



All Japan High School Forum 2022 Upload Manual

Dropbox is a “cloud storage service” which enables you to manage or share files on the Internet. You may upload files without logging in.

Contact Information

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Closed on Saturday, Sunday, and
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— How to Upload Files —

How to Upload Files

Visit the below URL for uploading the files.

URL for Uploading:

<https://www.dropbox.com/request/lhOyILE0h7biw40ESU5c>

Uploading Period:

Tuesday, November 1 to Monday, November 14 11:59pm JST

!Please strictly observe the deadline!

You will see this page when you click the URL.

You do not have to log in.

ログイン

日本語

English setting

Japanese setting

The language corresponds to your device's basic setting. Change the language by clicking here, if necessary.

Click the blue “Add files” button, and choose the folder or the files that you would like to upload, or drag and drop the folder of the files onto the dotted frame.

NOTE:

- The files to be uploaded are as follows:
 - 1) Material used for the presentation
 - 2) Video data of students giving a presentation
 - 3) Outline of the presentationPlease do not zip the files, but upload each of them or the folder containing all the files.
- Put WWL hub school number followed by school name for the title of the said folder or each file.
e.g.) W201901_Senior High School at Sakado, U of Tsukuba

How to Upload Files

(Creative Factory Corporation)クリエイティブ・ファクトリー株式会社 さんから
のリクエストです

令和4年度全国高校生フォーラム・All Japan
High School Forum 2022

▶ テスト

⊕ ファイルを追加

名前 メール アドレス

アップロード

Japanese setting

(Creative Factory Corporation)クリエイティブ・ファクトリー株式会社 sent you
this request

令和4年度全国高校生フォーラム・All Japan
High School Forum 2022

▶ テスト

⊕ Add more files

Your name Your email address

Upload

English setting

After adding the files, you will be asked to enter “Your name” and “Your email address.” Enter your high school name in “Your name” field and your email address in “Your email address” field. Then, click the blue “Upload” button.



Japanese setting



English setting

As the files are successfully uploaded, “Finished uploading” screen will be shown. Please see the next page.

How to Upload Files

After successfully uploading all the files to Dropbox, please notify the organizer that you completed uploading by email at:

forum2022@creativefactory-co.jp

with “the date” that you uploaded the files in the subject, “your school name” and “names of the files uploaded” in the main text.

“Confirmation” email will be sent to you from the organizer by 6:00pm JST on the day following the day the above notification email was sent. Please note that if you send the notification email to the organizer on Friday, Saturday, or Sunday, you will receive the confirmation email on Monday. When you receive the confirmation email from the organizer, all the uploading works are complete!



“Confirmation” email will be sent to the person who sent the notification email to the organizer. Please make sure to send an email to the organizer to notify that you completed uploading all the files.



– How to Test Uploading –

How to Test Uploading

Test uploading is available to check if you can properly upload any file to Dropbox by accessing the same uploading URL on page 3.

Test Uploading Period:

Tuesday, November 1 to Monday, November 7 11:59pm JST

Procedures for test uploading is the same as those for actual uploading described on page 3-4.

It is recommended to test uploading if you are in either of the following cases:

- I have some concerns on uploading procedures.
- I would like to see whether or not the PC to be used for uploading have a security lock on it.
- I am afraid that submission of the files may be just before the due date.

The file used for test uploading does not have to be in the same format as the presentation files that will be submitted later. Any txt, doc, and docx files with any texts can be used for test uploading. In that case, put [test 1] on top of the file name.

Procedures after Test Uploading:

Please notify the organizer that you completed test uploading by email at forum2022@creativefactory-co.jp with "[Test] the date" in the subject, "your school name" and "names of the files for test upload" in the main text.

e.g.) Subject of a notification email: [Test] Tuesday, November 1

"Confirmation" email will be sent to you from the organizer by 6:00pm JST on the day following the day the notification email was sent. Please note that if you send the notification email to the organizer on Friday, Saturday, or Sunday, you will receive the confirmation email on Monday. When you receive the confirmation email from the organizer, all the test uploading works are complete!



– If You Want to Replace Files or Have Trouble Uploading –

If You Want to Replace Files

You can replace the files as long as it is within the uploading period. When replacing the file, put [replace 1] at the top of the file name. When replacing the files more than once, increase the number as [replace 2], [replace 3]... of the file name.

Email us at forum2022@creativefactory-co.jp to notify that you have replaced your file with "[replace (No.)] uploading date" in the subject, "your school name" and "names of the files for replacement" in the main text.

If You Have Trouble Uploading

If you are not allowed to access Dropbox, try one of the alternatives as shown below:

● Courier Service

Write the files on a DVD and send it to the below address via courier service. The DVD should be a single sided DVD-R and it should contain all the PDF, MP4, and Word files as described in the "Guidelines for Preparing Presentation Materials." Please email the organizer at forum2022@creativefactory-co.jp to notify that you have sent a DVD. As soon as we receive it all right, we will send you a confirmation email.

Address: INBOUND LEAGUE 503, Shinjuku 5-15-14
Shinjuku-ku, Tokyo 160-0022, Japan

!The DVD must arrive to the organizer by Monday, November 14!

Please note that the DVD will not be returned and it will be responsibly discarded by the organizer.

● Another Storage Service

Use another free storage service to upload files and email the URL to the organizer at forum2022@creativefactory-co.jp. If we find the files are all OK, we will send you a confirmation email.

Reference:

firestorage (free)

<https://firestorage.com/>