# FCCLA's Virtual STAR Events URL Tutorial

There are multiple ways of providing a link to National FCCLA for your competitive event URL. This document will provide you will instructions on using Google Drive, Google Docs (page 4), Google Sites (page 5), and Dropbox (page 9). You may also use your chapter's website such as Weebly or your school's website. The **one link** (Project URL) where the documents will be posted must be received by FCCLA by the registration deadline of **April 30. LATE REGISTRATIONS ARE NOT ACCEPTED.**

Google Drive Instructions:

1. Login to your Google Drive.
   o If you've never used Google Drive, you can easily find it by searching "Google Drive" in the Google search bar.
   o If you have a Gmail email account, log into your Gmail and select the Google app icon.

2. Once you're logged in, click the "**New**" button on the left corner.
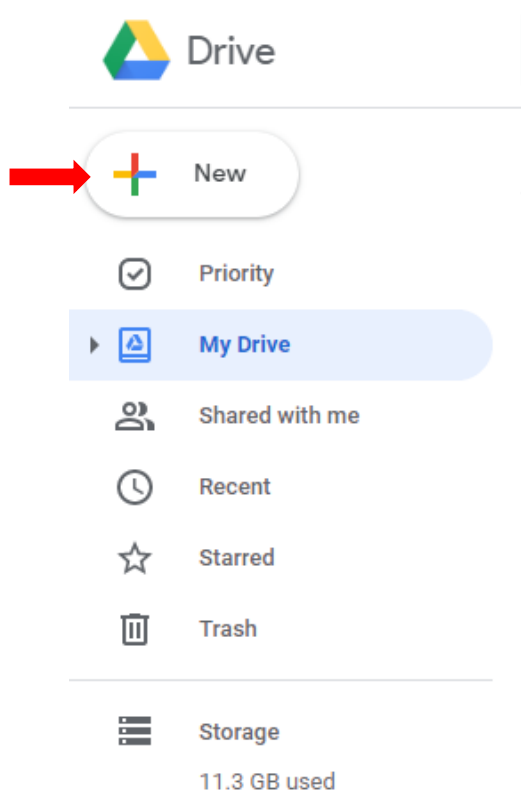
3. Click the first option: "**Folder**". This will give you the option to create a new folder for your Competitive Event. All files must be clearly labeled using a descriptive file name, e.g. "Career Investigation Electronic Portfolio – Level 1 – Gonzales." This is especially important when a chapter is providing multiple entries on one website page or through one online folder
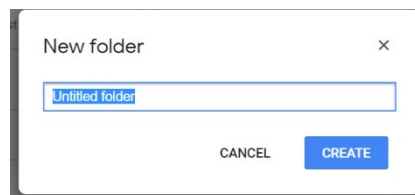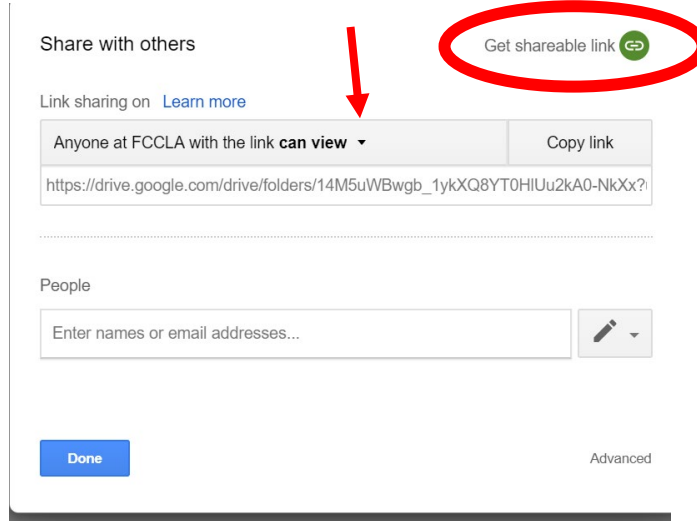
4. Open the folder you've just created.

5. Click the "**New**" button again and select: "**File upload**". This will open the directory on your computer so that you can choose the documents you wish to upload. Upload the documents while in your new Competitive Event folder, so they will save there automatically.
   o You can also drag and drop your document into your folder.

6. Now you should have a Competitive Event folder with your Competitive Events document in it. The next step is to get a link to the folder. To do this, click on the folder (or the name of the folder, if you're inside it):
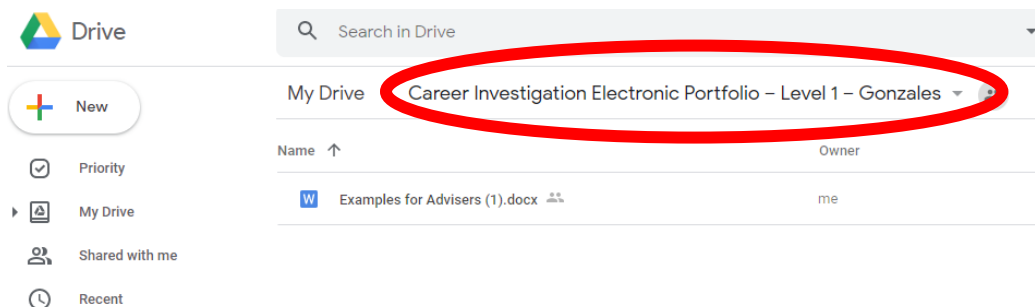
7. Select the "**Share**" option in the dropdown menu. The following box will pop up:
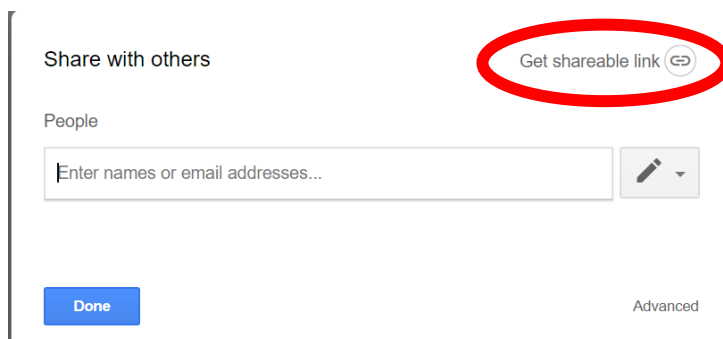
Select "**Get Shareable Link**" in the upper right corner. Then, select the drop-down arrow. Select
"**Anyone with this link can view**". If you don't have this option, click "**More**" in order to view this option.
This box will appear:
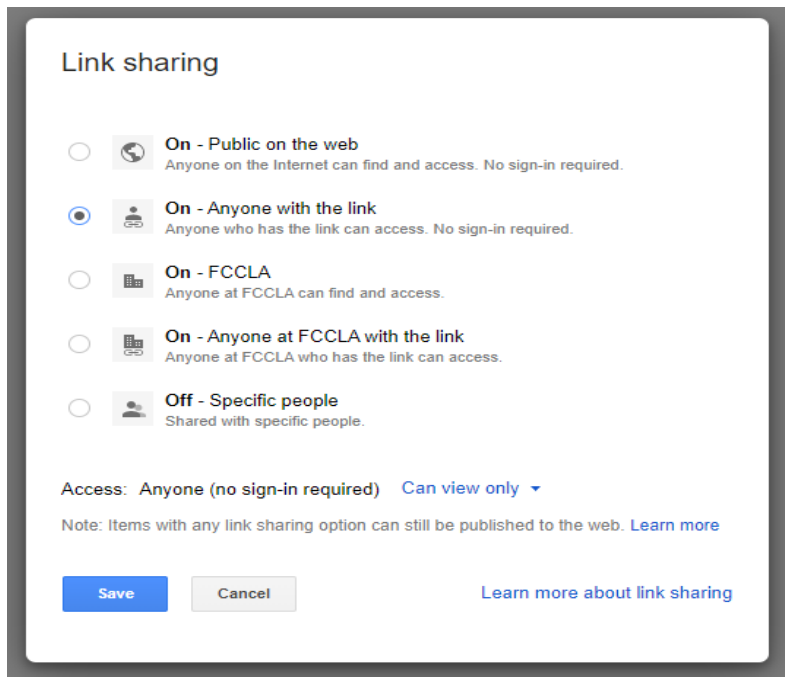
Be sure to select "**On - Anyone with the link**" so that it will be viewable to for the Competitive Event
evaluators. Select "**Save**".

8. Finally, copy and paste the link Google creates for you into the Virtual NLC registration in the FCCLA portal.

**Note: You may choose to share all of your project information in one Google Doc versus multiple files in Google Drive. Follow the same instructions as in Google Drive for sharing.

Google Site:

1. Search "Google Sites".

2. Select "**Create**". Select "**in new sites**".

3. Enter text for the name of your site, and the page title. Insert a Text Box and give it a title (Event, Level, Student Names)

4. To link a Google Drive file, click Insert – Drive. A popup message will appear. Select file you wish to insert and click the blue insert button.
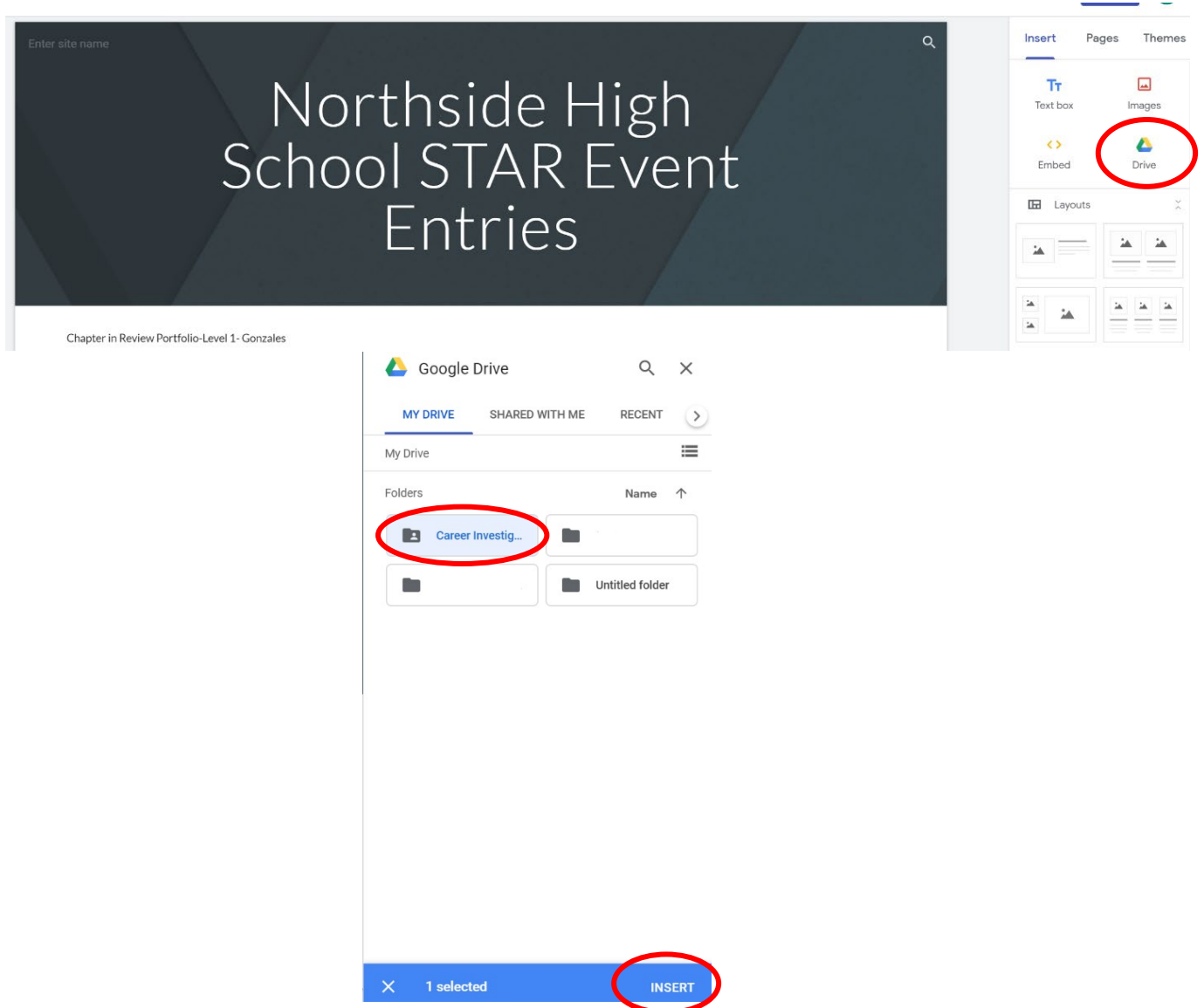
5. To embed a video, click on Insert – Embed. Copy and paste your video URL and then click "**Insert**" in the dialog box.
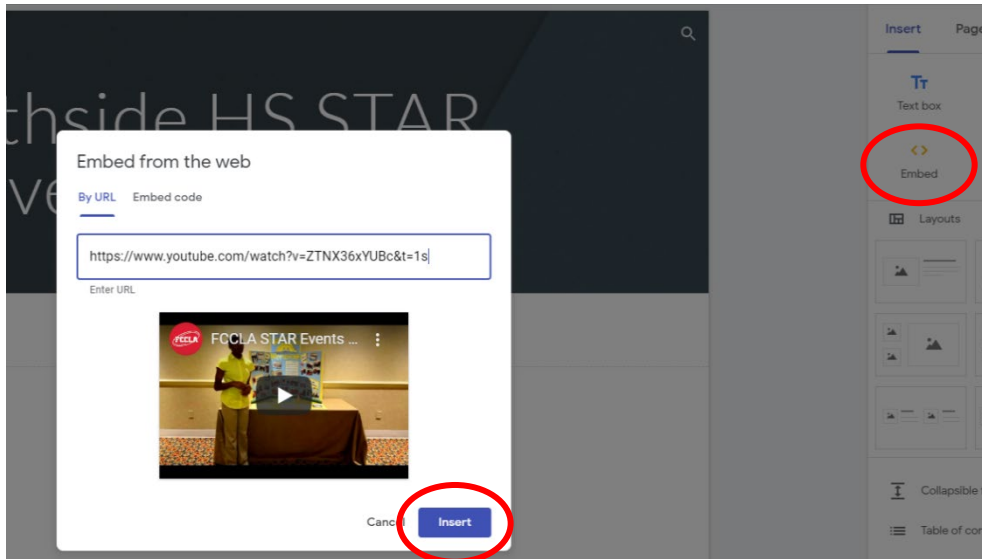
6. Next, select the "**Publish**" button on the top right corner of your page.
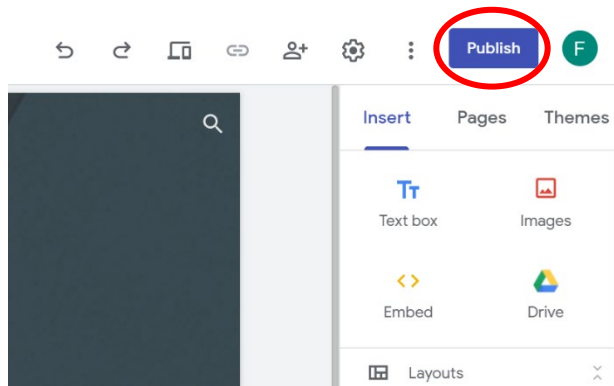
7. Enter a web address for your website. The web address can be your STAR Event and last name or something similar.
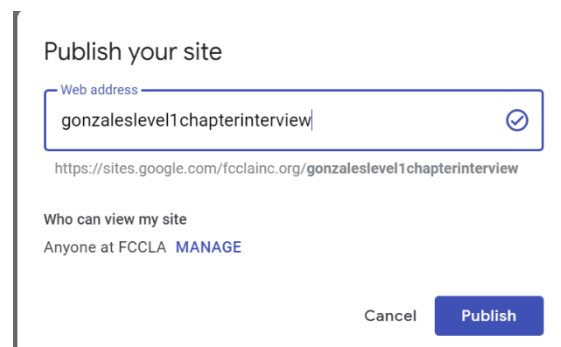
8. Select the "**Manage**" button. A new window will appear. In line with the word Published, select the word "**Change**".

9. Change the viewing rights to "**anyone can find and view the published version**" and click "**Save**". Then select "**Done**". Finally, select "**Publish**".
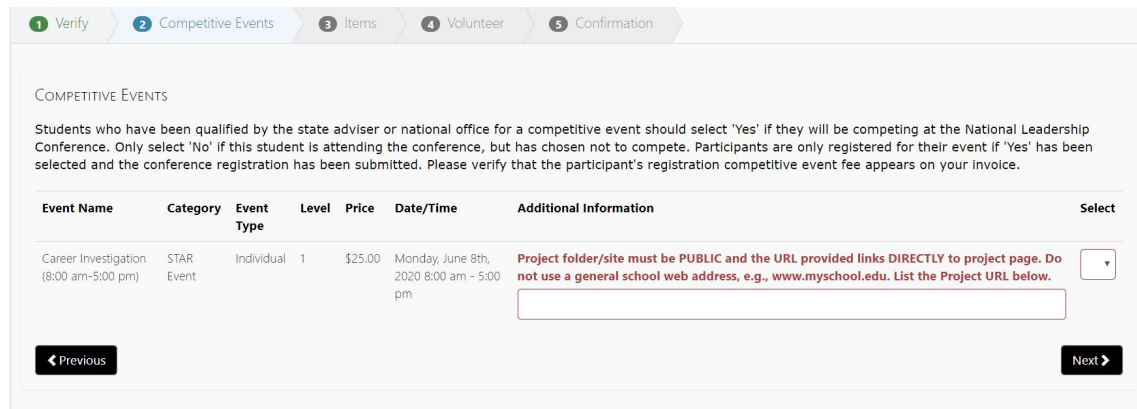
10. Next, select the paperclip icon. Select "Copy Link".

11. Paste the link into the Virtual NLC registration in the FCCLA portal.

Dropbox Instructions:
1. Login or create an account with Dropbox at the link below:
   https://www.dropbox.com/?_hp=c
   o If you already have an account, continue to step #3.

2. If you have never worked in Dropbox before, you will be prompted to download the application. Once the download is complete, login to your new account.

3. Using the sidebar to the right side of the page, select "**New Folder**". All files must be clearly labeled using a descriptive file name, e.g. "Career Investigation Electronic Portfolio – Level 1 – Gonzales." This is especially important when a chapter is providing multiple entries on one website page or online folder.
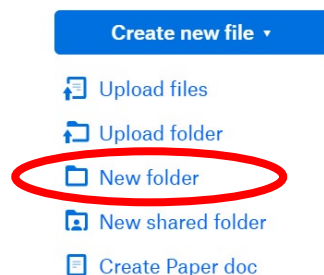
4. Next, select "**Upload Files**". This will open the directory on your computer so that you can choose the PDF or Word document you wish to upload.
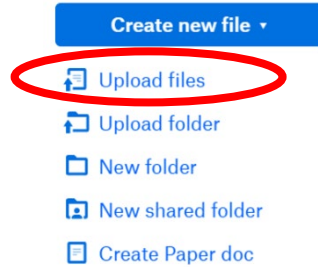
5. Use the "**Share Folder**" button located on the right.
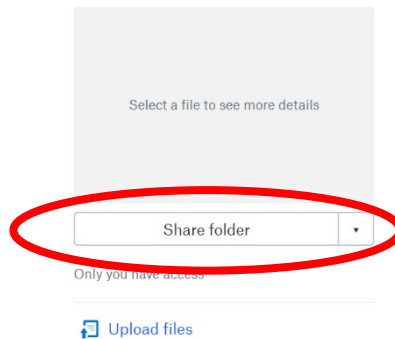
6. To share the URL for this folder, select "**Create Link**" at the bottom right.

7. Select the "**Copy Link**" button.

Share a link instead   Link settings

👁 Can view   Copy link
    Anyone with this link can view the folder.

8. Paste the given link in the appropriate field when registering for Virtual National Leadership Conference.

① Verify **② Competitive Events** **③ Items** **④ Volunteer** **⑤ Confirmation**

COMPETITIVE EVENTS

Students who have been qualified by the state adviser or national office for a competitive event should select 'Yes' if they will be competing at the National Leadership Conference. Only select 'No' if this student is attending the conference, but has chosen not to compete. Participants are only registered for their event if 'Yes' has been selected and the conference registration has been submitted. Please verify that the participant's registration competitive event fee appears on your invoice.

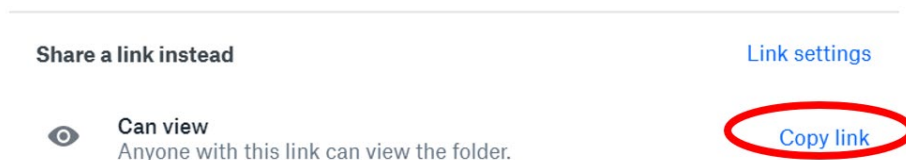| Event Name	Category	Event Type	Level	Price	Date/Time	Additional Information	Select
Career Investigation (8:00 am-5:00 pm)	STAR Event	Individual	1	$25.00	Monday, June 8th, 2020 8:00 am - 5:00 pm	**Project folder/site must be PUBLIC and the URL provided links DIRECTLY to project page. Do not use a general school web address, e.g., www.myschool.edu. List the Project URL below.**	▾

◀ Previous   Next ▶

Frequently Asked Questions-

1. **How do I share my video?**
    1. Upload your video to a video sharing website such as Youtube or Vimeo.
    2. **Make sure that your video is public.** Evaluators can't judge videos they can't watch!
    3. Copy and paste the URL to your video into a Word or Google Document and include it in your project documentation. If you are posting your video on a website page, you may embed the video to play without leaving that website page.
    4. Evaluators must be able to click the URL and watch your video. **Evaluators will not judge a video that must be downloaded to view.**
    5. **If a video or document is not accessible to the evaluation team, they will not request access.**

2. **I'm not sure if I've uploaded everything correctly, how can I be sure?**
    It is **HIGHLY RECOMMENDED** that you share your project URL with someone <u>outside</u> of your chapter/school system network. Have a friend or family member view your project URL and access your project documentation. Make sure that they are able to click and view your video and documents without downloading them or requesting access.

3. **I provided an incorrect URL during the registration process; how do I change it?**

This information can be edited by your chapter adviser from within the national FCCLA portal, no later than April 30.

For additional assistance please call our national office at 703-476-4900.

4. **My portfolio is 15 pages, do I need to provide a link to every page?**
   No. All pages of your portfolio must be combined into ONE PDF, Microsoft Word, or Google Doc file. Evaluators should be able to scroll through your portfolio and not have to click on any additional links.

5. **I have multiple students competing, can I put all information on one document or website for all my competitors?**
   Yes, multiple entries may be sourced on the same document or website page. Be sure to carefully denote the following: name of the event, level, and name of the participant/s. Documents for each entry should be organized below that information. Repeat for each additional entry.

Questions? Contact us at 703-476-4900 or email us at competitiveevents@fcclainc.org.