

# Eastern Region Music Dropbox Procedures

The Eastern Region is creating a system to collect contest music by use of the Dropbox system. Every club will have their own separate Dropbox. You will only be able to see and edit your club's music. The only people other than you who will be able to access your music will be the Meet Directors running contests in our region. Currently that is Steven Hinkle, John Patton and occasionally Janet Jordan. Steven Hinkle will be maintaining the Dropbox system. If you are familiar with Dropbox, you know this is as easy as moving files around on your computer. If you are not familiar, a detailed description on how to do so follows below.

We are creating this system to make it easier as a coach to turn in your music at a contest. This will help eliminate music problems at contests like CDs skipping or not working at all, and skaters or coaches forgetting their music. It will also help streamline running a contest, since the Meet Directors will be able to download the music for the skaters and create playlists in the order of skating before the contest begins. Once the coach uploads their skater's music it will remain there until they remove it. Coaches will only have to upload it once and it will be available for every contest in our region. Coaches need to remember to delete outdated music and upload the new music as your skaters change music or skate different or additional divisions.

## Step 1

You can skip step 1 if you already have Dropbox on your computer and have an account set up with Dropbox. If you do not have Dropbox on your computer already, you will need to go to [www.dropbox.com](http://www.dropbox.com) and download the program. If you are new to Dropbox, you will find it very helpful to do a google search for "how to use Dropbox videos". There you will find several tutorials that are excellent in explaining how it works. If you have only a handful of routines, the free version of Dropbox should work for you. You can start with the free version and Dropbox will tell you when you need to upgrade your version because you are running out of space.

## Step 2

Once you have Dropbox setup on your computer you need to email Steven Hinkle at [sg1@aol.com](mailto:sg1@aol.com) and let him know you are ready for the Eastern Region Music link. I will need to know the email address you used to setup your Dropbox account. Please provide the club name(s) you will be entering music into. I will then give you permission to edit that club's music files. Dropbox will automatically notify you once you have permission.

## Step 3

Prepare your .mp3 music files to be uploaded. All music to be uploaded must be in .mp3 format only. **Make sure the music has the Skater Name and the Event Name as the file name. (Example: John Doe\_Juvenile A Boys Singles) If your skater is skating more than one event with the same music you may list all the events that they are skating in the file name. (Example: John Doe\_Juvenile A Boys Singles\_Elementary A Boys Singles)**


## Step 4

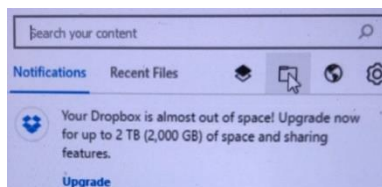
You will need to have completed Step 2 and received your permission before starting this step. There are two parts to your Dropbox. The first part is saved on your computer. The second part is saved in the Dropbox Cloud. They are identical copies of each other. If you change the Dropbox files on your computer, it automatically changes the identical files in the Dropbox Cloud. The same is true in reverse. When one gets changed it automatically changes the other. The Meet Directors will be pulling your music from the music stored in your Dropbox Cloud.

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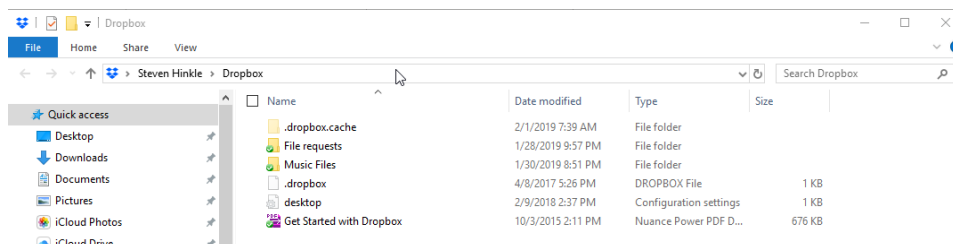
## Step 4 (continued)

We will now learn how to get where your music goes into your Dropbox. It is much easier to find where your music will go on your computer Dropbox so we will learn how to do it that way. Remember, adding, deleting, or editing files on your Computer Dropbox will change your Dropbox Cloud automatically.


Find the Dropbox icon on the bottom right hand corner of your computer screen. It looks like this.  If it is not there single-click the ^ icon on the bottom right hand corner of your screen. It should be hiding there. When you click on this icon you will see something like this:







Click on the file folder. This will bring up the Dropbox on your computer. Below is a picture of my drop box. Yours will look similar but where you see Music Files you will see your club's name.



Double Click on your Club's Name Folder and you will see this:

Name	Date modified	Type	Size
 Music By Divisions 2019	1/30/2019 9:04 PM	File folder	

Double Click on Music by Divisions 2019 and you will see this:

Name	Date modified	Type	Size
 Free Skating	1/30/2019 9:05 PM	File folder	
 Pairs	1/30/2019 9:05 PM	File folder	
 Solo Dance	1/30/2019 9:05 PM	File folder	
 Team Dance	1/30/2019 9:05 PM	File folder	

## Step 5

Putting music in the folders.

- 1) Take note of the Dropbox Folder opened in Step 4 that you want to copy your music files to, and then close the Dropbox Folder by clicking the X in the upper right-hand corner.
- 2) Open File Explorer on your computer and bring up the folder where your routine music is saved.
- 3) Reopen your Dropbox folder and go to where you see the events. If you do not see the the File Explorer you opened in 2) Drag the Dropbox folder to the left or right with your mouse.

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- 4) Now it is as easy as right-clicking and copying the music files you want to move from your computer. Then right-click the Dropbox discipline you want to move them to and click paste (Free Skating, Pairs, Solo Dance, Team Dance).

When you move your music into a folder in your Dropbox you will see the green arrow on the file folder turn blue. When it turns green again your file is done copying into your Dropbox in the Cloud. When the check mark turns green again you can double-click on the Event Folder you copied your music to, then and you will see all the music files you moved there. Right click on one of the music files. The drop box that comes down will give you all the editing options that you have in your File Explorer.

That is it. It is that easy. If you need help my email is [sg1@aol.com](mailto:sg1@aol.com) or you can call or text me at 609-870-7055.

Good Luck – Steven Hinkle