

Bidr's Guide to upload photos and videos via Dropbox

The best method for getting media to us is to upload your bidr® listings via Dropbox – if you haven't already, upload your media (Pictures and Videos) onto your computer and save in your documents in an easy to find location.

- **Please note videos MUST NOT exceed 60 seconds if they do, they will NOT be uploaded**

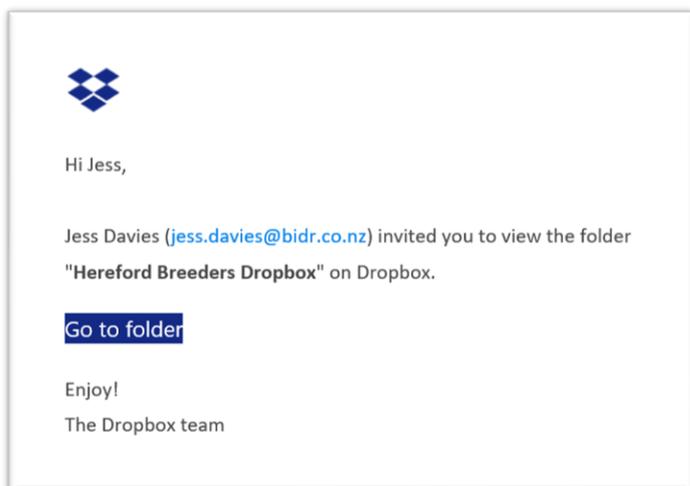
1. Send your Email address and Stud Name to bidr. Please either text or email Aimee with these details.

Text: Aimee on 027 282 1710

or

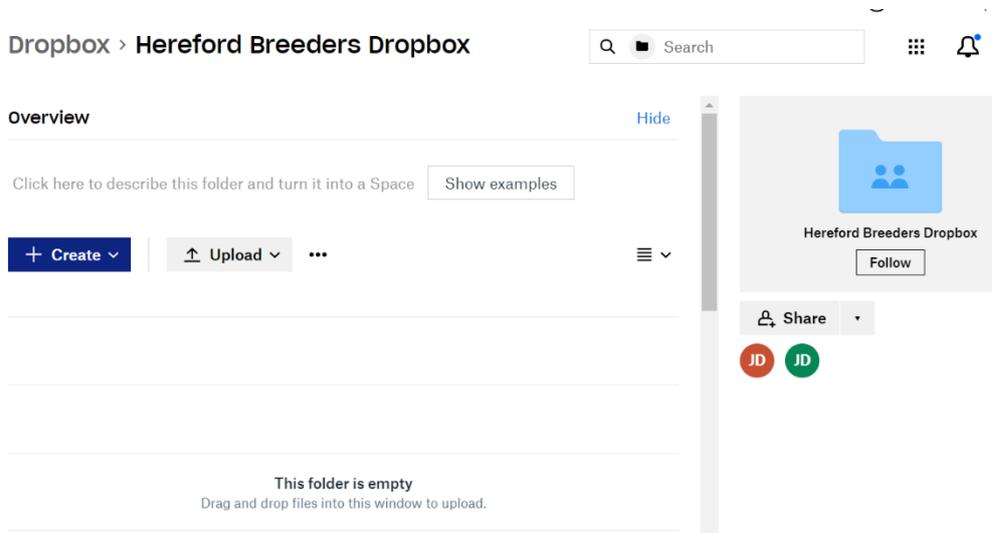
Email: Aimee on aimee.flynn@bidr.co.nz

2. Then a folder will be created by bidr® which will be shared with you via email (this will not be immediate – please allow for one working day for the folder to be created).
3. Once Aimee has created the folder, you will receive the below email (with your details). The folder will be titled with **your Stud name**.



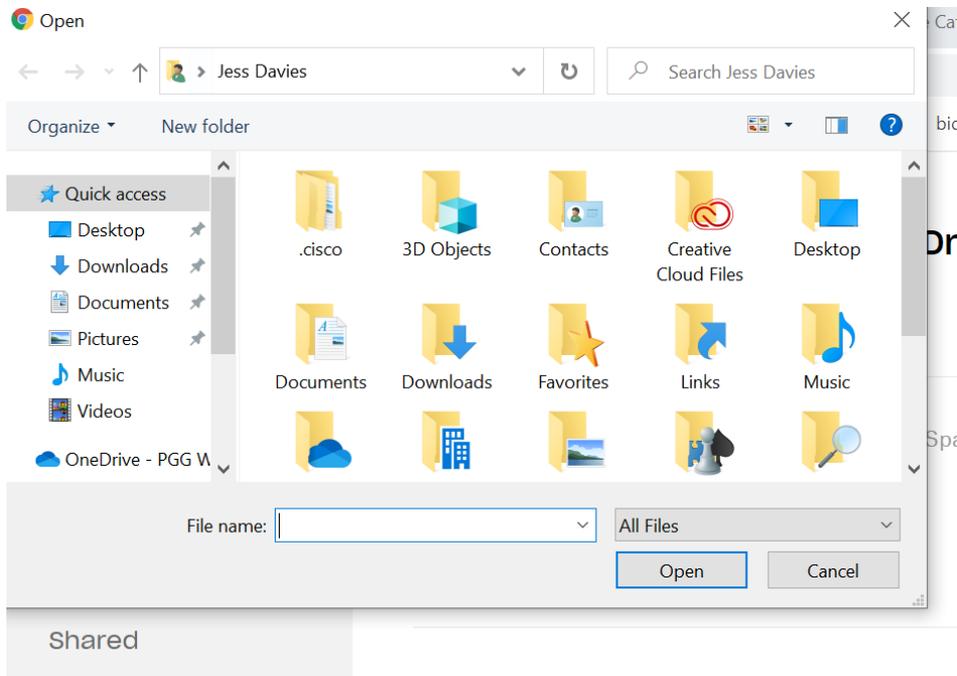
4. Click on the 'Go to Folder' link/button.

- This will take you to an empty dropbox folder online. Only bidr® and you can view and edit the folder– see below example.

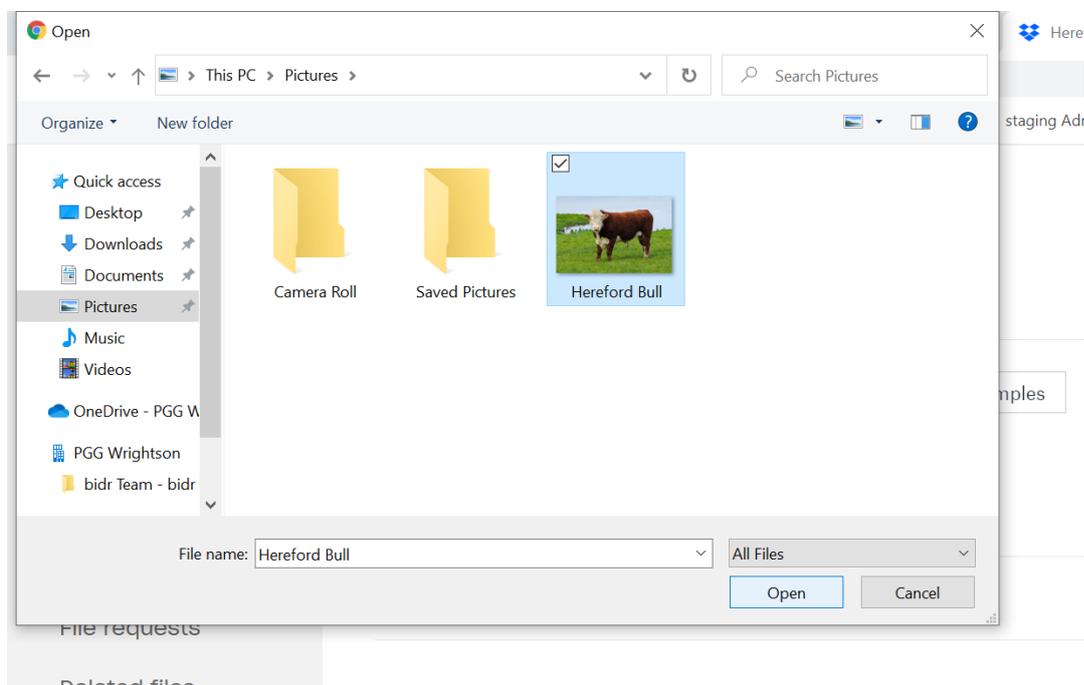


- To upload your media into the file, click Upload and then Upload Files.

- Your desktop files will then be displayed.



8. Find your media files where you previously saved them, select them and click open at the bottom of the pop-up box.



9. The file will then upload to the dropbox file which is shared with bidr® and we will be able to access it from here.

***PLEASE NOTE:** The videos and photographs that you share will be ONLY uploaded by bidr on the below dates:

- Thursday 7th April
- Thursday 14th April
- Thursday 21st April

If you have any problems using Dropbox or would like some assistance, please contact Aimee from bidr® on 027 282 1710.