

Bank for Education Dropbox Sharing Instructions

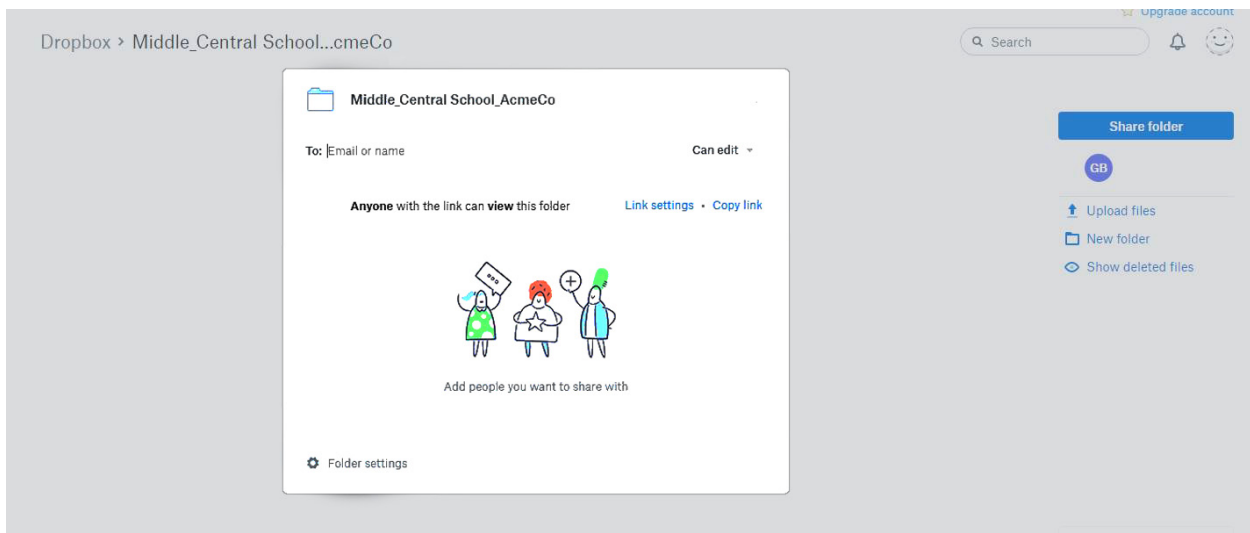


Teacher or Advisor: if you do not already have a Dropbox account, please create one so you can share your entry files with us.

A complete entry consists of: Business Plan (PDF or Word doc), Video Pitch and completed Participation Waivers (student and teacher/advisor) for each person on the team. Missing waivers will disqualify the team's submission.

Share a folder from the Dropbox website on Windows

1. Sign in to the Dropbox website (dropbox.com)
2. Create a new folder - File Naming Convention: Division, School, Company Name (example: Middle_Central School_AcmeCo)
3. Click on the upload files link or drag and drop your files into the folder.
4. To submit your entry, click the "Share folder" button.
5. In the "To:" field of the pop-up screen, enter: keikico@asbhawaii.com
6. If you'd like, add a personal message. Then, click the "Share" button.
7. Once you click "Share" your entry has been submitted. A KeikiCo committee member will contact you to confirm receipt of your submission.




Share a folder on Windows

You can share a folder right from your computer if you've installed the Dropbox desktop application.

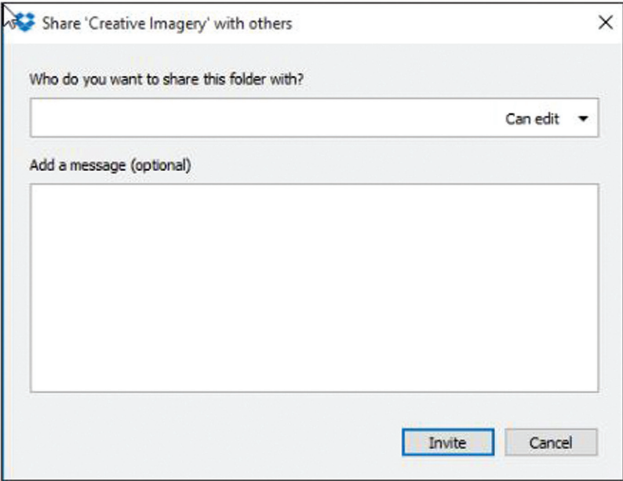
1. Open your Dropbox folder.
2. Right-click the folder you want to share.
3. Select the "Share" option. This will open a new window where you can invite people to collaborate. Add keikico@asbhawaii.com in the field "Who do you want to share this folder with?"
4. Add a message about the files if you'd like, then click "Invite."
5. Once you click "Invite" your entry has been submitted. A KeikiCo committee member will contact you to confirm receipt of your submission.

Show instructions for: Vista/Win7/Win8/Win...

1. If you haven't already, [install the Dropbox desktop app](#).
2. Open your Dropbox folder.
3. Right-click the folder you want to share.
4. Select **Share...**



5. Enter the email addresses of the people you want to invite.
6. Select **Can edit** from the pull-down menu.



7. Add a message about the files and click **Invite**.