**TAT Magazine Uploader – Contributors**

[http://www.uploader.theaustraliatimes.org](http://www.uploader.theaustraliatimes.org)

Begin by logging in with your TAT e-mail address and password.

Here you should be able to see the magazines which have been assigned to you as a contributor. If you're writing for a Mag which you don't normally write for, you will need to get yourself assigned to that magazine.

From the home page you should see the current Magazine is 'Awaiting Contributor Submissions'. This will also show when the Magazine submissions close. If there aren't any magazines showing for you then please contact your editor.

If you click the actions button, a drop down will give you the options of:

- Add Contribution
- View Contributions

If you click Add Contributions you are then able to upload your articles directly to here by simply filling out the form.

When adding an article, the sub-title is the name of the magazine and the description is just a short passage from the article (usually the first sentence or two) used in editors picks and past picks.

Your name should automatically be selected as the author, but you can also select the author from a drop down list or type in your name.

You're able to add any links to the text as required and insert all formatting i.e. bold and italics, as normal. There is also a section for uploading associated images and video links at the bottom of the page with separate sections for image references.

Once you're happy click submit!

Your article is then able to be edited under View Contributions and additional images and captions are also able to be added when you view the submission from the home page.

The Messages tab at the top of the page allows you to post comments about the magazine between all the contributors and the editor.

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