

# ELOQUENCE'22

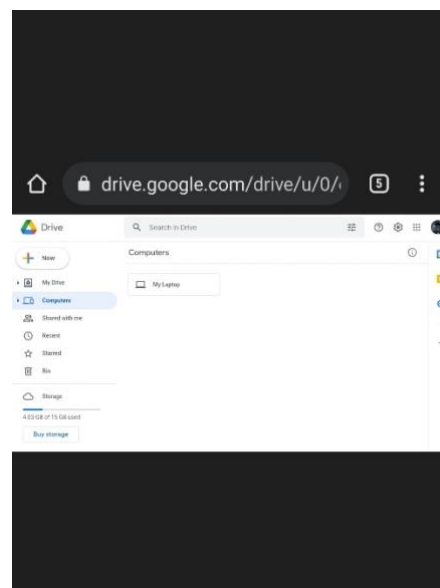
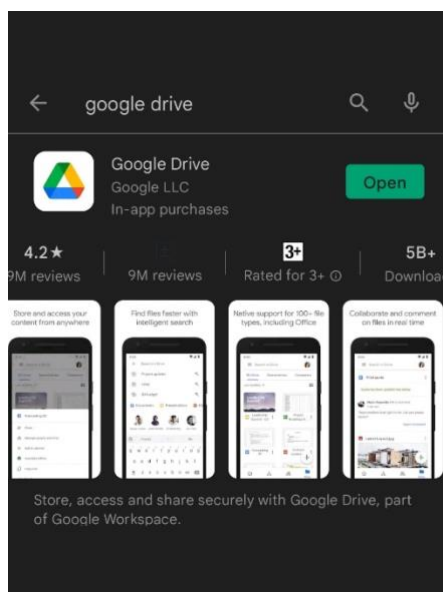
## Google Drive Guide

### General Rules for Video submissions

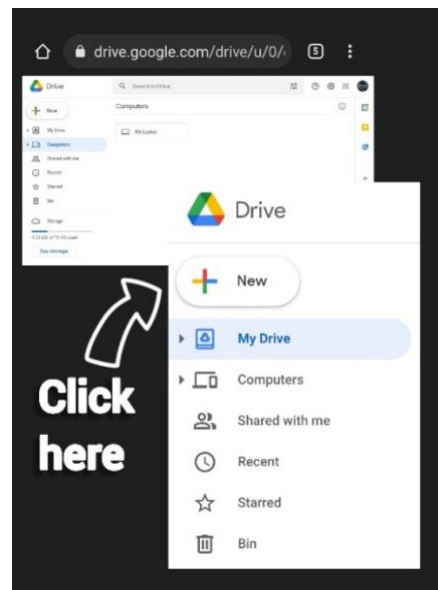
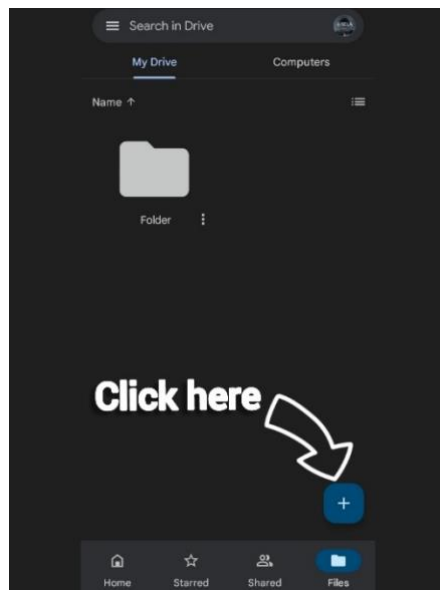
- The video must be recorded in landscape orientation.
- Competitors must be dressed in their school uniform and should mention their Name, School, Age Category and Registration Number at the beginning of the video.
- The video should be renamed with the First name and Registration code. (e.g. Eshan\_JIS07)
- Please be sure to upload the video to Google drive, allow access and share the link when submitting the video.
- Please paste the relevant Google drive link on our submission form available in our website.
- The deadline for submissions is on the 23<sup>rd</sup> of April at 11:59 p.m.

### Sharing using Google Drive

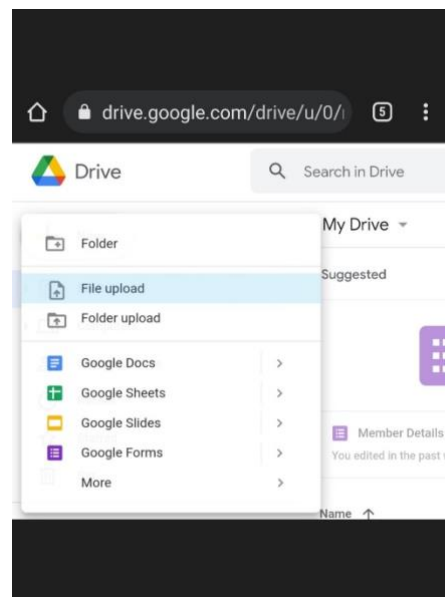
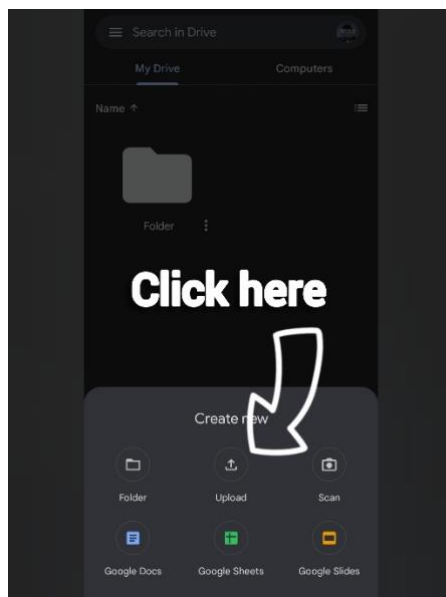
1. Open the **Google Drive application** or visit [drive.google.com](https://drive.google.com) on your device.



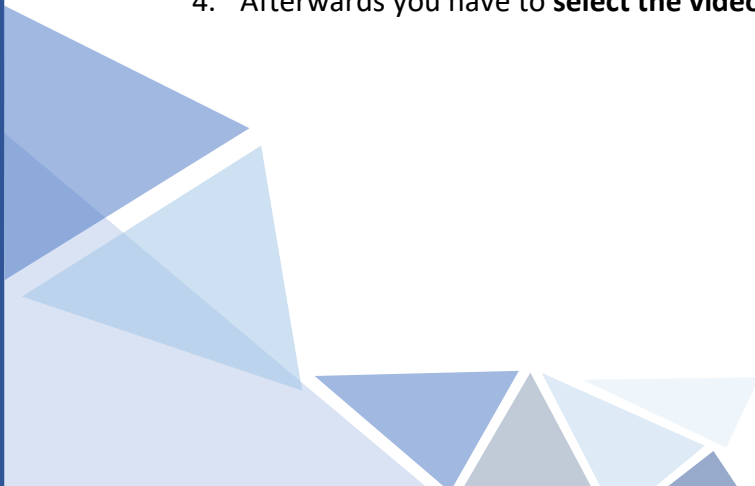
- Next, you must select the file you wish to upload.  
**Click/Tap the “+” icon shown in the figure.**



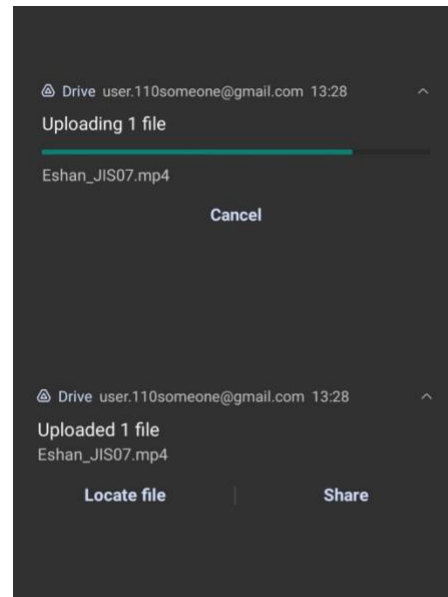
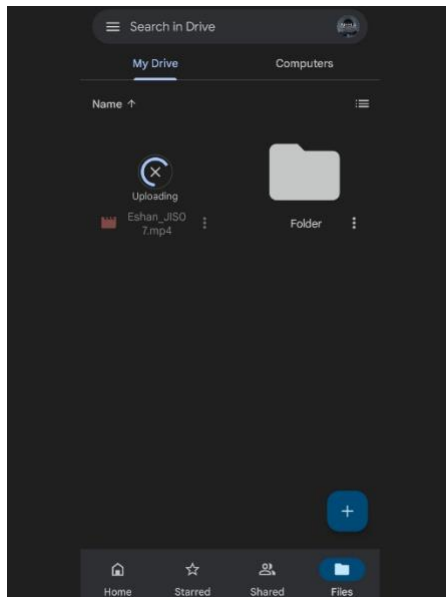
- Then a small Menu will appear. **Select the 'Upload' option.**



- Afterwards you have to **select the video/file.**

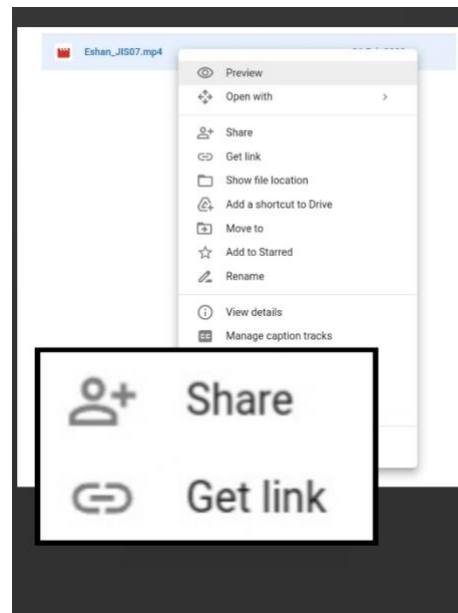
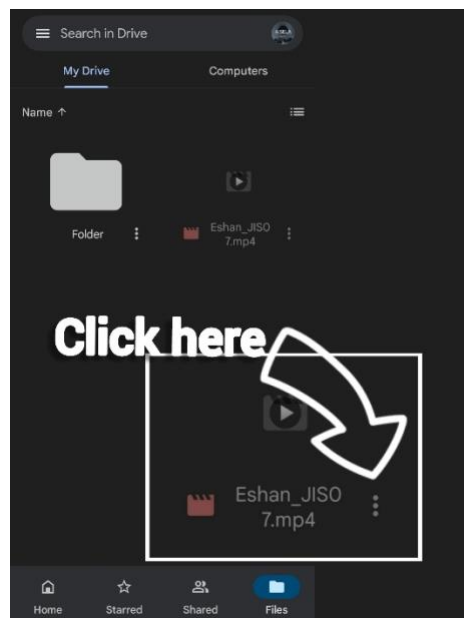


5. Once it is selected, the uploading process will start. This will require an internet connection and **should not be cancelled until the process is complete.**

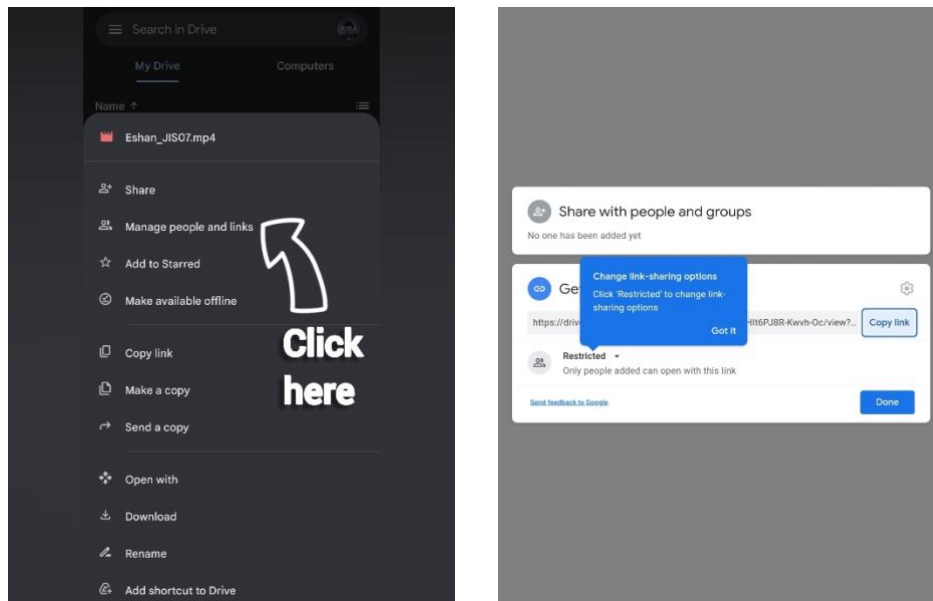


By following the next steps, you will be able to share the uploaded file. Please note that even though you upload a file, it will not be accessible to us unless you follow the next few steps.

6. **Tap the icon/ Hold the file to open more options as shown below.**



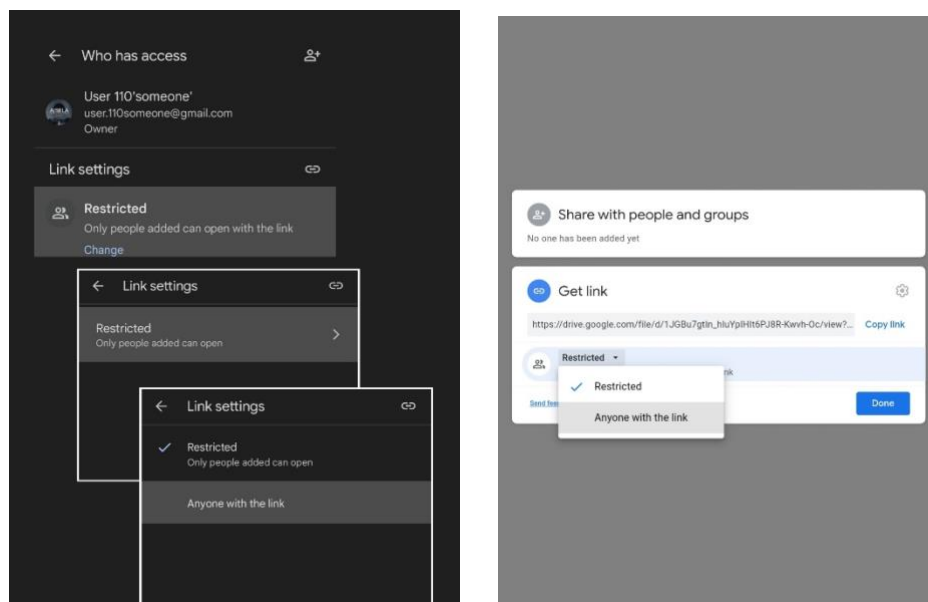
7. Select **“Manage People and Links” / “Get link”**.



Next, you will find an Option called **“Link Settings”** where it is set to **“Restricted”** by default.

8. Tap/ Click the **“Restricted”** setting to change it.

9. Select the **“Anyone with the link”** option.



By now, you have made this file available to anyone who has the link to open it. Simply Click/Tap the (clip) icon and the link of this file will be copied. You can paste this link in the Google form we have included in our official website.