



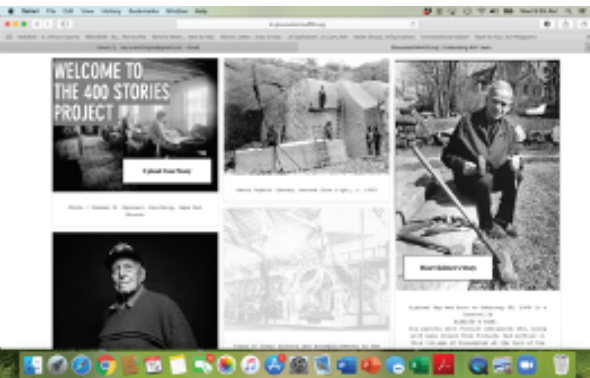
Instructions for uploading a story to gloucesterma400.org

GloucesterMA400.org | info@GloucesterMA400.org | P.O. Box 603, Gloucester MA 01930

Step 1. Go to Gloucester 400 website
(<https://www.gloucesterma400.org>)



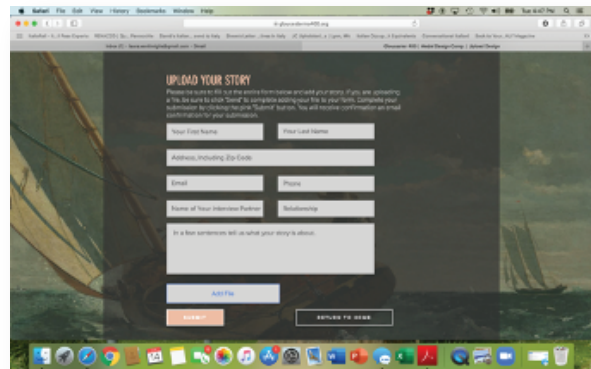
Step 2. Scroll down to
“Welcome to the 400 Stories Project.”



Step 3A. Click on “Upload Your Story”

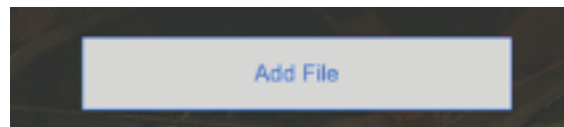


Step 3B
It will bring you to this page – Upload Your Story:

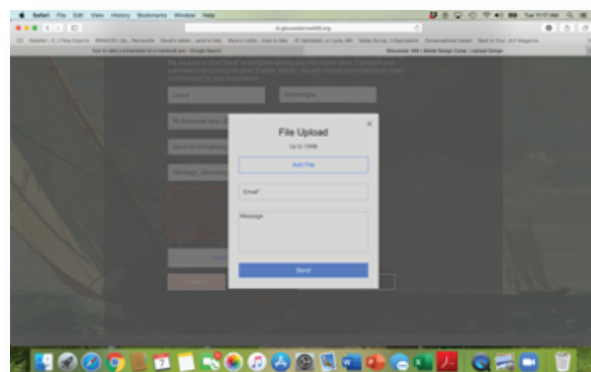


Step 4. Complete the top of the form with your name, mailing/home address, phone number, email address, the name of the person in your story, and your relationship to that person. In the large white box input 1-3 sentences that tell what your story is about.

Step 5A. Go down to the box that says, “Add File” and click on it.



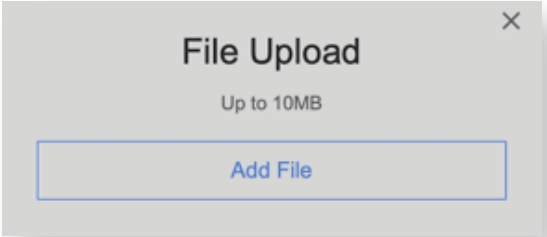
Step 5B. It will bring you to this box/page – File Upload:



Instructions for uploading a story to gloucesterma400.org (continued)

Your story can include audio file, video clips, photos or artwork.

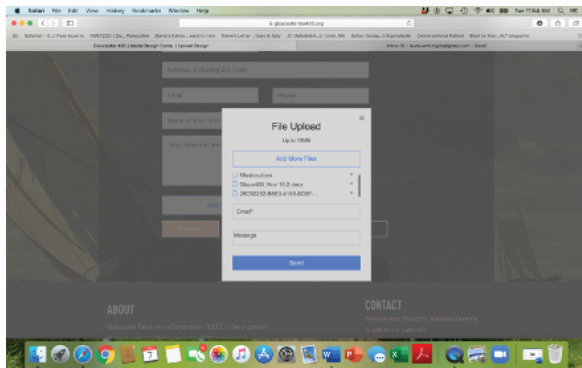
Step 5C. Click on "Add File." It will bring you to the files on your computer. Find the file you want to upload and click on "choose" from your computer's list of files.



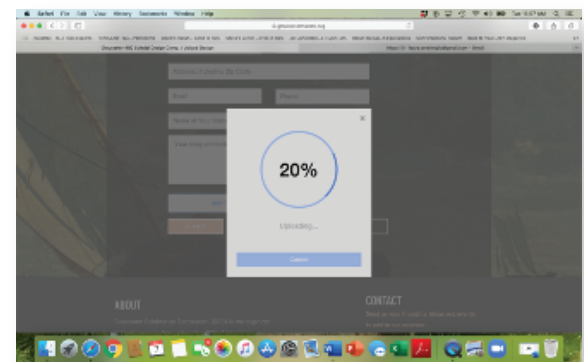
Step 5G. Type your message in the top box. When you are finished Click on "Send."

NOTE - DO NOT CLICK on the X in the upper right-hand corner unless you are not satisfied with your submission. By clicking on the X you will end up back at the blank "Upload Your Story" page and will need to start over.

Step 5D. To add additional files, click on "Add More Files." Continue doing this until all of the files you want are uploaded. You will see a list of them under the "Add Files" box.



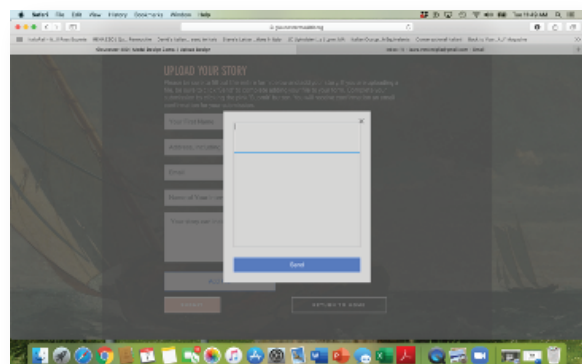
When your files are being uploaded you will see this:



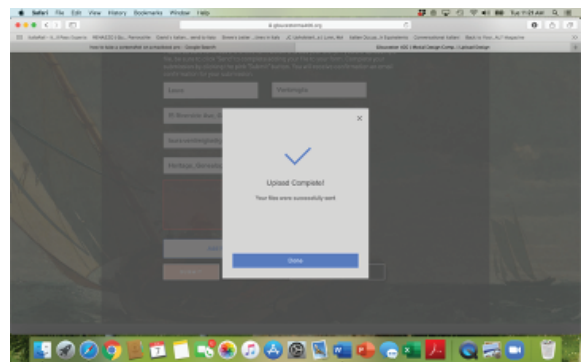
Step 5E. When you are finished uploading, put your email address in the "Email" box.

If you want to add a message to the Gloucester 400 Stories Project staff, click in the "Message" box

Step 5F. It will bring you to:.

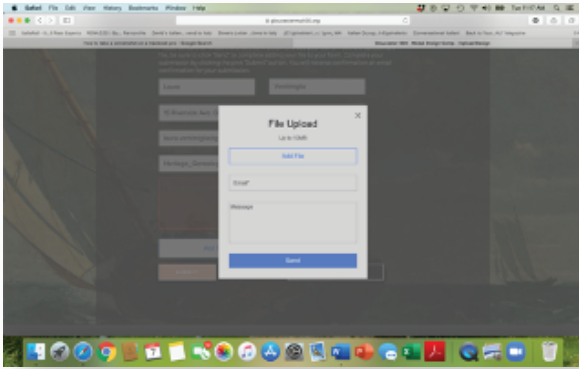


Step 6A: When the upload is finished, click on "Done."



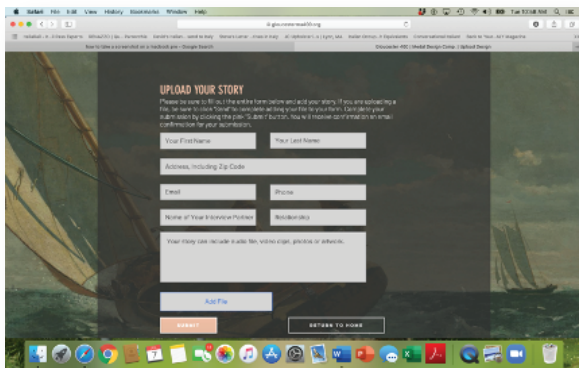
Instructions for uploading a story to gloucesterma400.org (continued)

Step 6B. This will bring you back to the empty Upload Box.



NOTE: NOW CLICK on the X in the upper right-hand corner.

Step 6C. This will bring you back to the “Upload Your Story” page. Check to be sure all of your information is still in the form’s boxes.



Step 7: Click on “Submit.”

A message will appear under the submit button that says, “Thanks for Submitting.”

An automated email message will be sent to you letting you know your materials were received and uploaded to a Dropbox associated with Gloucester 400.

You do not need to do anything with this email. This is a confirmation that your story has been received and is only for your records.

Thank you!