



Dropbox User Guide

Version One

Welcome!

Great to have you involved with the Somerset School Coastal Champions scheme!



How Does The Scheme Work?

The three levels of the award are **Ripple**, **Roller** and **Crest**. Each level of the scheme should take your school about one term to complete. The actions are all straightforward, and your school may have completed some of the actions already. By following the steps outlined on your personal action plan, you will receive accreditation to the Somerset School Coastal Champions league, which includes Certificates of Achievement, window stickers, and promotion of your school's efforts online, on social media and at events.

How Do You Show Your Achievements?

By using Dropbox you can upload your evidence for completed actions for each level of the award. Litter Free Coast & Sea and Somerset Wildlife Trust will then assess your uploaded evidence in Dropbox, and if successful, award you for each level completed. Simple. Once all three levels are completed you will receive Accreditation to the Somerset School Coastal Champions league. Great work!

What Is Dropbox and How Does It Work?

Dropbox is a cloud storage service, which means you can upload your files to the cloud. Once you've done that, Dropbox will make those files available in the cloud if you need them again, and for others to see. Only those who are invited to your folder can access the files.



Why Dropbox?

Dropbox is the most popular cloud storage system on the market and it continues to improve its features. Dropbox allows users to share files quickly, such as images and video.



Your Ten Step Dropbox User Guide

STEP ONE

Sign Up for a Dropbox Account

The first thing you need to do to start is sign up for an account. If you're interested in a free plan, go to **dropbox.com** and click the link in the top-left corner that says "Get Dropbox Basic."

STEP TWO

Activate Your Dropbox Account

Once you do that, you'll be prompted to enter your name, email address and password. You can also sign up to Dropbox using your Google account, instead of your email address.



Create an account or log in

First name

Last name


Email

Password

This page is protected by reCAPTCHA, and subject to the Google Privacy Policy and Terms of service.

☐ I agree to Dropbox terms. [Create an account](#)

or

 [Sign up with Google](#)

STEP FOUR

Your Dropbox Account

Once the executable has downloaded, click to open it and Dropbox will install automatically. It usually takes less than a minute from start to finish. That's it. You now have an account and Dropbox is on your computer, which means you're just seconds away from uploading your evidence ready to share with us.

STEP FIVE

Setting Up Dropbox

You will notice after you've installed Dropbox is that it added an icon to your system tray. The tray icon is the easiest and fastest way to access Dropbox from your computer.



STEP THREE

Download Dropbox

After clicking the "Create an account" button, you'll be taken to a screen that gives you the option to download Dropbox.

Need some help?

Have a question? Contact either the Litter Free Team on **02920 874713** or email **litterfreesomerset@gmail.com**, or the Somerset Wildlife Trust Team on **01823 652400** or email **enquiries@somersetwildlife.org**.

Your Ten Step Dropbox User Guide

STEP SIX

How to Use Dropbox on Desktop

Using Dropbox on your desktop is easy. Downloading the client adds a folder under your username titled "Dropbox," and the files you add to that folder are automatically copied to your Dropbox account.

STEP SEVEN

Invitation To Your Shared Dropbox Folder

Once you have downloaded Dropbox to your computer you can click on the link we sent you in an email. This will give you access to a designated folder created for you to upload your evidence to.

STEP EIGHT

Your Dropbox Folders

You'll see in your Dropbox folder we have created the three levels; Ripple, Roller and Crest and within each folder a sub-folder for each of the tasks.

1. _Guide to Dropbox	2. Core Princ...RIPPLE.pdf	3. 1. Local Str...ms & Rivers
1. 1. Ripple	2. Nature	4. 2. Arts & C...Competition
2. 2. Roller	3. Waste	5. 3. Wildfowl & Waders
3. 3. Crest	4. Water	6. 4. Seashore Life
		7. 5. Coastal Visit

STEP NINE

Uploading Files to Dropbox

When you're ready to upload your evidence to Dropbox, navigate to the files. Once you've found them, simply highlight the file you want to move, then click and drag it over to your Dropbox folder.

You can copy and paste files or folders to Dropbox if you find that easier.

STEP TEN

Reviewing Your Evidence

Litter Free Coast & Sea and Somerset Wildlife Trust have access to your Dropbox folder and will review your evidence.



Where is your school on the leader board?

Head over to the Somerset School Coastal Champions page on our website and see where your school currently stands on the leader board.

www.litterfreecoastandsea.co.uk/somerset