

How to Submit Documents via Dropbox to Youth Ministry

Here are the step by step instructions on how to use Dropbox.

Go to the checklist for your level of the Journey to Confirmation.

1. Click on the underlined name of the form/assignment. The form/assignment will open.
2. Depending on the form you will either type directly on it or print it out and write on it with a pen.
3. Then save the document with your changes. If you printed it out you can either scan it or take a photo of it with your phone.
4. Click the red "HERE" where it says "Click HERE to turn it..." for that particular form/assignment on the checklist.
5. Dropbox will open. You will click the blue box that says "choose files".
6. You will find the file you want to upload from your files on your computer.
7. Once you click on the file name and the word OPEN it will take you back to Dropbox. Now the screen is asking for First Name, Last Name and email address. The name should be the student's name, but the email address can be whichever email you'd like to receive the confirmation email. Then click UPLOAD. Note: If it's not asking you for First Name, Last Name and email address it is because you are logged into your Dropbox account. Log out of your Dropbox account and it will ask you for that information.
8. A confirmation message appears saying "Thanks! You're all done. Youth Ministry at St. Benedict Catholic Church will be notified of your submission."
9. The email address you submitted will receive a confirmation email stating the name of the student, the name of the file and the name of the particular Dropbox.