

All videos must be submitted via USB flash drive in .AVI, .MOV or .MPEG format, or find directions below on how to submit online via Dropbox.

USB Instruction

1. Ensure that your video is clearly labeled and saved as .AVI, .MOV or .MPEG format.
2. Drop-off your USB at either:
3. BGC South Vancouver Island – 301-1195 Esquimalt Rd. (Attn: Cassaundra Coombs)
4. Crystal Pool & Fitness Centre – 2275 Quadra St. (Attn: Travis Chater)
5. Your USB will be available for pickup at the drop-off location upon competition of the film festival.

Dropbox Instruction

How to create a Dropbox Account

1. [Create an account](#) on Dropbox.com.
2. Type your name and email address (your email address is the username for your Dropbox account).
3. Type a [unique password](#).
4. Click the box to agree to the [Dropbox terms](#).
5. Click Create an account.
6. If you have already installed the Dropbox mobile or computer apps, you can also create an account by launching the app and clicking Sign up.
7. **Uploading a video to Dropbox & Sharing with BGC:**
8. Go to the home page and look for the blue button called “Upload files” on the right side of your screen. Click the “Upload files” button to upload your video.
9. When the file is uploaded, click on the file and it will open to a new page where you can view your video. In the upper right corner, you will see a blue share button.
10. Click on the blue share button and a new window will pop up with the name of your video in the subject line. Below your video name, you will see “To:” Type in ccoombs@bgcsvi.org
11. Once you enter ccoombs@bgcsvi.org, the blue share button will appear in the lower right corner of the window.
12. Click the blue share button.
13. Your video has been shared.