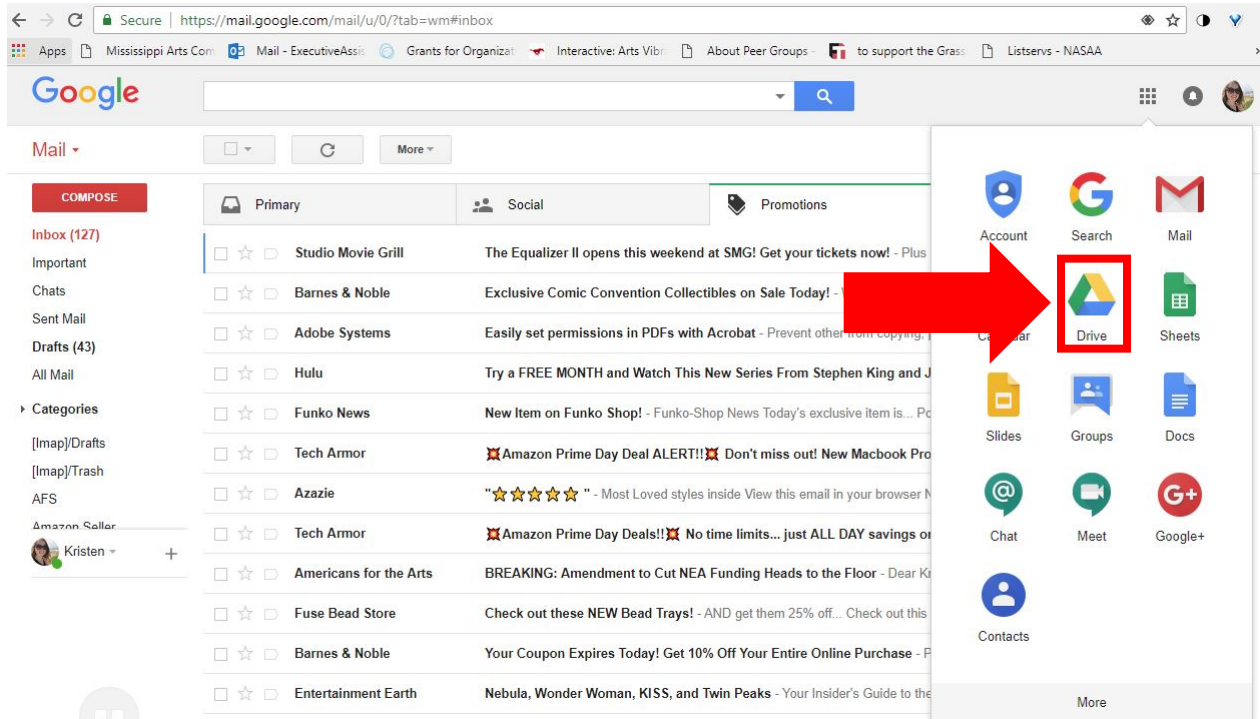
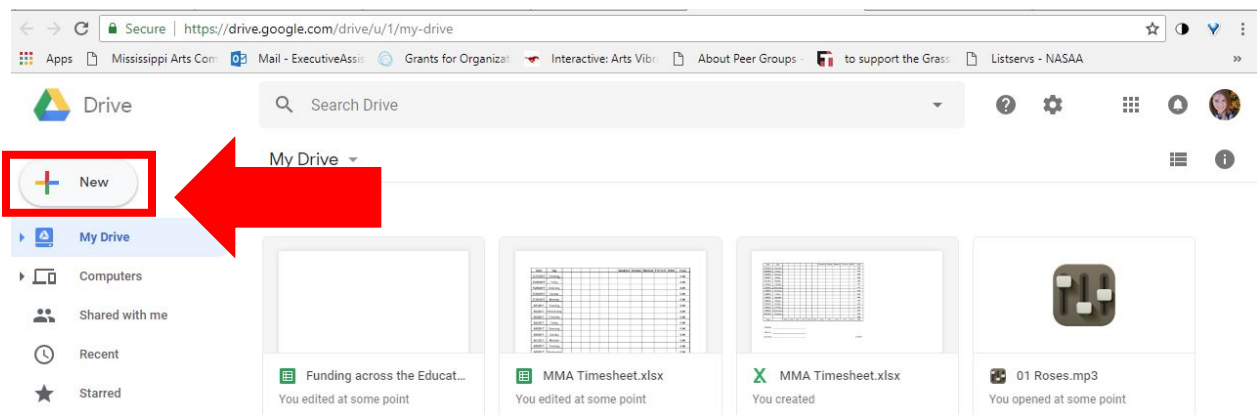


How to Upload Work Samples with a Google Drive Link

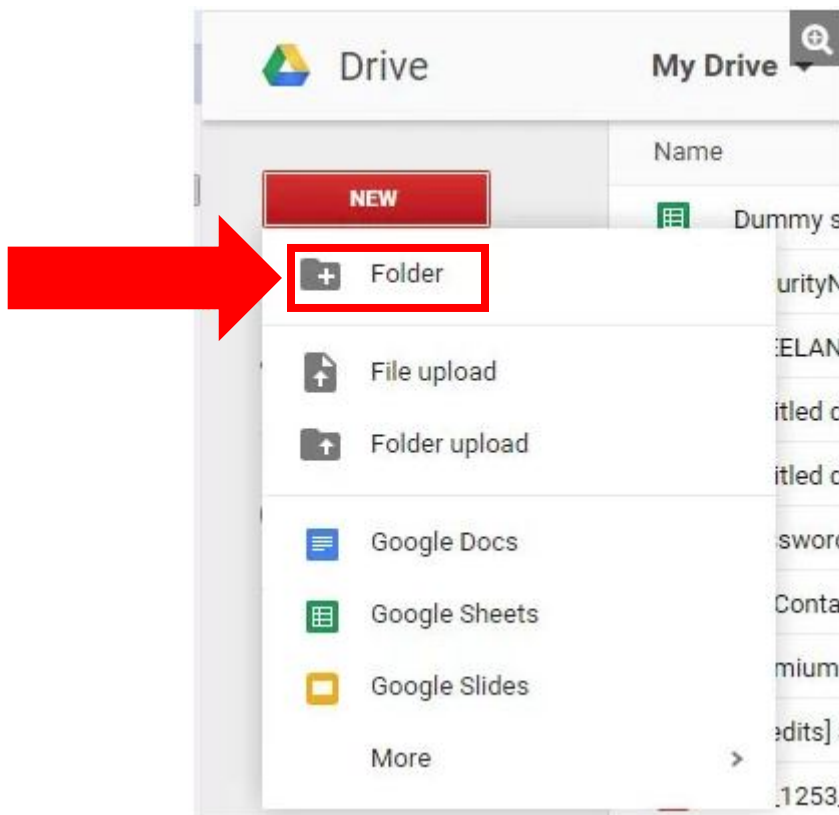
1. Login to your Gmail account, then click “Drive.”



2. Click “New” on the far left side of the webpage.

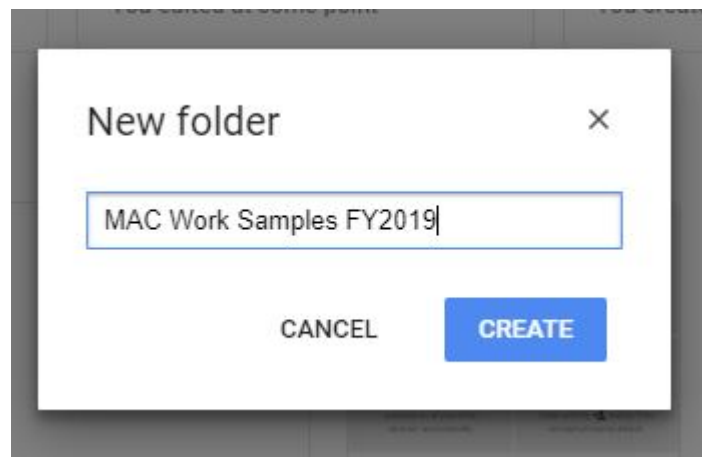


3. Click “New Folder” from the dropdown menu.

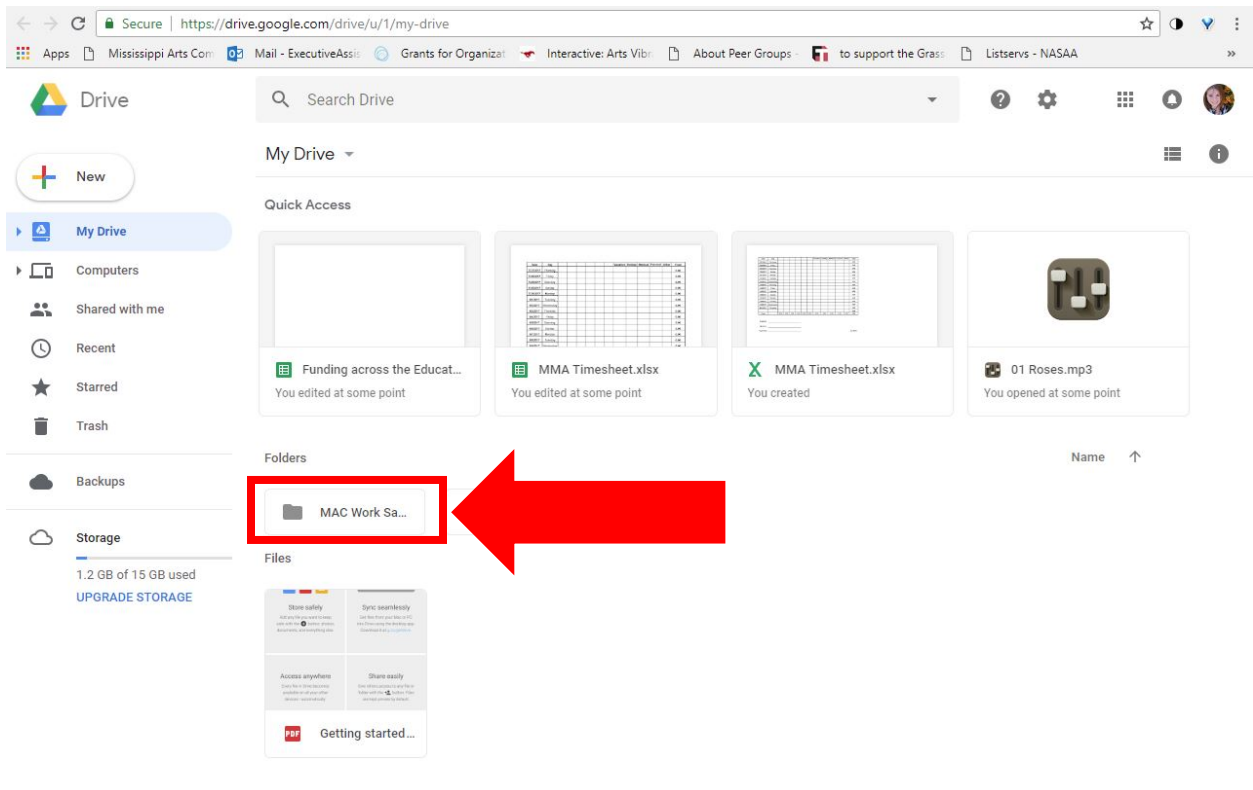


4. Name your new folder.

— Remember, if you are applying for an **Artist Fellowship**, your name cannot be in the file-folder name or the file names.

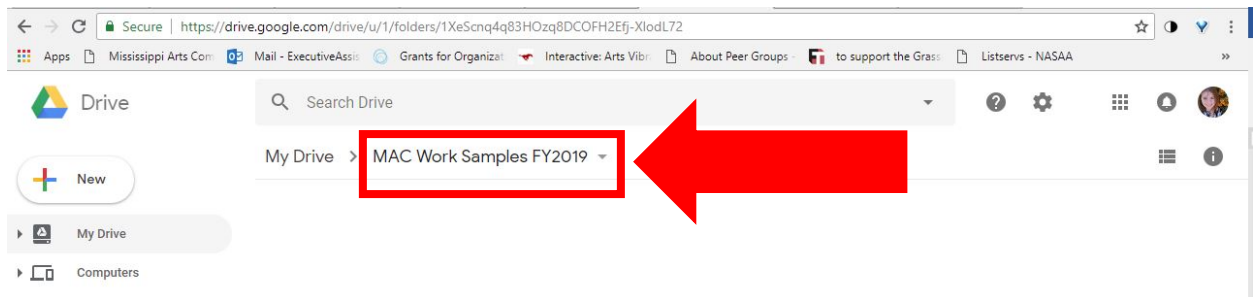


5. Open your new folder.

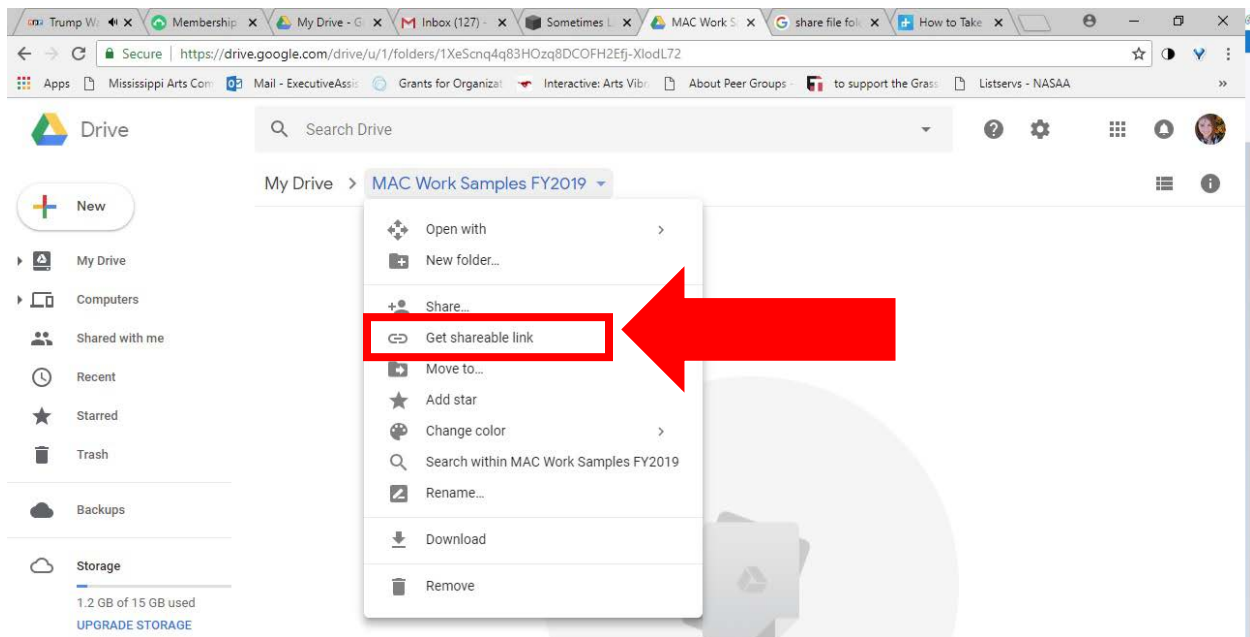


6. Drag and drop the work sample files from your computer into the Google Drive folder.

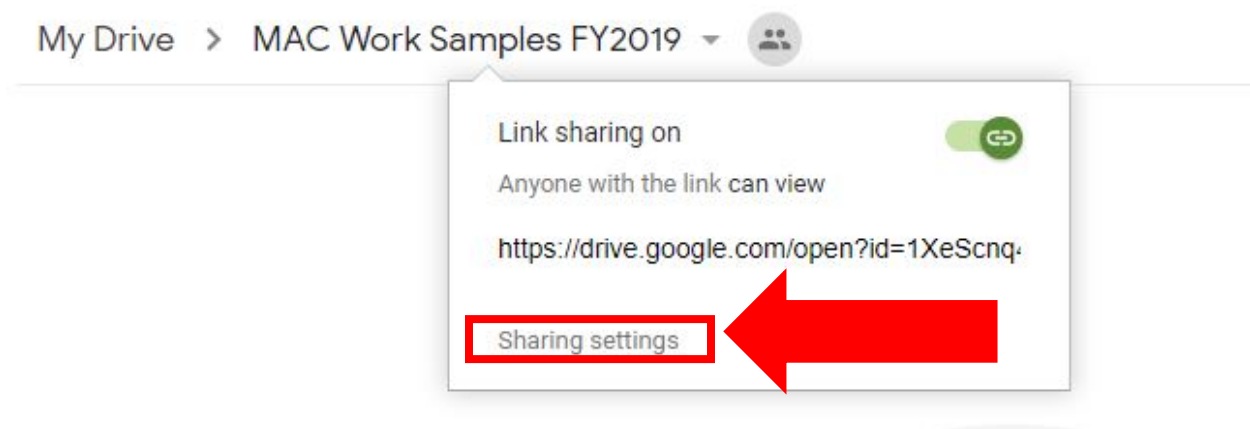
7. Click the file name at the top of the screen.



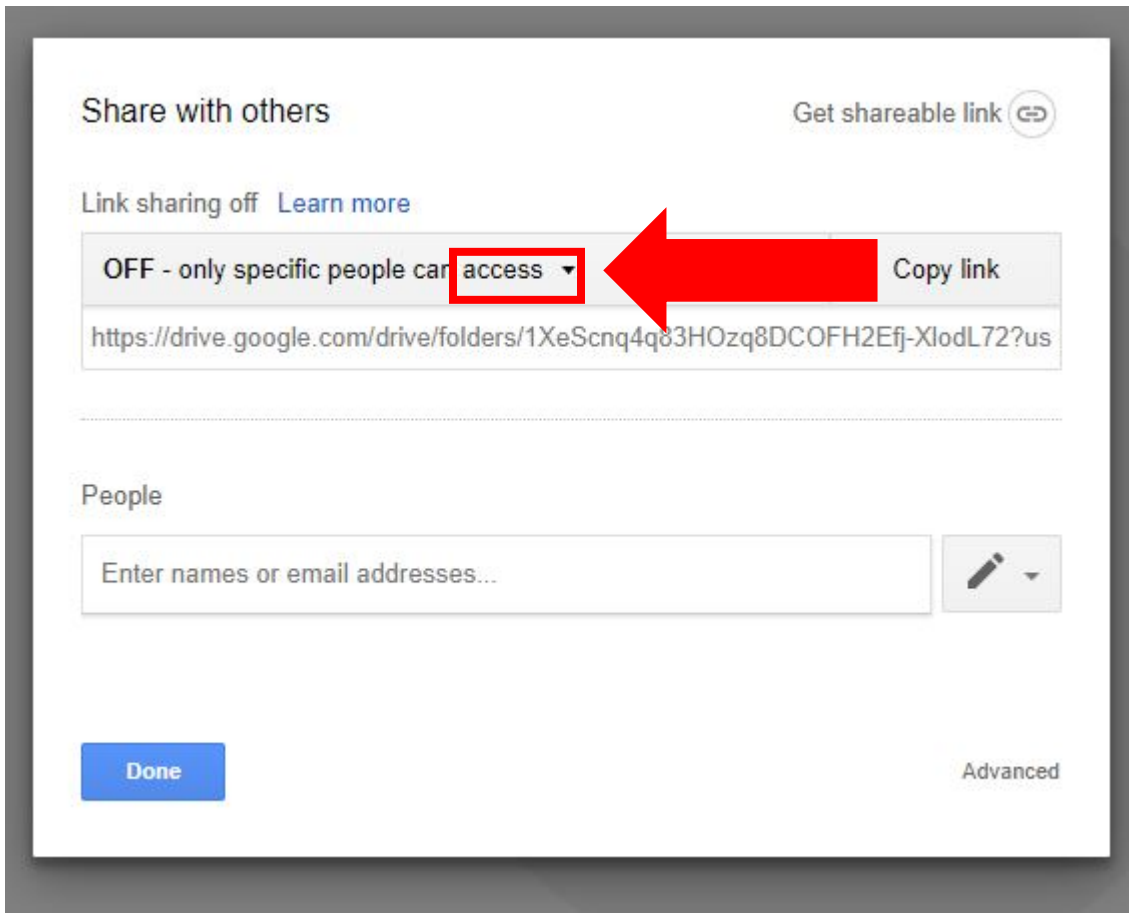
8. Select “Get shareable link” from the drop down menu. Be careful, do **NOT** select “Share.”



9. Verify that Link sharing is “on” and that Privacy Settings allow anyone with the link to view the contents of the folder in “Sharing settings.”

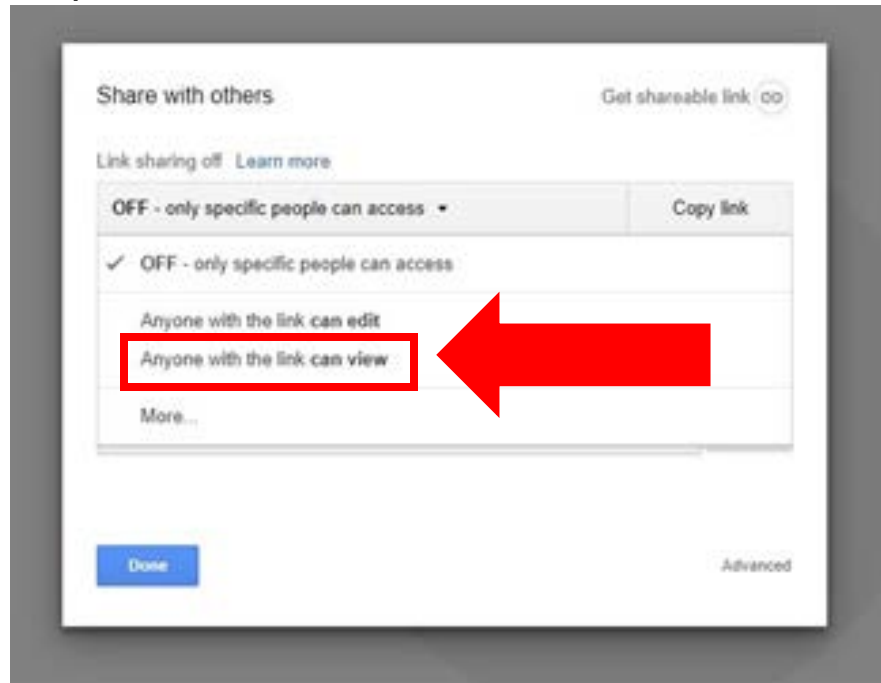


— If the sharing setting is restricted, click the drop down arrow after “access”.



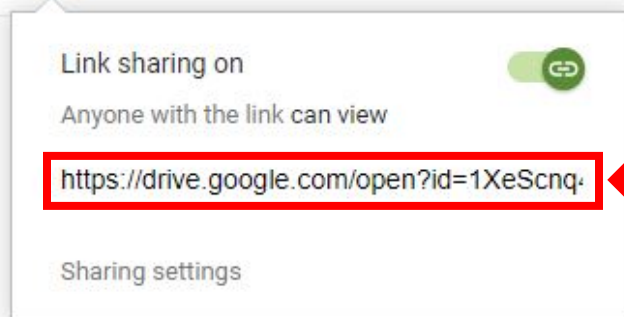
The image shows the 'Share with others' interface in Google Drive. At the top right, there is a 'Get shareable link' button with a share icon. Below this, the text 'Link sharing off' is followed by a 'Learn more' link. The main sharing setting is 'OFF - only specific people can access', where the word 'access' is enclosed in a red box and a large red arrow points to it from the right. To the right of this setting is a 'Copy link' button. Below the setting is a text box containing the URL: <https://drive.google.com/drive/folders/1XeScnq4q83HOzq8DCOFH2Ej-XlodL72?us>. A horizontal dotted line separates this section from the 'People' section below. The 'People' section has a text input field with the placeholder 'Enter names or email addresses...' and a small edit icon to its right. At the bottom left is a blue 'Done' button, and at the bottom right is the text 'Advanced'.

— Select “Anyone with the link can view” from the dropdown menu.



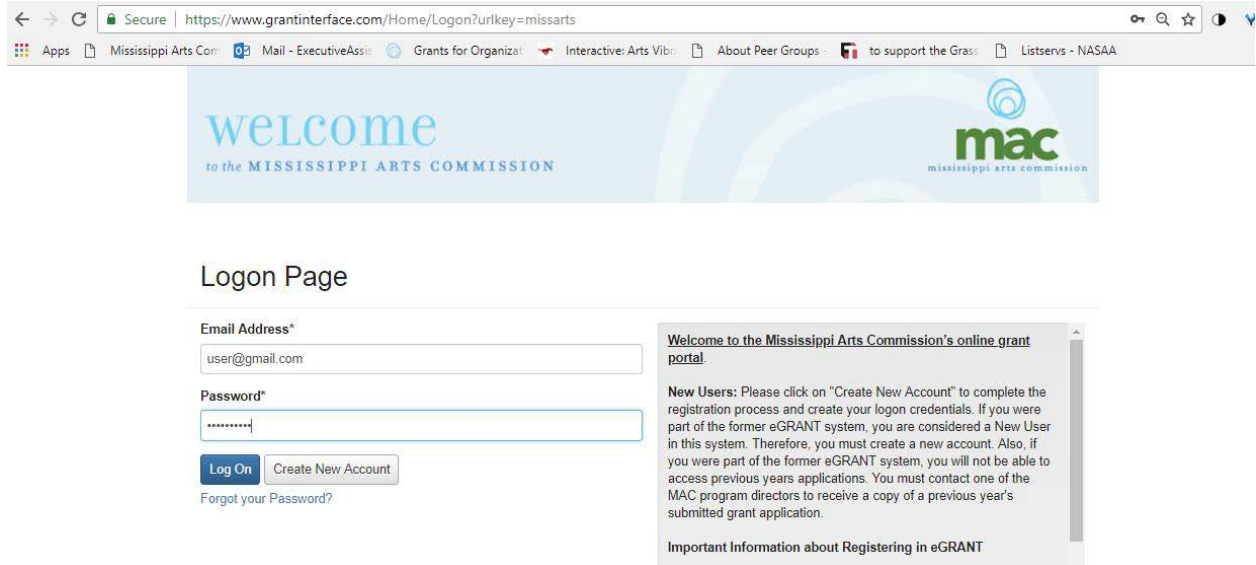
10. Click the .url to select the link and copy.

My Drive > MAC Work Samples FY2019

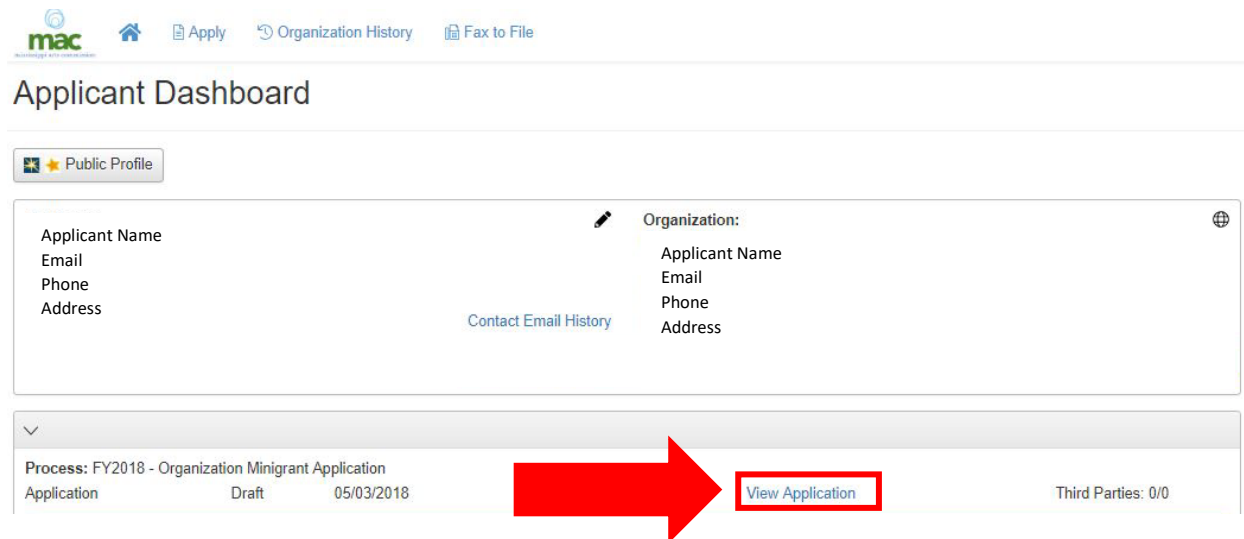


11. Go to <https://www.grantinterface.com/Home/Logon?urlkey=missarts>.

12. Login to your eGRANT account.



13. Open your application on the dashboard.



14. Scroll down to “Work Samples” upload box.

15. Enter the description of the work sample into the text box.

- Title/Name of the Sample
- Description
- Completion Date
- Dimensions (visual artists only)
- Materials used (visual artists only)

Work Sample #4

A description of the work sample should be listed below and must include the information listed in the following order:

- Title/Name of the sample
- Description
- Completion Date
- Dimensions (visual artists only)
- Materials used (visual artists only)

Refer to your art form listed above to determine the proper format for submitting work samples. Upload the work sample below. Include a URL address (and password if necessary) in the space provided if you are not able to upload the file here.

PLEASE NOTE THAT THE WORK SAMPLE MUST HAVE BEEN COMPLETED IN THE LAST THREE YEARS.

Spanish Dance No. 5--Enrique Granados; Tango in D--Isaac Albeniz, transcribed L. Godowsky; Navarra--Albeniz
3 Spanish solo piano works
solo piano, recital in Hattiesburg, Tuesdays at Trinity
Feb. 20, 2018
Performing Arts

16. Copy the link into one of the text boxes. Example below.

Work Sample #5

A description of the work sample should be listed below and must include the information listed in the following order:

- Title/Name of the sample
- Description
- Completion Date
- Dimensions (visual artists only)
- Materials used (visual artists only)

Refer to your art form listed above to determine the proper format for submitting work samples. Upload the work sample below. Include a URL address (and password if necessary) in the space provided if you are not able to upload the file here.

PLEASE NOTE THAT THE WORK SAMPLE MUST HAVE BEEN COMPLETED IN THE LAST THREE YEARS.

<https://drive.google.com/open?id=1eMA0pZxR-f2CfcaX-tWBwAZXs3Jo9fPO>