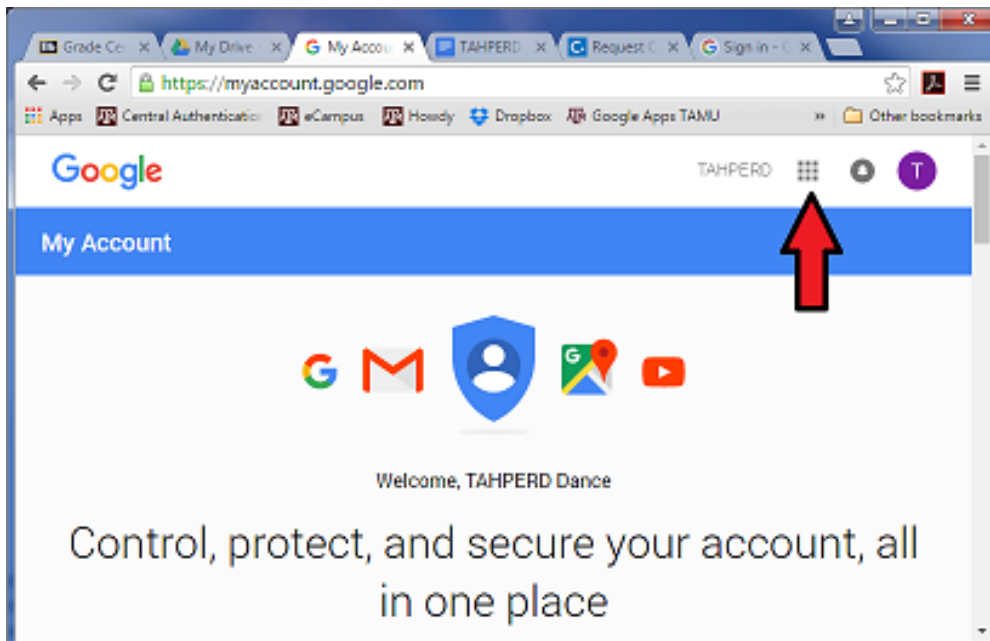


Google Drive Dance Submission Instructions for Annual Convention

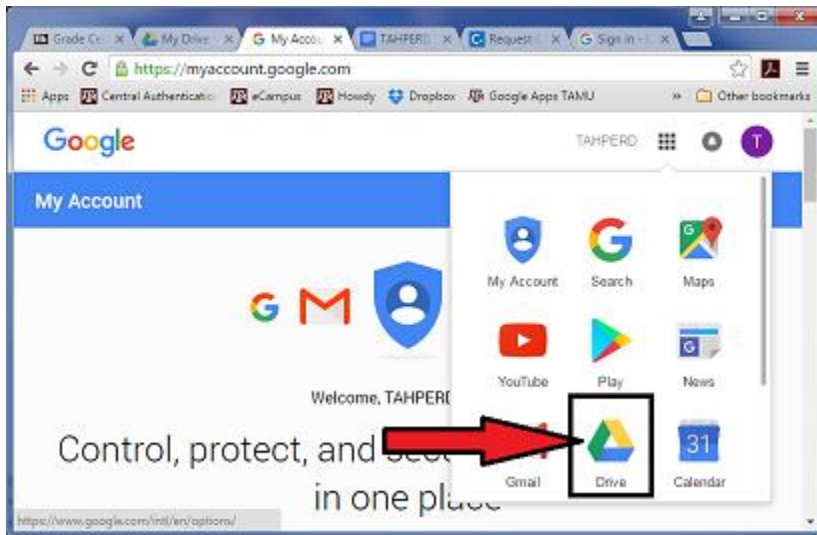
1. Go to www.google.com
2. Go to the upper right-hand corner and click on the blue Sign-In box



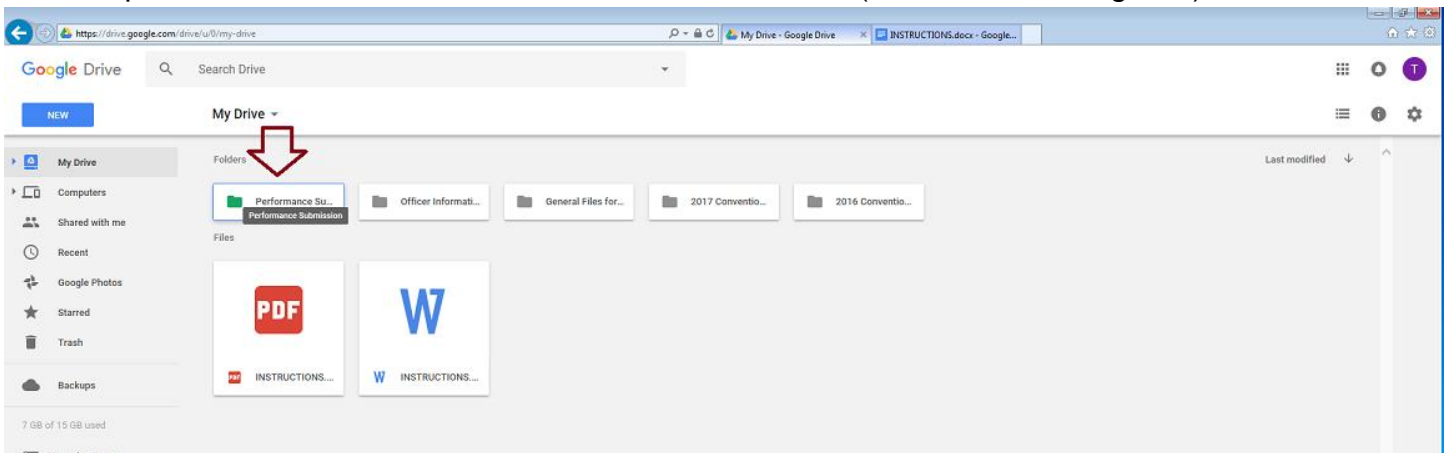
3. Enter: Username/Email: TAHPERD.Dance@gmail.com
Password: Dance5678!
4. Ignore any prompts regarding entering a recovery phone number or email
5. Go to the upper right-hand corner and click on the emblem that looks like many small boxes in the shape of a square



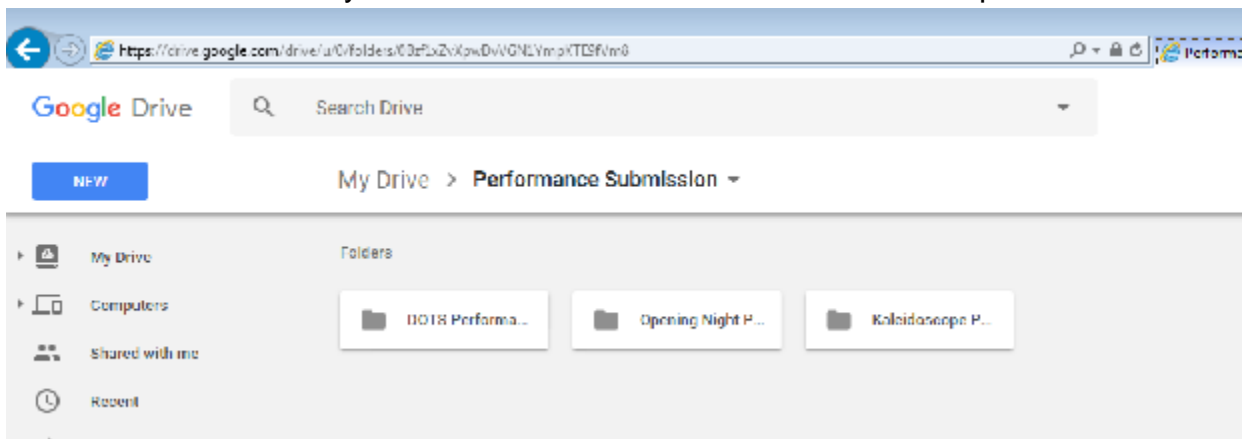
6. Click on the triangle emblem labeled "Drive"



7. Open the Folder Labeled **Performance Submission** (the folder icon is green)



a. Inside this folder you will see a Folder for each Performance option

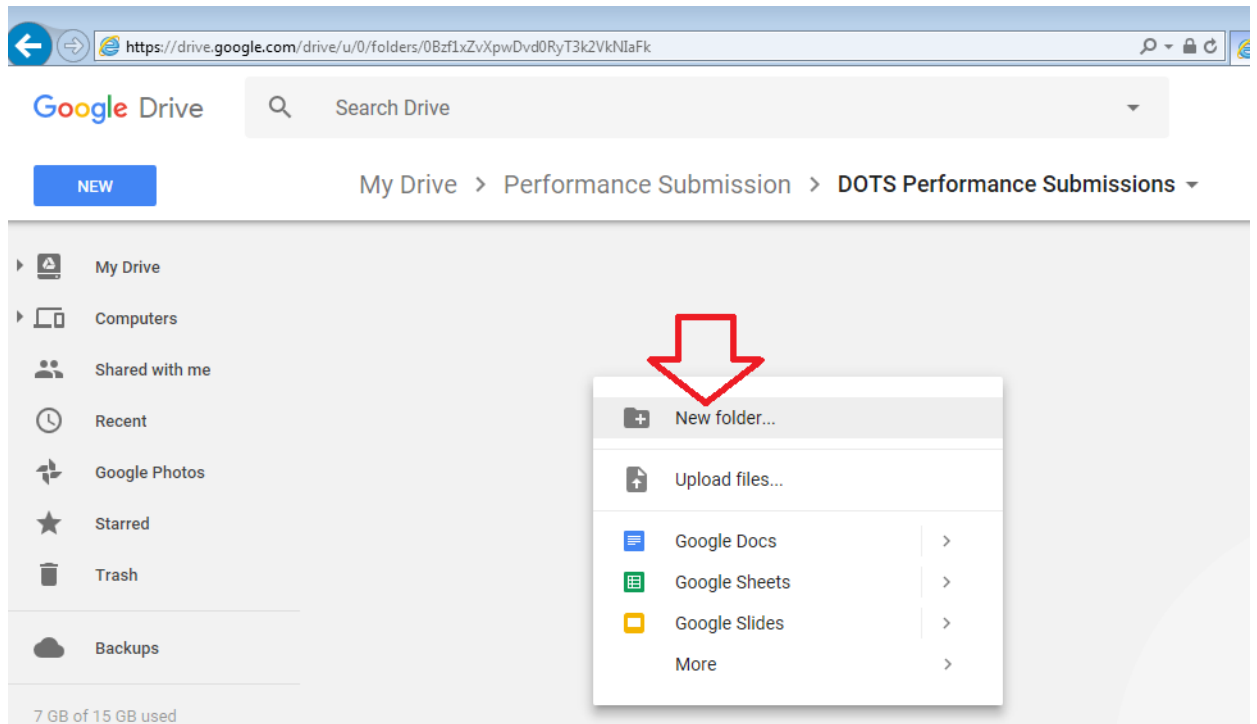


- i. Opening Night
- ii. Kaleidoscope
- iii. DOTS

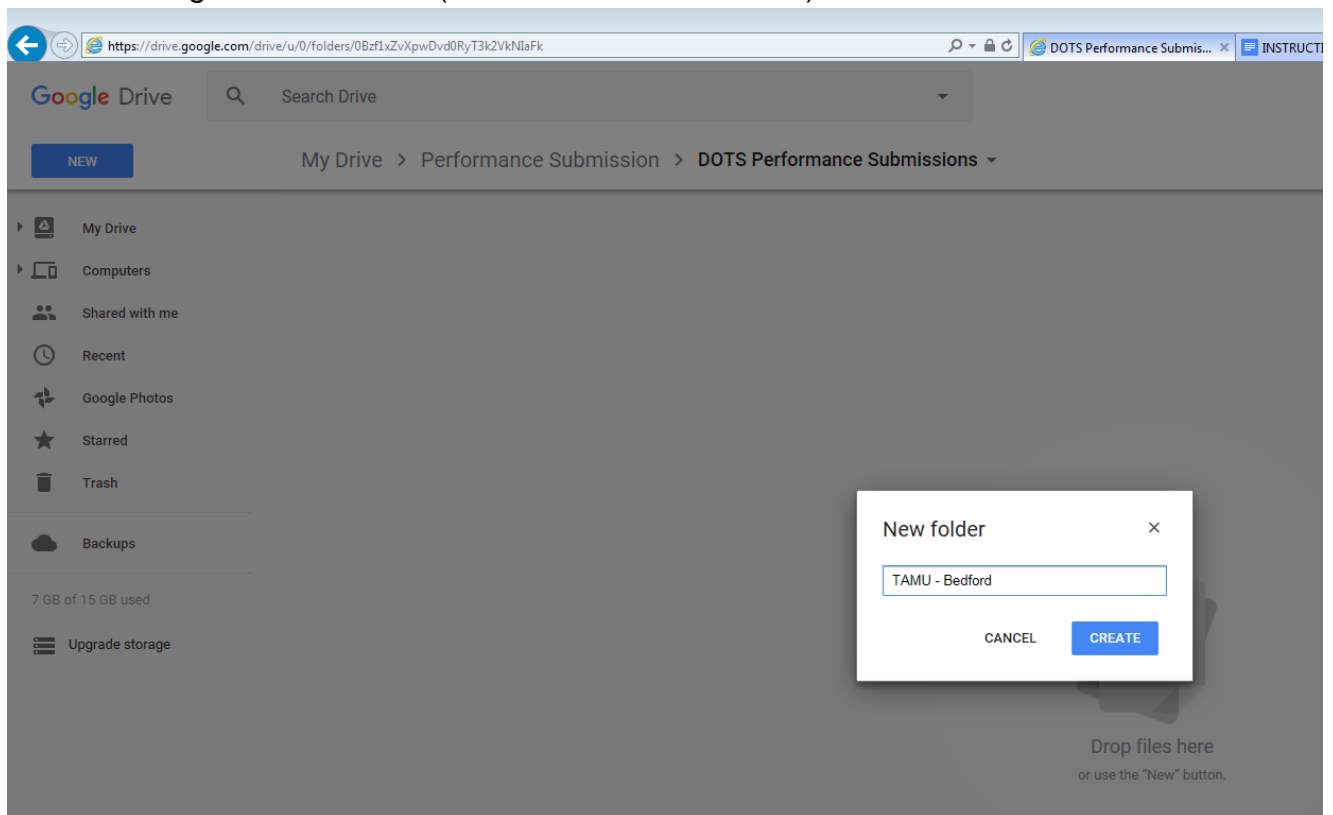
8. Click on the desired Performance option in which you are applying

9. Once inside the appropriate Performance option folder:

- a. Create a folder by right clicking. The dropdown menu below will open up. Select **New Folder**.



- b. Name the folder with your school name and the name of the TAHPERD member making the submission (i.e. Texas A&M - Bedford). Click **Create**



- c. Drag and drop the **Choreography Submission Form** file into your newly created folder
d. Drag and drop **video submission** file into the same folder
e. Drag and drop **music submission** file into the same folder

- f. OR - you may upload files by clicking on the left-hand orange button labeled "New" and click on file upload

10. If you have questions, contact Performance Chair - Crista Burley

crista.b.mclaughlin@lonestar.edu or Dance VP Juliana Williams julwilliams@dallasisd.org