

RSCC ExaVault Upload Instructions 2020

If you upload your video *OR* documents to ExaVault:

Before submitting, rename your file as follows:

EC_LASTNAME_FIRSTNAME_SC_TITLEOFWORK.jpg

For example if **John Smith** from school code (SC) **71** is submitting a drawing (EC) **101** entitled “**Fanciful Dreams**” the file would be named as follows and uploaded into ExaVault:

101_SMITH_JOHN_71_FANCIFULDREAMS.JPG

Naming Protocol Examples for ExaVault uploads by Division:

Art (stills)	101_SMITH_JOHN_71_CHAINREACTION.JPG (or .PNG or .PDF)
Art (videos)	109_SMITH_JOHN_71_CHAINREACTION .MOV (or .MP4 or .M4V)
Chemistry (text files only)	023_SMITH_JOHN_71_CHAINREACTION.PDF (or .DOCX or .TXT or .RTF)
Chemistry (videos)	023_SMITH_JOHN_71_CHAINREACTION .MOV (or .MP4 or .M4V)
Creative Writing	201_SMITH_JOHN_71_FANCIFULDREAMS.PDF (or .DOCX or .TXT or .RTF)
Dance (music files only)	403_HARRIMAN_CHEERSQUAD_71_MUSICMIX.MP3 (or .WAV or .AIFF)
French	504_SMITH_JOHN_71_CHAINREACTION .MOV (or .MP4 or .M4V)
Journalism	302_SMITH_JOHN_71_FANCIFULDREAMS.PDF (or .DOCX or .TXT or .RTF)
Music	601_SMITH_JOHN_71_CHAINREACTION .MOV (or .MP4 or .M4V) Or 607_HARRIMAN_CHOIR_71_CHAINREACTION .MOV (or .MP4 or .M4V)
Philosophy	050_SMITH_JOHN_71_FANCIFULDREAMS.PDF (or .DOCX or .TXT or .RTF)
Spanish	518_SMITH_JOHN_71_CHAINREACTION .MOV (or .MP4 or .M4V)

(ExaVault Links on next page)

Upload Links to ExaVault by Division

Art	Upload to: https://rsc.exavault.com/share/view/1rao1-arntl5dd
Chemistry	Upload to: https://rsc.exavault.com/share/view/1ulm9-6rj206rb
Creative Writing	Upload to: https://rsc.exavault.com/share/view/1ulmh-926e475c
Dance	Upload to: https://rsc.exavault.com/share/view/1ulm5-b4ghcbel
French	Upload to: https://rsc.exavault.com/share/view/1ulmn-bhndeat
Journalism	Upload to: https://rsc.exavault.com/share/view/1ulli-cm93dv2y
Music	Upload to: https://rsc.exavault.com/share/view/1rar6-90hw1bx6
Philosophy	Upload to: https://rsc.exavault.com/share/view/1ulmd-cunyjv39
Spanish	Upload to: https://rsc.exavault.com/share/view/1ulk7-6ocf53ub

Sample ExaVault Screens (may vary slightly by division)

The screenshot shows the 'Music' upload form. It features a blue header with the 'Roane State' logo. Below the header are several input fields: 'Event Code' and 'School Code' (side-by-side), 'Music Director', 'Music Director's Email Address', 'Music Director's Day Phone', 'Name of Ensemble', 'Title of Piece to be Performed', and a larger text area for 'List names of duos & small ensembles'. At the bottom, there is a dashed box containing the text 'Drag & Drop files or folders here - or -' and a blue 'ADD FILES' button.

Music

The screenshot shows the 'All Others' upload form. It features a blue header with the 'Roane State' logo. Below the header are several input fields: 'School Code' and 'Event Code' (side-by-side), 'Name', 'Email', and a larger text area for 'Message (if any)'. At the bottom, there is a dashed box containing the text 'Drag & Drop files or folders here - or -' and a blue 'ADD FILES' button. Below the dashed box are two buttons: 'CLEAR' on the left and 'SEND FILES' on the right.

All Others