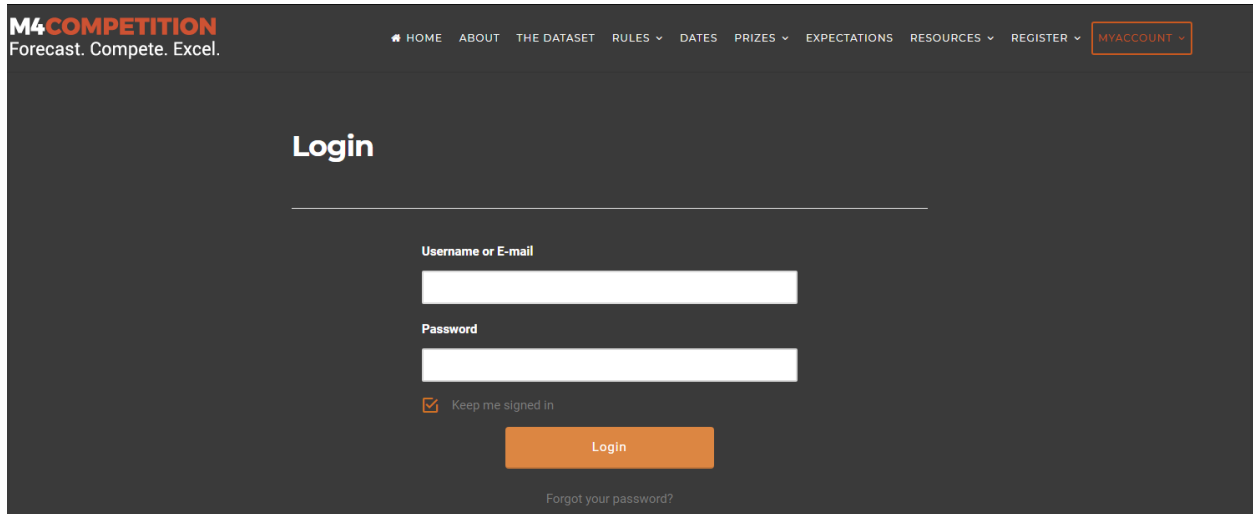
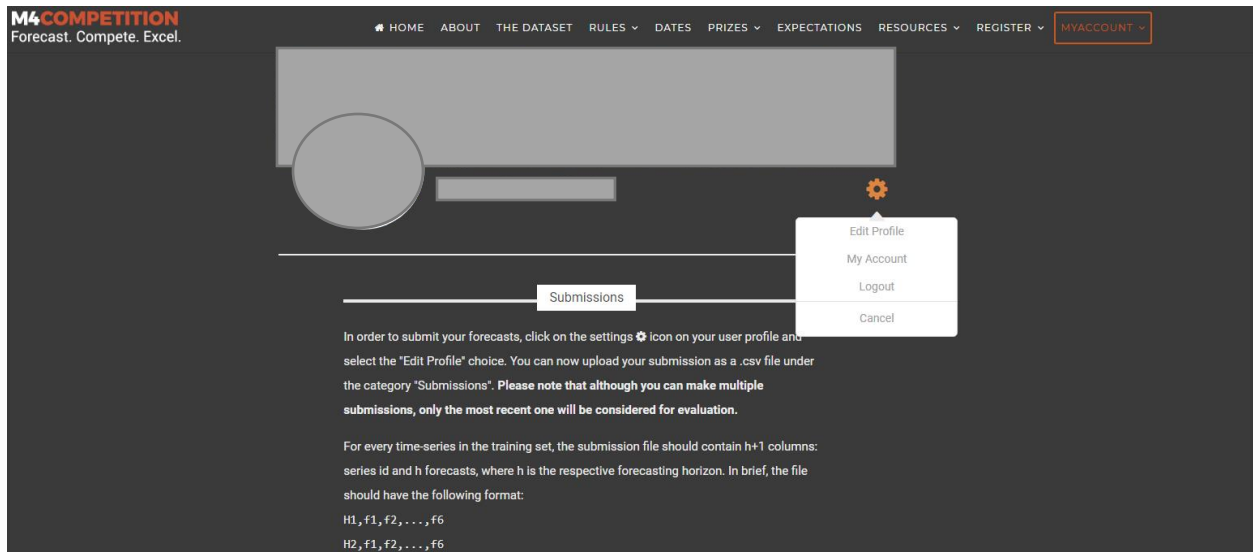


M4 Submission Guide

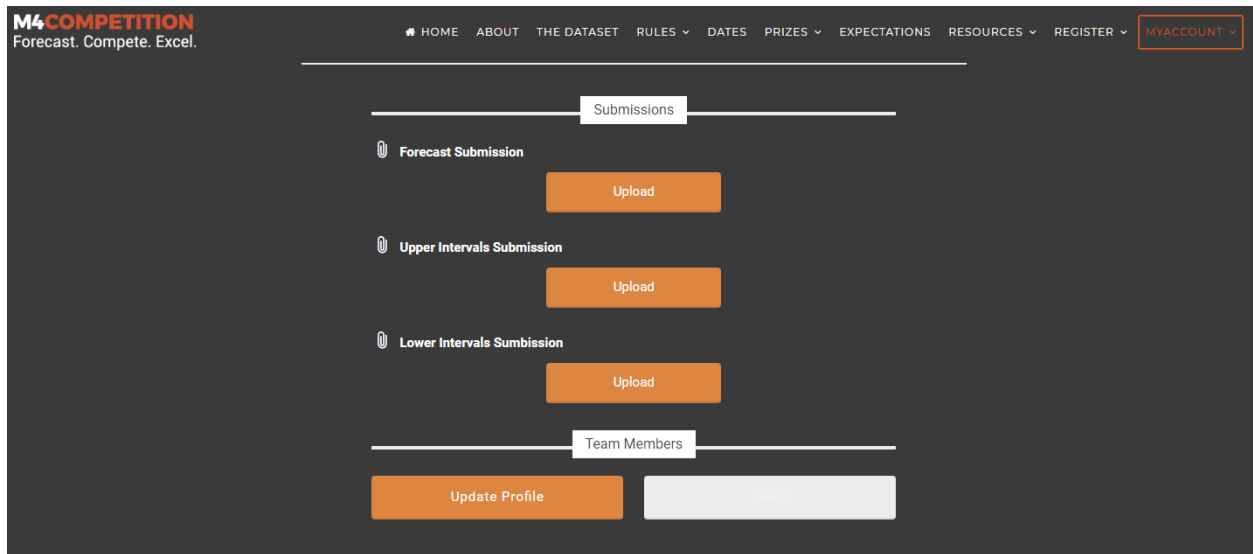
1. In order to submit your Forecasts or Prediction Intervals, please sign in first via the “MyAccount” tab using your credentials.



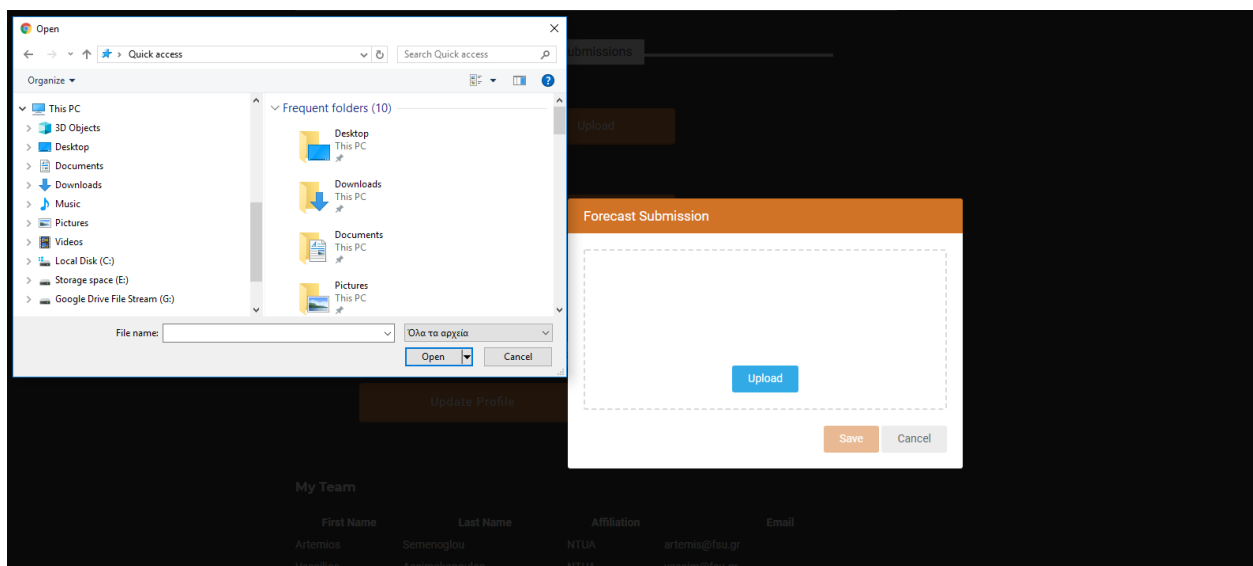
2. On your user profile, click on the settings icon and select the “Edit Profile” choice.



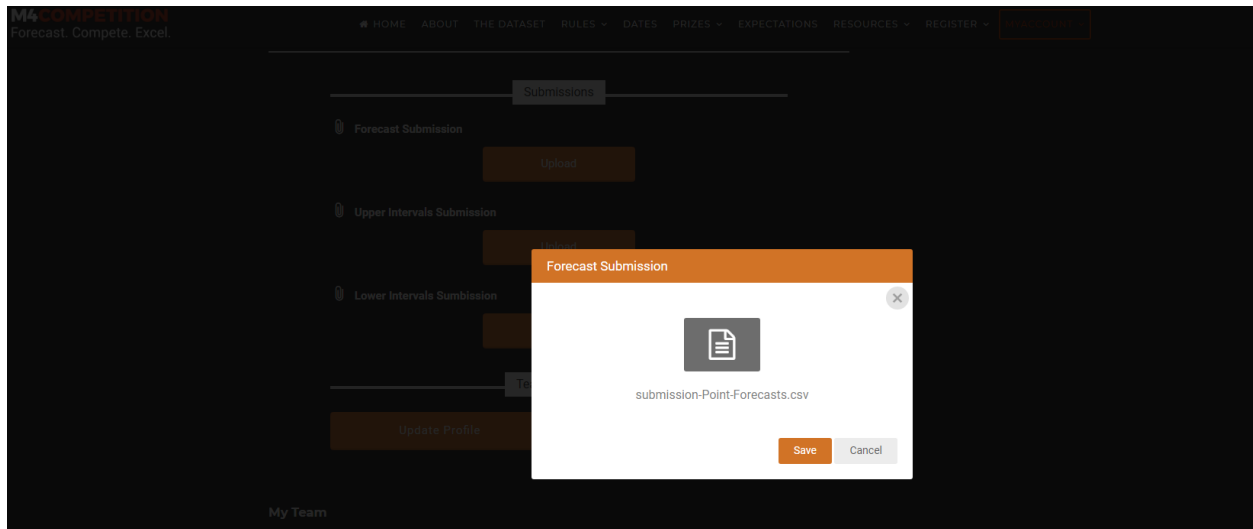
3. You can now start uploading your submission(s) as a .csv file under the category “Submissions”. As seen, there is a special uploading form for each type of submission: The first one for submitting point forecasts and the second and third one for submitting the upper and lower bounds of prediction intervals, respectively.



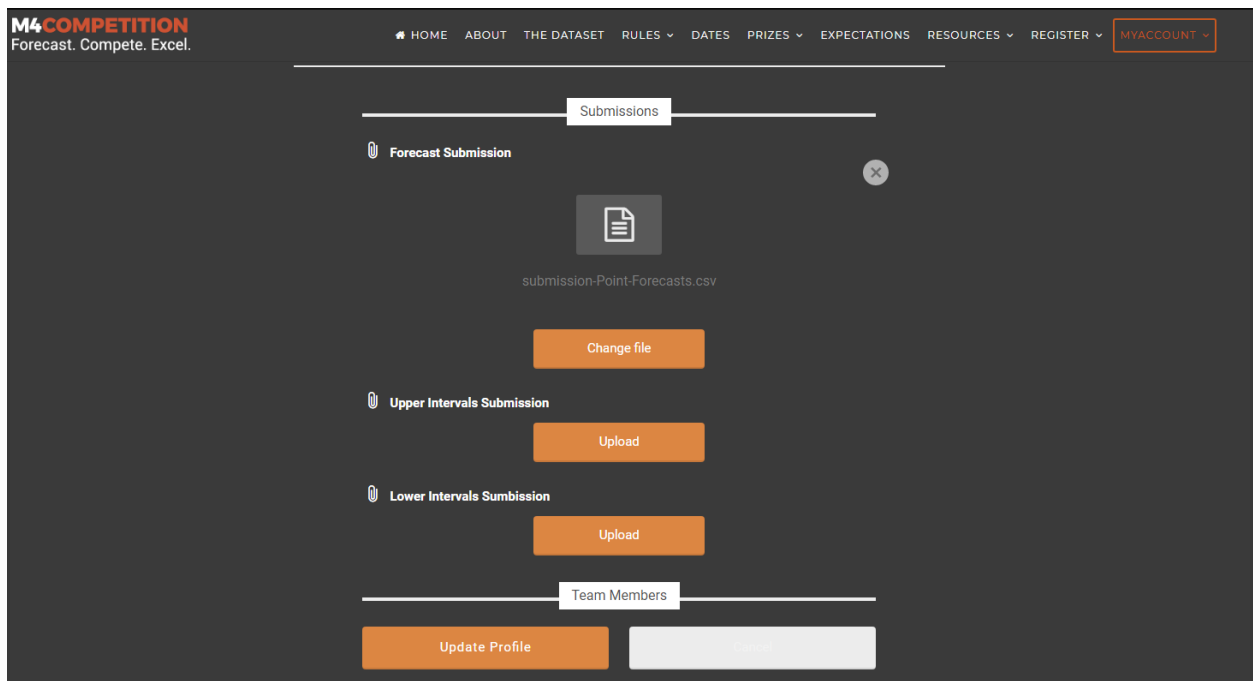
4. Click on the “Upload” button and use the browser or the drag-and-drop option to upload your .csv file.



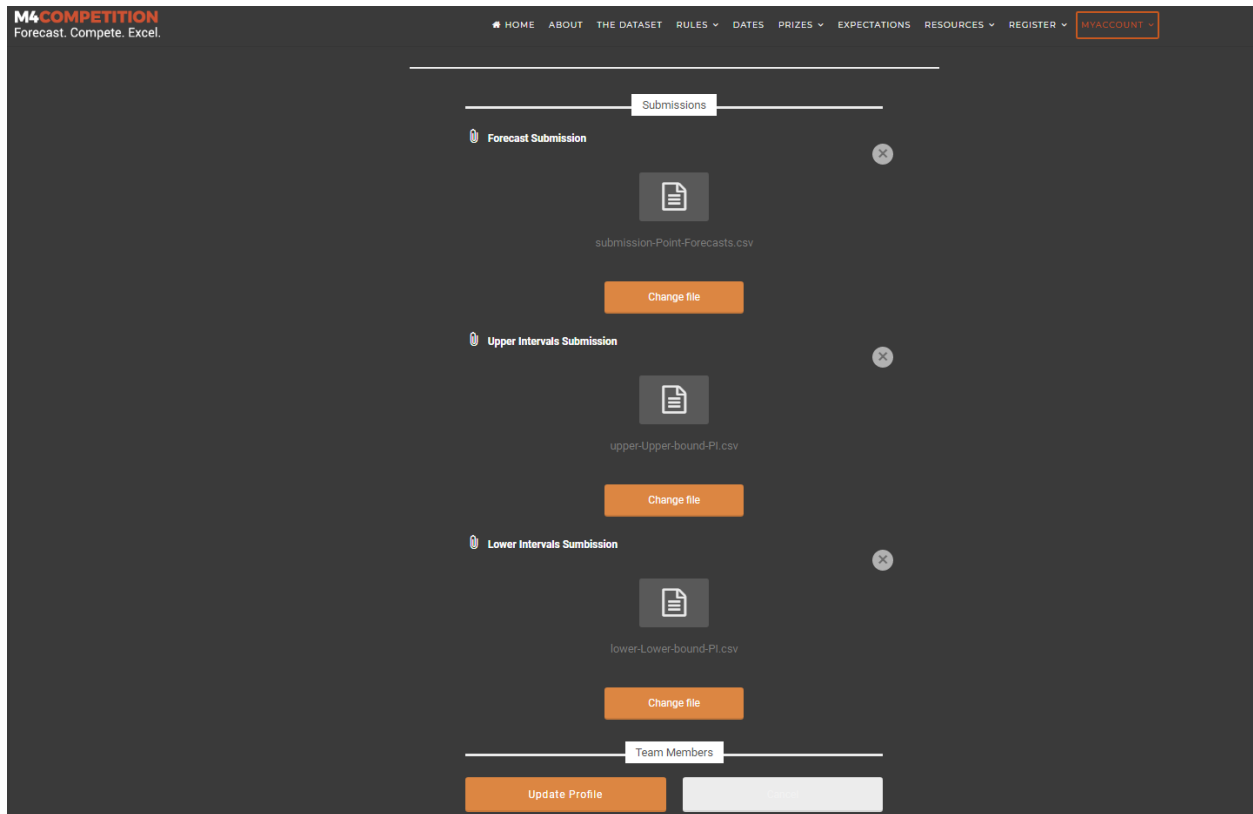
5. When finished uploading the file, click “Save” to confirm the change. Otherwise click “Cancel”.



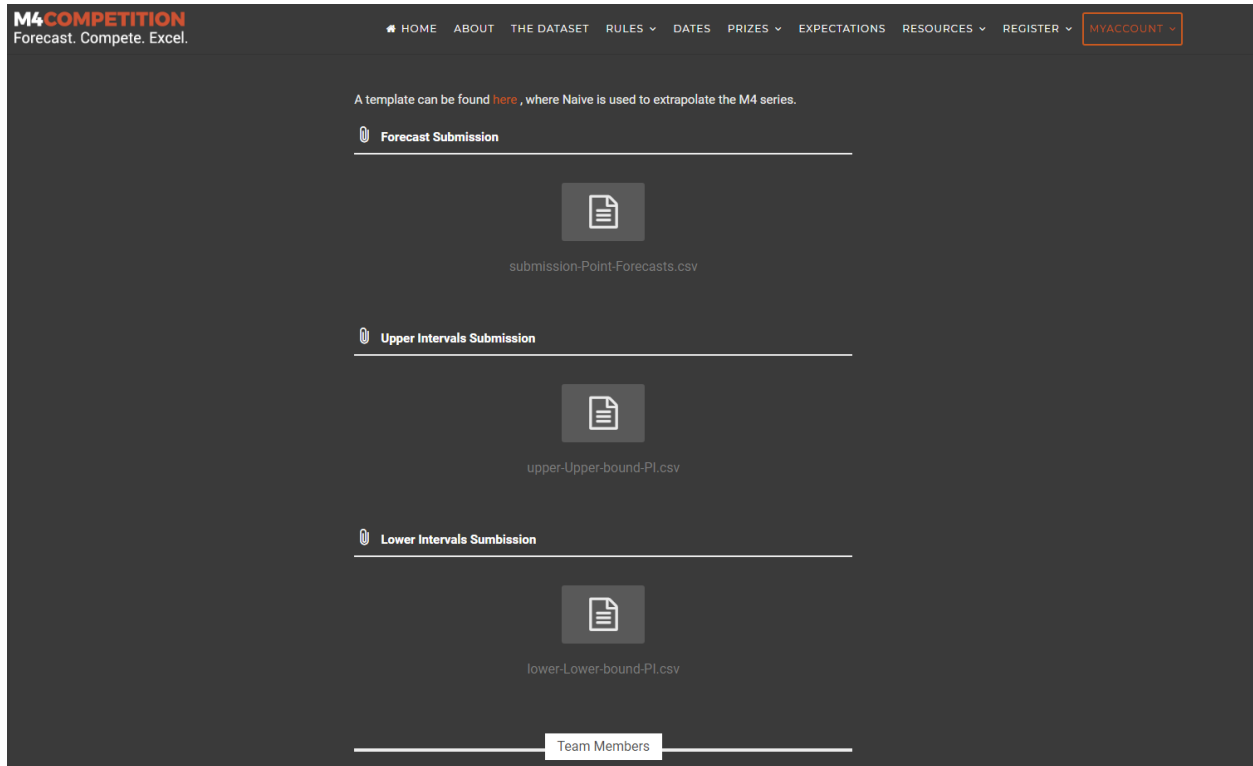
6. If the file has been correctly uploaded, it will appear in your user profile as follows:



7. You can follow the same process for completing the rest of your submissions. **Note that although multiple submissions are possible, only the most recent one will be considered for evaluation.**



7. When done with your changes, click on the “Update Profile” button at the bottom of the page to confirm changes. If the file(s) has been correctly submitted, it will appear in your user account as follows:



The screenshot displays the user account interface for the M4 Competition. At the top left, the logo reads "M4COMPETITION" with the tagline "Forecast. Compete. Excel." below it. A navigation menu at the top right includes links for HOME, ABOUT, THE DATASET, RULES, DATES, PRIZES, EXPECTATIONS, RESOURCES, REGISTER, and MYACCOUNT. A note states, "A template can be found [here](#), where Naive is used to extrapolate the M4 series." The account page is divided into three sections, each with a paperclip icon and a title: "Forecast Submission" (file: submission-Point-Forecasts.csv), "Upper Intervals Submission" (file: upper-Upper-bound-PI.csv), and "Lower Intervals Submission" (file: lower-Lower-bound-PI.csv). At the bottom center, there is a "Team Members" button.