

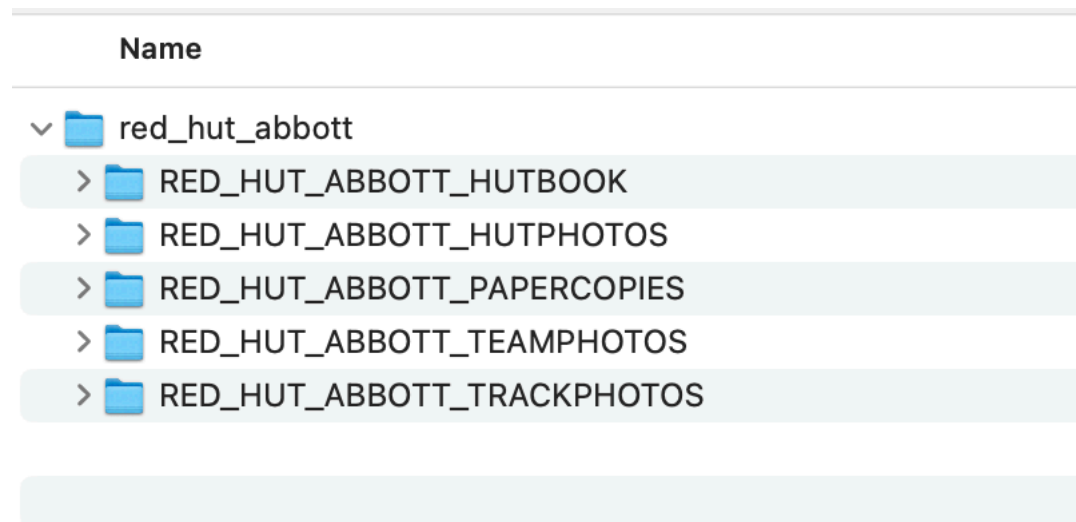
SENDING YOUR LOVE OUR HUTS PHOTOS

STEP 1.

Name you main folder HUT_NAME_YOURSURNAME

Then populate the folder with the following 5 sub folders in it.

- HUT_NAME_YOURSURNAME_HUTPHOTOS
- HUT_NAME_YOURSURNAME_HUTBOOK
- HUT_NAME_YOURSURNAME_PAPERCOPIES
- HUT_NAME_YOURSURNAME_TEAMPHOTOS
- HUT_NAME_YOURSURNAME_TRACKPHOTOS

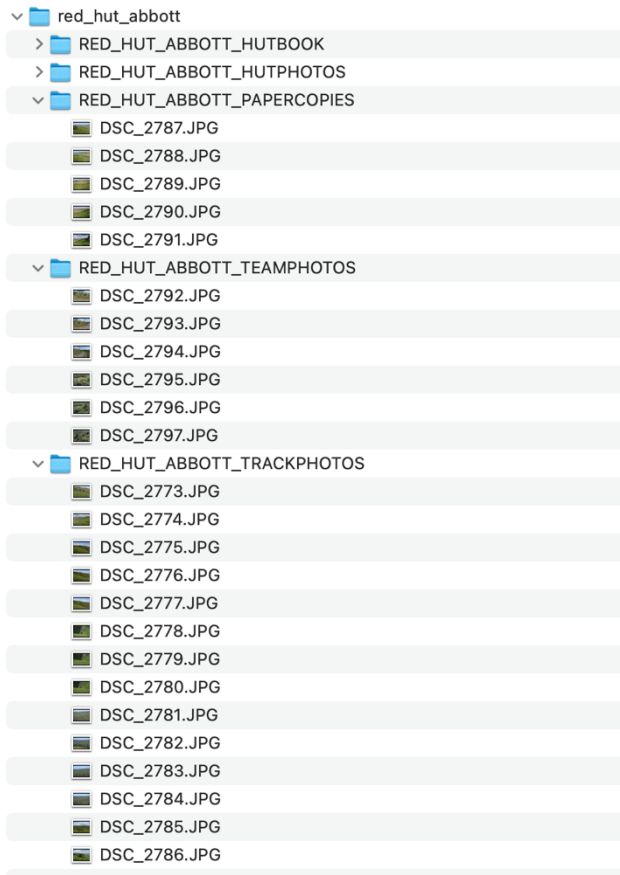


Notes:

- The **HUTPHOTOS FOLDER** is to include all the photos to help us identify the state of the hut.
- The **TEAMPHOTOS FOLDER** includes all the photo that can be used for communicating your activities. It will be great if this can include images of your team outside the hut, and also an image(s) of the outside of the hut without people that can also be used for any communication purposes
- The **PAPERCOPIES FOLDER** (optional) includes photos of your form used while at the hut.
- The **HUTBOOK FOLDER** includes all the hut book entry photos. Note we will only be using this material to better understand how the huts are being used.
- The **TRACKS FOLDER** includes all the photos related to the track such as bridges, access issue, conservation activity on the trail, etc.
- It is fine to have duplicate photos for the hut photos and team photos
- Your main folder should have no other files or folders in it except for the four folders
- **Please rotate and save all your images so none are upside down or on their side**

STEP 2.

Put in all the relevant photos into the folders. Make sure you don't change the names and sequence of the hutbook entry files



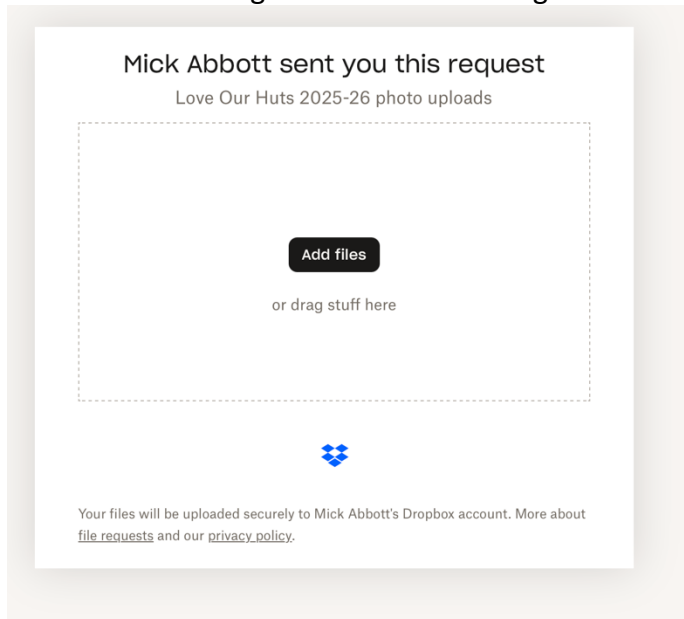
STEP 3.

- Click this link
- <https://www.dropbox.com/request/ED9BeYJQ8INE1bQJthjk>
This QR code takes you there too 😊

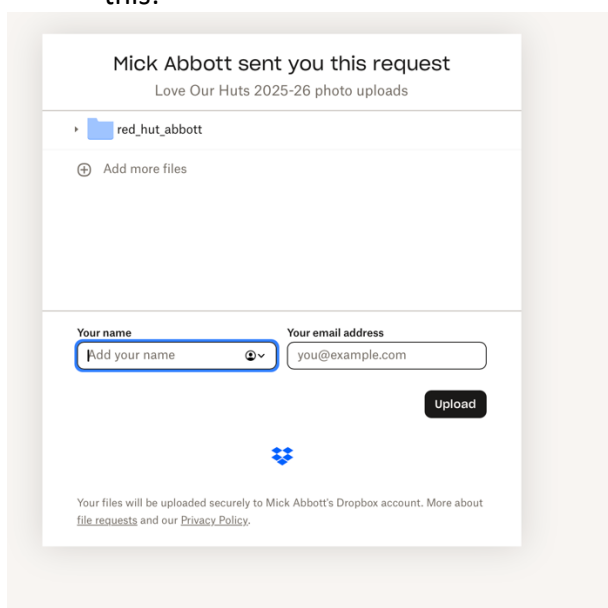


STEP 4.

- You'll then get taken to this dialog box.

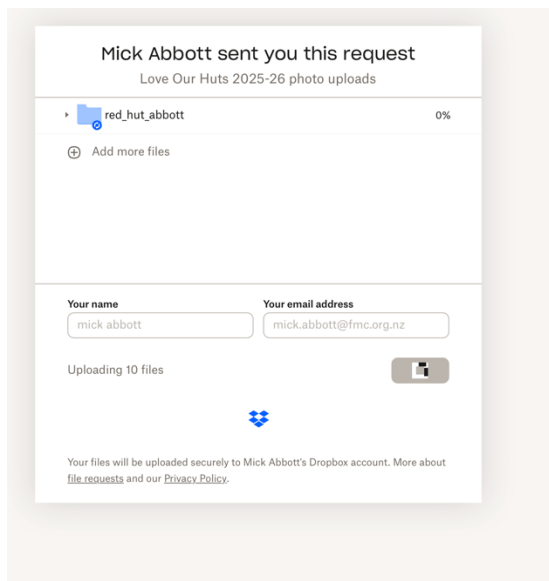


- Drag your master folder here (or use the dialog box to select the folder), and let it upload.
- Then enter your name and email address. The dialog box should look something like this:

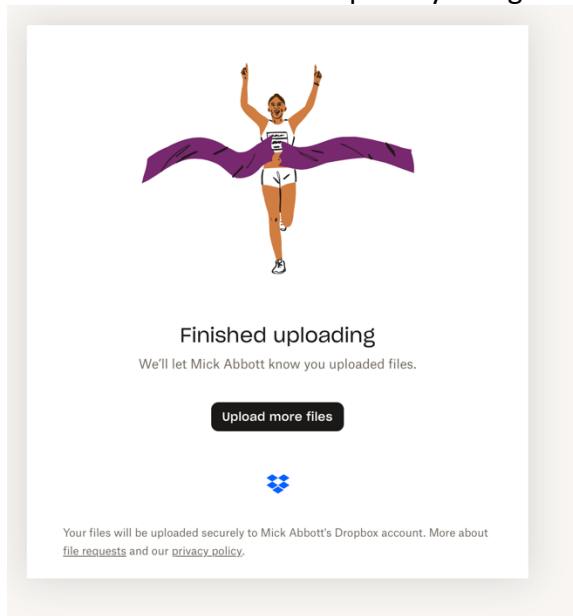


STEP 5.

- Press **UPLOAD** and the upload will begin



- At the end of the upload you'll get a success dialog.



- Also DropBox will email you a confirmation that the upload has been successful

ANY QUESTIONS?

FMC Exec member Liz Wightwick is coordinating the uploading and analysing of this year's Love Our Huts data.

Feel free to email her at liz.wightwick@fmc.org.nz with any questions. Also, if you'd like to be involved in analysing the data, including the hut book entries, just let Liz know.

THANKS SO MUCH FOR ALL YOUR HELP!