



NJCDCA

NEW JERSEY CHEERLEADING & DANCE
COACHES ASSOCIATION

Est. 1991

NJCDCA

How to upload your video
submission for NJCDCA Virtual
State Championship

FROM A COMPUTER
**(Google Drive or PC's Hard
Drive)**

Option 1: Direct Upload from Computer or Google Drive

1. USING YOUR **computer**: Go to njcdca.com Forms Page and locate your appropriate Video Submission Form for Rec, Middle, HS, JV, Stunt Group, or Dance ***THEY ARE ALL DIFFERENT FORMS PLEASE SELECT THE CORRECT ONE!***
2. Fill out the Skill Sheet and Team Roster-save these to your computer or Google Drive
3. Fill out the first page of the Submission Form with the appropriate and accurate information regarding your team's submission.
4. Attach from Google Drive (see slide 3-6)
5. Attach from PC (see slide 7-11)

Attaching Files/Videos from Google Drive

Skill Sheet (Please locate this form at
http://www.njcheerleading.com/about_forms.htm)*

↑ Add file

Roster (Please locate this form at
http://www.njcheerleading.com/about_forms.htm)*

↑ Add file

Video Submission (see instructional video on
http://www.njcheerleading.com/about_forms.htm)*

↑ Add file

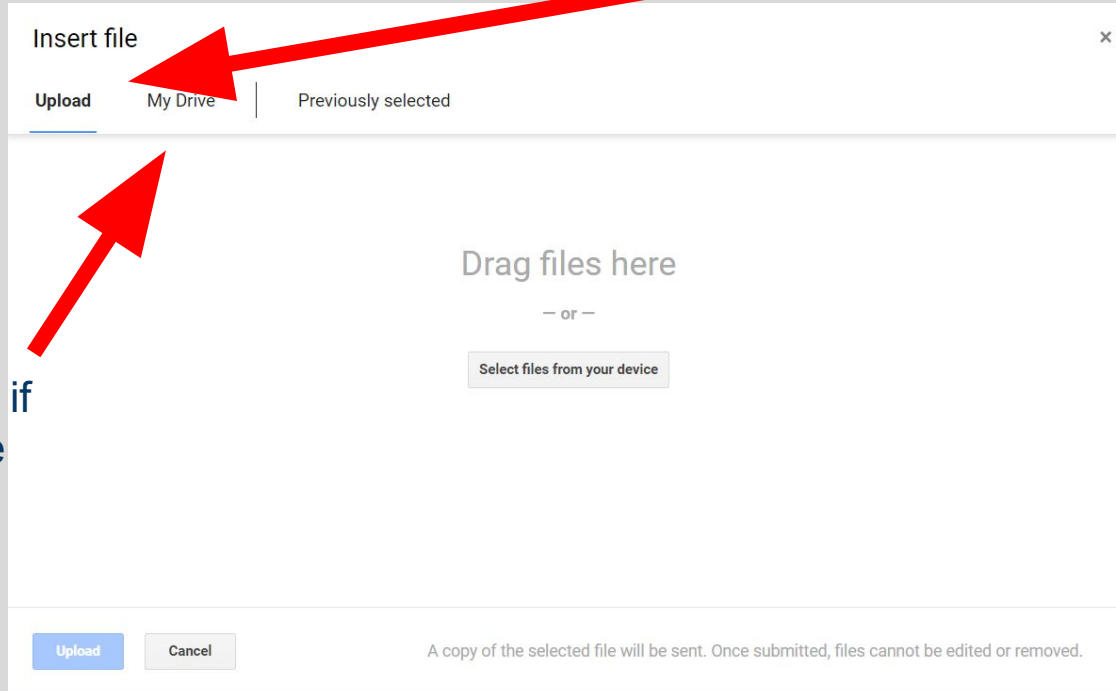
1. Once your forms are filled out and uploaded to your drive.

2. Click the “Add File” Button

**You will have to do this three times! Once for The Skill Sheet and once for the Roster and once for video

Attaching Files/Videos from Google Drive

Once you click “Add File,” you will be asked to select from where to upload your document(s).

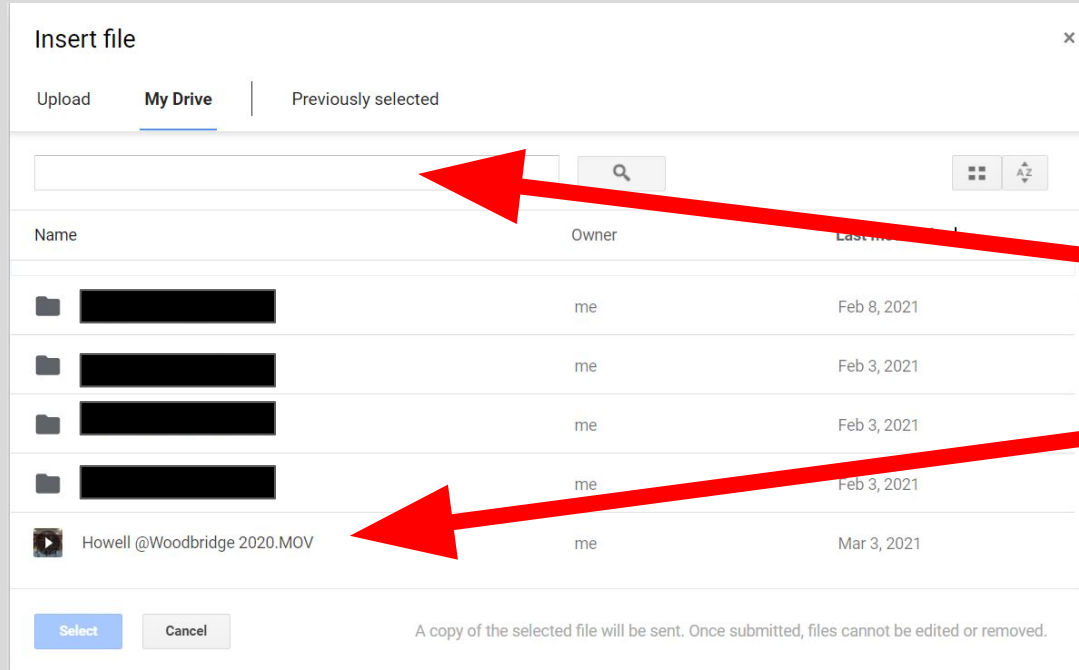


If the files are on your PC Hard Drive please skip to slide #7.

3. Choose “My Drive” if your forms/videos are in your **Google Drive**

Note: If your files are on your phone or iPad, please refer to our presentation “Uploading from an iPad or iPhone”

Attaching Files/Video from Google Drive



4. Once you click “Add File” a window will pop up that contains all your Google Drive Files

You can search for your files here

Navigate and select the appropriate file and click select

Repeat this process for your Skills Sheet, Roster, and Video Submission.

Attaching Files/Videos from PC Hard Drive

Skill Sheet (Please locate this form at
http://www.njcheerleading.com/about_forms.htm) *

↑ Add file

Roster (Please locate this form at
http://www.njcheerleading.com/about_forms.htm) *

↑ Add file

Video Submission (see instructional video on
http://www.njcheerleading.com/about_forms.htm) *

↑ Add file

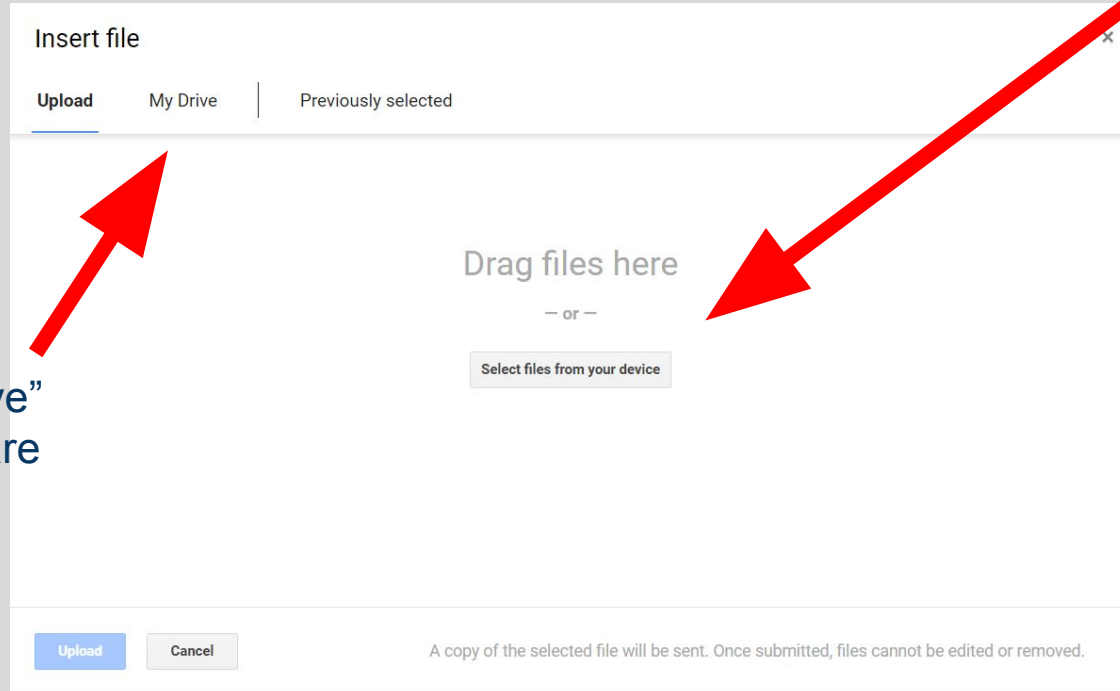
1. Once your forms are filled out and uploaded to your drive.

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Once for The Skill Sheet, once for the Roster,
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Attaching Files/Videos from PC Hard Drive

Once you click “Add File,” you will be asked to select from where to upload your document(s).

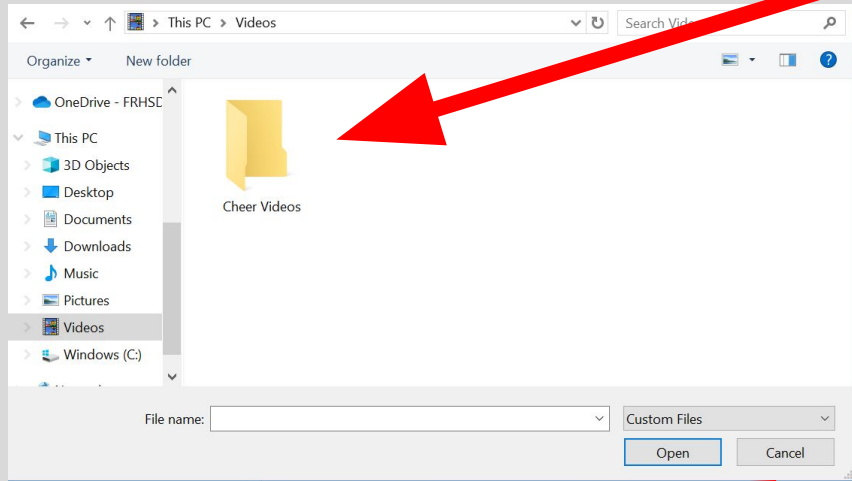


Only choose “My Drive” if your forms/videos are in your Google Drive (refer to slides 3-6)

3. If the files are on your PC Hard Drive please select “Select files from your device”

Note: If your files are on your phone or iPad, please refer to our presentation “Uploading from an iPad or iPhone”

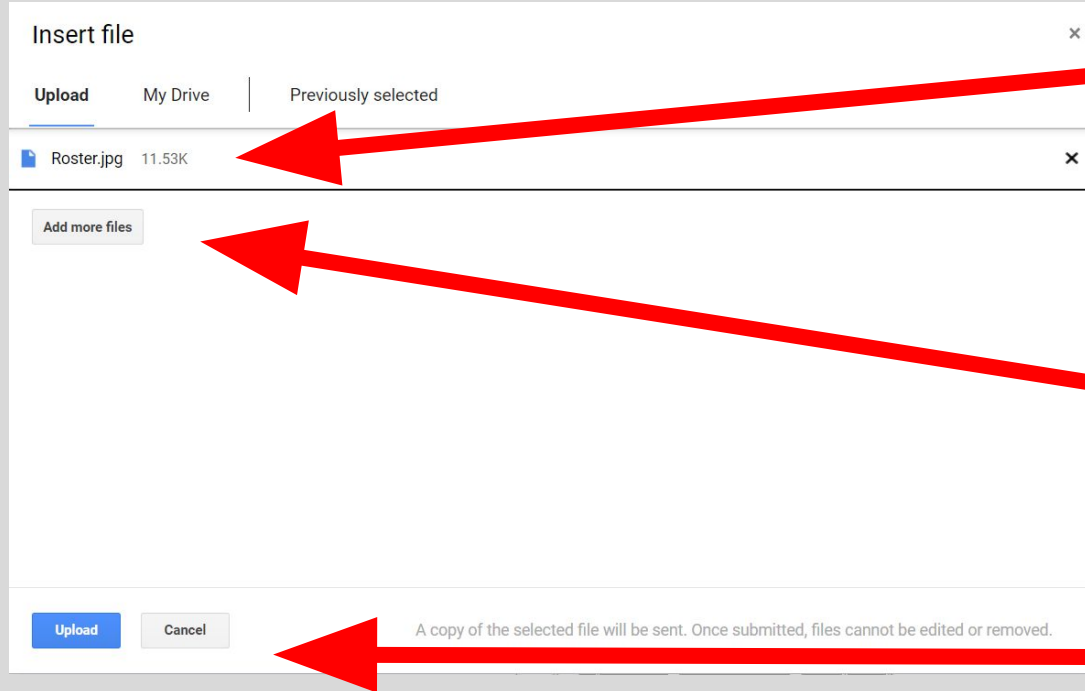
Attaching Videos from PC Hard Drive



4. Once you click “Select files from device,” a window will pop up that has access to all your computer’s files. Navigate to the file you wish to upload.

Select your desired files and click open

Attaching Photos/Videos from PC Hard Drive



6. Check to see that a file is attached

7. If you need to attach more files, click "Add More Files" and repeat the process.

8. Once you have your files selected, click "Upload"

Repeat this process for your Skills Sheet, Roster, and Video Submission.