

Submitting an Idea on **PLANETFORWARD.ORG** in 5 easy steps



1. SIGN IN

To submit an idea to Planet Forward, you need a Planet Forward account. You can log in to your existing account or sign up for a new one by clicking “Log in” at the top of any page. You can log in with your current account or social media profile (Facebook, Twitter, Google or Tumblr), or create a new account. If you create a new account, you’ll receive an email with instructions on how to activate it. **Otherwise, you’re in!**

2. GATHER YOUR MATERIALS

If you’re going to submit, you’ll need to make sure you have everything ready. You can submit:

-  A video already uploaded to your YouTube or Vimeo account
-  An image or infographic
-  A blog or editorial you’ve researched and written yourself

We’re looking for stories that showcase an innovation that others can learn from, and maybe do themselves or contribute to. We’re looking for ideas, not political commentary, editorials or rants. We’re about solutions here. Be transparent when you submit—indicate whether you are an individual or a company. Do not plagiarize by copying or not giving credit where credit is due. Be mindful of copyrights; you need explicit permission to use copyrighted material, and explicit permission to use music (or use royalty-free music) in videos. Respect privacy: people you interview and film should know you are putting this online; get a release on camera or paper. **IN SHORT, BE RESPONSIBLE FOR WHAT YOU SUBMIT!**

3. FILL OUT THE SUBMISSION FORM



You can find the submission form on any page at the top right. Click the “Share Your Story” button to navigate to the submission form. From here, you can enter your submission. **Here’s what you need for a great idea submission:**

Name your idea *

Categories *

- Adaptation
- Architecture
- Business & Economics
- Climate Change

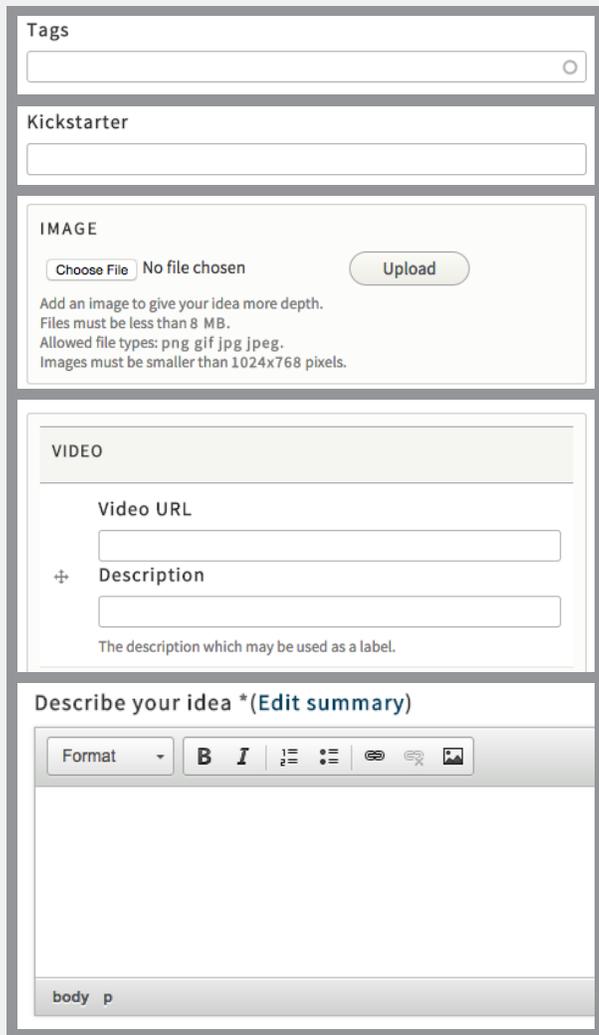
What topics does your idea fall under?

Name/Title: A descriptive and catchy title is a must for all submissions – let the rest of the community know what you’re about to show them with a few carefully chosen words.

Categories: Choose one or two general categories that best describe what your idea is about. They determine where your idea shows up in our listings. To select multiple categories, hold down control on a PC or command on a Mac while clicking.

Tags: These are fine-grained descriptions of your idea, and they determine when your idea shows up in search results and around related ideas. Type directly into the box to see a list of existing tags, which you can click to use. Use existing tags as much as possible: it will help your idea show up more around the site and reach a wider audience.

Kickstarter: If you have an innovation of your own that you're trying to fund, this is where you can paste the link to your funding campaign.



The screenshot shows a web form with several sections:

- Tags:** A text input field with a search icon.
- Kickstarter:** A text input field.
- IMAGE:** A section with a "Choose File" button, "No file chosen" text, and an "Upload" button. Below it, instructions state: "Add an image to give your idea more depth. Files must be less than 8 MB. Allowed file types: png gif jpeg. Images must be smaller than 1024x768 pixels."
- VIDEO:** A section with a "Video URL" text input field and a "Description" text input field. A plus icon is to the left of the description field. Below the description field, it says "The description which may be used as a label."
- Describe your idea *(Edit summary):** A rich text editor with a toolbar containing "Format", "B", "I", list icons, link icon, and image icon. The text area is empty.

Image: If you're not submitting a video, you can submit an image to illustrate your post. Make sure it's not too big - the image should be 1024x768 pixels or smaller. Make sure you have the rights to post the picture before you submit it!

Video: If your main submission is a video, paste the address of its main YouTube or Vimeo page in the "Video URL" box. The description field is a good place for a short introduction to the video. To submit more than one related video, click "Add another item" to create a playlist. If you do this, the description appears on the playlist menu.

Describe your idea: If you're submitting a video, give us a brief idea of what it is about, how or why you made it, or some additional information not included in the video. If you have a website, this is the place to link to it. If you're submitting a text post, paste your text here—just make sure to inspect it for formatting issues after you paste.

ONCE THESE STEPS HAVE BEEN COMPLETED, YOU CAN SEND US YOUR SUBMISSION!

4. WAIT FOR APPROVAL

Once you submit your idea, it will go to our editors for review. We review submissions every day, so you should not be waiting long. If your idea has not been posted after one week, email info@planetforward.org to check on it.

5. SHARE

Once your submission is posted, make sure to share the link to your idea with your friends and on social media with hashtag **#planetFWD**.

Let everyone see your good work!

If there are any problems with your submission after sending it to us, or if you need to make revisions, email us at INFO@PLANETFORWARD.ORG.