# How to Upload Work Samples with a Google Drive Link

1. Login to your Gmail account, then click "Drive."

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# 2. Click "New" on the far left side of the webpage.

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3. Click "New Folder" from the dropdown menu.



- 4. Name your new folder.
  - Remember, if you are applying for an <u>Artist Fellowship</u>, your name cannot be in the file-folder name or the file names.

New folder	×
MAC Work Samples FY2019	
CANCEL	CREATE
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# 5. Open your new folder.

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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".

Link sharing off Learn more	
OFF - only specific people car access 👻	Copy link
https://drive.google.com/drive/folders/1XeScnq4q	83HOzq8DCOFH2Efj-XlodL72?us
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 Select "Anyone with the link can view" from the dropdown menu.

OFF - only specific people can access •	Copy link
<ul> <li>OFF - only specific people can access</li> </ul>	
Anyone with the link can edit	
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10. Click the .url to select the link and copy.



- 11. Go to <a href="https://www.grantinterface.com/Home/Logon?urlkey=missarts">https://www.grantinterface.com/Home/Logon?urlkey=missarts</a>.
- 12. Login to your eGRANT account.

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	WELCOME to the MISSISSIPPI ARTS COMMISSION	mississippi arts commission	
	Logon Page		
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	user@gmail.com	portal	
	Password*	New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials. If you were	
		part of the former eGRANT system, you are considered a New User	
	Log On Create New Account Forgot your Password?	In this system. Therefore, you must create a new account. Also, in you were part of the former GRANT system, you will not be able to access previous years applications. You must contact one of the MAC program directors to receive a copy of a previous year's submitted grant application.	
		Important Information about Registering in eGRANT	

13. Open your application on the dashboard.

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### 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