


How to Upload Photos for the Dunai Archive

*Email Sign-in Required for either Drive

The screenshot shows a web browser window with the URL dunaidancers.com/media-submission/. The page header includes the logo for Dunai Dancers St. Catharines and a navigation menu with links for Home, 50th Anniversary, About, Ensemble, and Contact Us. A box labeled '1' contains the following instructions:
→ Go to dunaidancers.com
→ Select 50th Anniversary Tab
→ Media Submission
An arrow points from the '50th Anniversary' link in the navigation menu to the '50th Anniversary' tab in the box. Below the header, the page title is 'Media Submission'. The main text reads: 'As we create a documentary to mark the history and legacy of the St. Catharines Dunai Dance Ensemble, we need your help to gather content. If you have any photos of video from over the years and are willing to share them for possible use in the documentary or simply to keep in our archive please follow the link below and upload them to the proper folder. Please include your name and event name and date in the file name. (i.e. YourName_Event_Year)'. A box labeled '2' contains the following instructions:
Select either Google or Hotmail/Outlook Drive
→ Google Drive (if you have a Gmail email address or Google Account)
→ OneDrive (if you have a hotmail or outlook email address)
An arrow points from the 'Google Drive' link to the 'Google Drive' option in the box. At the bottom of the page, it states '*Sign-in Required for both Drives'.

Google Drive

My Drive > Dunai 50th Anniversary > Dunai Media Submission ▾ 



Folders

3 Double Click which folder your photos belong in (what year they are from)

Name ↑

 1967 - 1969


 1970 - 1979

 1980 - 1989

 1990 - 1999

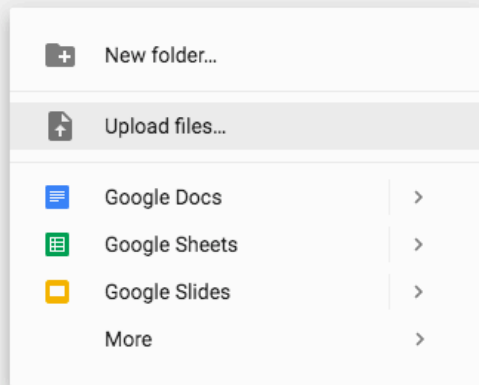
 2000 - 2009

 2010 - 2017

 Unknown/Other

Google Drive

My Drive > Dunai 50th Anniversary > Dunai Media Submission > 1967 - 1969 ▾



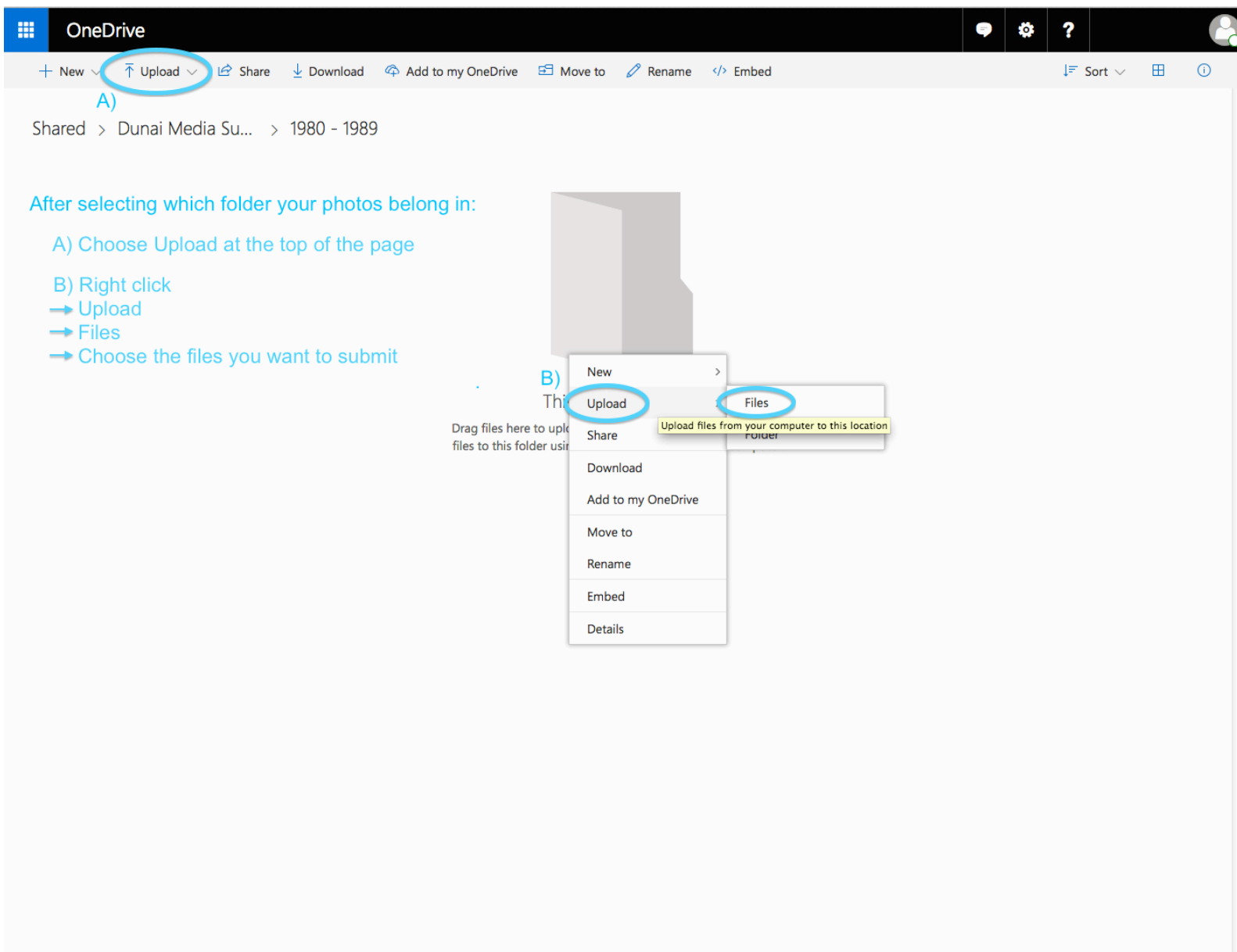
4

- Right Click
- Upload Files
- Select which photos you want to add
- OR
- Drag files from your computer to the screen



Drop files here
or use the "New" button.

OneDrive (Hotmail/Outlook)



The screenshot shows the OneDrive web interface. At the top, the navigation bar includes a '+ New' dropdown menu, with the 'Upload' option circled in blue. Below the navigation bar, the breadcrumb path reads 'Shared > Dunai Media Su... > 1980 - 1989'. A blue instruction text reads: 'After selecting which folder your photos belong in:'. Below this, two steps are listed: 'A) Choose Upload at the top of the page' and 'B) Right click' followed by sub-steps '→ Upload', '→ Files', and '→ Choose the files you want to submit'. A folder icon is shown with a context menu open over it. The 'Upload' and 'Files' options in the menu are circled in blue. A tooltip for the 'Files' option reads 'Upload files from your computer to this location'. The context menu also includes options for 'New', 'Share', 'Download', 'Add to my OneDrive', 'Move to', 'Rename', 'Embed', and 'Details'.