This tutorial is meant to be supplemental information to support the instructions in the rules. You must read and follow the rules for your division.

TRANSCRIPT: (edited for clarity)

Hello, this is a tutorial on how to submit an entry to the Daphne du Maurier Award for Excellence in Mystery/Suspense brought to you by RWA Kiss of Death.

First, you're going to go to the website which is rwakissofdeath.org. We have a tab called contest. Go ahead and click on the KOD contest link. Read the page carefully. I'm going to scroll through it rather quickly. It does have information about the contest including the categories. It includes sample score sheets and rules for both the published division and the unpublished division.

A real quick word about the difference between the two. The unpublished division refers to both the author and the work itself. So in order to be an unpublished author you must not have published in the last five years any work of romantic suspense mystery thriller of any kind. If you fit that category, and your current work in progress has not been published yet, then you are eligible for this division.

Our first suggestion is to go ahead and look at the rules. Just click on that link and download these and **read them carefully**. Again,the instructions are very clear, or at least I hope they are you-can always e-mail us if you have questions at kodcontest@gmail.com. But definitely read through this carefully. The entry fee is $15 for Kiss of Death members and $30 for non Kiss of Death members.

As we go through the rules, there are hints on determining which category you want to do. **For the unpublished division only:** The most important thing is you have to electronically submit a PDF of the first 5000 words of the manuscript. Now you can enter less than 5000 words, but if you enter more than 5000 words you will be disqualified. Unpublished Division entrants may include your synopsis and try to keep that under 675 words. **The published division will upload the entire manuscript.**

So again, the rules are there and it tells you to go to this website: https://writingcontest.com in order to enter. We're going to go over to writingcontest.website. If you have created a profile you can go ahead and log in. If you have not created a profile, it will ask you to do that. We're going to go into the entries and it's giving you a choice to enter either the published or the unpublished contest. So clicking on the unpublished it'll bring it up - as you can see I'm already saved in the system - for fun I'm going to put in a title. OK so you put in your title if there's other authors go ahead and add their name and e-mail.

Check which elements this story has. These are so that if there is a judge who prefers not to read sex on the page or this other content, we let them know. So this refers to literally sex on the page. If you have a closed door romance happening then this would be a no. If your main

characters are LGBTQ plus then you would indicate if there's violence on the page including physical and sexual assault then you would click yes. I'm going to say no. And if your book has child death or near death on the page including abuse of any kind you would go ahead and click yes.

I'm going to say that my category for this unpublished entry is going to be short that means it's less than 45,000 words. You're going to be able to pay after completing the form, again $15 for members $30 for non members.

Read the rules and guidelines, type your name and now you're going to choose your file. I am just going to pick one… OK so I have selected my file and I am going to submit.

Now it allows me to pay now. When you click on this button it'll ask you if you are a Kiss of Death member or if you're not a member. When you click on that it'll automatically take you to PayPal where you can pay. Since I'm not going to be doing this I'm going to go ahead and back out of here.

If you have questions please go back to the contest page at RWAkissofdeath.org and click this button that says frequently asked questions for entrants and judges. You may find your answer here. For example how to create an accessible PDF, how to check if your current PDF is accessible, what happens if you can't pay, what happens if you enter twice.

I=f you still have a question you can e-mail me at kodcontest@gmail.com. If you have questions about your writing software or computer operating system I strongly recommend you try Googling for an answer first because we don't have the Technical Support to help you with that kind of stuff, and if you still have questions feel free to e-mail us