LinguaSnappMEL instructions for Visible Italian in Victoria Competition

This guide will inform you how to register with *LinguaSnappMEL*, how to use the app and how to take part in the competition. The *LinguaSnappMEL* app is linked to a public map, which will display all uploaded photos that have been approved by the administration site. Check to see if your school requires your parents to sign a permission slip!
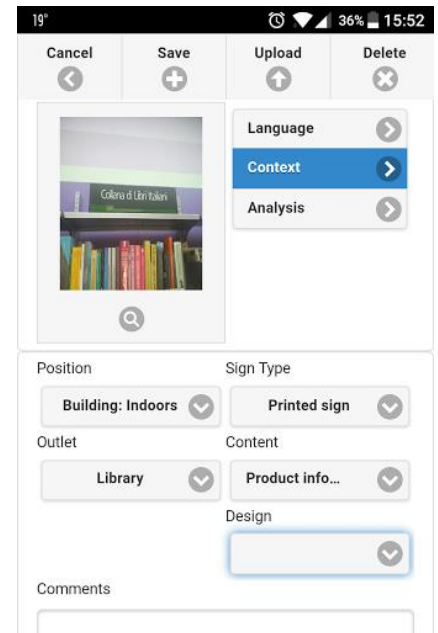
I. Registration

1) Search ***LinguaSnapp Melbourne*** in the Apple App Store or Google Play Store and download the app.
2) Enter a username; use your full name and school code, and then enter a password of your choice. Check with your teacher for your school code- this is important!
3) You're ready to start LinguaSnapping!

II. Using the app

1) Read the information in *About LinguaSnapp Melbourne* for an overview of the app and its functions (**A**).
2) Select *Take Photo* to launch your phone's camera when you are ready to take a photo of a multilingual sign with Italian on it (**B**).
   - Please allow *LinguaSnappMEL* to access your location if prompted.
   a. If you're taking a photo **inside** a shop, business or residence, **please ask the owners** if photos are allowed, and explain why you're taking photos.
3) Add a title of your choice to the photo. This should refer to the content of the photo and will be published on the map.
4) Under *Language*, choose 'Italian' from the dropdown menu, and if you know the translation, go ahead and enter that too, under *Translation*.
   a. You'll have to choose an alphabet too, so for Italian, it will be 'Roman (Latin)'.
   b. Make sure to click *Add Your Language and/or Translation* to enter this information.
      - To make any changes to your languages, alphabets or translation, delete the existing information using the **x** –button and add new information as described above.

5) The last bit of information we need is a little bit of context for the sign you've found. Click on the *Context* tab, and under *Position*, choose the appropriate selection. Then under *Outlet*, choose what kind of building or structure you found the sign on- the business type, or if it was a transportation stop for example.
   a. You can fill out the rest of the Context options if you want to, but this is optional.

6) You can save the information you are entering at any time by selecting *Save*. This will save the photo entry, and you can return to it by selecting *Show Pending Uploads* on the main menu (C).

7) Once you have entered all the information you can provide and are ready to upload the photo, select *Upload.*
   - If you would like to upload all of your pending photos, please select *Upload All Pending Photos* on the main menu (D).

8) Your photo will be sent to the *LinguaSnappMEL* server. It will not be saved to your phone. The *LinguaSnappMEL* administrator will now make any further changes and publish your photo to the map.

III. For the competition

1) You can upload a maximum of 5 photos.
2) The opening date for entries is June 15th, 2017 and it runs through 18th Sept, 2017.
3) The 1st, 2nd, and 3rd place winners will be selected for taking the photo that best represents visible Italian in their area, and the school that uploads the most photos will also receive a cash prize.
4) Some things to consider when taking your photos:
   - Does the photo give an idea of the context of the text? Does it capture the outside of a restaurant for example, or does it have a food label, surrounded by that food? Try to tell a story with your photo!
   - Is the text clearly readable in the photo? This is important!
   - Don't be afraid to find signs with more than one language on them! This tells us a lot about the area too.
4) There will be an awards ceremony for participants after the competition closes, where we will show some of the photo entries, talk a bit about the results, and give out prizes.

   Any questions can be directed to Carlie Hanson at carlie.hanson@unimelb.edu.au