

The AVBOB FCJ Excellence Awards – 2024

Presented by the Forum of Community Journalists NPC



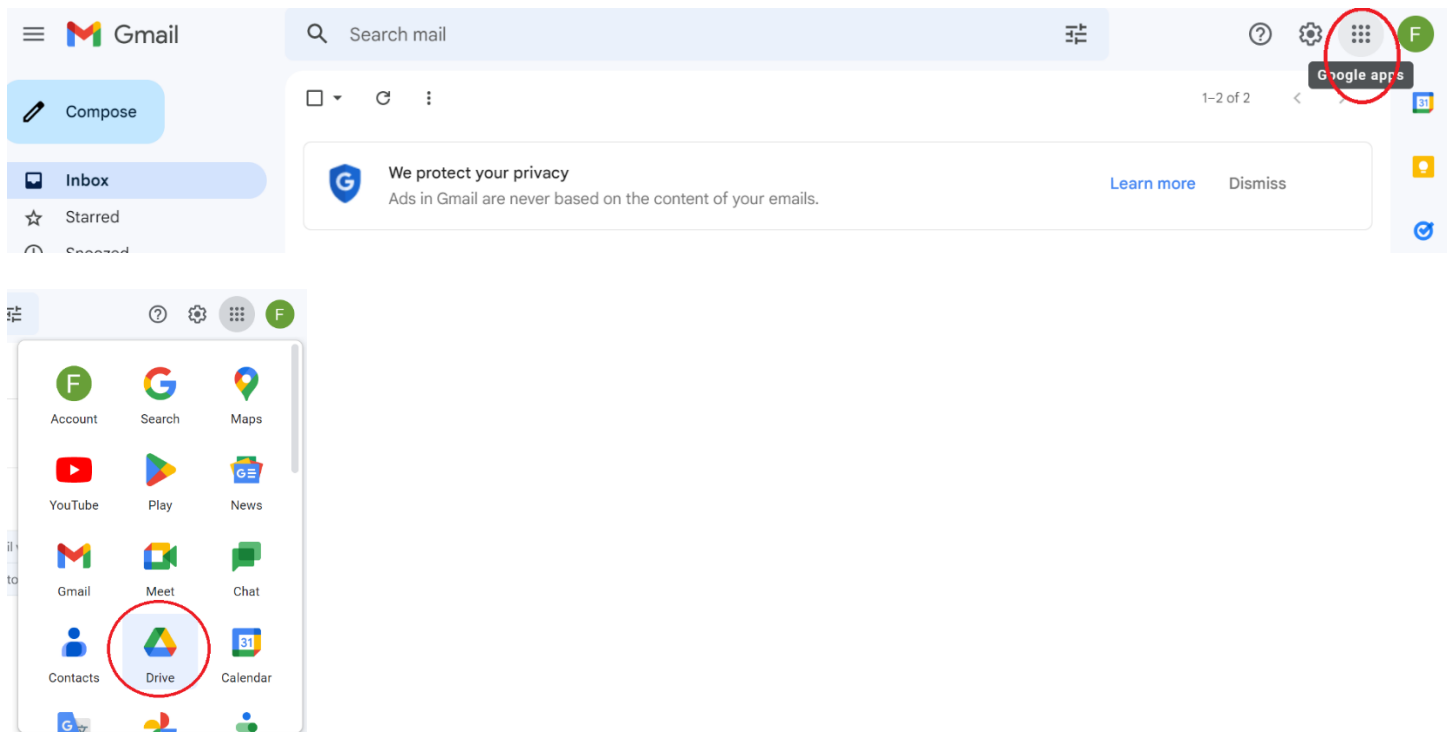
How to upload and share your entry on Google Drive

All entries should be uploaded to Google Drive. Adjudicators are located all across South Africa, therefore electronic entries are required to ensure the most efficient adjudication process.

This document explains the steps you need to take to upload your entry to Google Drive and share with the convening judge. If you have a Gmail account, you automatically have access to Google Drive. If you do not have a Gmail account, please ask one of your work colleagues to use their account, or create a Gmail address that you can use for this competition in future.

Steps:

1. Open Google Drive. This can be done by clicking on the Google apps button at the top right-hand side of your Gmail page, then select and click on “Drive”.

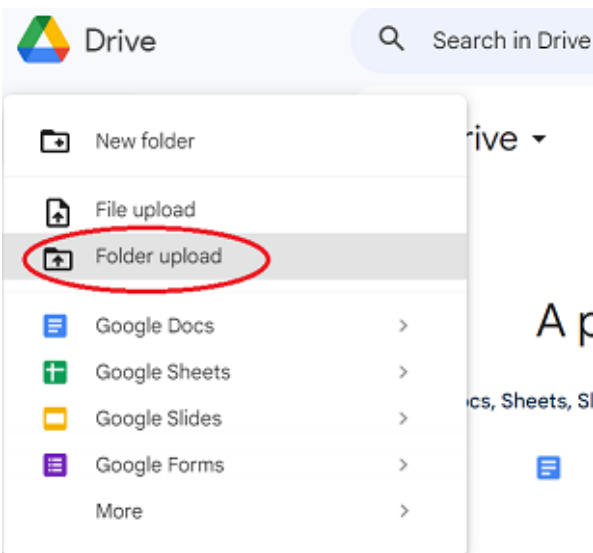
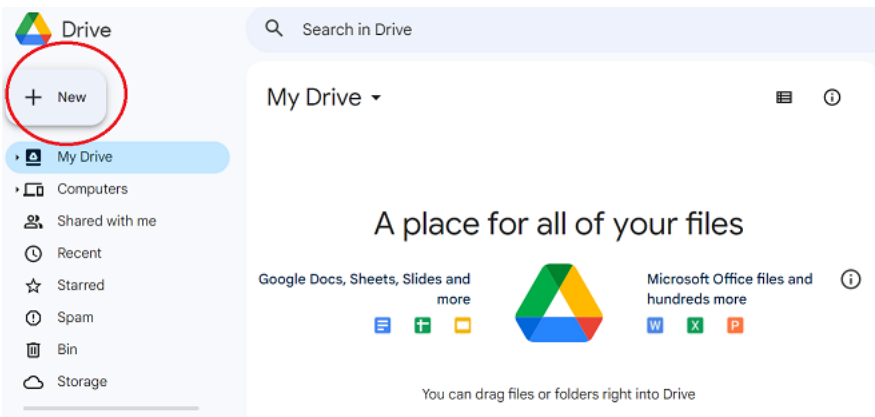


The AVBOB FCJ Excellence Awards – 2024

Presented by the Forum of Community Journalists NPC



2. **Google Drive will open.** Upload your **complete entry folder** from your computer by clicking on “New” at the top left of the Google Drive folder. Select “Folder upload”.

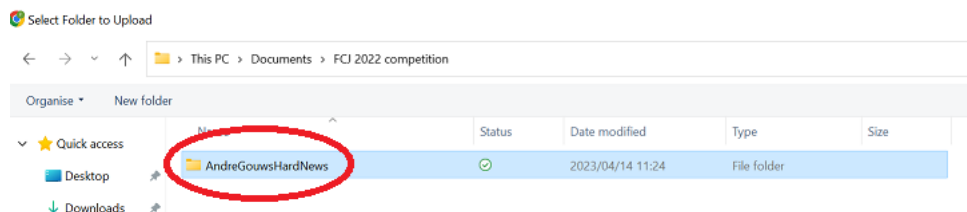


The AVBOB FCJ Excellence Awards – 2024

Presented by the Forum of Community Journalists NPC

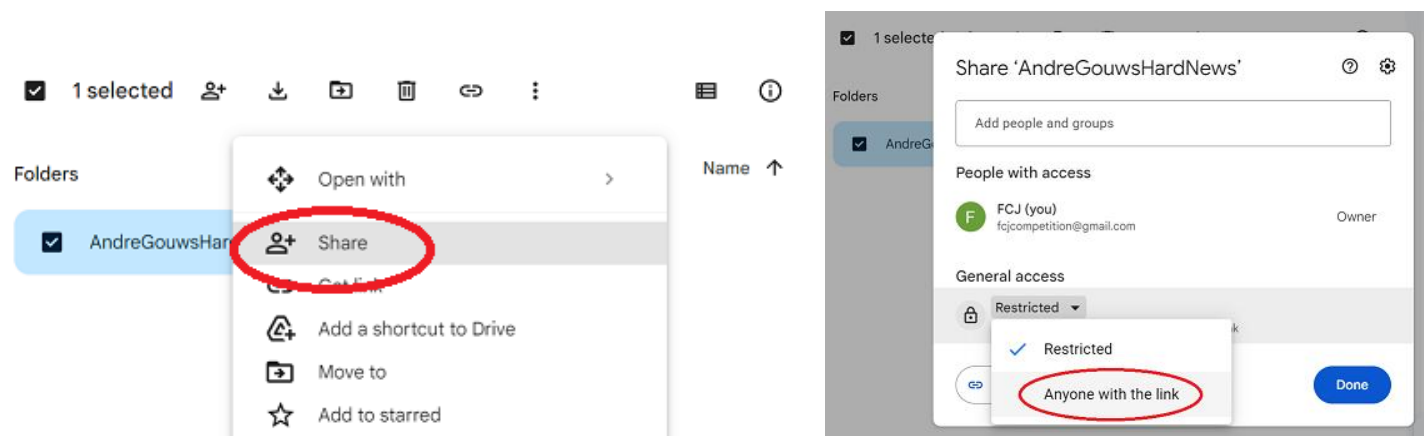


3. Find the folder with your entry on your computer and click “upload folder”. Your folder should be named according to the naming convention for the category, which is usually NameSurnameCategory, except in the case of the newspaper awards. Please confirm the naming convention on each entry form. Your folder should contain a single PDF document for the entry category, named according to the same naming convention. Your entry form should be at the top of your PDF document, part of the same document.



4. Change the sharing settings to “Anyone with the link” and “Viewer”. If you do not change the sharing settings, adjudicators cannot properly manage your entry and move your entry to the appropriate judging folders.

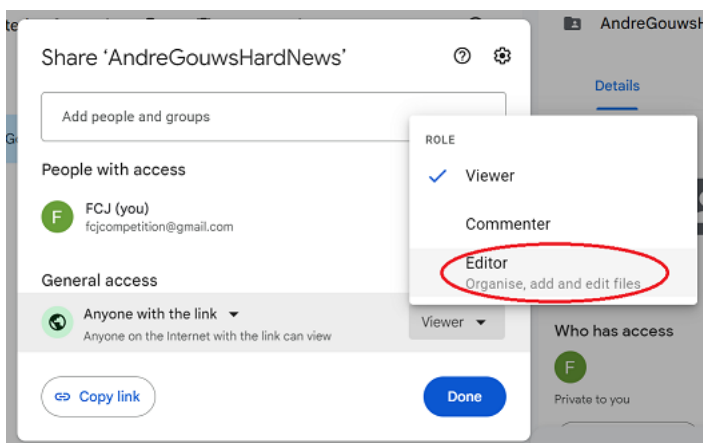
To share your entry, right click on the folder in Google Drive, select “Share”. Change “Restricted” to “Anyone with link”.



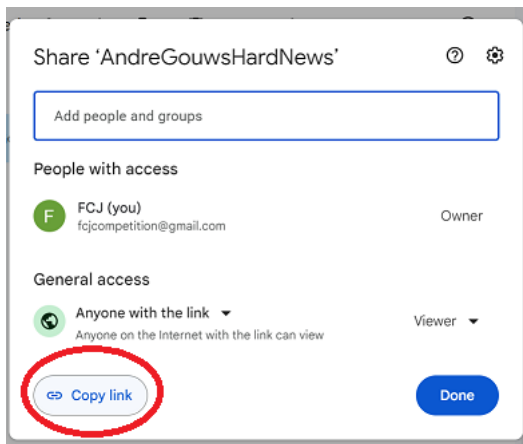
Now change “Viewer” to “Editor” and click “Done”.

The AVBOB FCJ Excellence Awards – 2024

Presented by the Forum of Community Journalists NPC



5. To finalise your entry, complete the Google Form in the entry form, and paste the sharing link into the Google Form. You can find the sharing link by clicking on “Share” again, and then click on “Copy link”. The Google form is here: https://docs.google.com/forms/d/e/1FAIpQLSfPx-J3H5F5iT0kyxijX6pUV2_SgC0fvZ3SxhLS_UePliguzQ/viewform?usp=sharing&oid=101516602082937512679



Good luck!