

## Law Review and Law Journal Write-On Competition 2010 TWEN Instructions

### How Do I Access The Write-On TWEN Site?

1. Open your Internet browser and type [www.lawschool.westlaw.com](http://www.lawschool.westlaw.com) in the address text box.
2. Click **TWEN** at the top of the sign-on box.
3. Enter your Westlaw password (e.g., 1234567abcd) or West OnePass username and password in the appropriate text box(es), then click **GO**.
  - If you are a current **TWEN** user and have already registered your password, your **TWEN** home page is displayed (you do not need to continue with the steps below).
  - If you are a new or current **TWEN** user and have not yet registered your password, a message is displayed informing you that you need to register your password. Continue to step 4.
4. Click **Register now!** at the bottom of the sign-on box. The Westlaw password registration page is displayed.
5. Click **Yes** if you are a student registering a Westlaw password for the first time. Click **No** if you are a student who has transferred from another school and have received a new Westlaw password.
6. Type your Westlaw password in the text box, then click **GO**.
7. Enter your registration information (e.g., name, e-mail address, West OnePass username and password information) in the text boxes or select options from the drop-down lists (you will not need to enter this registration information the next time you access **TWEN**).
8. Click **I Agree**. The Westlaw password registration confirmation page is displayed.

### How Do I Add The Write-On Site To The My Courses Page?

1. Click on **Add a Course** at the top of the My Courses page. The **TWEN** courses that are available at your school are displayed.
2. **DAY, EVENING** and **PLEAS** students must select the check box next to **“Write-On Competition 2010 (DAY, EVENING, and PLEAS)”** **SCALE** students must select the check box next to **“Write-On Competition 2010 (SCALE)”**
3. Click **Submit** to return to your My Courses page to access the Write-On **TWEN** site.

### **How Do I Access The Problem And Write-On Instructions?**

1. Once you have added the Write-On Site, click the **“Write-On Competition 2010 (DAY, EVENING, and PLEAS)”** or **“Write-On Competition 2010 (SCALE)”** link to access the Write-On Site.
2. Once you have accessed the Write-On Site, click the **Write-On Problem & Instructions** tab on the left side of the page to access the problem and its instructions. The problem may be viewed and downloaded at this location.

### **How Do I Post Or View Questions?**

1. Once you have accessed the Write-On Site, click the **“Discussion Board”** tab on the left side of the page. To post questions anonymously, click the **“Add a Topic”** tab.

### **How Do I Submit My Paper Using TWEN?**

1. Once you have accessed the Write-On Site, click **“Write-On Submission Drop Box.”**
2. Select **“Submit”** to submit your paper to Law Review or Law Journal. To apply to both journals, please submit your paper to each journal individually.
3. Next, follow the posted instructions to upload your file. Please note that this year submissions will only be accepted electronically on TWEN in the **“Write-On Submission Drop Box.”** No hard copies will be accepted.
4. Students experiencing technical difficulties with submissions should contact TWEN Technical Support at 1-800-486-4876. Technical support is available 24 hours a day.
5. For eligibility and other submission questions, please refer to the corresponding instructions in the **Write-On Problem & Instructions** packet.

### **How Do I Know My Paper Has Been Received Electronically?**

1. Each submission is time stamped and you can view the date and time of your submission by clicking the **“Write-On Submission Drop Box”** tab.