

How to Use Google Drive for Submitting All Star Band Audition Recordings

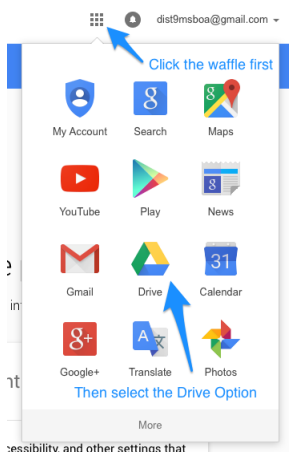
First, all MSBOA directors who have students participating in All Star Band must have had received an email invite to use the “shared folder” for All Star Band Recorded Auditions. This “shared folder” and its contents are visible to all who have accepted an invitation. **If you have not received an email invite to use the “shared folder,” please let Paul know so he can send you an invite.**

NOTE - HOW TO NAME YOUR RECORDINGS SO WE KNOW WHOSE THEY ARE

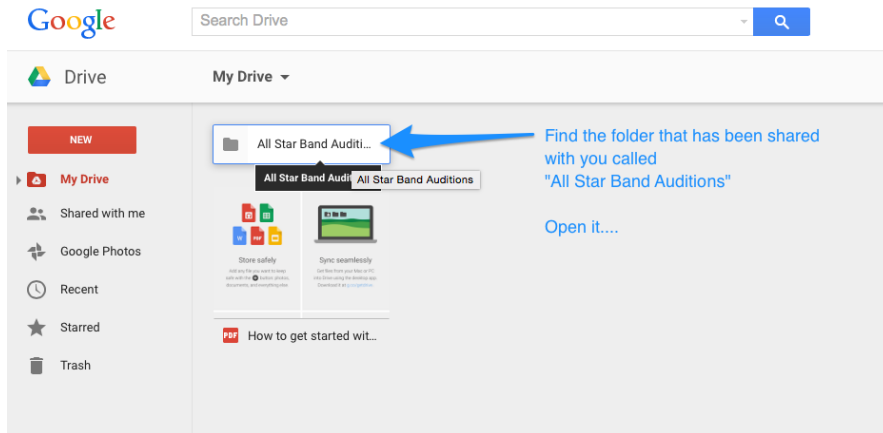
Please name your files with the following - Students First Name then their Last Name along with what school they are from (the school name can be abbreviated as long as all the files from your school have the same abbreviation.)

EXAMPLE - Paul Shimmons FarwellHS

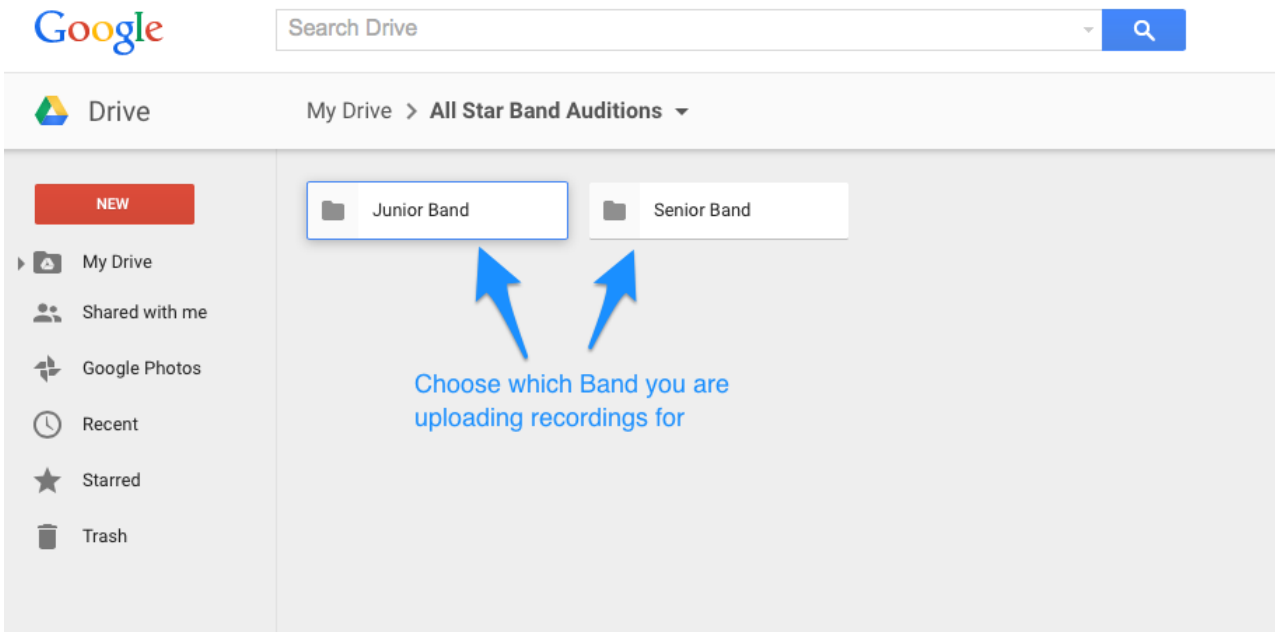
1. Sign up for a Google account if you do not already have one.
2. Accept the invitation to use the district’s “shared folder.”
3. Once your account is set up and you’re logged in, you will need to open Google Drive by clicking on the waffle:



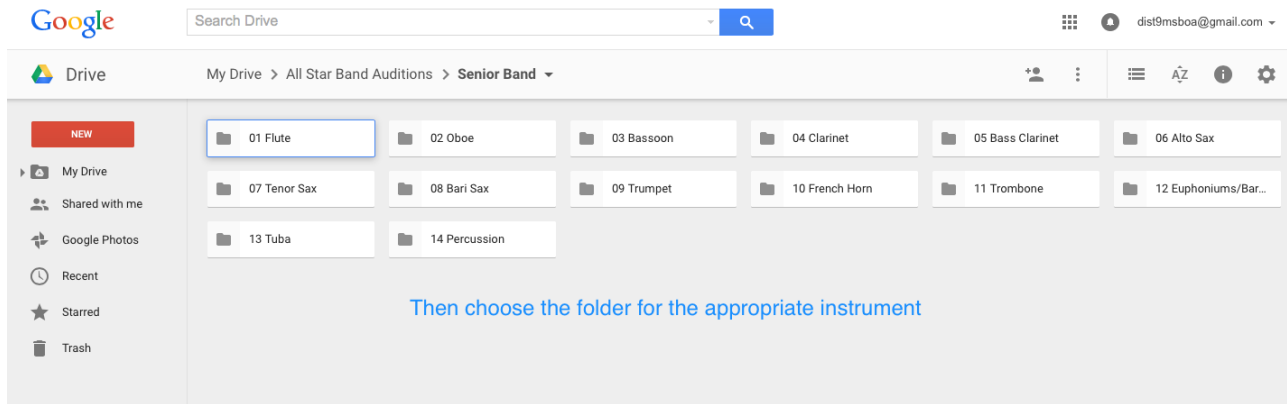
4. Once in your Google Drive find and Click on the “All Star Band Auditions” folder (or the TRIAL All Star Recordings” folder if you are trying this process out to see how it all works)



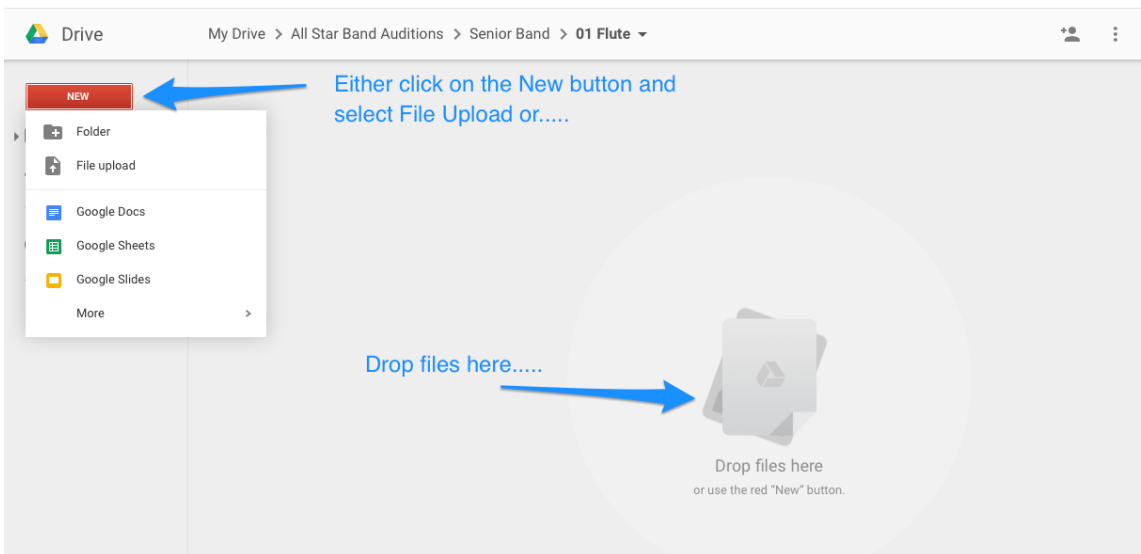
5. Once inside the “All Star Band Auditions” folder, select which group you will be uploading recordings for.



6. Then select the instrument folder for the recording(s) you are submitting. (Please make sure that the files are all properly named. This would be easier to do BEFORE you upload the file!)



7. Once in the correct folder you have two options - 1)click “New” and select File Upload. This will bring up a window in which you can browse through to find the files on your computer. 2)Drag and Drop the recordings into the magic circle.



PLEASE NOTE: If at all possible, create your recorded auditions in a .mp3, aac or m4a format. Try not to use wav or air files as those are large and will result in longer loading times and more space needed for recording.

Google Drive supports multiple file uploading. If you have more than one file to upload, you may do so by selecting them all first

8. Your uploaded recorded audition(s) files should now appear in the district “shared Google Drive folder” :