

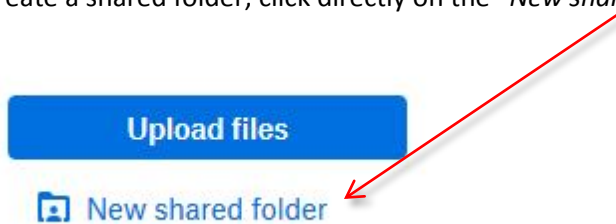
## Working with Dropbox

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.

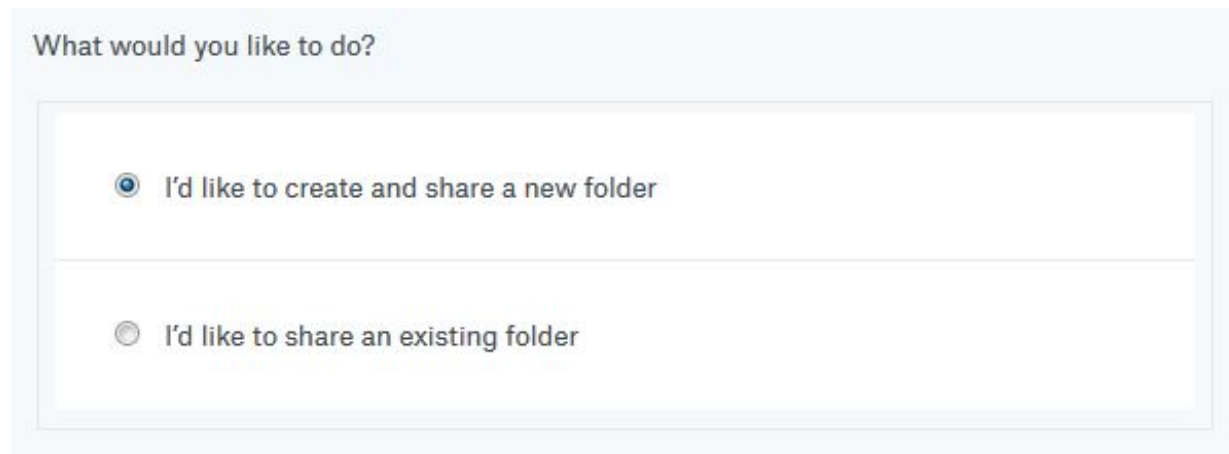
These step-by-step instructions assume you are new to Dropbox and are using the web view via your browser. If you are already familiar with Dropbox, please use whatever process works best for you.

### 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](http://www.dropbox.com/register). 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.
2. Once your Dropbox account has been created, sign in on the Dropbox home page at [www.dropbox.com](http://www.dropbox.com).
3. To create a shared folder, click directly on the "New shared folder" link on the right side of the page...

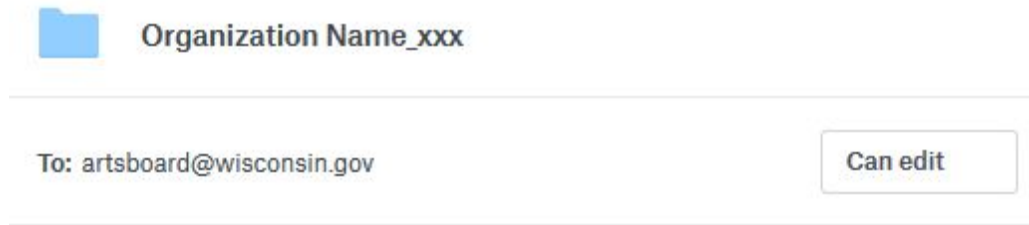


...then select "I'd like to create and share a new folder" and click Next.

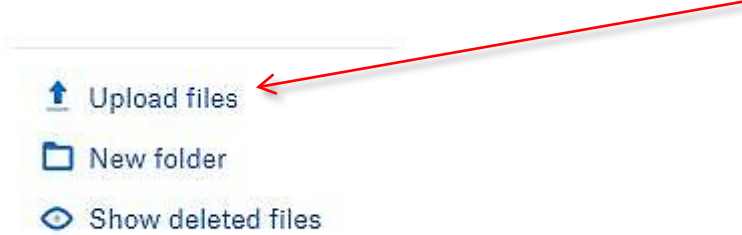
A screenshot of a dialog box titled "What would you like to do?". It contains two radio button options. The first option, "I'd like to create and share a new folder", is selected. The second option, "I'd like to share an existing folder", is not selected.

4. For **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 **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](mailto:artsboard@wisconsin.gov) after the "To: Email or name" field. Leave the other setting at its default (Can edit).

- After entering the folder name and Arts Board email address, click the “Share” button.



- Once the folder has been created, click on it to open.
- To upload files, click on “Upload files” on the right side of the screen.



- 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 clicking the “Add more files” button. Remember to convert your documents to PDF files if possible, but images must always be uploaded as .jpg files. When finished, click “Done”.

## Upload to Dropbox



Don't forget that the deadline to submit your files via Dropbox is 3pm on the day after the eGrant submission deadline. In other words, you have 24 hours after the eGrant deadline to complete uploading your Dropbox files. At that time we will copy your Dropbox files to our network and no longer refer to Dropbox.