PROJECT UPLOAD INSTRUCTIONS

- Set-up a free Dropbox account at https://www.dropbox.com/login.

- You will receive an e-mail from PB Awards wanting to share a Dropbox folder with you. If you have registered for multiple entries, you will receive a share request for each entry.

- Click on View Folder, it will then ask you to Accept.

- This is the folder where you will upload all of your files.

- When saving your files, please include your entry number in the file name, i.e. 1-1EntrantInformation, 1-1ProjectInformation, 1-1Floorplans, 1-1Photo1, 1-1Photo2, etc.

- Once you have all of your files saved, you can upload them to the folder by either dragging them in the folder or by clicking the "Upload" button at the top of the screen.

If you should have any questions, please contact Carly Pini at 847-954-7941 or cpini@sgcmail.com