

## The Music Department at ASFA

**Please review pre-audition requirements for specific instruments or voice on the ASFA website Application page.**

### **How to Upload and Share Videos in Google Drive**


#### **Upload files**

There are two ways to upload files to Google Drive:

- **Drag-and-drop files.** If you're using the latest versions of Chrome or Firefox, you can simply drag-and-drop files directly from your computer into Google Drive. You can even drag-and-drop files directly into folders or sub-folders.
- **Upload files using Google Drive.** Follow the steps below to select files to upload to Google Drive.


#### **New Google Drive**

Open [drive.google.com](https://drive.google.com).

1. Click the  New button and select **Upload Files...** from the drop-down menu.
2. Select the file you'd like to upload. To select multiple files, press **Shift** or **Ctrl(PC)/Command(Mac)** and click all the files to upload.
3. You'll see a box that shows the progress of your file upload. Click on the file name to open the file or close the box by clicking the **X** in the upper right corner.



#### **Classic Google Drive**

Open [drive.google.com](https://drive.google.com).

1. Click the upload  button and select **Files...** from the drop-down menu.
2. Select the file you'd like to upload. To select multiple files, press **Shift** or **Ctrl(PC)/Command(Mac)** and click all the files to upload.
3. You'll see a box that shows the progress of your file upload. Click on the file name to open the file or close the box by clicking the **X** in the upper right corner.

#### **Share a file**

You can share a file or folder in Google Drive or in the Docs, Sheets, and Slides home screens.

1. Open Drive, or a file or folder you want to share.
2. Open the sharing box:
  - **While you have a file open:** Click **Share** in the top-right corner.
  - **While you have a folder open:** Click the  **Share** button in the top-right.
  - **From your file list in Drive:** Select the name of a file or folder and click the **Share** button  at the top.
3. Under "People" in the sharing box, type the email addresses of the people you want to share with. Please include the following email addresses depending on the specialty you are choosing:

For **MUSIC** share with:

- [mlee@asfaschool.org](mailto:mlee@asfaschool.org) (all videos)
  - [afokkens@asfaschool.org](mailto:afokkens@asfaschool.org) (all videos)
4. For the **type of access** you want to give these users choose **CAN VIEW** by clicking the dropdownarrow to the right of that text box:  
**Can view:** Users can see the file or folder but can't edit or comment on it
  5. Click **Done**. The users will receive an email letting them know you've shared the file or folder with them.

**For questions about your pre-application audition materials contact:**  
[asfapreapp@asfa.k12.al.us](mailto:asfapreapp@asfa.k12.al.us)