




DESIGN
AWARDS
2015

Staff instructions for submitting work

To submit your student's work for the Triumph Design Awards, please follow the steps below, which will enable you to upload entries to a secure area of our ftp site specifically created for your school.

1. Each student will be judged on the contents of a single .zip folder, which must meet out submission requirements (see website & previous communication). The student's zip folder must be named as follows: 'SURNAME, FIRST NAME'
2. Go to www.tml-share.com and log in using details sent via an automated email called **Welcome to TML Share** from no-reply@TML-Share.com
3. Click the folder icon next to your school's folder - this enables you to see the contents of your school's folder. (You will only be able to see a folder for your school)

User Folders

Folder Name	Active From	Active To	Created By	Folder Admin
An Example School 1	12/04/2015	13/04/2015	Alex Twist	

Showing 1 to 1 of 1 entries | Inactive folders in bold.

4. Click 'Create File' to open an upload dialogue box

User Files for An Example School 1

Create File

Back

5. Enter SURNAME, FIRST NAME in the 'File Title' box, and the name of your school in the File Description.
6. Click 'Select File' and navigate to the correct student's zip folder, click 'open'.
7. Click 'Upload File'.

Upload File

Note: The maximum file size that can be uploaded is 1GB.
You may upload up to 5 file(s) at a time.

Users assigned to this folder will be notified by e-mail once a file has been uploaded.



File Title:
SMITH, JONATHON

File Description:
NAME OF SCHOOL

Active From Date:
07/04/2015

Active To Date:
07/05/2015

Select File

 SMITH, JONATHON.zip 

Upload File Close



The system will show the upload as being complete and temporarily display a green tick as shown below. The Upload File dialogue will then re-set, enabling you to upload the .zip file for your remaining students.

Upload File

Note: The maximum file size that can be uploaded is 1GB.
You may upload up to 5 file(s) at a time.

Users assigned to this folder will be notified by e-mail once a file has been uploaded.

File Title:
SMITH, JONATHON

File Description:
NAME OF SCHOOL

Active From Date:
07/04/2015

Active To Date:
07/05/2015

Select File

SMITH, JONATHON.zip

Upload File Close

Clicking close at this point, or on the Triumph Icon at the top of the screen will lead you back to your main folder area where you can see all submissions. Please ensure you have submitted all work for all of your students.

User Files for An Example School 1

Create File Back

Files Received

Sorry, no data available.

Files Sent

File Title	File Description	File Name	File Size (MB)	Active From	Active To	Created By	File Admin
JENKINS, ISABELL	TEST SCHOOL 1	JENKINS, ISABEL.zip	3.31	07/04/2015	07/05/2015	TDA.Admin	
SMITH, JONATHON	NAME OF SCHOOL	SMITH, JONATHON.zip	3.31	07/04/2015	07/05/2015	TDA.Admin	

Showing 1 to 2 of 2 entries | Inactive files in bold.

It is recommended you check the contents of each student’s folder prior to upload, as they can only be judged based on the contents of this folder.

Please contact triumphdesignawards@triumph.co.uk if you have any issues with submissions.