

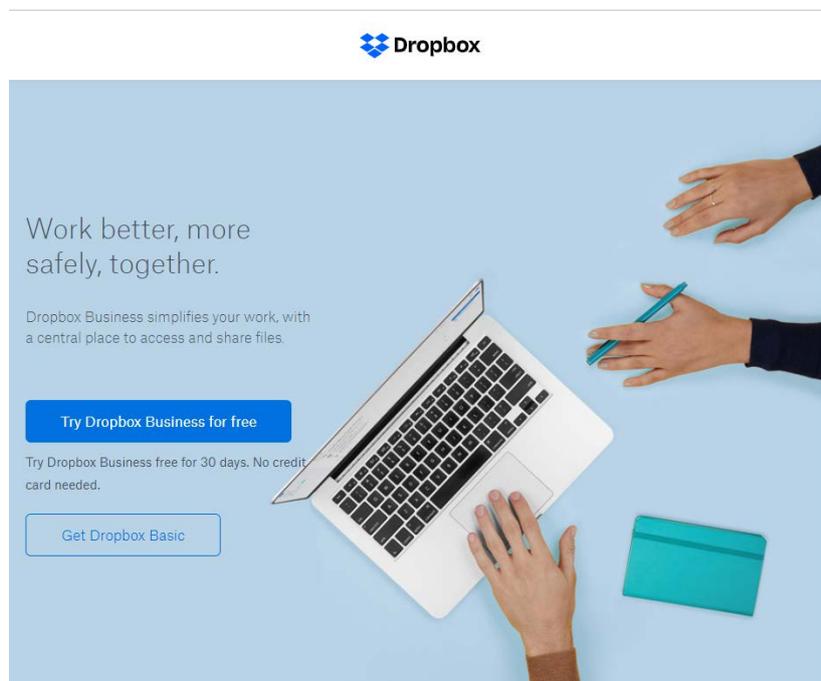
HOW TO Upload your submission to Dropbox

Remember to check with your Parent or Guardian before signing up for a Dropbox account.

HOW TO CREATE AN ACCOUNT:

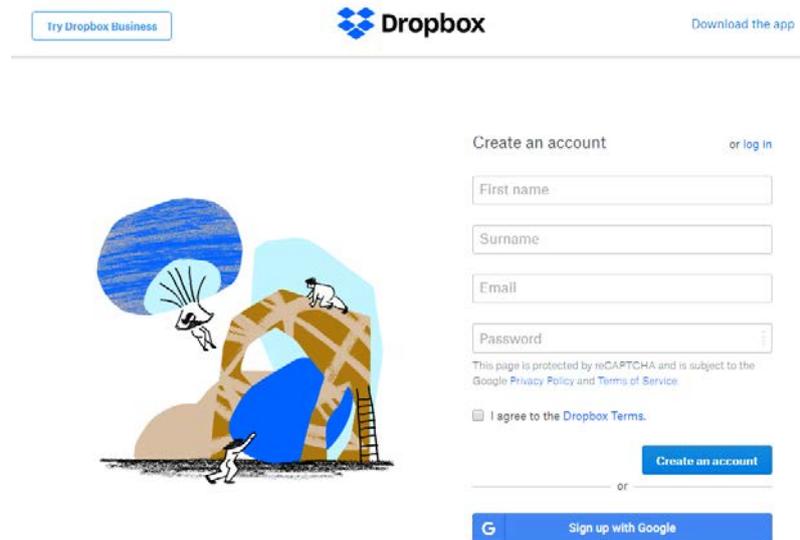
If you already have a Dropbox account, skip to point 11. Otherwise, keep reading.

1. Go to: <https://www.dropbox.com>
2. The site will open to a page that looks like this:



3. Click on "Get Dropbox Basic"

4. It will take you to a page that looks like this:



Try Dropbox Business

Dropbox

Download the app

Create an account [or log in](#)

First name

Surname

Email

Password

This page is protected by reCAPTCHA and is subject to the [Google Privacy Policy](#) and [Terms of Service](#).

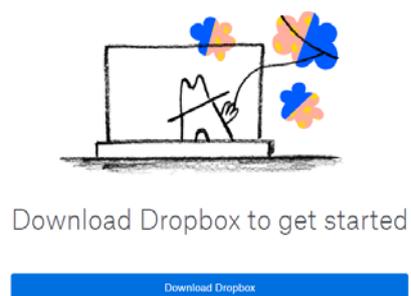
I agree to the Dropbox Terms.

Create an account

or

 Sign up with Google

5. Enter your details, as prompted by the form:
6. Don't forget to tick "I agree to the Dropbox Terms"
7. Once you have entered your details, click "Create an account"
8. When you have successfully created an account, you will be taken to a page that looks like this:



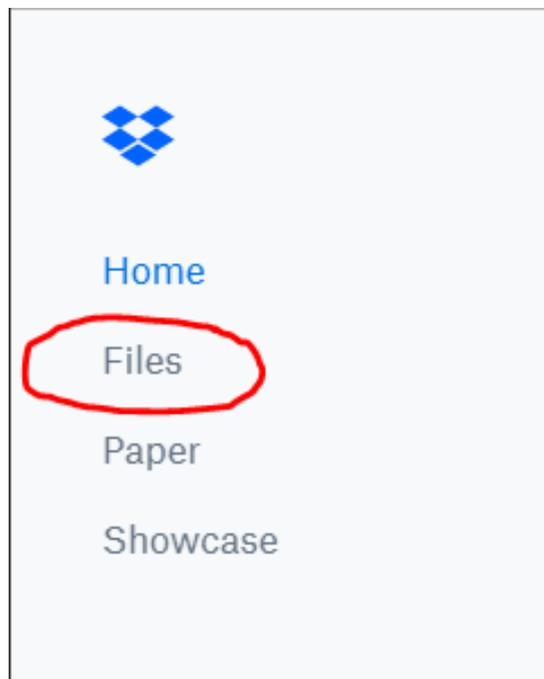
9. You have the option to download Dropbox to your computer, but it is not required.

10. For the purposes of this competition, we will only provide instructions if you **do not** download it. These instructions are for the online version **only**.

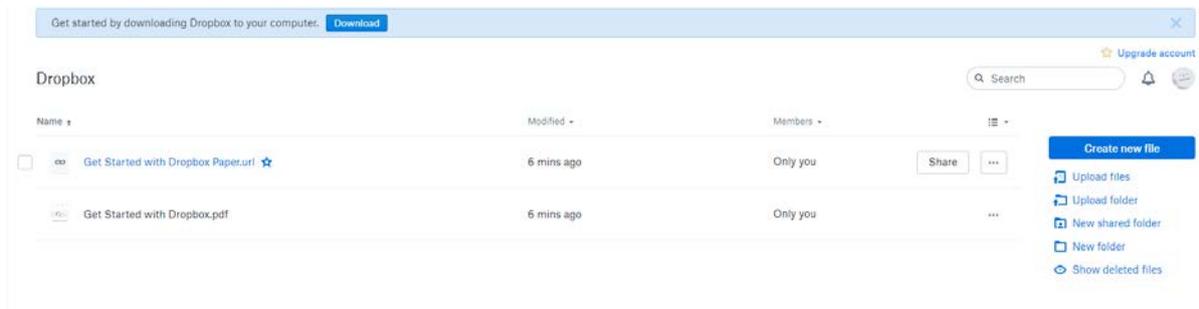
HOW TO UPLOAD YOUR FILE:

If you have already uploaded your file/s to Dropbox, skip to point 22. Otherwise, keep reading.

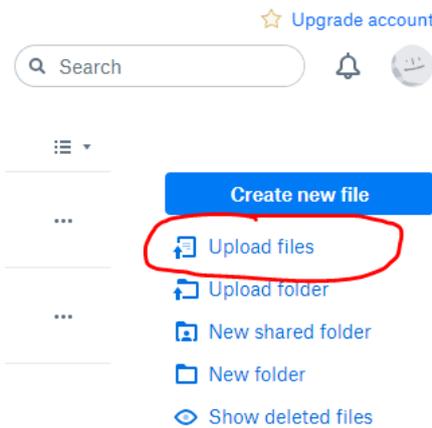
11. Go to: <https://www.dropbox.com/>
12. It will come up with a prompt to show you around the website. Follow the prompts and find out where everything is.
13. To upload your submission file/s, click on the heading "Files" on the left panel of the screen:



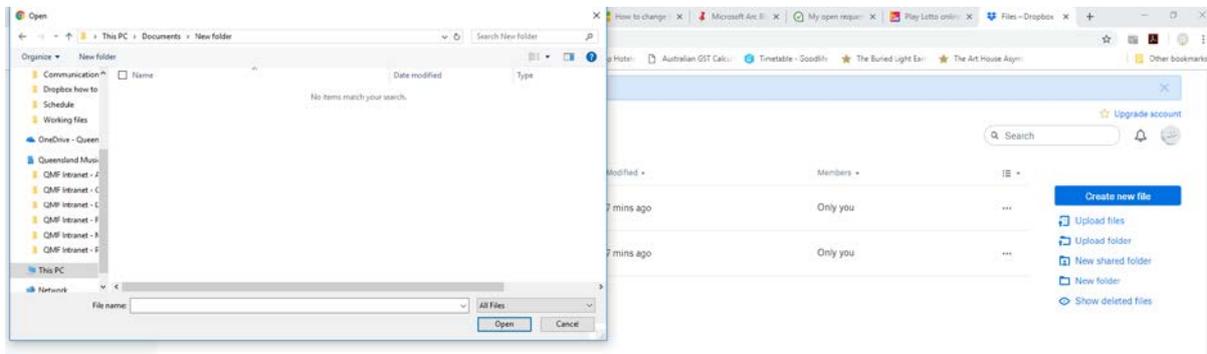
14. Your Dropbox should now look like this:



15. On the right panel, click the "Upload files" button:



16. When you click this button, it will pop up with your Folders:



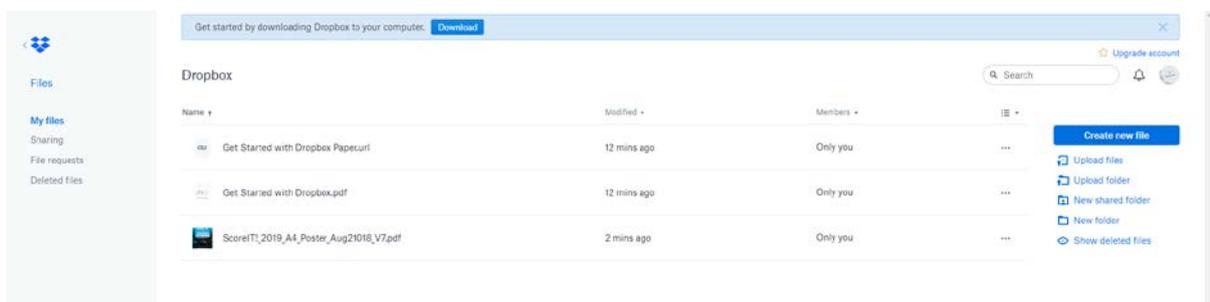
17. Select the file/s you want to submit

18. Once you have selected the file/s, select "Open"

19. Your file/s will start to upload now. A progress bar will appear at the bottom of the screen that looks like this:

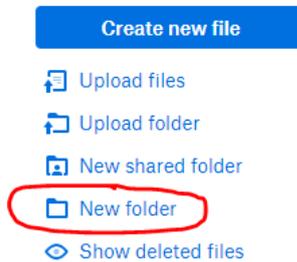


20. When it has uploaded, you will now be able to see your file/s in your Dropbox folder:

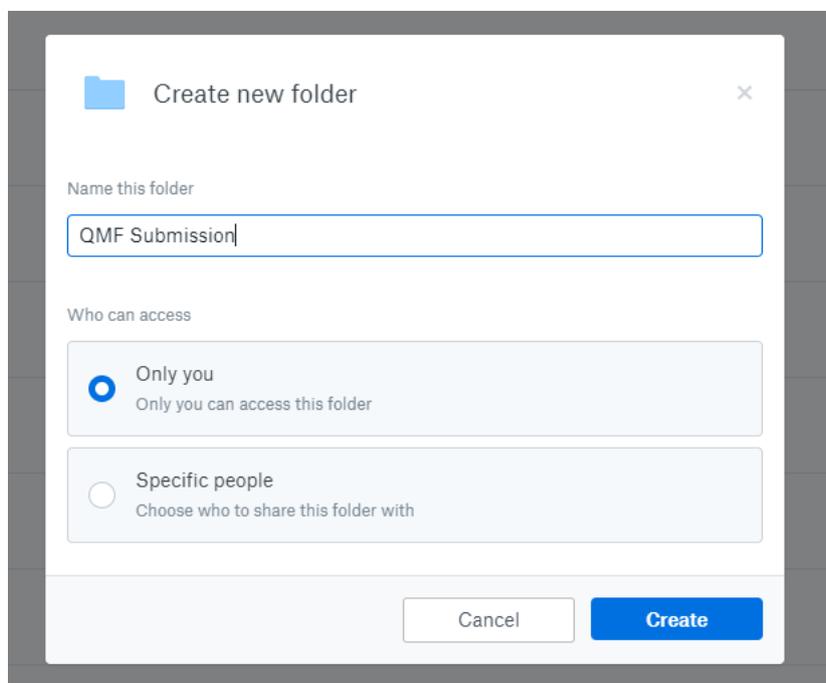


21. Check that your file/s have uploaded correctly by opening it and looking at your submission.

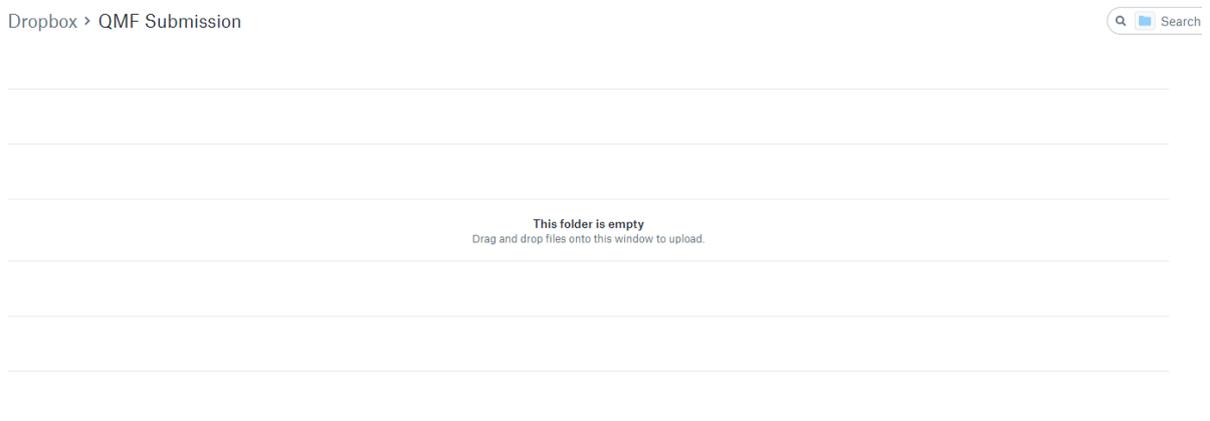
22. If you have more than one file, create a folder by clicking on “New folder” in the panel on the right side of the screen:



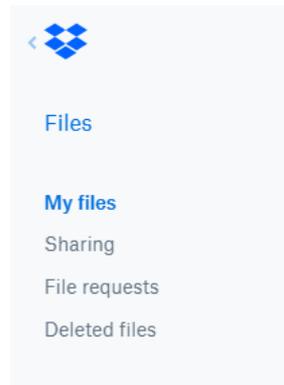
23. Name your folder, and for now, select “Only you” when you select access, and click “Create”:



24. Your folder will look like this:



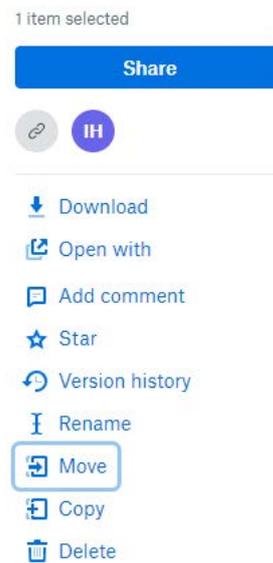
25. Go back to your "My files" by clicking the button on the left-hand panel:



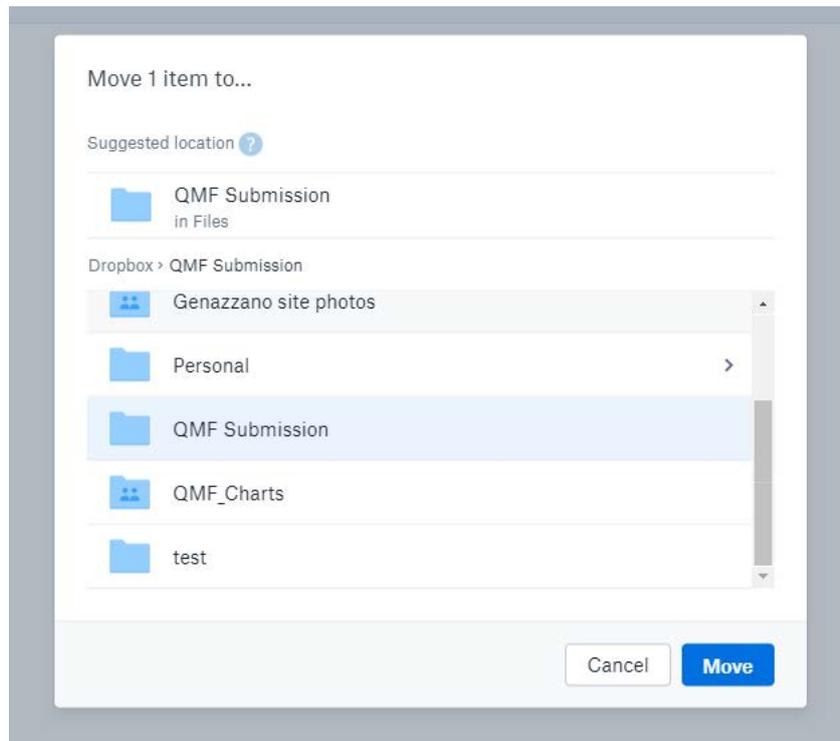
26. Tick the files you want to move into your folder:



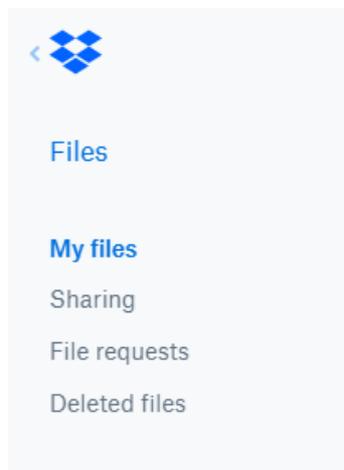
27. Select "Move" in the right panel:



28. Select the Folder you just created and click "Move":



29. Check that your files have moved to the correct folder by clicking "My files" on the left-hand panel:

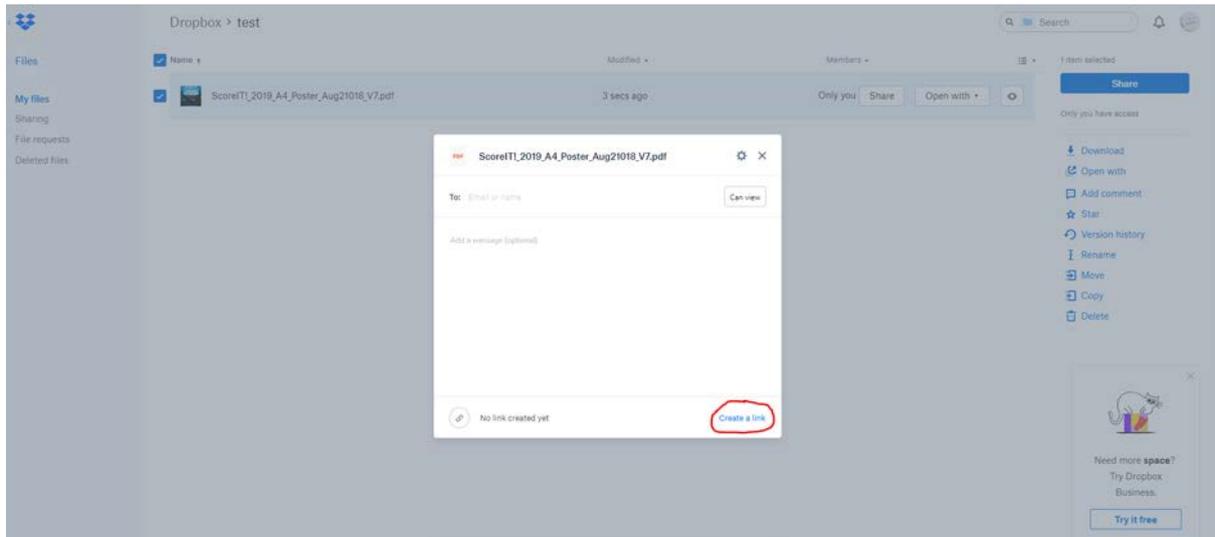


HOW TO SHARE YOUR FILE

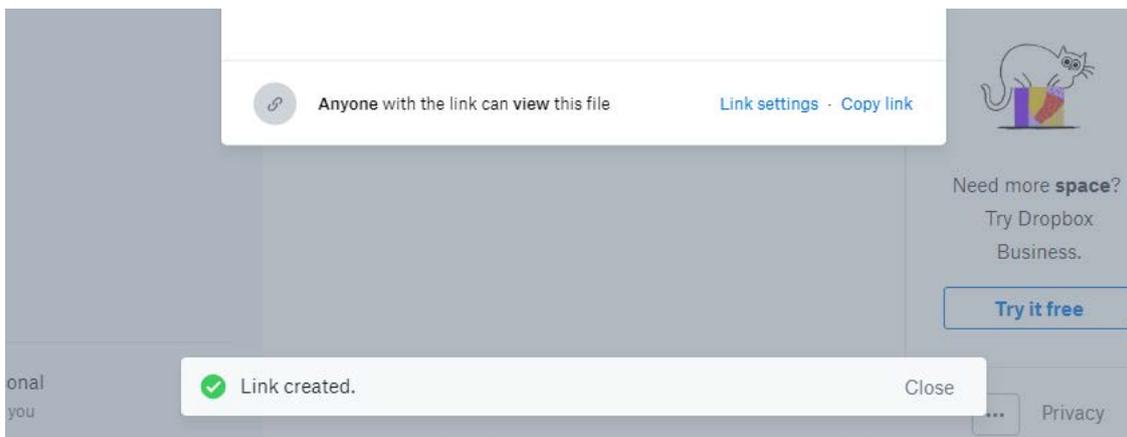
30. To share your file/s with us, tick the box next to your folder, and click the "Share" button on the right:



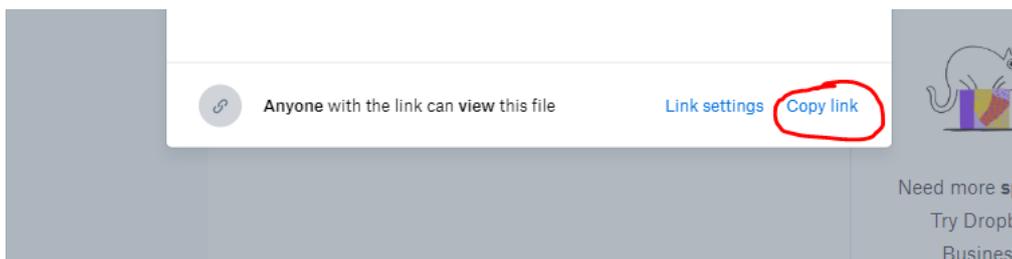
31. A box will pop up. On the bottom right corner, select "Create a link":



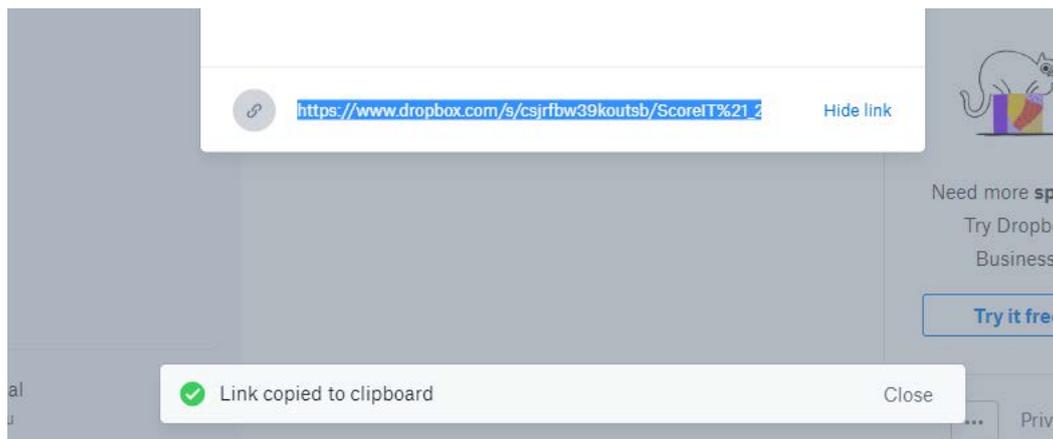
32. A progress bar will appear on the bottom of the screen as it creates your link:



33. Once the link is created, click on the button that says "Copy link":



34. The link to your file will appear, copy this link (control/command + C)



35. Open a new tab on your computer and paste the link (control/command + V). Make sure your link works.

36. Go to your Entry Form on the QMF Website, and simply paste the link into the relevant box.