Instructions to upload the programmes on Google Drive and sharing your entry

1.   Create an email account on gmail.com (if you haven't created it earlier). Then login into your gmail account.
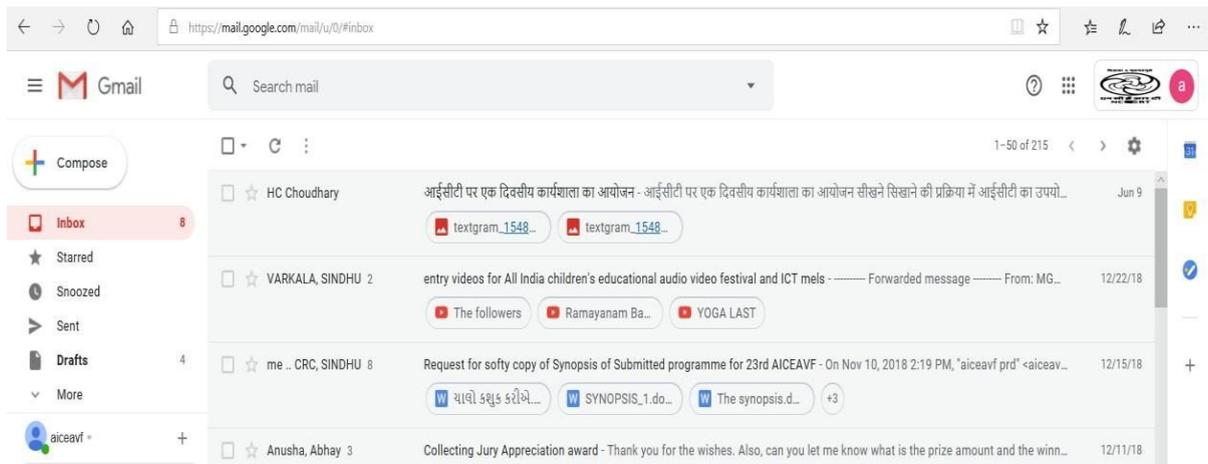
Image 1: Gmail account

2.   Open the Google Drive as shown in Image 2 & 3 by clicking on the 9 point square at the top left of the mail account. A window will appear in which the icon of Google Drive will be visible.
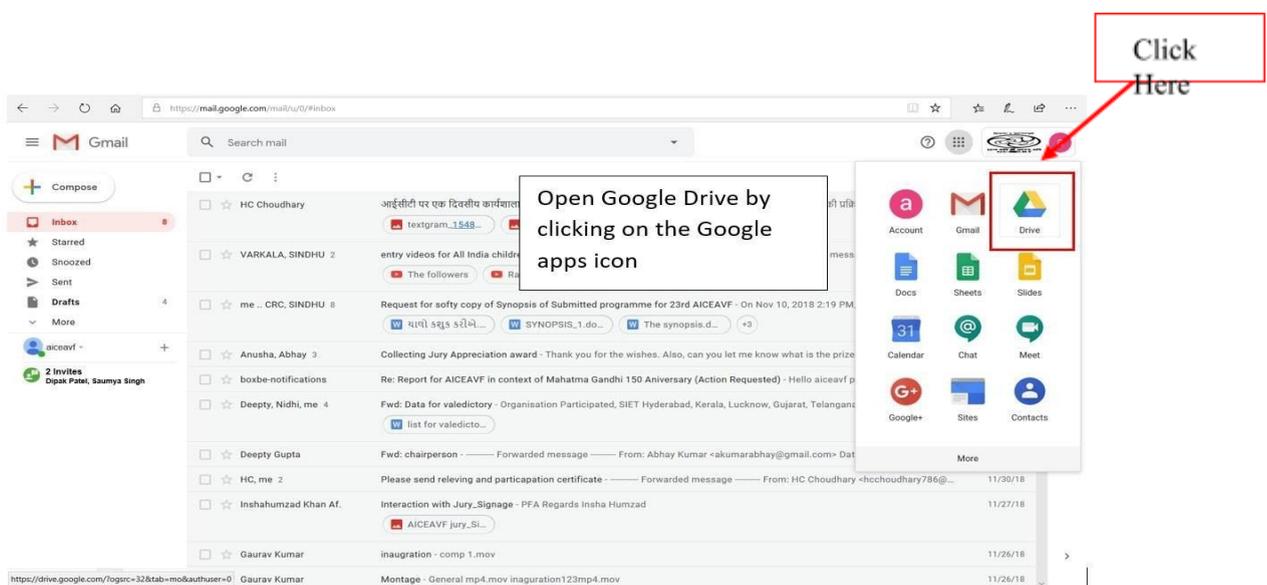
Image 2: How to open Google Drive

This will how your Google Drive will appear
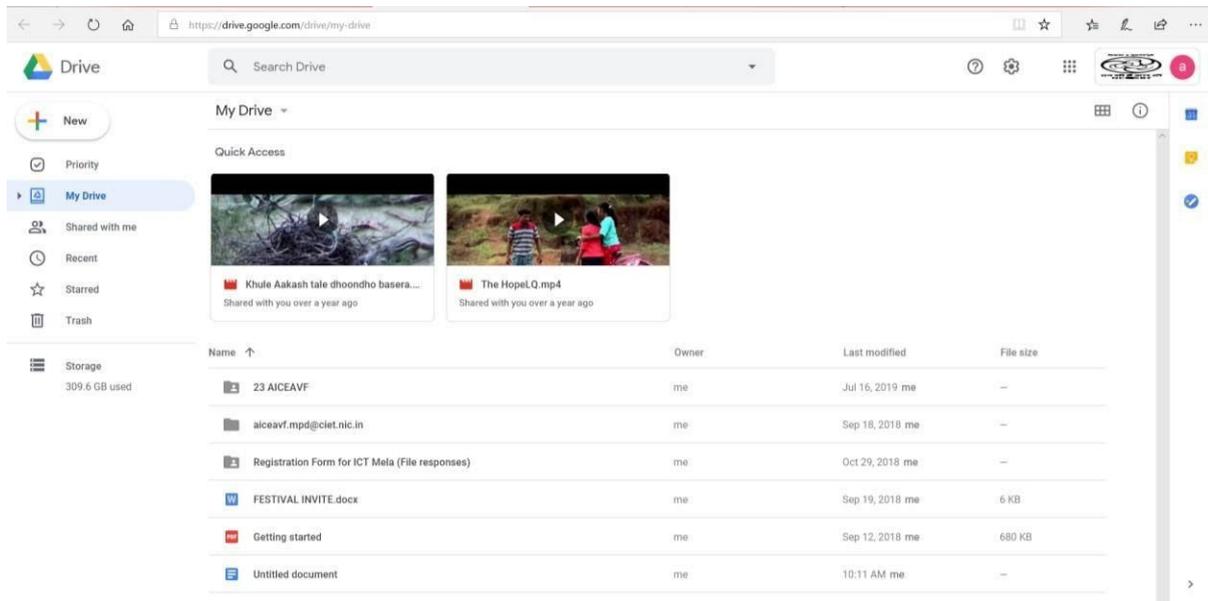
Image 3: Google Drive

3.   Click on 'New' on the left side of the window. A window will appear in which name the folder as "25 AICEAVF" and click on 'Create' as shown in image 4 & 5.
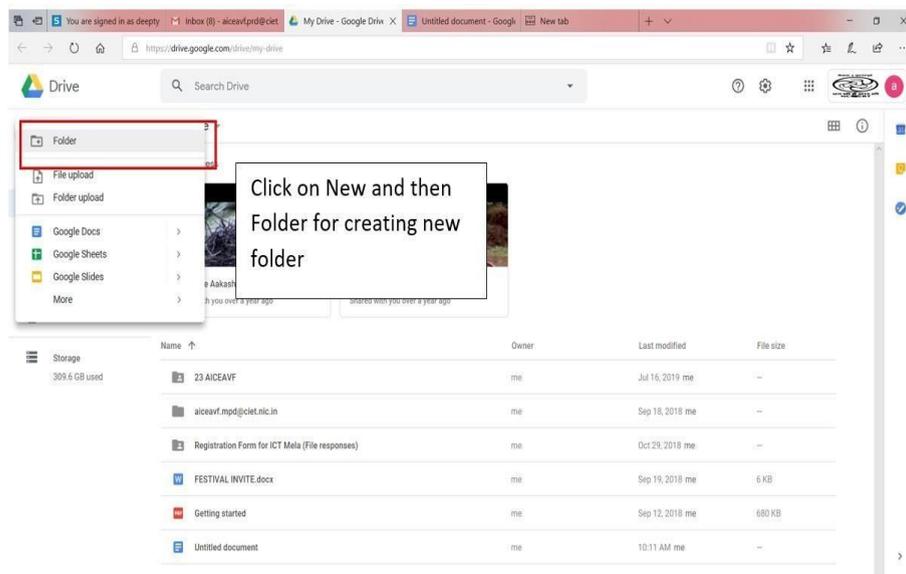
Image 4: How to Create Folder in Google Drive
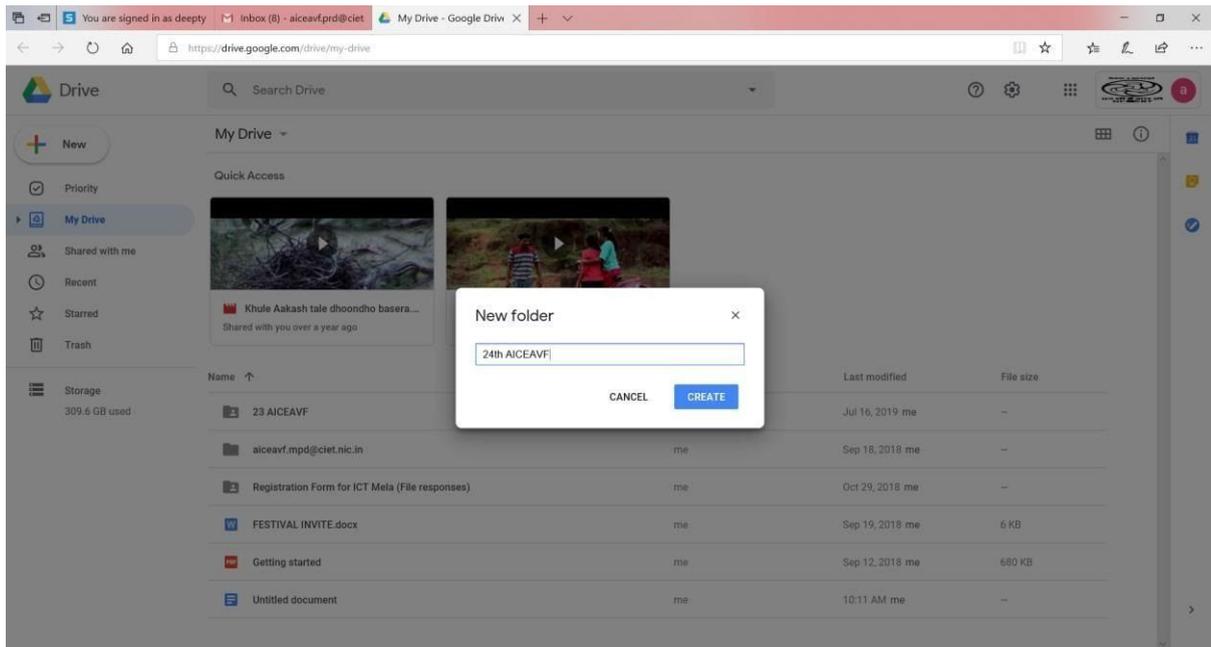
Image 5: Renaming of Folder in Google Drive

4.   Open the festival folder and click "New" and then 'File Upload' and Upload File (Your Programme/Entry). (Please remember if you have more than one entry you can upload all the entries in this folder. Also name the file as the 'Title of Programme' before uploading/Rename in Google Drive).
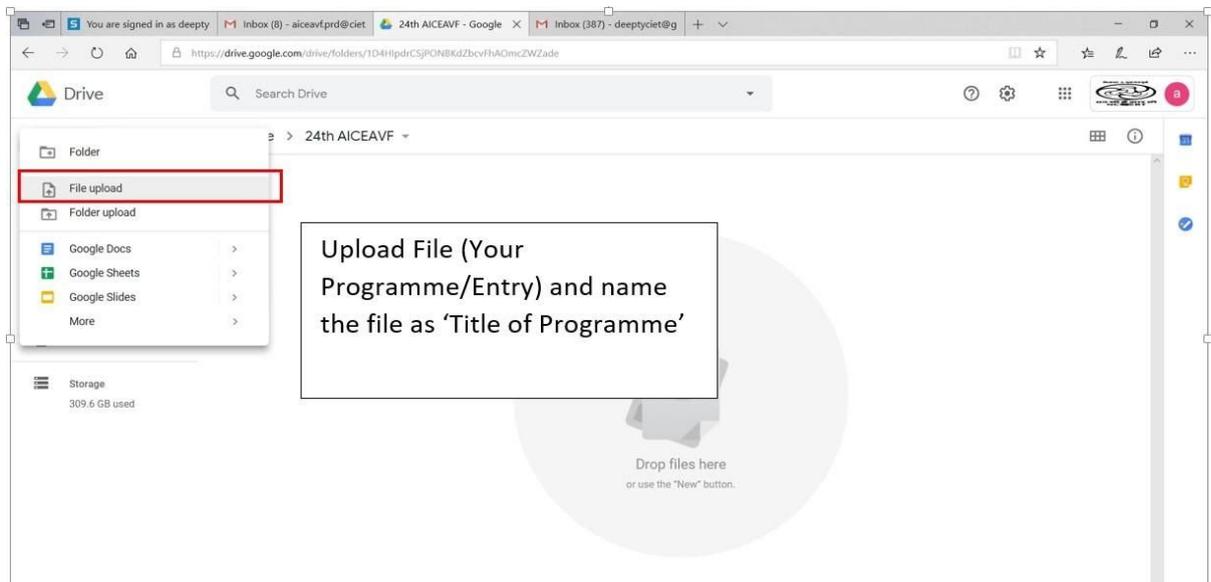
Image 6: How to upload the programme/ Entry on the created folder

5.   Select the file from your system (shown in image 7) and wait for few minutes for uploading (image 8).
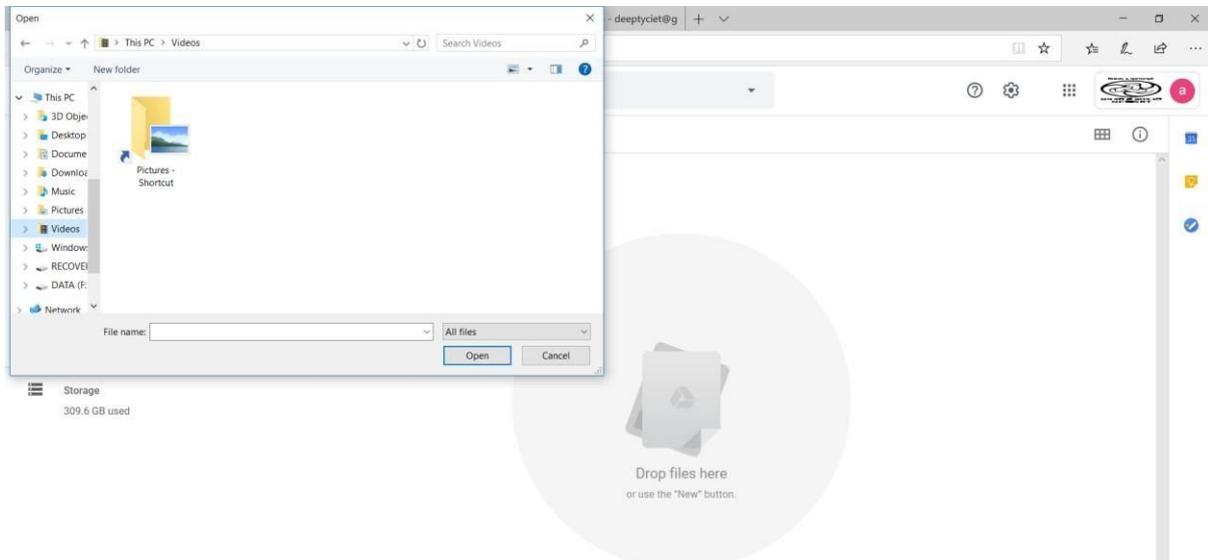
Image 7: Selecting file from your system

After uploading is completed a message appears as shown and the file will appear in your folder
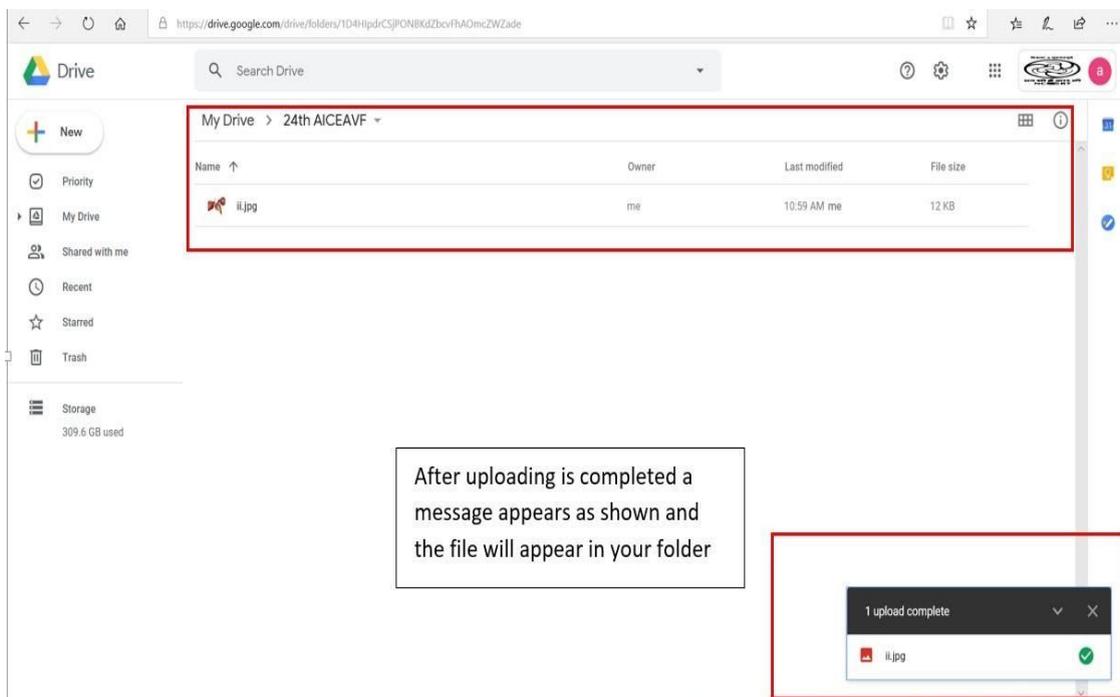
Image 8: Final Uploaded Programme

6.   After uploading all the entries, Right Click your festival Folder in your Drive as shown in image 9 and click to "Share".
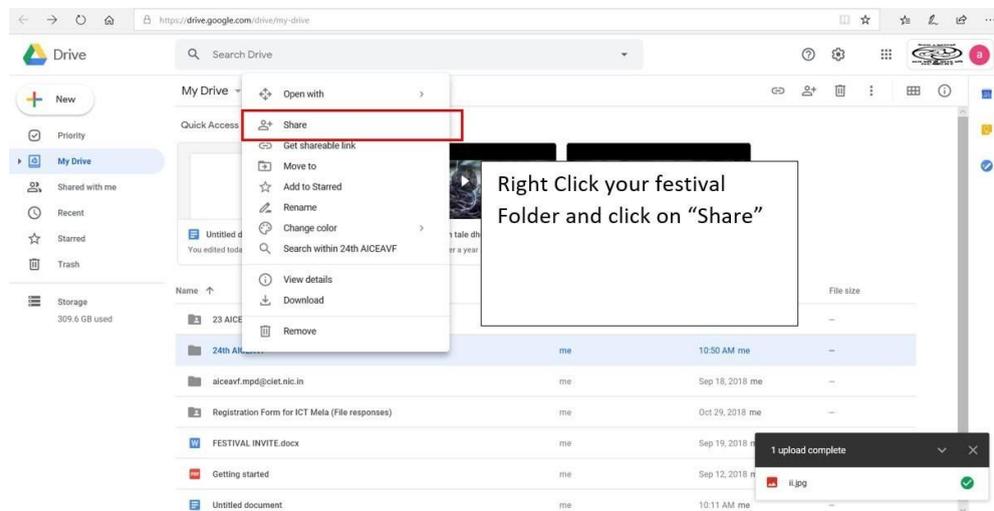
Image 9: Sharing the folder

7.   A window opens up and asks for email id. In this window enter the email id of festival i.e. aiceavf.prd@ciet.nic.in. (A precaution needs to be taken: Give the editing rights to this email id as shown in image 10).

Then "Add Note" and write the details of programmes like 'Title of Programme' and 'category'. Also write your complete details like Name, contact No, Organisation etc. in the message box and at last click on "send".
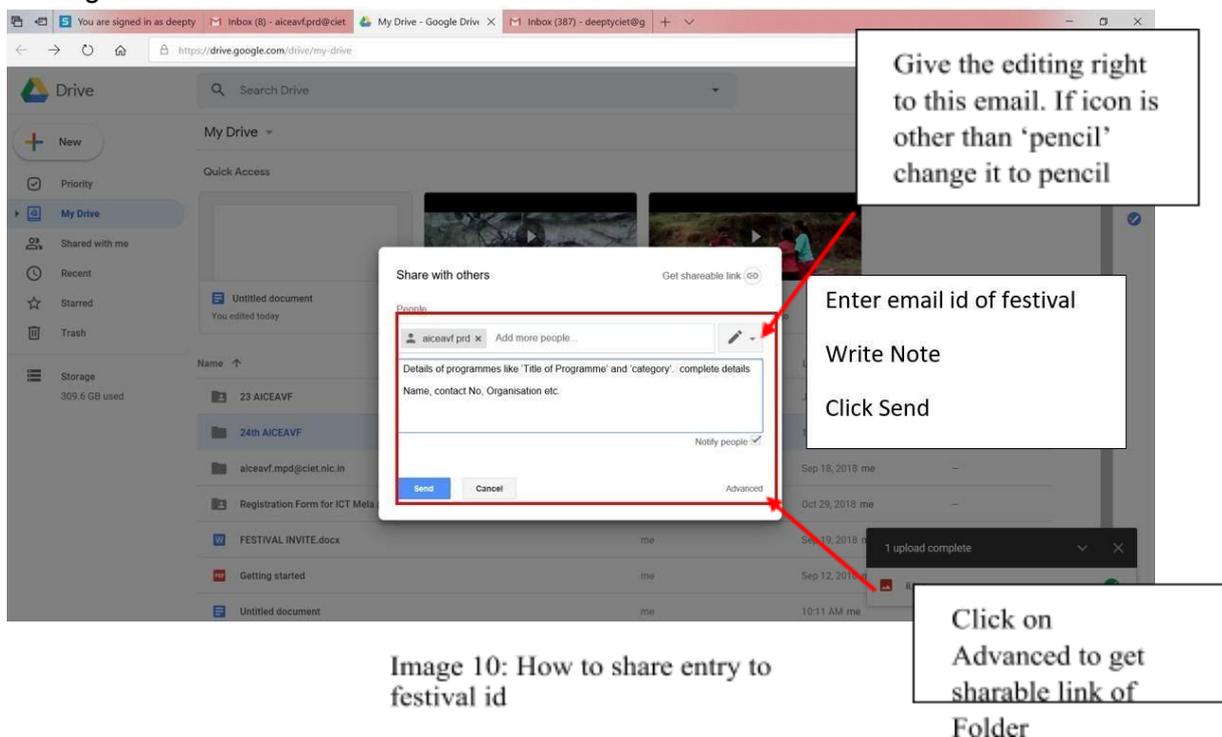
Image 10: How to share entry to festival id

8.   Then click on "advanced" in the above dialogue box (image 10) and you will get the link to share. Copy this link and paste it in the online form of the festival and submit the form.
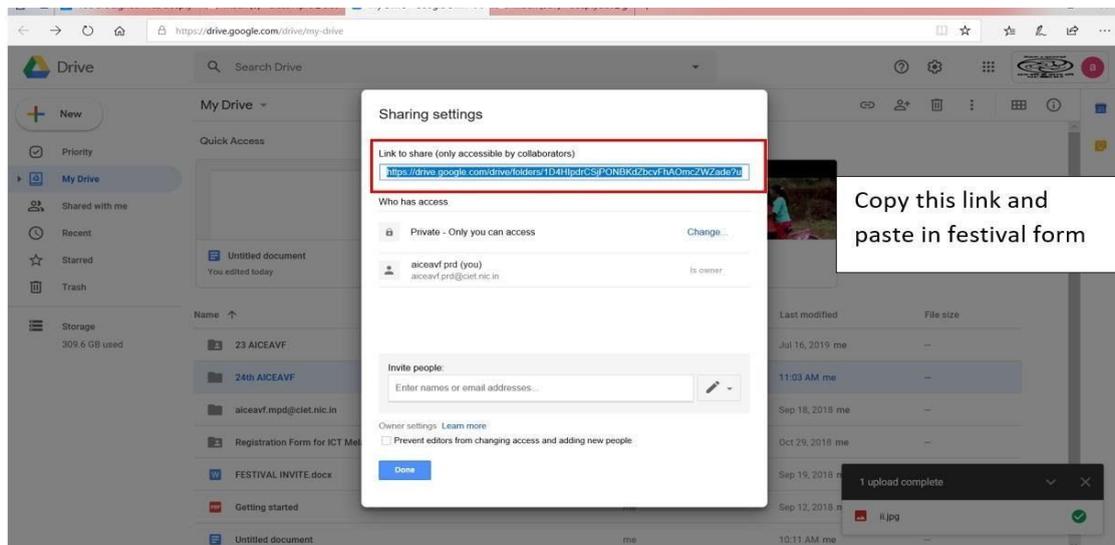
Image 11: Copying the link of drive