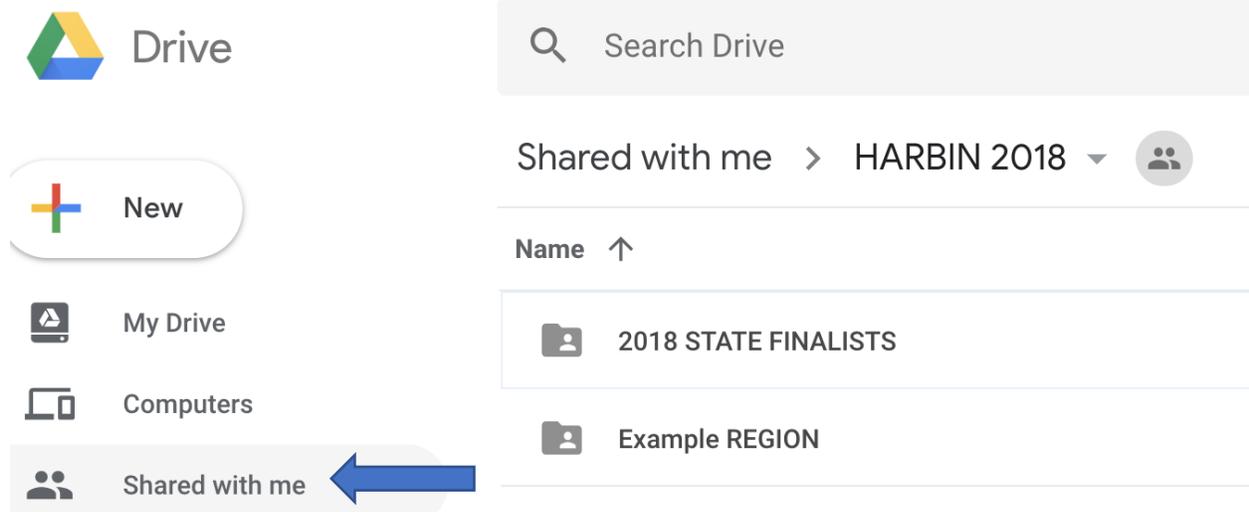
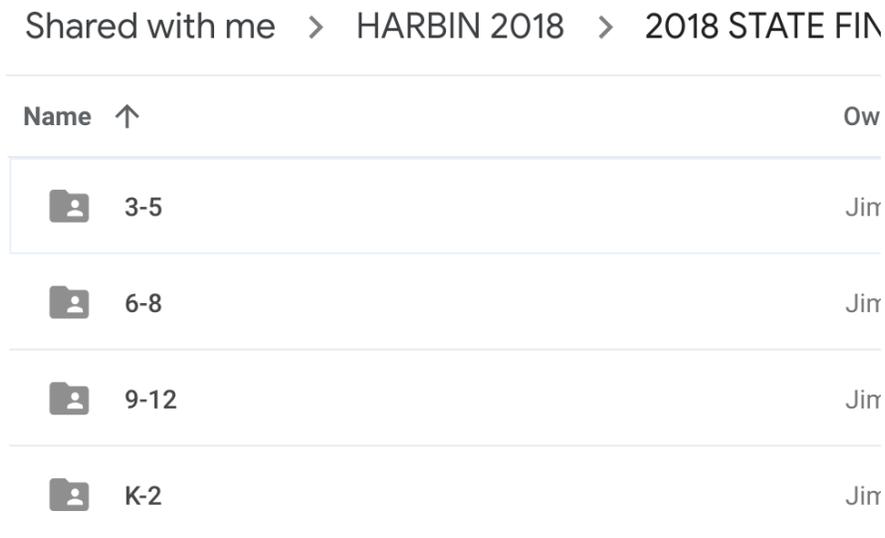


ADDING FILES INTO GOOGLE DRIVE: HARBIN GUIDE FOR LOCAL, REGIONAL, AND STATE LEVEL COORDINATORS

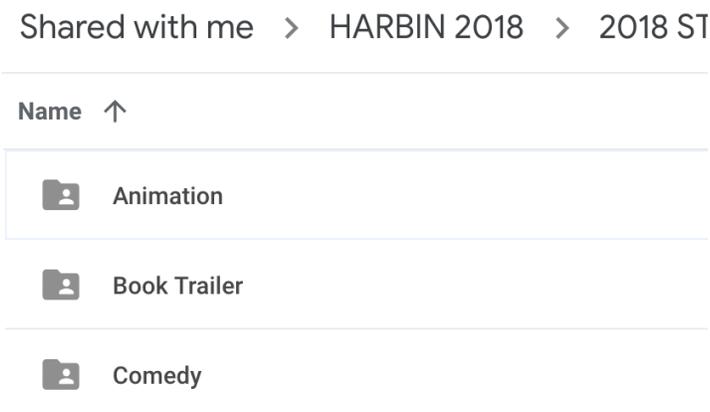
- 1.) After logging in to GOOGLE DRIVE, be sure that you select SHARED WITH ME to view the correct Harbin folder (Region or State Finals)



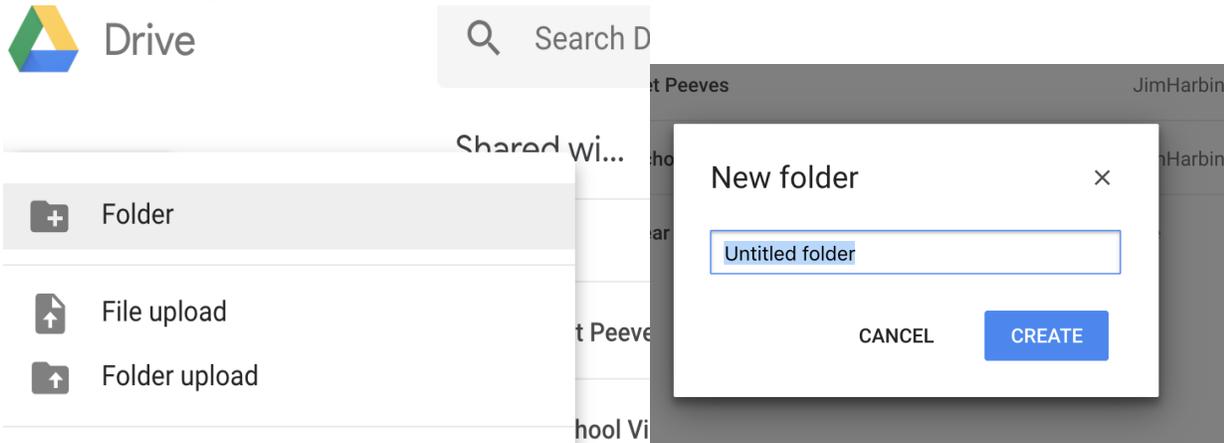
- 2.) Once in the shared folder, double-click to enter the folder for the proper grade level



- 3.) Next, you need to select/double-click the appropriate category for the entry



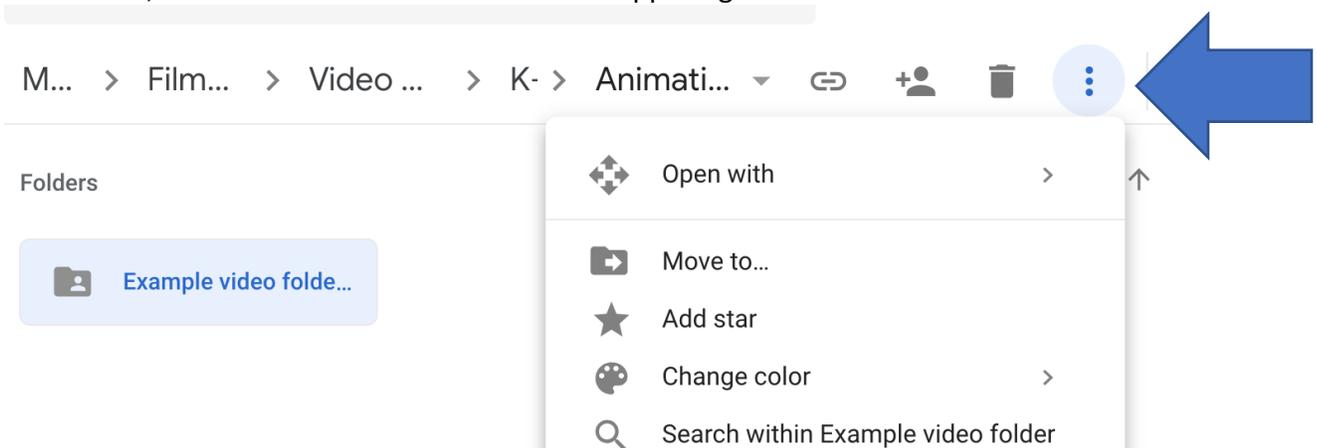
- 4.) Once in the correct category, you need to create a FOLDER for your entry, NAMING IT by the title of the film. Click on the PLUS SIGN and then choose FOLDER to create the new folder. Remember to USE THE FILM TITLE as the name of the new folder and then click "Create". **if you already have your files in FOLDERS that contain the film itself, storyboard/script, and parent permissions, you can move the ENTIRE existing folder into this new folder. See directions after step 5**



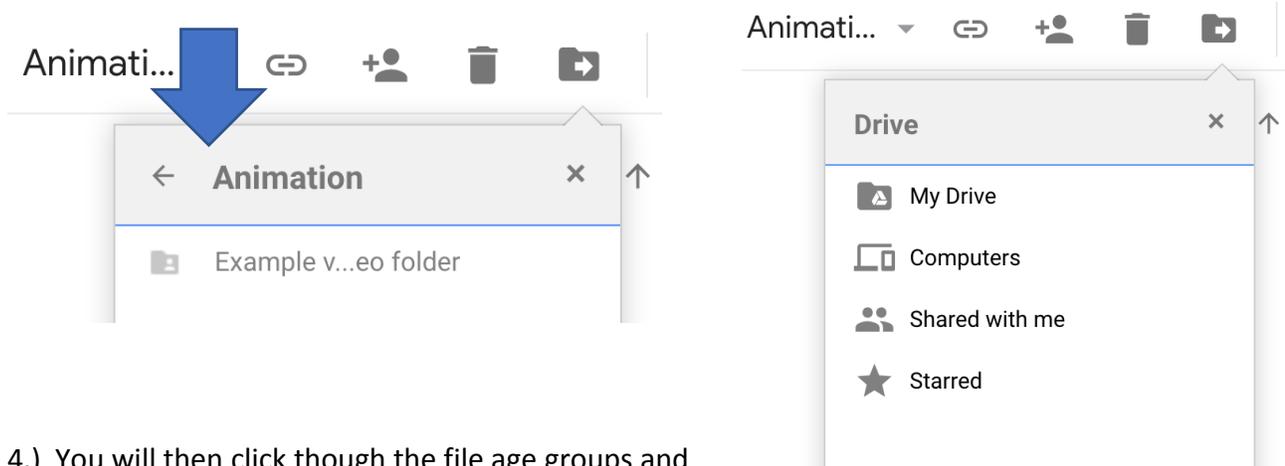
- 5.) After you have the new folder with the film title as its name, you can then upload the film and parent permission forms, script/storyboard, and any other permissions/copyright files into this folder. After completing step 4, you would just click the PLUS SIGN (+ New) and then choose FILE UPLOAD and find the files you have on your computer.

IF YOU ALREADY HAVE COMPLETE FOLDERS IN YOUR GOOGLE DRIVE FOR EACH FILM AND NEED TO MOVE THEM INTO REGIONAL OR STATE LEVEL FOLDERS....

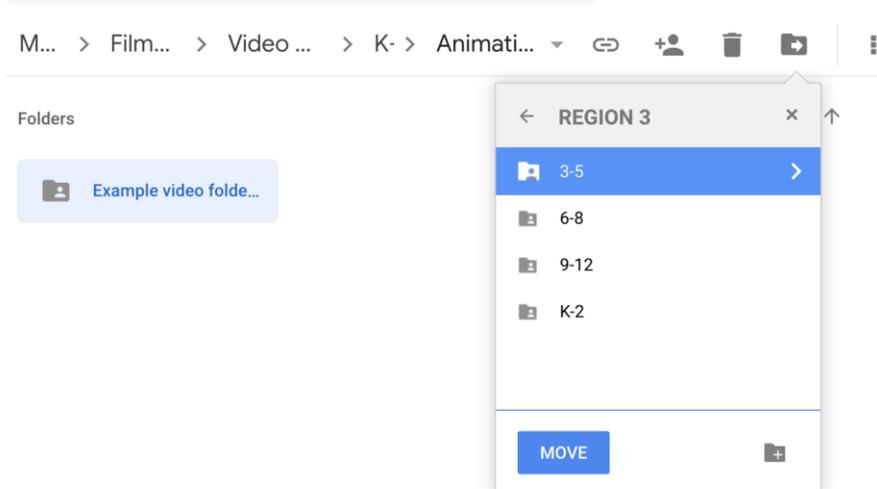
- 1.) Follow Step #1 as above (access shared folder), just to confirm that you indeed have access with your same google account/email that you were using for your local submissions. If you can view the shared folder, you should be fine!
- 2.) Go back into the Google Drive location where your existing video folders are (likely, "My Drive"). Select the folder, then click on the three dots on the upper right side:



3.) Select “Move to...” and you will at first, only see the current folder where your file resides. You need to keep clicking the left-facing arrow button to back all the way out of your drive, until you see the option “Shared with me”



- 4.) You will then click through the file age groups and categories until you find the correct one where you want your folder to be moved to. (Skim through the above screenshots for creating a new folder if you are unsure of how the Harbin folders are organized)
- 5.) Once you have found the correct age group and category, double click to enter that folder’s category and then simply click “MOVE”



6.) Your local file folder has now been relocated to the regional or state level folder that you selected.