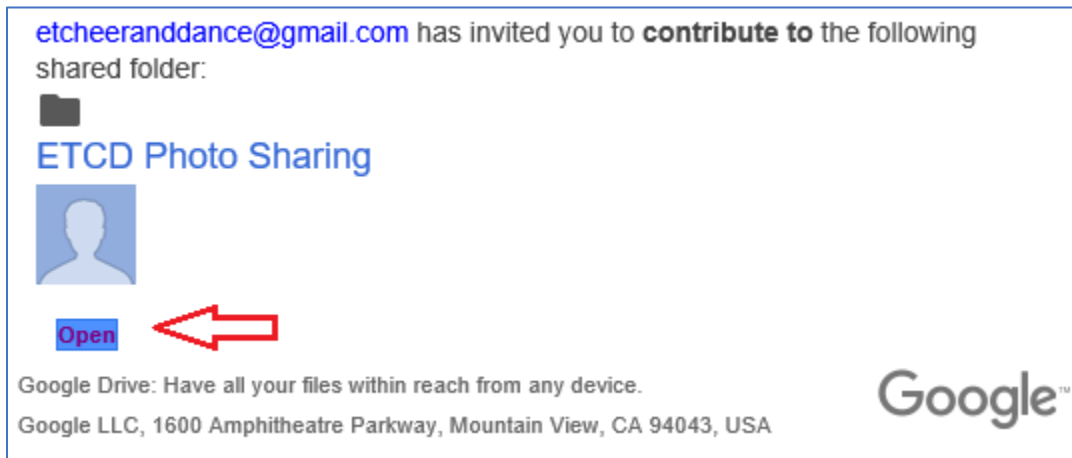## Google Docs – ETCD Photo Sharing

Instructions for use:
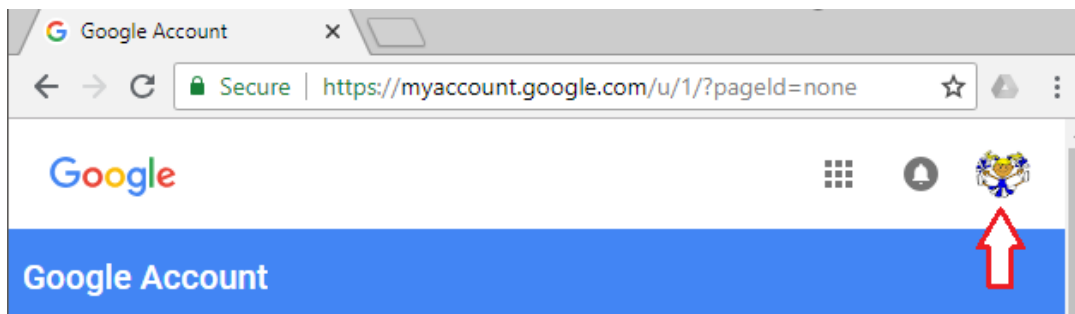
If you are reading this you should have already received an email titled "ETCD Photo Sharing - Invitation to collaborate" from ET Cheer & Dance. If not, check your spam or junk folder.

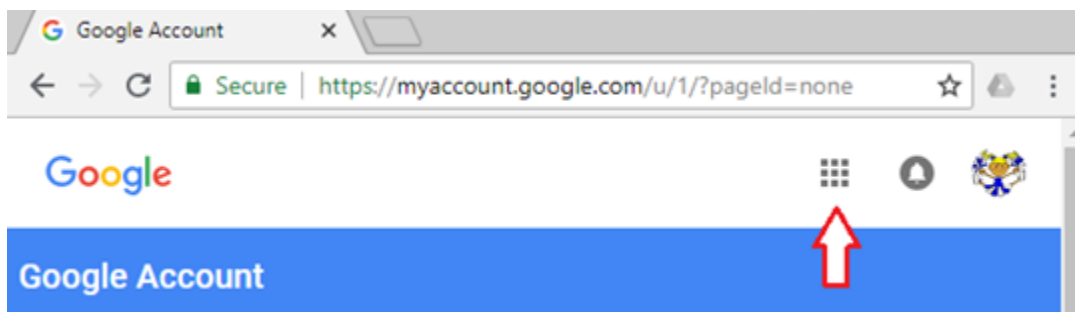There are two ways to access the shared site and start uploading/downloading pictures of the ET Pep-Squad:

1. Click on the "Open" button in the email. If you already have a Google account and are logged in, it should take you straight to the site. If not logged in, it should prompt you.
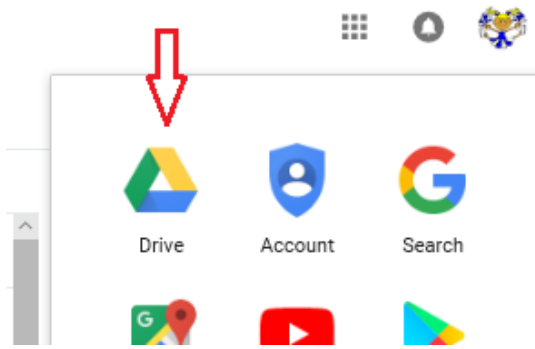

If you don't have a Google account, you can sign-up for FREE by clicking HERE. Otherwise sign in to your account (if you're not already) by clicking on the Accounts icon in the upper right corner of your browser while visiting http://Google.com or http://myaccount.google.com, as in the example below.
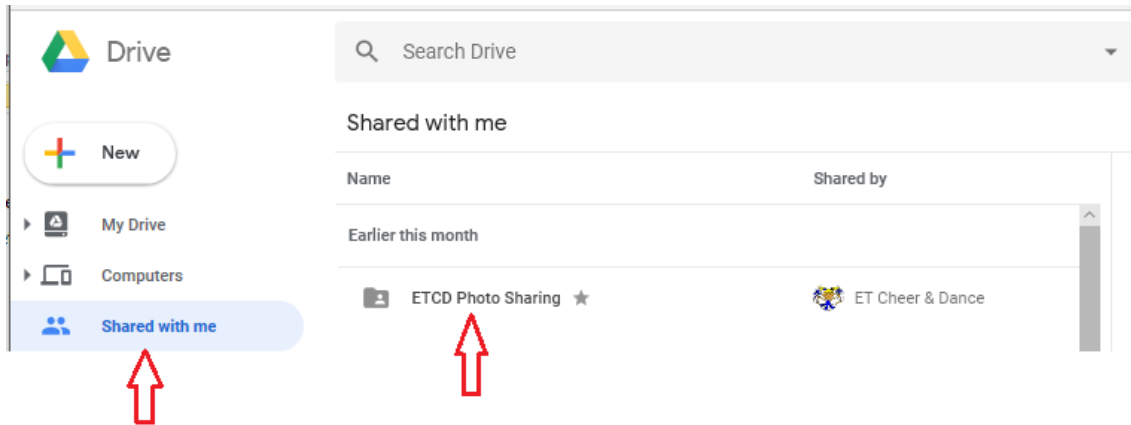

2. Or, once you are logged in, click on the Google Apps icon (9 dots) in the upper right corner of the screen and then click on the Google Drive App icon (below).
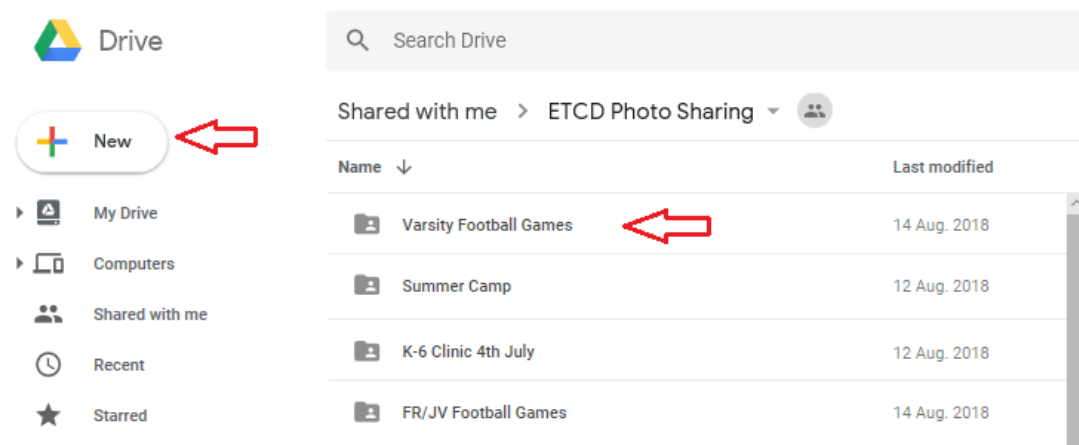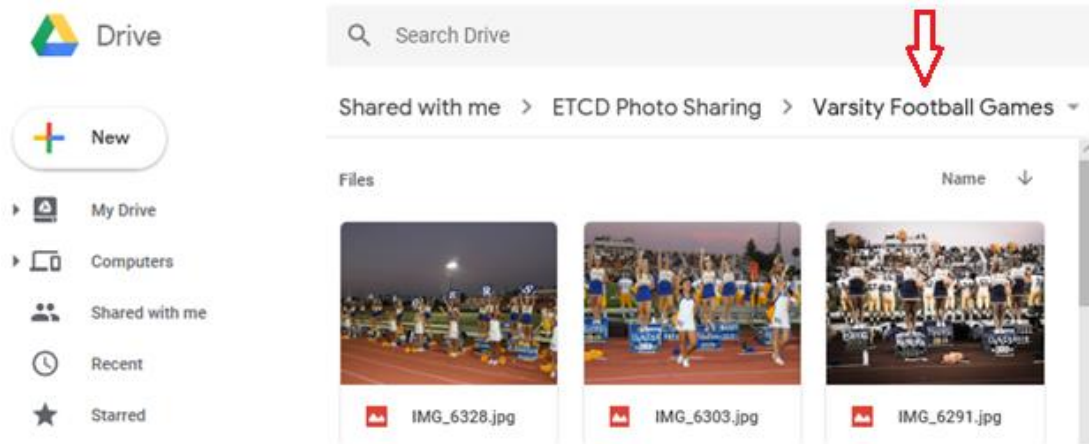
Once Google Drive is opened, you should see the "ETCD Photo Sharing" folder (below). If not, click on the "Shared with me" menu on the left. **Make sure you are not selecting "My Drive" or you won't see the shared folder.** 😊

Once you have opened the "ETCD Photo Sharing" folder, you should now see some meaningful sub-folders to upload/download pictures (like below). You can also create a folder for your own ETCD pics if you wish by clicking on the "+New" button on the left menu.
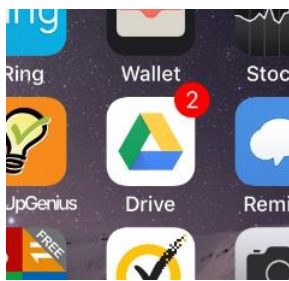

The folder "Varsity Football Games", for example, already has a bunch of pictures in it. You can just drag-n-drop whatever pictures you want into this folder, or create your own. For example, you can create a folder for just your daughter or for their specific ETCD team, or a specific event, like when basketball season starts we will probably have a folder specific for that sport, etc.

That's it – it's pretty simple! Your contributions will help with the photos needed for year-end memory books and the banquet video. **Important Note: Everyone invited to the site has read and write access, meaning, please do put any pictures on the site that you do not want to share or be seen by others. Also, please do not delete any pictures that are not yours.** If you want to delete a picture that someone else uploaded (maybe you don't like it), please contact them first. The details/activity bar on the right-hand side of the screen tells who uploaded each picture when clicked on.

Lastly, you can download the **Google Drive App from the App Store** on your smartphone and upload/download pictures directly from there – even easier!

Let me know if you have any questions.

Johnny Vallely – ETCD Boosters Board
949-351-3516