

How to submit an article to Veteran's Voices

Veterans' Voices encourages military veterans to share their thoughts through our writing program. Our vision is a world where people appreciate that writing can both heal and entertain. This document should simplify the process with easy step by step directions.

The Veterans' Voices home page is located at veteransvoices.org. There is a line above the red banner containing white stars that has following list: Home, About Us, Volunteers, Donation, Contact Us, Registration, Login.

To navigate to a particular section of the website, you can click your mouse on any of these words. The new information will then be displayed on your screen.



You do not need a login just to view the information in the site. However, if you plan to submit an article for publishing on Veterans' Voices, it is required.

- 1) Click on the “Registration” button which is the second button from the right.



- 2) If you already have a login, click on “Login” then use your information to sign in. Then proceed to step 9. If not then steps 3 through 8 will help you with the registration process.



- 3) After clicking on the “Registration” button on the home page or clicking on the “Login” button then clicking on Registration button of the window will take you to the page where you will create your unique username. Move on to step 4.



- 4) Fill in your name, username, your email address and your password. You will use this information when you login again later. Should your chosen username belong to another person, you will be asked to choose another.

User registration form

John	Peter	Doe
jpd	jpdoe@gmail.com	
*****	*****	

- 5) The next section requests your military information. Click on the green button to open this section to see all of the fields.

Military Association

Open Section

Choose the branch of military service and how you served (required).

Check the box next to your Military branch (Army, Navy, Air Force, Marines, National Guard, Coast Guard, Merchant Marine or Other). This information is required. The remaining fields are optional. If you would like, include your Rank, the Conflict you served in, the Start Year and your Total Years of Service.

Military Association

Close Section

Choose the branch of military service and how you served (required).

Army Navy Air Force Marines National Guard Coast Guard Merchant Marines Other

O-7	Vietnam	1972	30
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If you do not provide the required information, you will get an error message stating that this field is required. Scan the page looking for a blue box where the information is missing.

Military Association

Choose the branch of military ser

This field is required. Army Navy

Rank

You may want to close each section after you have filled it out. This would be accomplished by clicking on the red “Close Section” button. You can open this section again later to review the information you have already provided.

- 6) The last section of this page asks for details like your name, phone number and address. Your First Name and Last Name are required; all other fields are optional. Just like the other sections, you can open or close this section without losing any of the information you have already entered.

Your Details

Close Section

Add your name and contact details.

John	Peter	Doe
816-123-4567	816-123-9876	
123 Federal Way		
Kansas City	MO	63138

Are you associated with a VAMC? If yes, please indicate below:

VAMC

Please indicate the VAMC in which you are associated.

- 7) Please verify the accuracy of your information in all of the sections. If all of it is correct then click on the green box at the bottom of the page. This will register your information with the site and allow you to submit articles for review. Remember your login and password, you will need this information the next time you login.

New User Register

Register

- 8) A message will flash stating that “you have successfully registered” but the process may take a minute or two to complete so please be patient. Once you see the following page you are ready to begin uploading your article.



Please click here to [login](#).

Please note your username and password.

Now that you are registered you need to login. Once you do, you will be taken directly to the “Submission” page where you can begin the process for submitting your information for an article. All articles will be reviewed by our editors for their approval.

You can now click on the login button and it will take you to the login page where you will be required to type in your username and password. You only need to do the registration steps once. In the future, just login using your username and password. Once you type in your information successfully, you will be taken directly to the “Submissions” page.

9) Now you are ready to start the process for submitting your article!

Each time you login, you will automatically take you to the “Submissions” page. If you want to return to the submissions page at any time just click on the “Submissions” button.

Once you are on the Submission page you will be asked to provide a headline, title or whatever you want to call your writing or photograph. The choice you make here will be the title of your article once it is published. Choose something that is descriptive but still brief. Once you are satisfied with it, click on the “ADD NEW” button in the green box.

New Submission

Write a headline or title for your submission

ADD NEW

10) Next you need to supply some details about your article. Each section has a green button on the right where you can open (expand) to view the various details.

Writing Type Open Section

Choose the type of writing or design you will be submitting.

Writing Open Section

Use this area to add your written piece.

Notes Open Section

Please add notes.

Upload File Open Section

You can upload a file if it is in one of the standard design or graphic formats.

Submit Your Work

You can save your work and come back, or you can submit it for our approval.

Submit For ReviewSave For Later

11) Choose the writing type. Some options are provided for you such as Poem, Prose, Songs Lyrics, Photograph or Other. If you choose Other, it will ask you to type in your particular writing type.

Writing Type Close Section

Choose the type of writing or design you will be submitting.

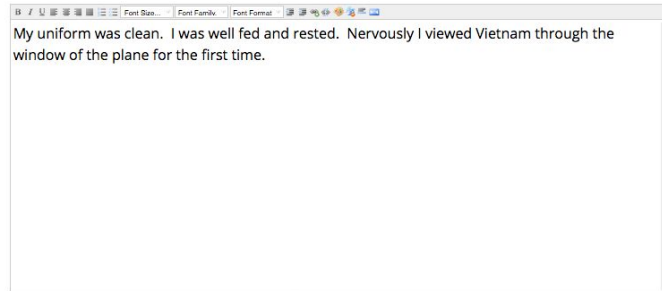
Poem Prose Songs Lyrics Photograph Other

12) If your article has been written already, you can skip this step or you can copy and paste your article into this window. This will not work for visual documents like photographs or graphics. Those can be uploaded separately; please refer to step 13 for more information on uploading files. Naturally, you can just type the information in this window if that makes it easier.

Writing

Close Section

Use this area to add your written piece.

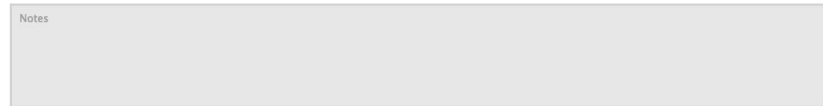


13) The notes section is used to recognize your typist or anyone that may have helped your write and/or submit your documents.

Notes

Close Section

Please add notes.



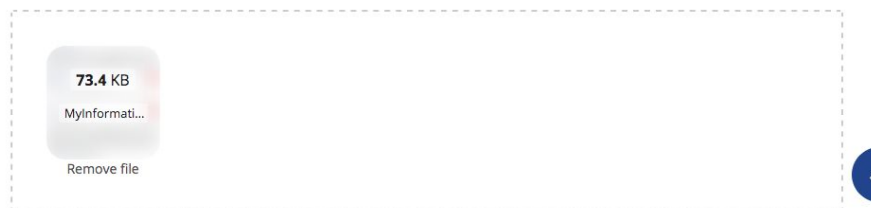
14) To add an image, just locate the file on your computer and drag and drop the file into the "Upload File" section. Many file types are acceptable such as .pdf, .gif, .bmp and .jpg. A maximum of three files can be included and all files must be under 2MBs.

If any of your files are larger than 2MBs you will need to reduce it to the appropriate size by either truncating your article or resizing your photo using a photo editor. If you hover your mouse over the file once it was uploaded, the size will be displayed.

Upload File

Close Section

You can upload a file if it is in one of the standard design or graphic formats.



If you try to upload more than three files you will get an error window. Review your files and decide which you want to include in this article. You may consider assembling the remaining files into another document for submission.



You have uploaded too many files. You may only include 3 file(s).

15) If your submission is not permitted due to file type or size, you will receive an error like the following:



Sorry, this file type is not permitted.

Remove file

Please use the writing editor demonstrated in step #11 to add your writing. This section is more useful for photographs and other images.

16) If you want to save this information to complete it later, then click on the green box on the left side containing the letters “Save For Later.” If you are ready to submit your article, then click on the button on the right hand side that contains the letters “Submit For Review”.

Submit Your Work

You can save your work and come back, or you can submit it for our approval.

Submit For Review

Save For Later

Take your time and enjoy the process. Many of our readers look forward to seeing what you have to say.