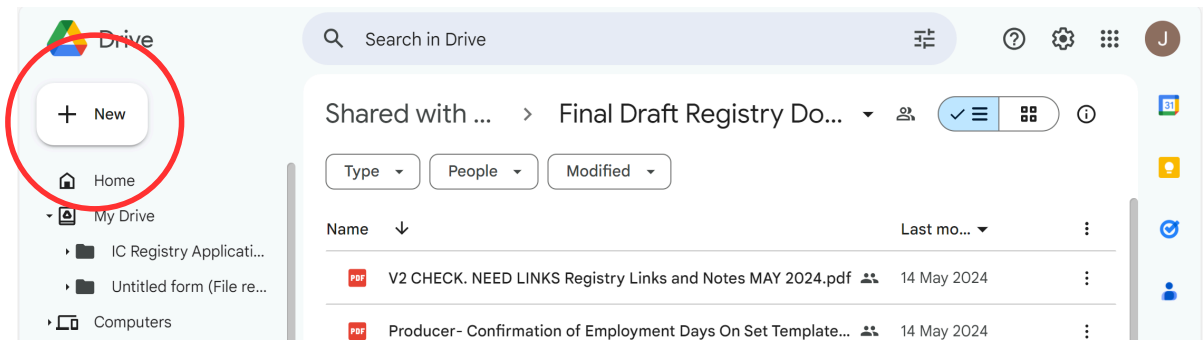


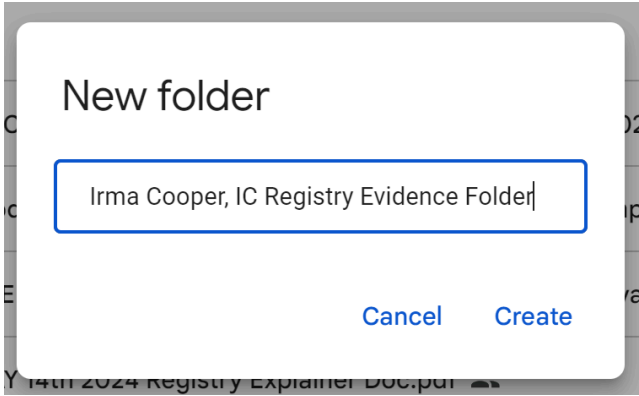
How to make a shareable google drive folder

If you need access support with any of this process, or your application in general, please email icregister@bectu.org.uk

- 1. Go to <https://drive.google.com/drive/home>
- 2. Click 'New' in the top left corner (circled below)



- 3. Click 'New Folder' to create a new folder in your drive
- 4. Please name it as below (Irma Cooper is our example IC's name. Please use your own name!)



- 5. Within the folder, we suggest you make sub-folders to speed up the assessment process
- 6. A suggestion of folder titles is below. Suggested ways of labelling evidence are given in the application form.

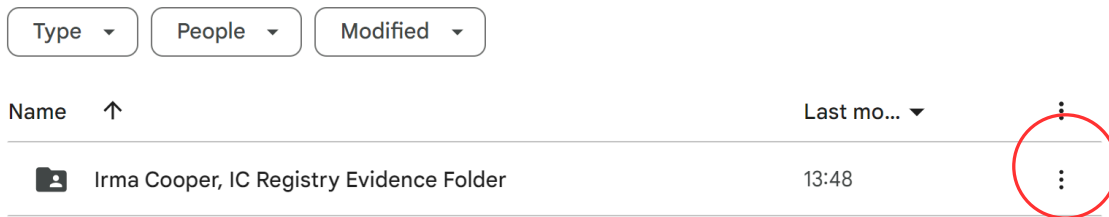
Name	↑	Last mo...	▼	
📁	EVIDENCE OF INTIMACY TRAINING	10:12		⋮
📁	EVIDENCE OF MOVEMENT/DIRECTOR/ACTING/EQUIVALENT EX...	10:11		⋮
📁	LIST A: EVIDENCE OF TRAININGS	10:13		⋮
📁	PROOF OF DAYS, NO. OF PRODUCTIONS, & NO. OF YEARS	10:14		⋮
📁	TWO REFERENCES	10:13		⋮

Instructions continue on page 2

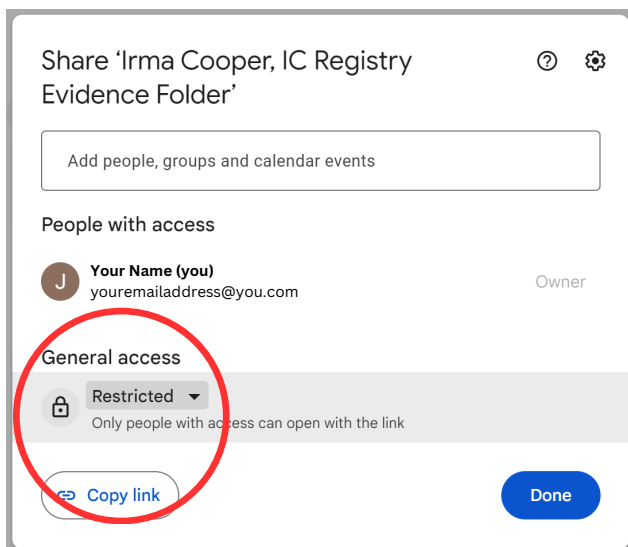
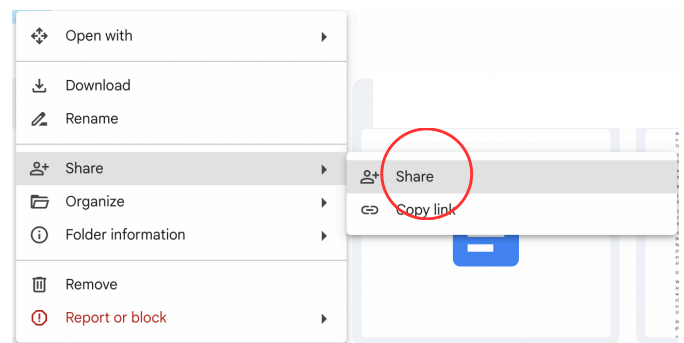
How to share the folder

7. You will need to make the folder shareable with permissions for the following email addresses: icregister@bectu.org.uk, icregistryrep.bectu@gmail.com and chair.icbectu@gmail.com

8. To begin this process, click on the three dots (circled below)



9. In the dropdown menu, hover over 'Share' and then click 'Share' in the smaller menu that appears - shown to the right



10. Once you've done that, the box shown on the left will appear

11. Make sure that the 'General Access' (indicated in the image to the left) is set on 'Restricted' - Only people with access can open the link

12. Add email addresses using the box that says 'add people, groups and calendar events'

13. Add the three email addresses:

- icregister@bectu.org.uk
- icregistryrep.bectu@gmail.com
- chair.icbectu@gmail.com

14. Make sure that these email address are given access as 'Editor' as indicated in the image to the right

15. Press send. This will send an email to the three addresses to notify them.

