

# THE COFFEE MARCHING INVITATIONAL

## DROPBOX INSTRUCTIONS – FOR ACCESS TO JUDGE’S COMMENTS

Directors,

In an effort to give you easier and quicker access to your judge’s comments, we are going to use Dropbox, an internet based document sharing website/app, at the Coffee Marching Invitational. This website/app will allow you to have quick access to your judge’s comments (and other necessary files) on your computer, smartphone, iPad, and any other internet capable device. Once your judge’s comments are transferred from the audio recorder to your dropbox folder you will have instant access via your smartphone or the internet. You will have a folder that will be shared between you, the festival representatives/coordinators, and anyone else you designate (assistants, etc.). You will need to create a dropbox account via the dropbox website (instructions below), provide your email address to the festival coordinator, and accept the sharing invitation to your band’s folder. Schedules, Site Information, Comments, and other important files will be placed in your folder as well as emailed. There is also an easy to use app available for your iPhone or iPad as well as an application for your computer.

**Please follow the instructions below to create your account:**

- 1) Go to the Dropbox website – [www.dropbox.com](http://www.dropbox.com)
- 2) Click Create New Account and follow the instructions.
- 3) Accept the sharing invitation (you will receive this via email) to your band’s folder.
- 4) All Files/Comments regarding marching evaluation or championships will be placed here. Your judge’s comments should be available within a few minutes of you making it back to the bus.

Please let us know if you have any questions regarding this system.

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