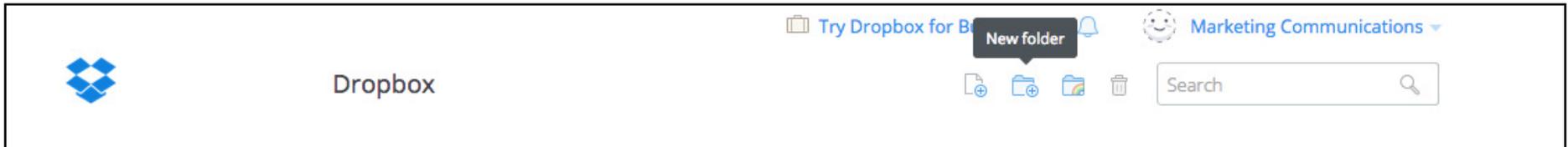


Dropbox How-To

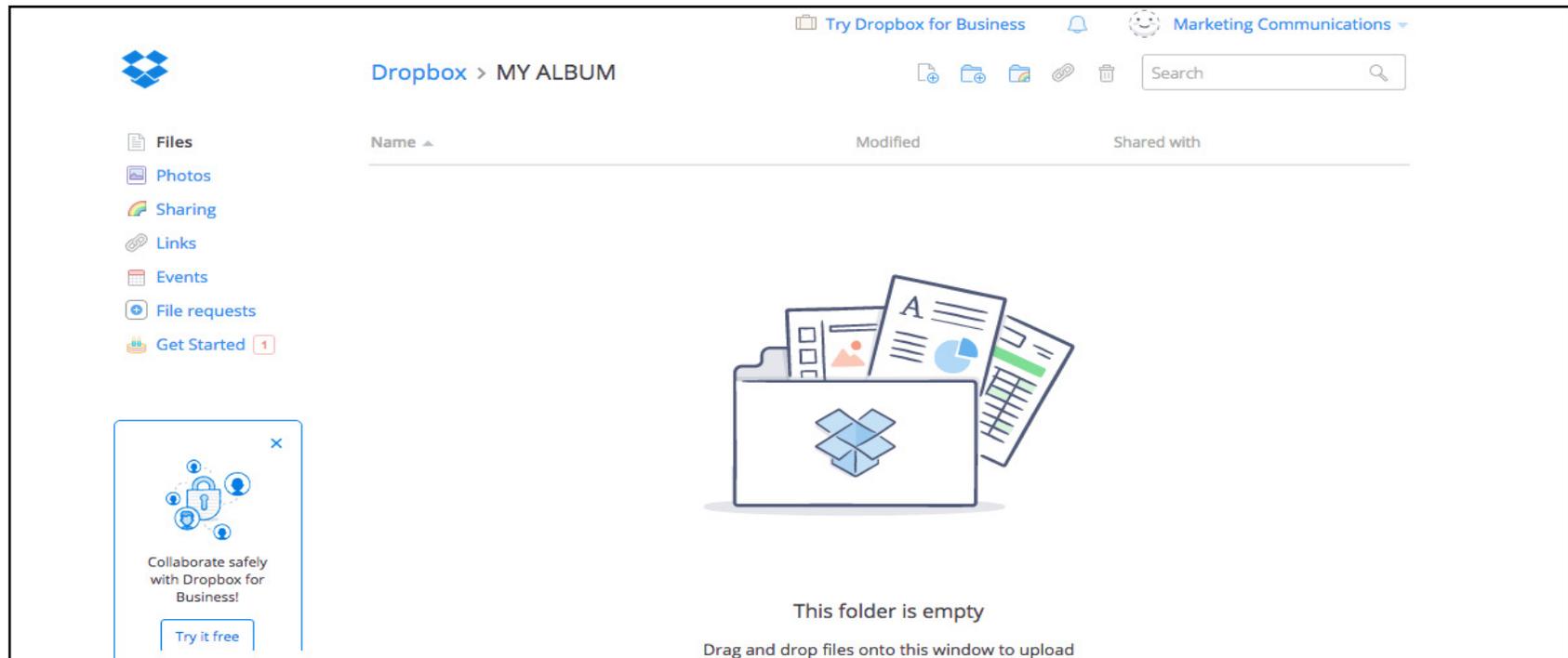
Here's how you can upload and submit your album! Please note that Dropbox is only one of the ways you can host your album externally, other options include MediaFire, High Tail, and more. We do require an external download link to the full album for all jurors, along with streaming links to the full albums (preferably on Soundcloud or Bandcamp). All of the aforementioned sites are **free to use**. Let's get started!

Step 1: Visit <http://www.dropbox.com>. If you have not yet created an account, you can do so now - it's free to sign up. If you already have an account, log in.

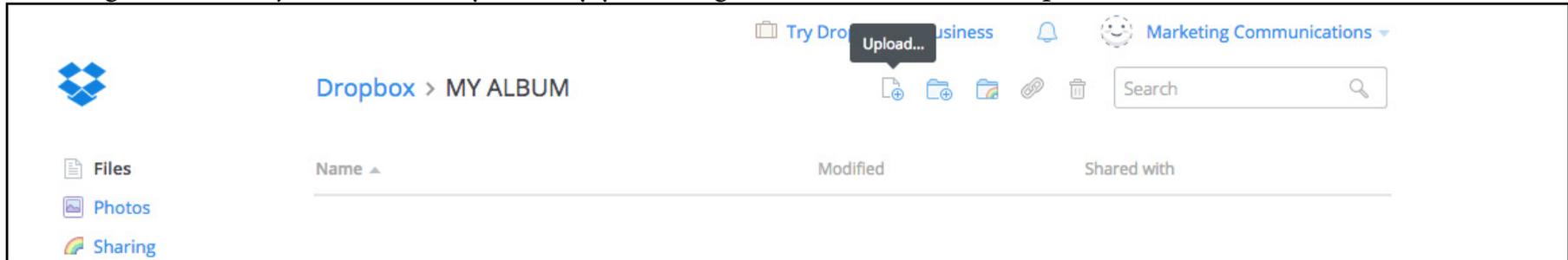
Step 2: Click on “New Folder” and title it with your album name. The “New Folder” icon is the 2nd from the left at the top right of the screen - it looks like a folder with a plus sign.



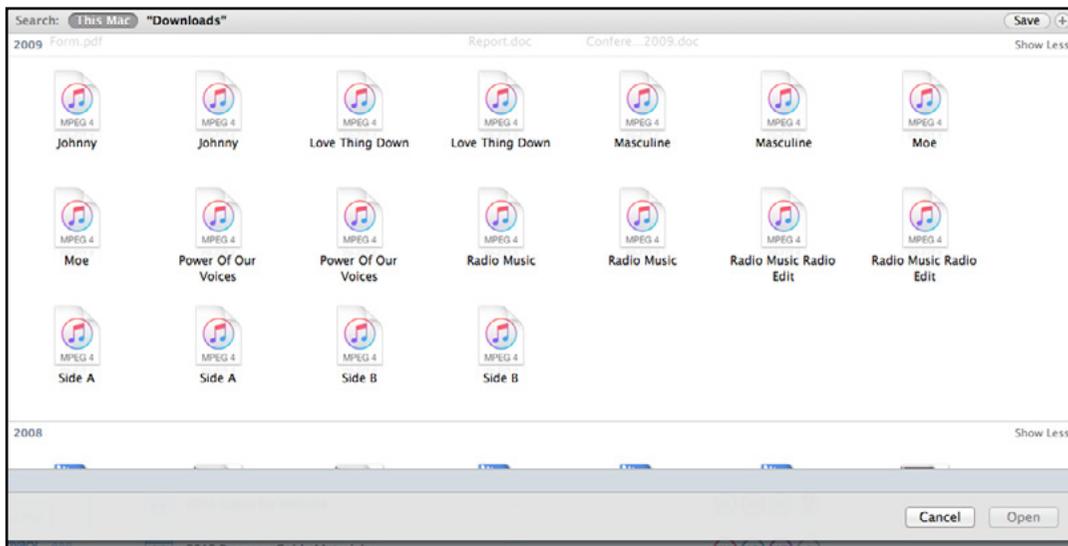
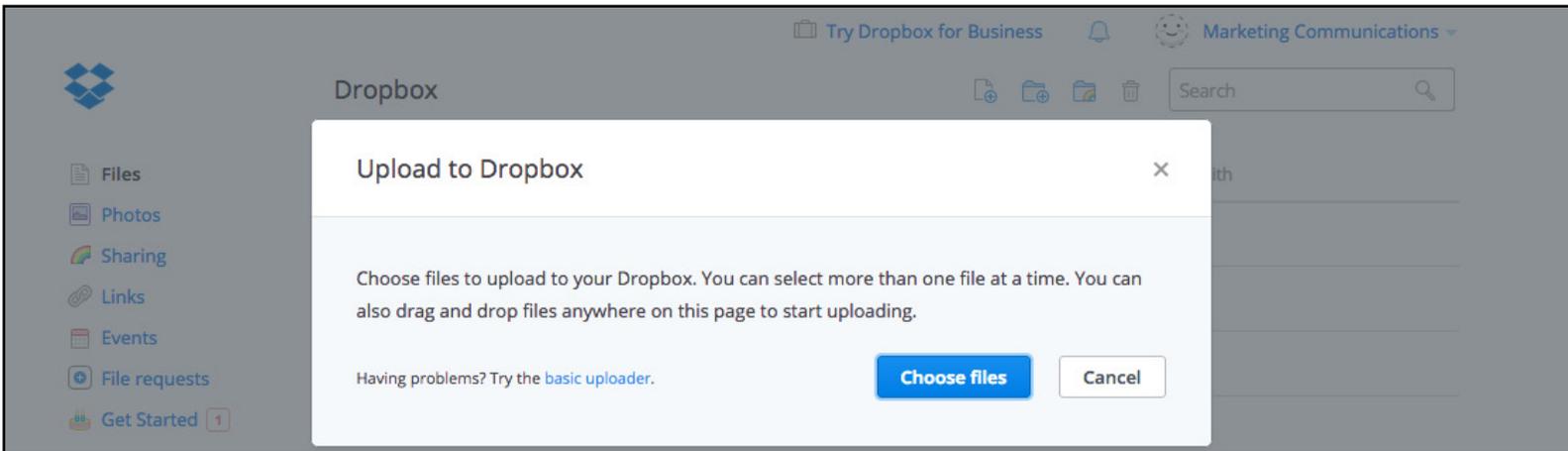
Step 3: Once you've created and named your new folder, click on the folder name which will lead you to a screen that looks like this:



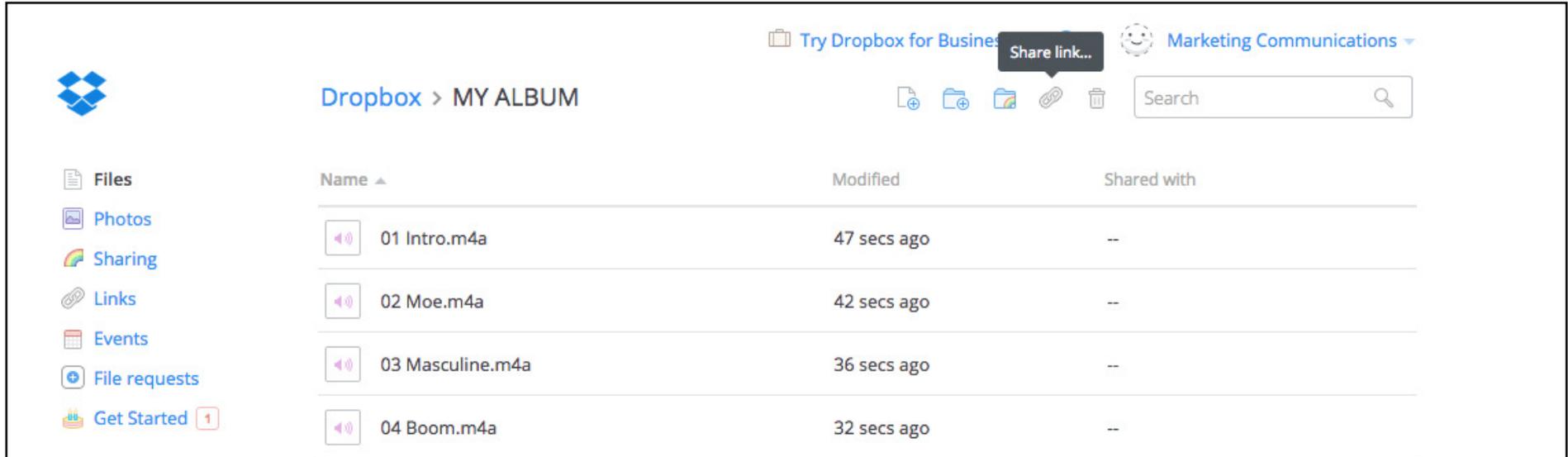
Step 4: Click on “Upload” to add your full album to the folder. The “Upload” button is the first icon to the left in the upper right hand corner. It looks like a page with a plus sign. Please make sure to properly label your songs with both your artist/band name and the song title so that jurors can easily identify your songs. MP3 or WAV files are preferred.



Step 5: Choose which songs to upload.

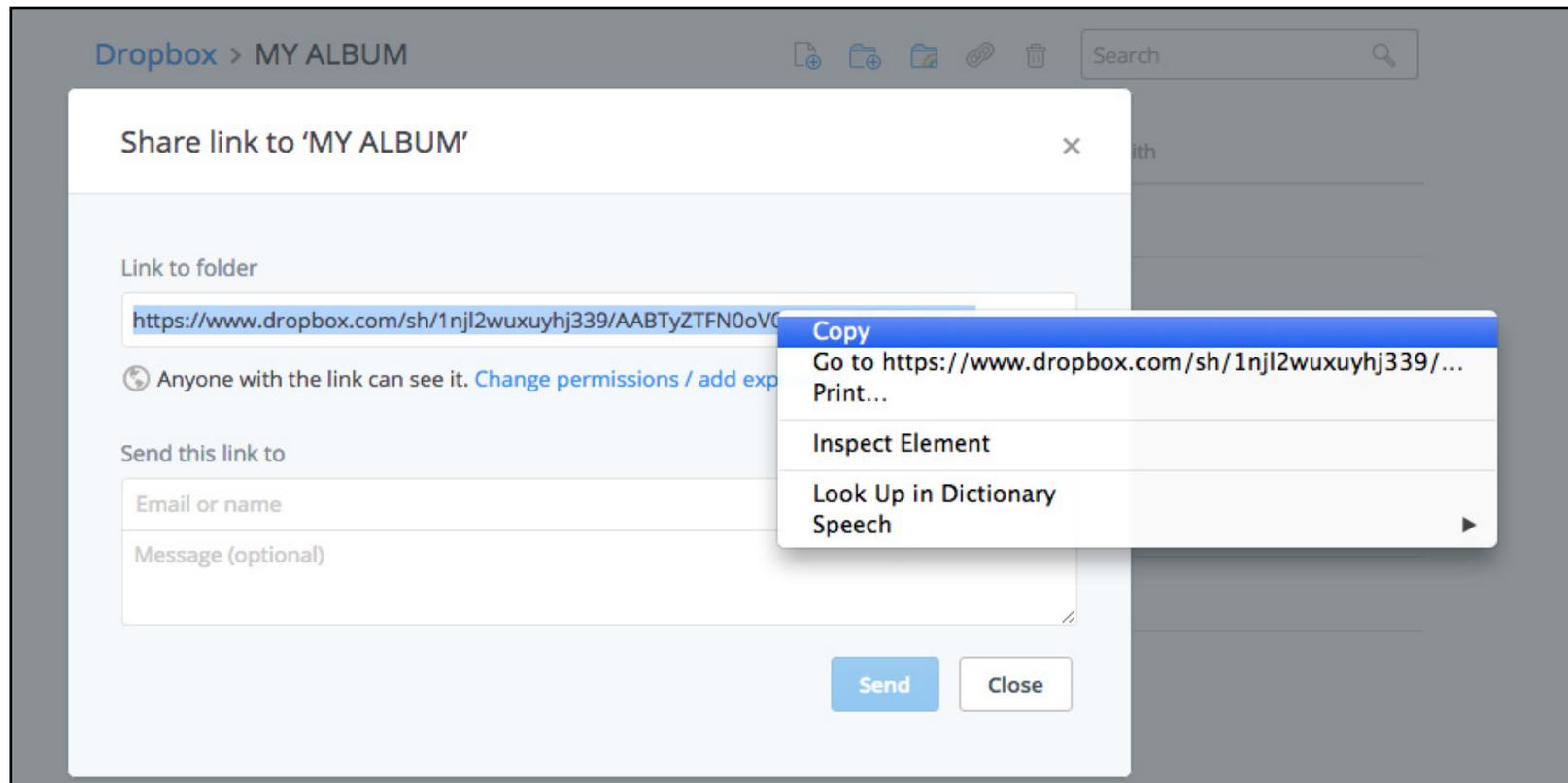


Step 6: Once your files are uploaded, you can share the folder by using the link icon in the upper right hand corner. Make sure to copy/paste the link rather than share it via email - you need to copy/paste the proper link in the submission form for all jurors to have access.



The screenshot shows the Dropbox interface for a folder named "MY ALBUM". The folder contains four audio files:

Name	Modified	Shared with
01 Intro.m4a	47 secs ago	--
02 Moe.m4a	42 secs ago	--
03 Masculine.m4a	36 secs ago	--
04 Boom.m4a	32 secs ago	--



The screenshot shows the "Share link to 'MY ALBUM'" dialog box. The link to the folder is displayed in a text input field:

<https://www.dropbox.com/sh/1njl2wuxuyhj339/AABTyZTFN0oV...>

Below the link, it says "Anyone with the link can see it. [Change permissions / add exp...](#)".

There are input fields for "Email or name" and "Message (optional)".

Buttons for "Send" and "Close" are at the bottom.

A context menu is open over the link, showing options: Copy, Go to https://www.dropbox.com/sh/1njl2wuxuyhj339/..., Print..., Inspect Element, Look Up in Dictionary, and Speech.

Questions? Contact Chantal Caissie, Artist and Member Relations Manager, at chantal@ecma.com or 1-800-513-4953 ext. 226.

