

ESSENTRICS

HOW TO SUBMIT YOUR LIVE CLASS PHOTOS & SUBMISSION/WAIVER FORM

ONCE YOU HAVE YOUR PHOTOS AND SUBMISSION/WAIVER FORM* SAVED ONTO AN ELECTRONIC DEVICE (A COMPUTER, IPAD, IPHONE, TABLET, ETC.) YOU'RE READY TO UPLOAD THE FILES INTO DROPBOX AND SEND THEM TO US BY FOLLOWING THE STEPS BELOW.

*Tip: Once your form is filled, you will need to upload your form to a device by either scanning or taking a photo of the page. Please make sure that you have captured the entire page, and that the lighting and quality makes your form easy to read.

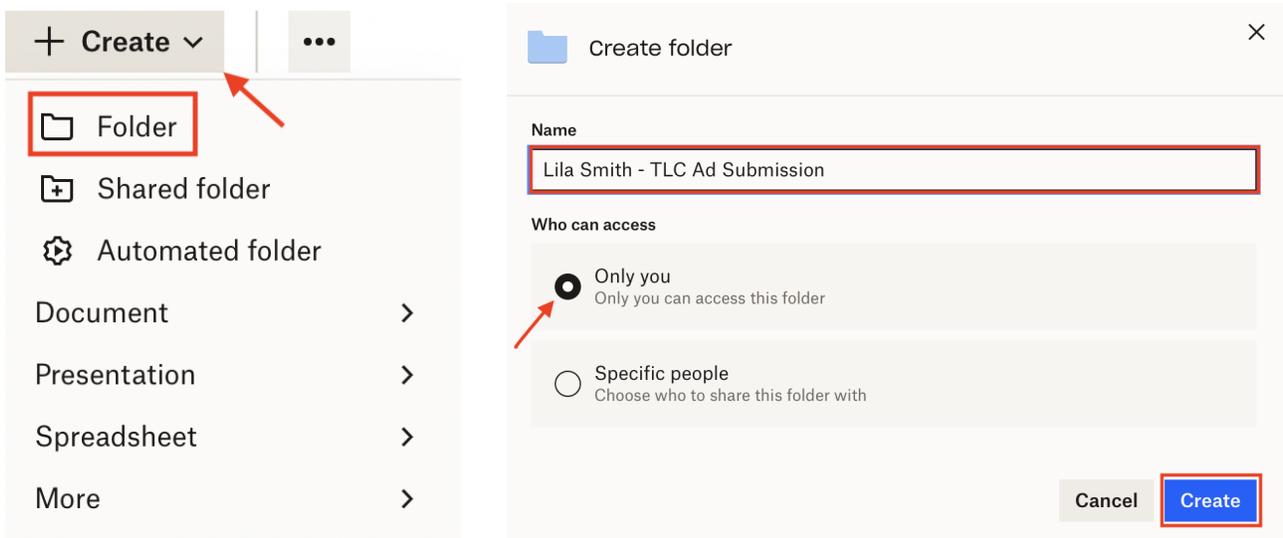
HOW TO USE DROPBOX

Our preferred online tool that makes electronic sharing easy.

*Dropbox is free. If there is not enough space in your free account, no need to upgrade, try to compress your video before uploading to Dropbox.

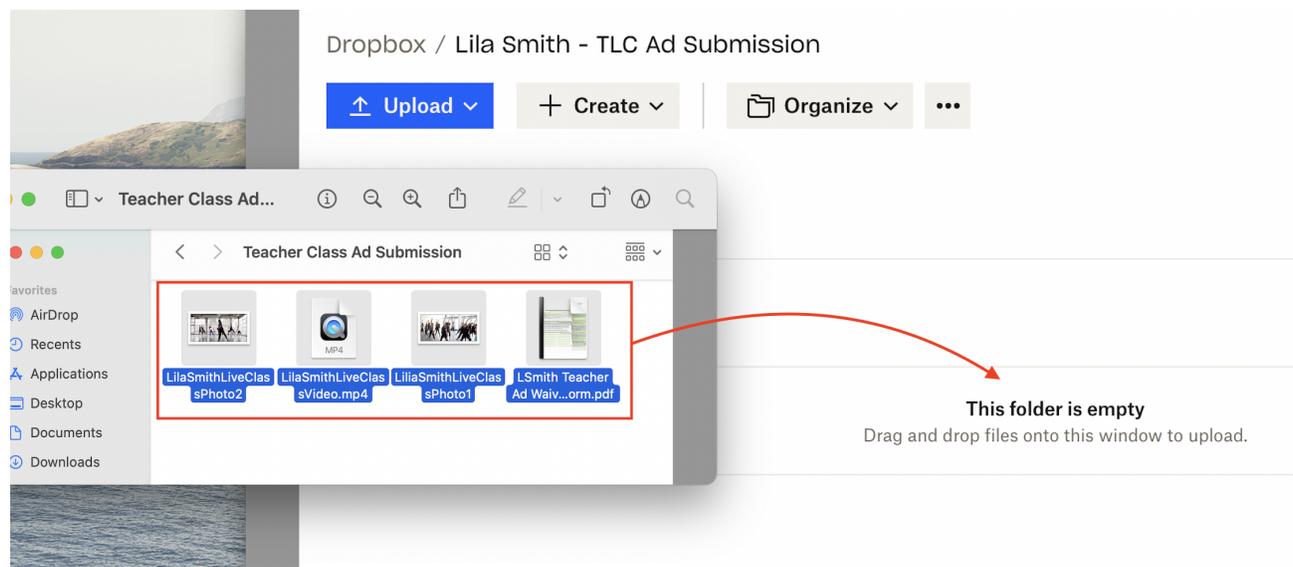
1. Sign in / sign up: <https://www.dropbox.com/home>

2. Start by creating a new folder. You can keep the folder on the "Only you" setting for now.

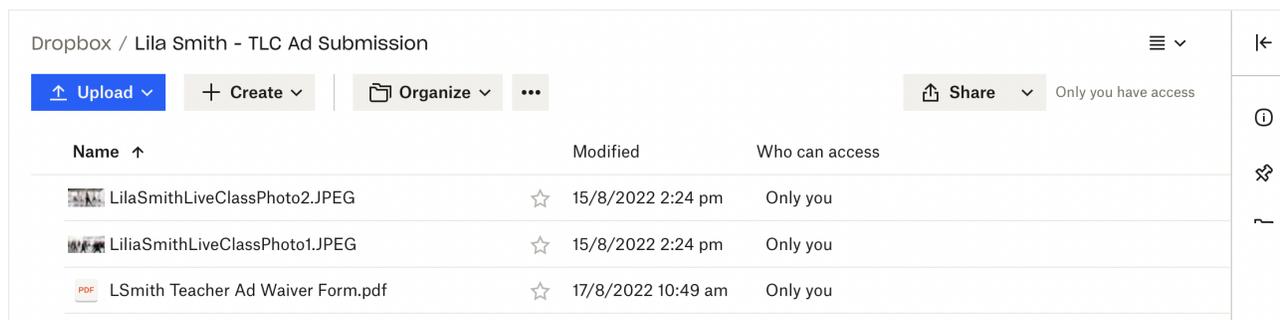


UPLOADING YOUR WAIVER FORM & PHOTO(S)

The first step is uploading your Submission/Waiver Form and photo(s) from your device. Drag them into your new folder. You can select one at a time, or to speed things up, select all your files (your choice!). You will see a message appear when dragging the documents. “Drop your files to download” really means release your mouse!



YOUR FOLDER SHOULD LOOK LIKE THIS WITH ALL YOUR SUBMISSIONS:



Now you are ready to send this folder to Essentrics Head Office. To share your Dropbox folder with the Training Department:

- Click [Share](#)
- Send to: training@essentrics.com
- **IMPORTANT STEP:** Leave the “Can edit” menu option ON so we can merge and save your files.

- Note: Please include a note, which can be very simple as provided in the example below. If there is something you feel should be brought to our attention concerning any part, include it in this message.
- Once you have completed these steps, click **Share folder**

The screenshot shows the Dropbox sharing interface. On the left, a 'Share' button is highlighted with a red arrow, and its dropdown menu is open, showing 'Share with Dropbox' and 'Send a copy', with 'Share with Dropbox' highlighted by a red box. On the right, the folder 'Lila Smith - TLC Ad Submission' is shown with the permission 'Only you can access'. The 'Share this folder' section shows the link permission set to 'can edit' and a 'Settings' link. Below this, an email input field contains 'training@essentrics.com' and 'Add an email or name'. A text area contains the message: 'Here is my Teacher Class Ad Submission. Lila Smith'. At the bottom, there is a 'Create and copy link' button and a 'Share folder' button highlighted with a red box.

You will receive an email from Dyan.de@essentrics.com informing you that we have received your submissions. Please be reminded that the deadline to submit submission/waiver form, photos and videos for the Teacher Live Class Ad is Friday, February 17 2023.