example

*3A, Green Acre School, Athens, Mr. Logan Hale
James Cooper
Sarah Monk*

Click “transfer”

WeTransfer may ask you to enter a verification code sent to the email you used in the previous step.

The upload process may take several minutes. Be sure to leave the webpage open until the process is complete.