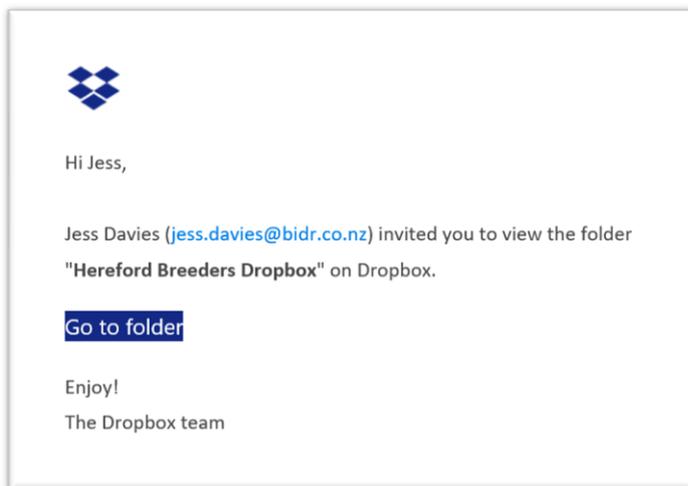


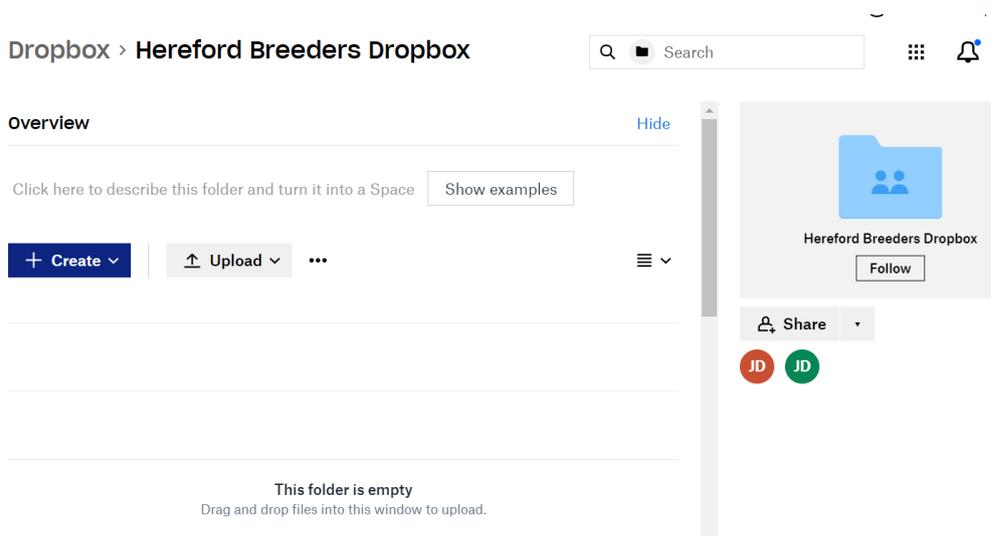
Dropbox How-to

The best method for getting media to us to upload to your bidr® listings is via Dropbox – if you haven't already, upload your media onto your computer and save in your documents in an easy to find location.

1. Firstly, we need your email address so either drop Jess a text on 027 367 2837 or send her an email on jess.davies@bidr.co.nz to confirm your email address along with your name/stud name.
2. Following this, a folder will be created by bidr® which will be shared with you via email (this will not be instantaneous – please allow one working day for the folder to be created). Once created, you will receive the below email. The folder will be titled with your Stud name.

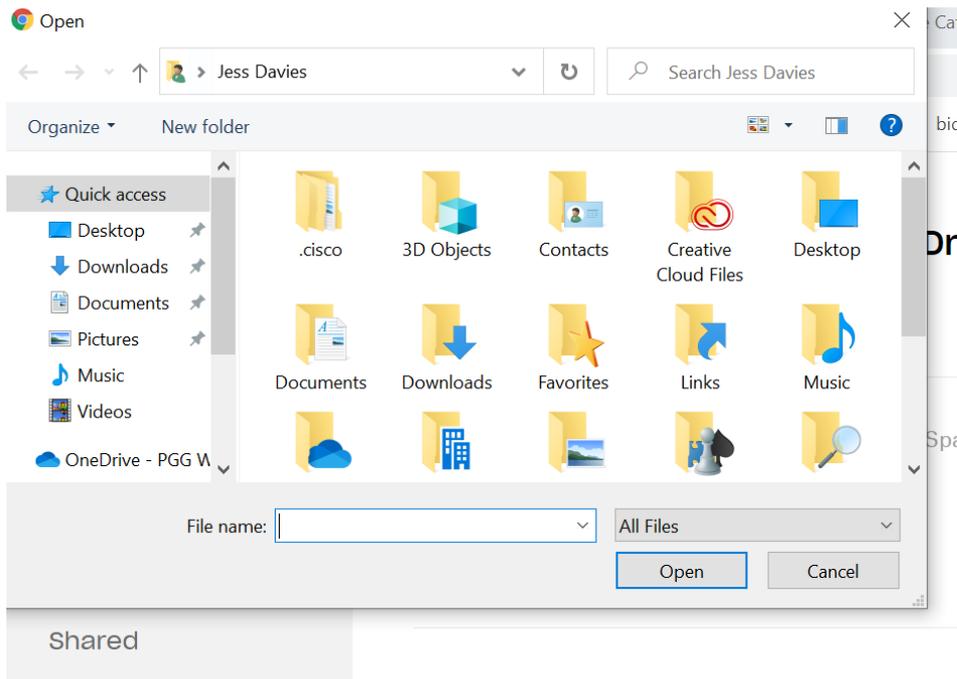


3. Click on the 'Go to Folder' link/button.
4. This will take you to an empty dropbox folder online, of which only bidr® and you can view and edit – see below example.

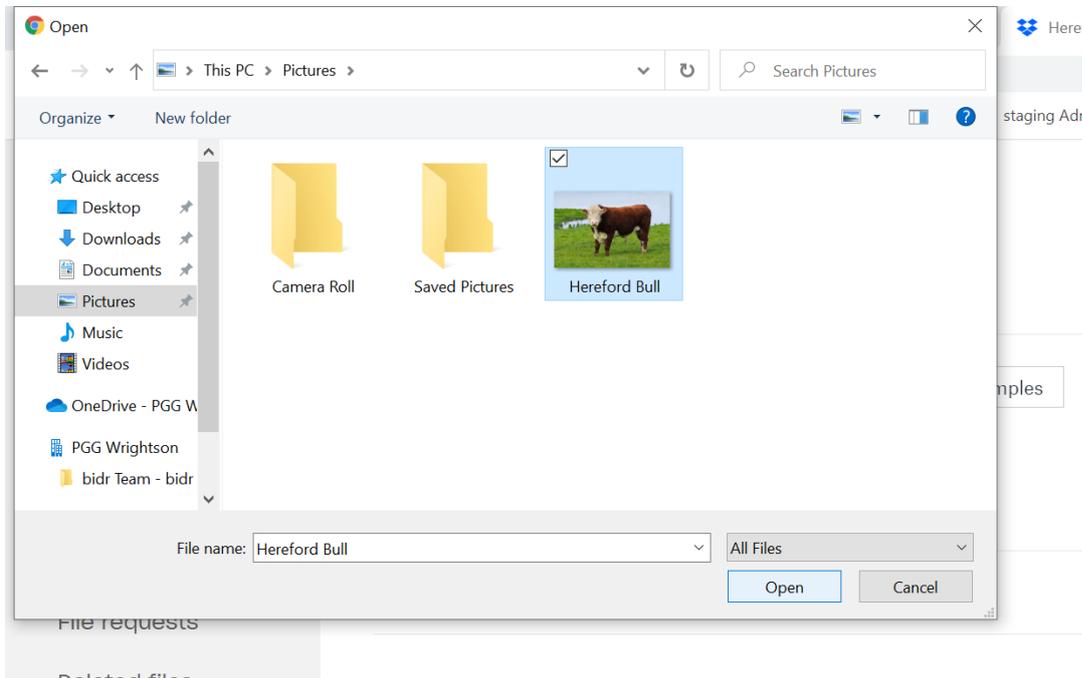


5. To upload your media into the file, click Upload and then Upload Files.

6. Your desktop files will then be displayed.



7. Find your media files where you previously saved them, select them and click open at the bottom of the pop-up box.



8. The file will then upload to the dropbox file which is shared with bidr® and we will be able to access it from here.

If you have any problems using dropbox or would like some assistance, contact Jess from bidr® on 027 367 2837.