



# Ontario Crafts Council – Awards & Scholarships Program

## How to submit your application online with Dropbox

### 1) Create an account or login to an existing account

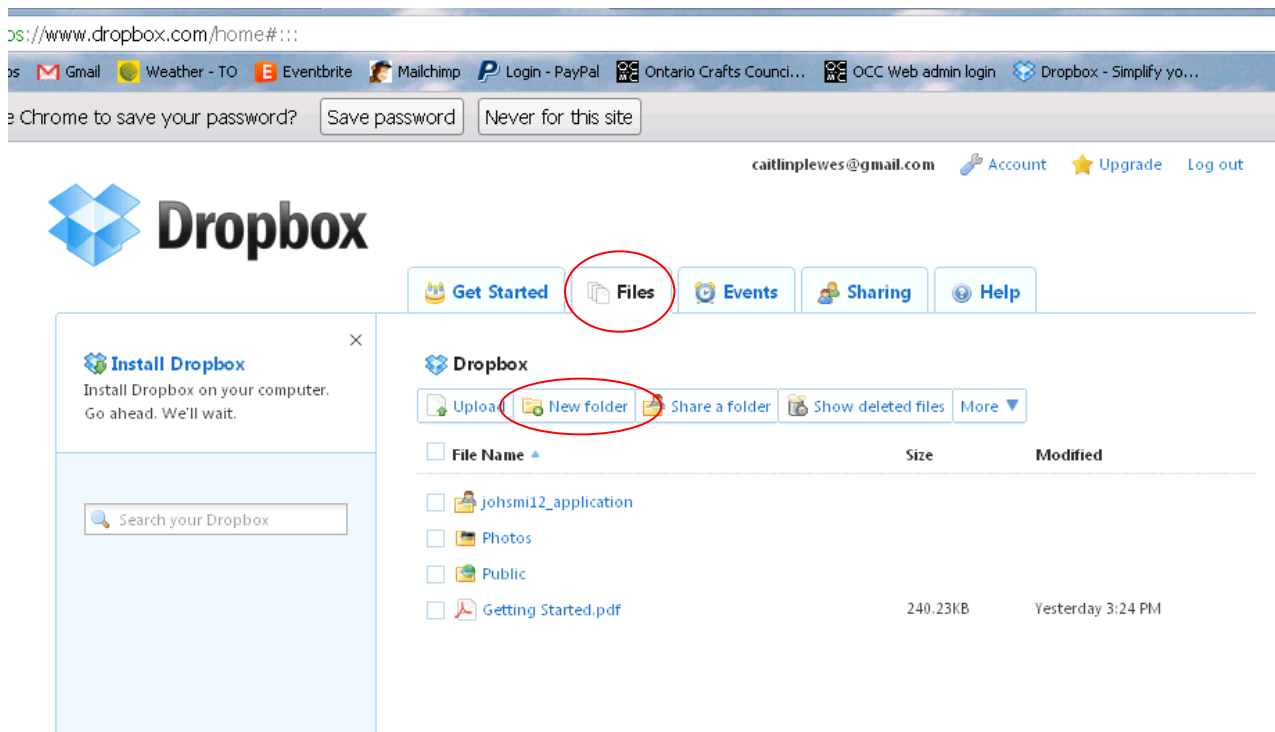


Go to [www.dropbox.com](http://www.dropbox.com) and click the “Login” button at the top right.

If you don’t already have a Dropbox account, from the home page click “Create New Account” under the Log In drop-down.

### 2) Create a new folder for your application materials

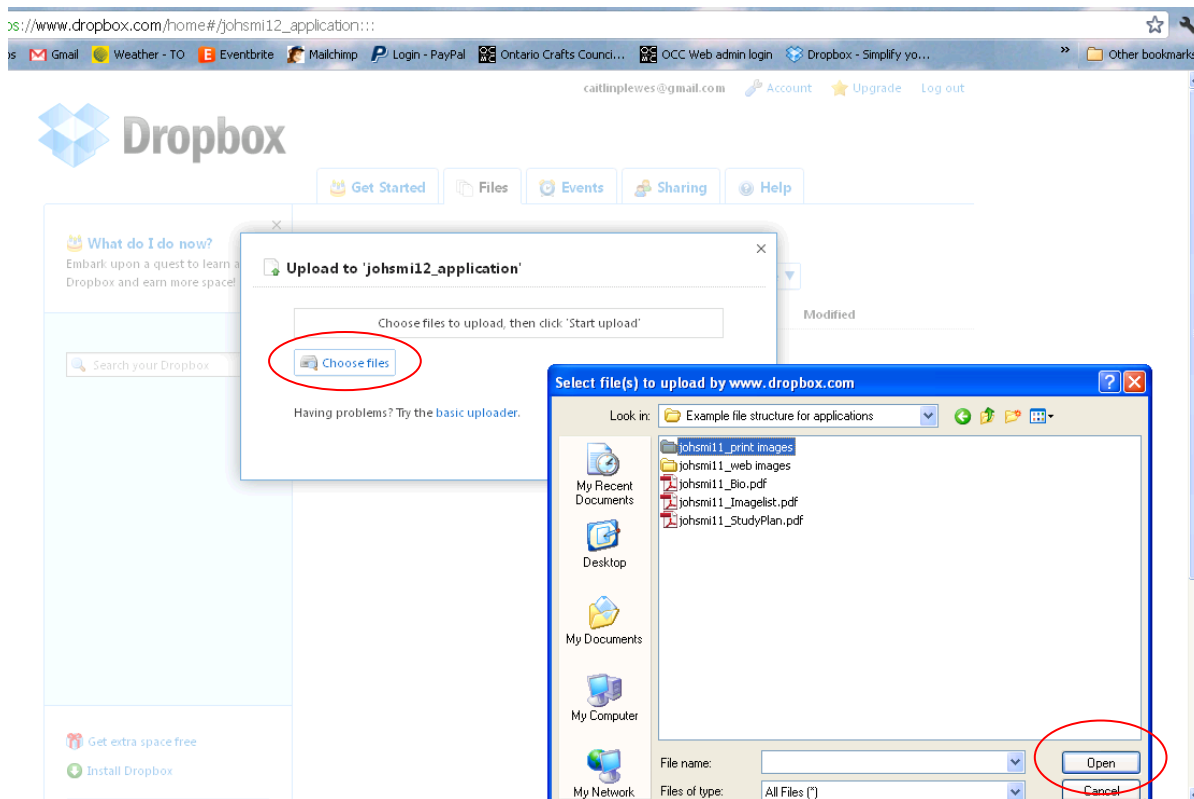
Once you’ve logged in, navigate to the “Files” section using the tabs near the top. Click the “New Folder” button to create a new folder to house your application materials using the following naming convention: “first three letters of your first name + first three letters of your last name + last two digits of the year\_application”  
Example for John Smith: **johsmi12\_application**



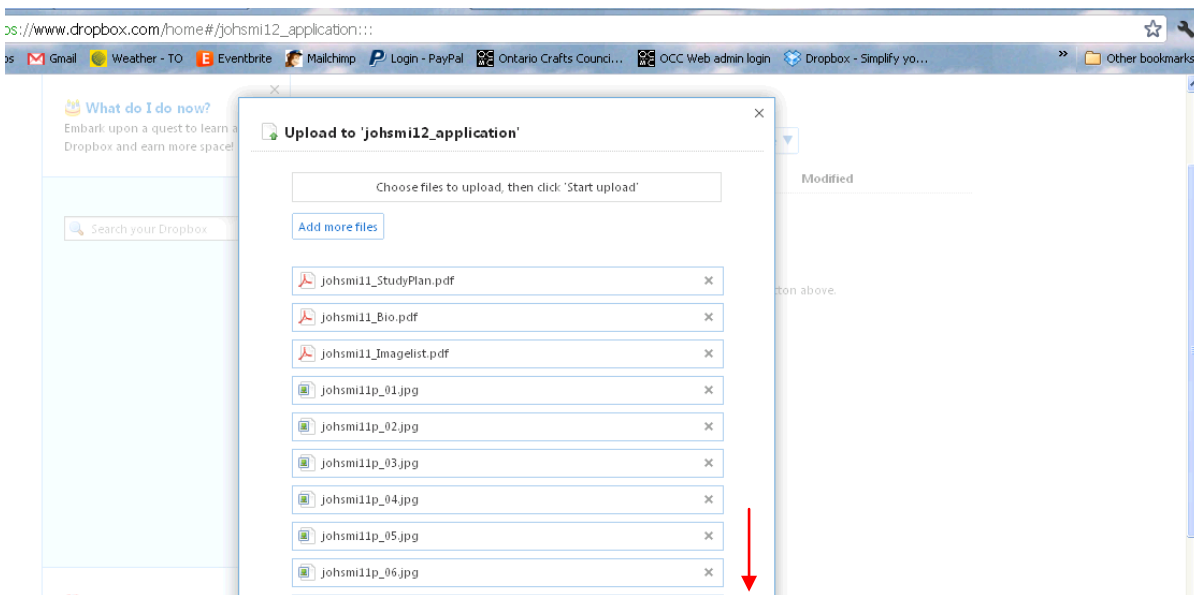
### 3) Upload your materials

Once the new folder has been created, enter that folder by clicking on it and then upload your files by clicking the “Upload” button just above. A new window pops up – click “Choose Files” and navigate to your application materials on your computer hard drive. Select the individual files and press “Open”. If you need to add more files, simply press “Add more files” at the top of the upload list to go back to the navigate window.

*NOTE: Unfortunately, you can't upload entire folders and all their internal content, (which would be awfully convenient). Instead you must select the individual files.*

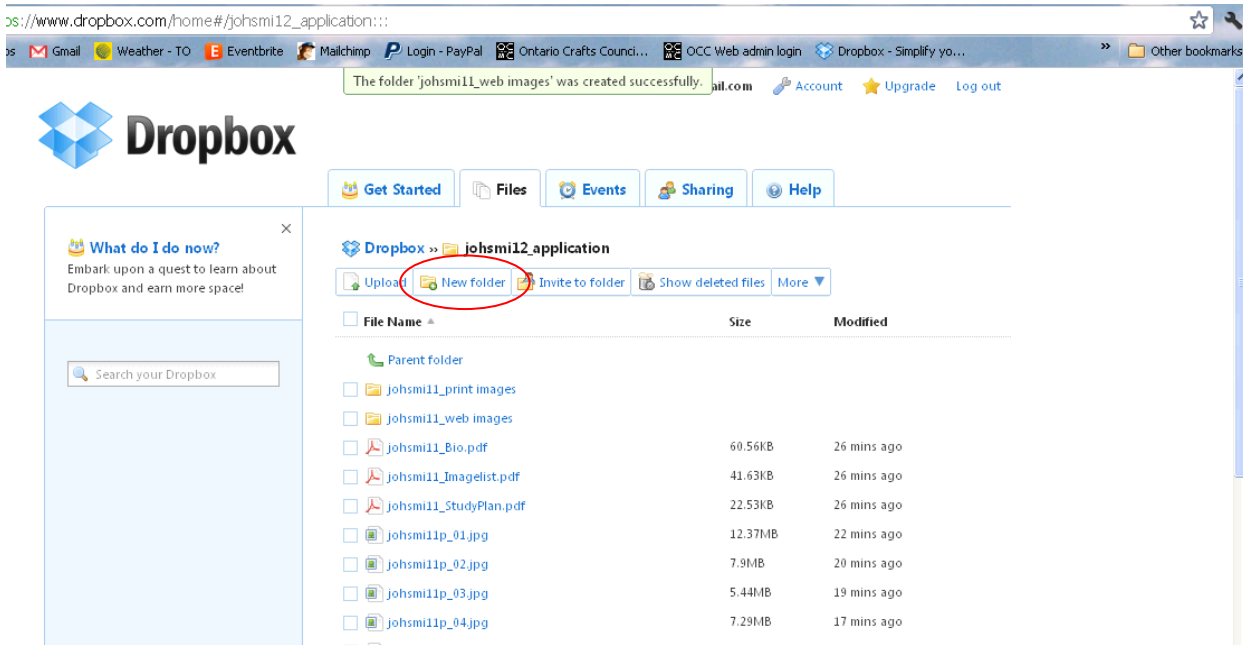


Here's a shot of my upload list ready to go... Press “Start Upload” at the bottom of the list and then go make yourself some coffee – it can take a while for the files to get uploaded...

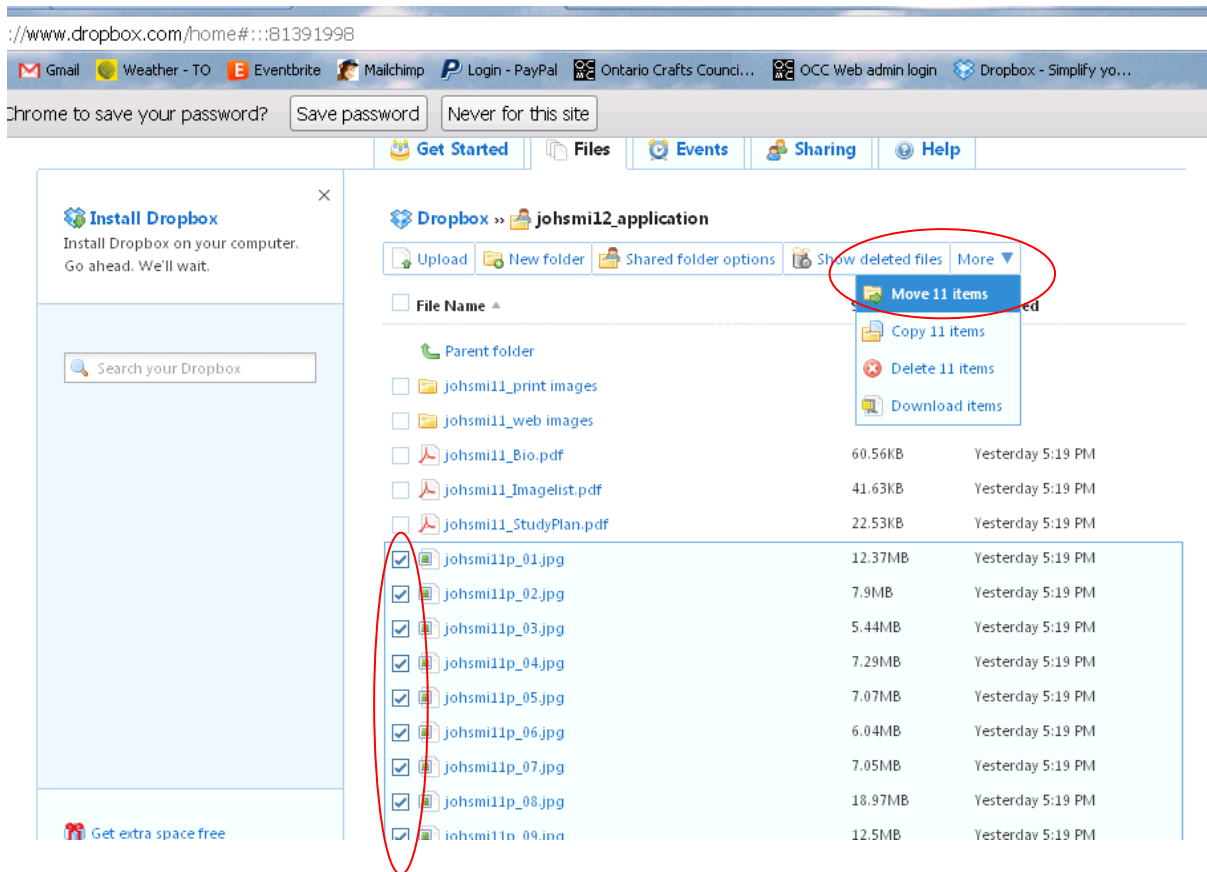


#### 4) Organize your files

Once the files are all uploaded it's time to do a little organizing. Click the "New Folder" button to make two new folders to hold your print and web images: "johsmi12\_print images" and "johsmi12\_web images" (but obviously using your initials, not these sample initials...).

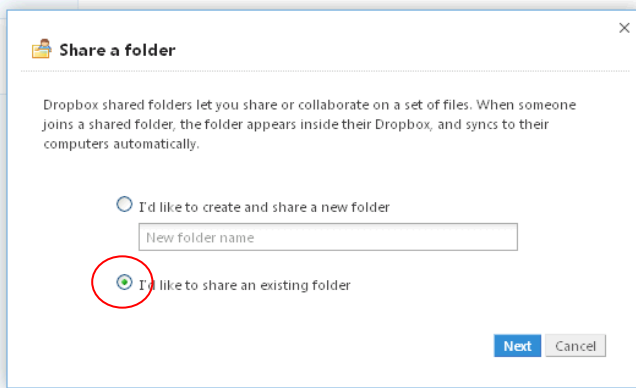
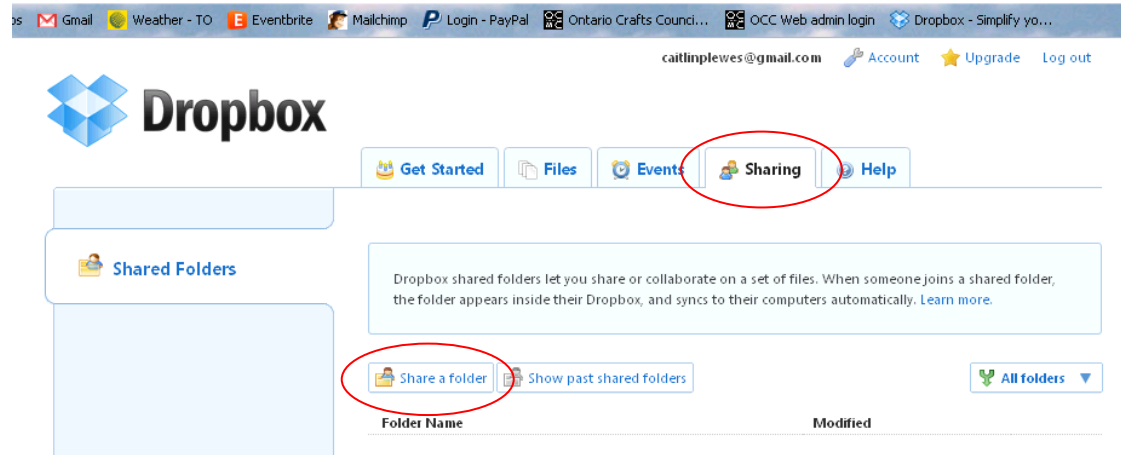


To move the images into their correct folders, first select all the print images by clicking the check box beside them. Now click the "More" button up in the top row and select "Move \_\_ items" from the dropdown menu. This will bring up another window - navigate to the print images folder you just created, select it and then hit the blue "Move..." button in the bottom right. Repeat with the web images, moving them into their appropriate web images folder.

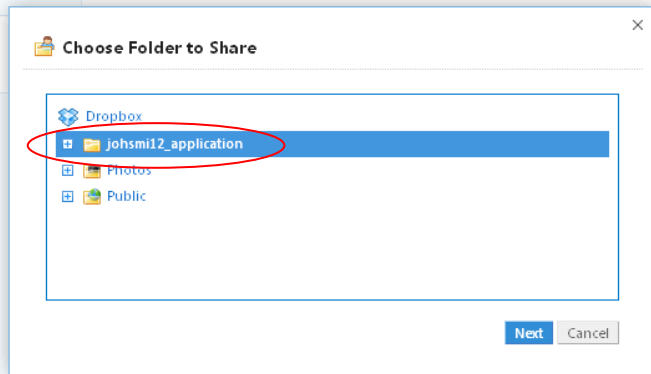


## 5) Share your folder with the OCC

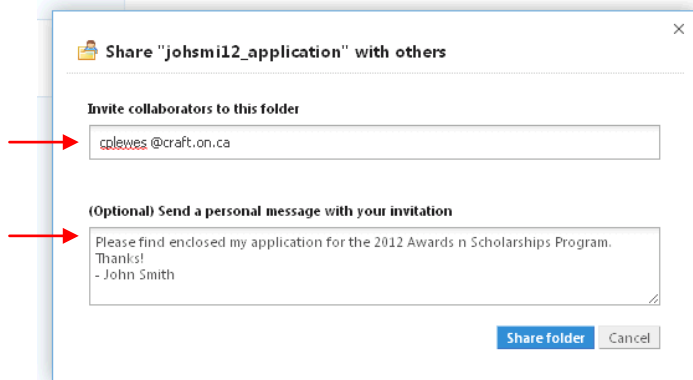
Now you should be all ready to go! Take a final look to make sure everything is uploaded and where it should be. Once you're ready to submit to the OCC click "Sharing" in the top row and then "Share a folder" in the row below that.



A new window will pop up asking you which folder you'd like to share. Choose "Use an existing folder" and press next.



Now you see a list of your Dropbox folders. Click on your application folder ("johsmi12\_application") and press next.



Last step, you'll be asked with whom you'd like to share the folder. In the "Invite collaborators..." box type the following email address: **cplewes@craft.on.ca**. In the "(Optional) Send a message..." box write a quick hello including your full name somewhere. Hit "Share Folder" and you're done! Dropbox will instantly send an email to us letting us know that a new folder has been shared with us. We'll then log on at our end, accept your share and download all your application materials. Done and dusted.