

Once Upon A Book Storytelling Competition

Checklist for Super Readers Submission Form

To enter the competition, teachers-in-charge must complete the following steps before completing the Super Readers Submission Form:

All templates and documents can be downloaded [here](#).

- Step 1: Upload all the video entries to a shared drive (e.g. Google Drive, OneDrive, Dropbox). Please ensure **access right** is set to "**Anyone with the link**".
- Step 2: Download the template for the Use of Images Parent Permission Form. Obtain permission by collecting the forms.
*Keep the forms as a record. The NET Section may ask for the record when necessary.
- Step 3: Download the OUB Video Entries Spreadsheet template. (Excel file)
- Step 4: Complete the Spreadsheet by filling in the required information for each video entry.
*A direct link to **each** video is required.
- Step 5: Rename the Excel file to: *ABC School _OUB Video Entries*.
- Step 6: Complete the [Super Readers Submission Form](#), upload the completed Excel File and submit.

Ensure all video links are accessible until **28 August 2026 (Friday)**.