Setting Up Dropbox

This document provides guidance in two sections as follows:

- Setting up Dropbox – for anyone who does not have Dropbox installed
- Using Dropbox for TDCC Competitions – for those who have Dropbox installed

Introduction

Dropbox provides a method by which files on your PC or Mac disk are replicated in the cloud, and if you desire it, can be shared with anyone you wish.

Anyone can install Dropbox and set up a free account to get 2 Gbytes of storage. Only a small part of this space will be required for you to enter TDCC Competitions, you can use the remainder of the space as you wish. Take care not to fill it up though.

Installation on PC/Mac (Those who do not have Dropbox)

First, you need to create an account with Dropbox. Go to http://www.dropbox.com and click on “Sign Up”. You are presented with options to sign up with Google, Apple or Microsoft. Do not use these – enter the email address that you gave to TDCC when joining. In the next window, enter your name and password that you would like to use (this should be a new password, not your email password). You will need to agree to their terms.

You will be offered a choice of Dropbox Plus or Dropbox Business. DO NOT choose either of these, they are a paid service. Scroll down and click on something like "Or continue with 2 GB Dropbox Basic Plan".

Now that you have an account, you need to install the Dropbox application. Ensure you are logged in, then go to http://www.dropbox.com/install and click on “Install”.

When the Dropbox application has been installed and runs, you may be asked how you want to sync your files. You should say that you want the files to be local.

Note that Dropbox may try to persuade you to buy a paid service – keep stating you want to stick with the basic/free service. It may also suggest

that Dropbox can be used to backup the files on your machine – say No to this and continue.

The Dropbox application appears to close, but it will now always run in the background. File Explorer (PC) or Finder (Mac) will now open and show you the contents of your Dropbox folder - it will have two files in it "Get Started with Dropbox" and "Get Started with Dropbox Paper". You can read these if you wish, and/or delete them.

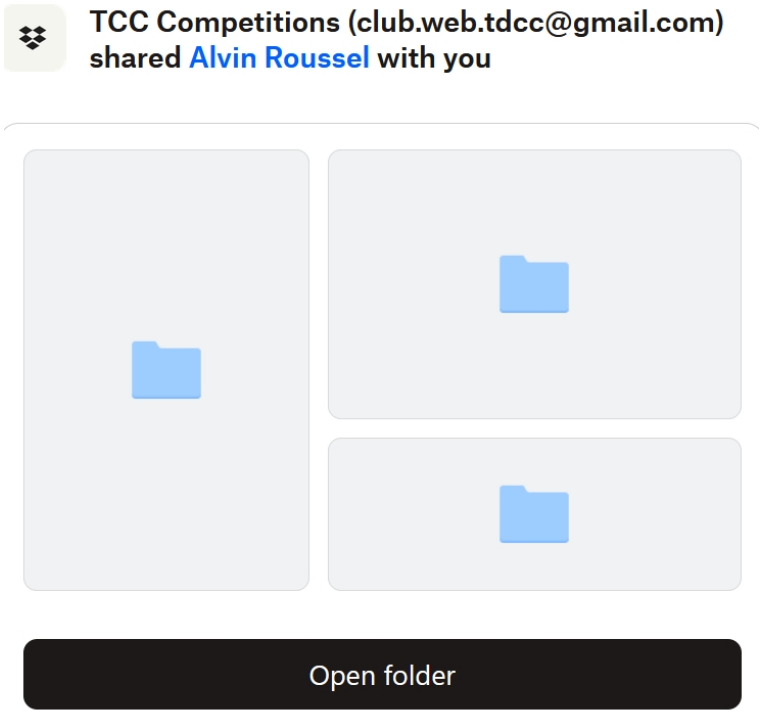
When you have successfully completed this section, please continue reading below.

For those who have Dropbox installed

Please email the IT Manager (currently Alvin Roussel, so please use chair.tech.tdcc@gmail.com). They will then arrange for you to have access to a personal club folder for entering TDCC Competitions. There is nothing more you need to do until you receive the email described in the next section, then you can continue with the setup.

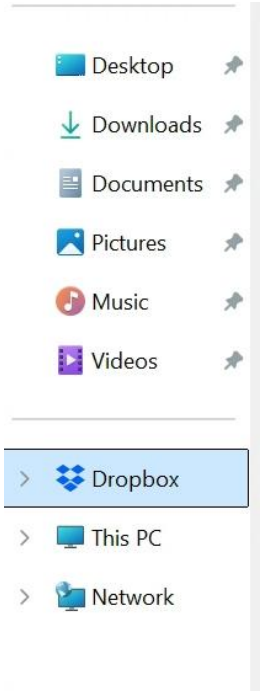
Using Dropbox for TDCC Competitions

A folder is created centrally for each member using a TDCC account. Each of these “personal club folders” contains a sub-folder for each Competition, plus a special sub-folder called “Competitions”. Each personal club folder is shared with each member, and this results in an email being sent to the member that looks like this:



Click on the “Open Folder” button and you will be taken to a web page in your account, where you can find and click on something like an “Add to Dropbox” button. After a little while, the web page will the personal folder that has been shared with you.

There is no need to use the browser, nor dropbox.com any more. Close the browser, wait a few minutes and then launch File Explorer (PC) or Finder (Mac). You should find a folder called Dropbox, for example, on a PC it will look like this:



When you open the Dropbox folder, you should see your personal club folder which will be your name. Open the folder and you will see the sub-folders fhat have been set up for the current season. For example, 2026/27 looks like this:



These sub-folders now exist on your hard drive. Any image files that you copy into these sub-folders will be automatically copied to the cloud and be available to the Competitions Team. Only they can see your images – not any other members.