

Bank for Education

Google Drive Sharing Instructions



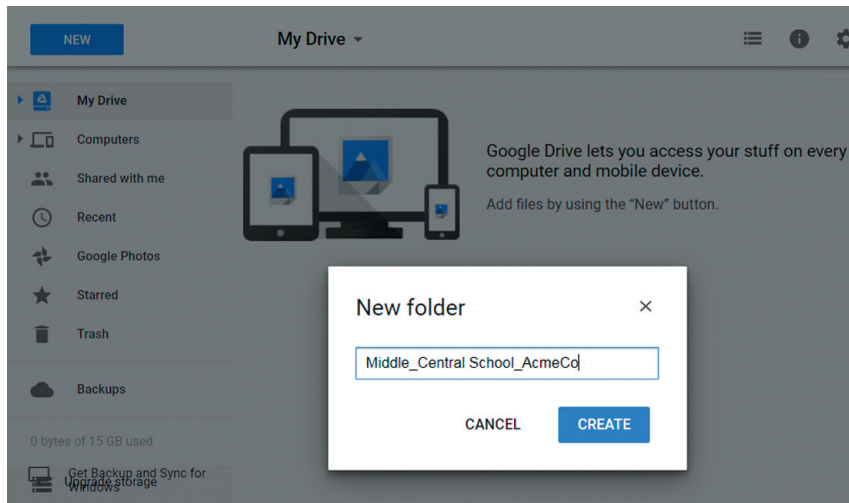
Teacher or Advisor: if you do not already have a Google account, please create one so you can share your entry files with us.

A complete entry consists of:

- Business Plan (PDF or Word doc)
 - File naming convention: Business Plan - Division, School, Company Name
 - Example: Business Plan - Middle_Central School_AcmeCo
- Video Pitch
 - File naming convention: Video Pitch - Division, School, Company Name
 - Example: Video Pitch - Middle_Central School_AcmeCo
- Completed Participation Waivers (student and teacher/advisor) for each person on the team
 - File naming convention: Participation Waivers - Division, School, Company Name
 - Example: Waivers - Middle_Central School_AcmeCo
 - Reminder: Missing waivers will disqualify the team's submission

Share a folder from Google Drive

1. Sign in to the Google Drive website (drive.google.com)
2. Create a new folder by clicking the NEW button, then select Folder (top left corner of screen)
File Naming Convention: Division_School_Company Name (example: Middle_Central School_AcmeCo)



3. Open the folder; drag/drop your files into the folder. Or, add files by clicking the NEW button, then select File Upload.

4. To submit your entry:
 - a. Go to My Drive, then click on the folder you want to share - the selected folder should be blue.
 - b. Right click the selected folder and click Share from the drop down menu.
 - c. Under “People” type: keikico@asbhawaii.com
 - d. Next to the email field, click the pencil link drop-down - make sure “Can organize, add & edit” is selected. This access will allow the KeikiCo committee to download your submission.
 - e. If you’d like, add a personal message.
 - f. Click Send to submit your entry. An email notification will be sent to the KeikiCo committee.
 - g. A KeikiCo committee member will contact you to confirm receipt of your submission.

