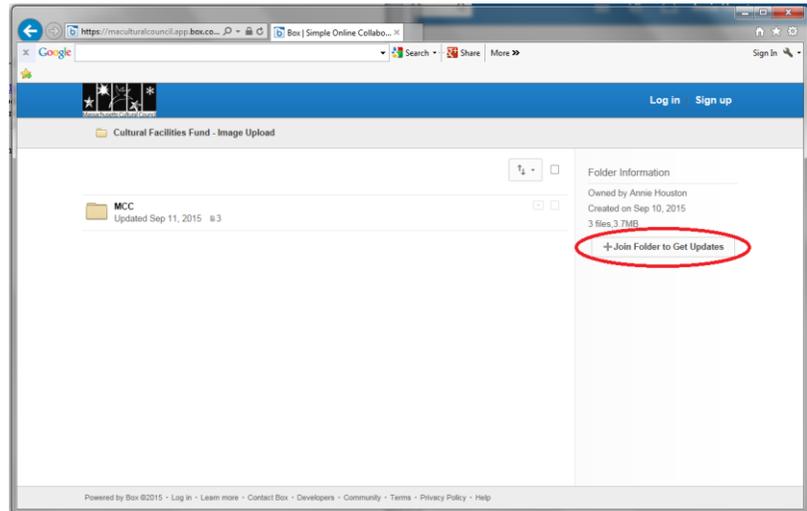


Cultural Facilities Fund – Image Upload Instructions

1) Visit <https://maculturalcouncil.box.com/s/48fqg1nj2z6vd2n7017gpe4jwv1sf0u>

2) Click ‘Join Folder to Get Updates’ on the right hand side of the screen

3) Create free account by entering in a username and password for your organization. Once you’ve done this, it will take you to the folder named: Cultural Facilities Fund – Image Upload (If you’re not immediately redirected, just click the folder to open it. You will see a sample folder named, “MCC” once you’re inside the correct folder.)



4) Click “New” to the right of the blue “Upload” button, select “Folder” and name it that of your cultural organization.

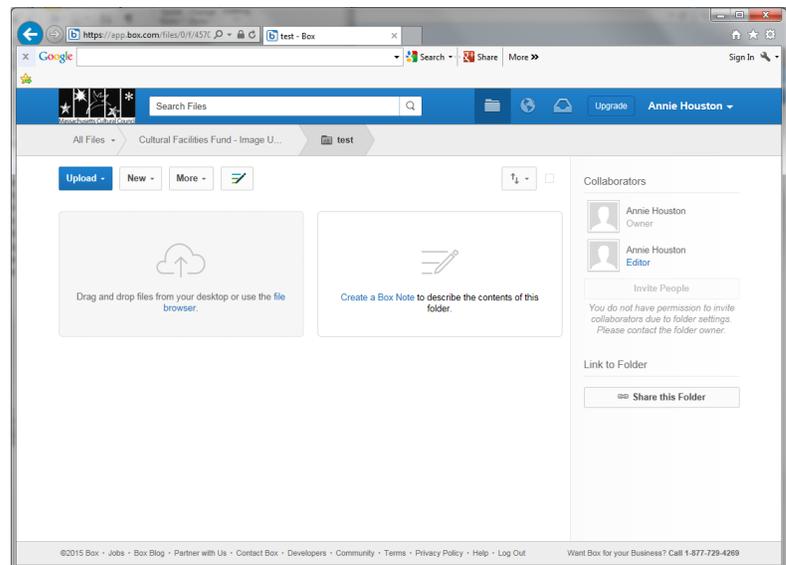
5) Click into your folder to enable the upload function.

6) Upload no more than 10 images of your facility’s current state. Please submit images focusing on areas within the project’s scope (e.g. if you are applying for assistance with roof repair/replacement, include photos showing the roof in its current condition). You can upload images by:

a. Dragging and dropping photos in the left hand box with the image of the cloud and arrow.

-OR-

b. Clicking the words “file browser” in the left hand box to select files (similar to selecting email attachments). Hold down ‘Ctrl’ while clicking to select multiple photos to upload at once.



7) Once the images have finished uploading, submission of photos is complete. Do not delete or disable any contents in the folder.