Working with Dropbox

Materials that support your Wisconsin Arts Board application - including work samples in the form of digital images, videos and audio files (see specific instructions within the grant program guidelines for how to prepare work samples) - should be submitted via Dropbox. You will upload files to a shared folder in Dropbox that both you and the Arts Board can access.
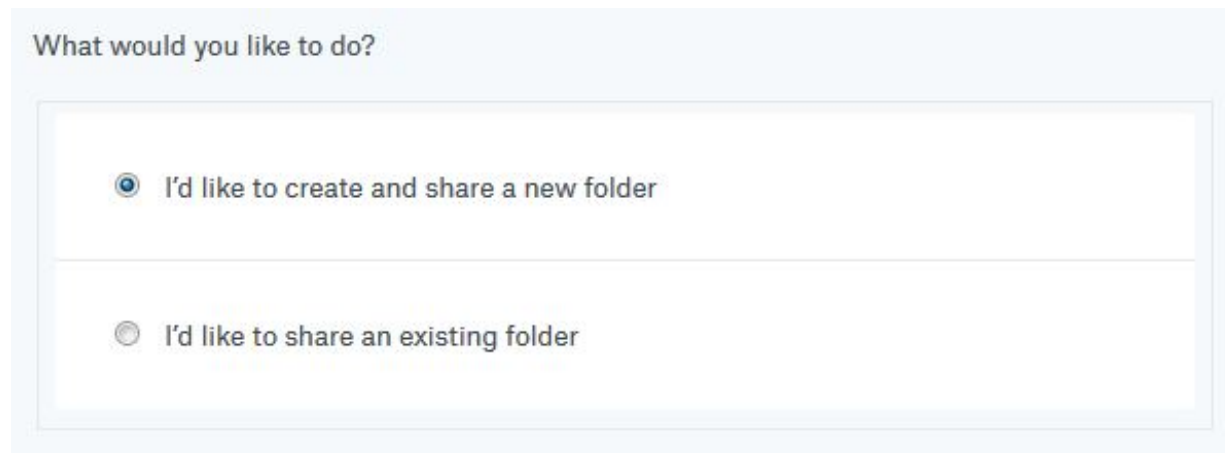
These step-by-step instructions assume you are new to Dropbox and are using the web view via your browser. If you are already familiar with Dropbox, please use whatever process works best for you.

Create a shared Dropbox folder and add your files

1. If your organization does not already utilize Dropbox, create a free account **for your organization** at www.dropbox.com/register. You can put the name of your organization in the "first name" field. It's best if the account is in the name of your organization, but if you use a personal Dropbox account, it is CRITICAL that your shared folder be the name of your organization. Otherwise we have no way of knowing which applicant owns the folder. The email used on the account should go to someone able to answer questions about the application, preferable the contact on the application form or a general address for the organization.
2. Once your Dropbox account has been created, sign in on the Dropbox home page at www.dropbox.com.
3. To create a shared folder, click directly on the "*New shared folder*" link on the right side of the page…

…then select "I'd like to create and share a new folder" and click Next.

4. For the **Creation & Presentation Program** applications (CPP), title the new folder with your organization's name followed by an underscore and your discipline (dance, theater, presenting, etc.) For example, "OrganizationName_music." For the **Creative Communities Program** applications (CCP) use the emphasis area after the underscore. For example, "OrganizationName_AE." To keep the folder name length under control, please shorten your organization's name in some way if it is long (do not include Inc., LLC, etc.). Also, avoid acronyms in the folder name. Add artsboard@wisconsin.gov after the "*To: Email or name*" field. Leave the other setting at its default (Can edit).

5. After entering the folder name and Arts Board email address, click the "Share" button.

Organization Name_xxx

To: artsboard@wisconsin.gov   Can edit
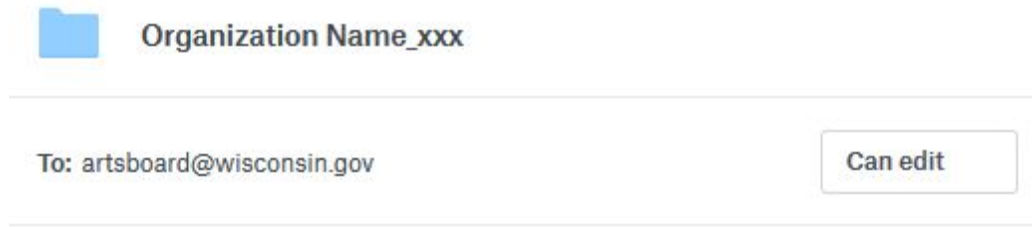
6. Once the folder has been created, click on it to open.
7. To upload files, click on "Upload files" on the right side of the screen.

⬆ Upload files
☐ New folder
👁 Show deleted files
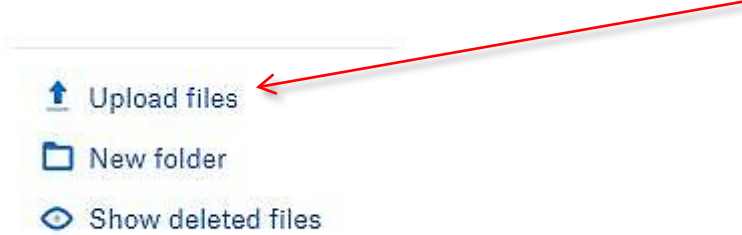
8. Navigate to the files you wish to upload from your computer. Add as many files as you wish. You can always add more later by repeating the process above. Remember to convert your documents to PDF files if possible, but images must always be uploaded as .jpg files. When finished, click "Close".

✓		keep-calm.jpg	2 secs ago	2 mer Share	○
✓		Sure on this shining night.pdf	2 secs ago	2 mer Share	○
✓		Wisconsin Arts News.pdf	1 sec ago	2 mer Share	○