How to make a shareable google drive folder

If you need access support with any of this process, or your application in general, please email icregister@bectu.org.uk

- 1. Go to https://drive.google.com/drive/home
- 2. Click 'New' in the top left corner (circled below)

Drive	Q Search in Drive	幸	? 🕸 🏭	J
+ New	Shared with > Final Draft Registry Do •	a (v=	38 (j	31
Home	Type - People - Modified -			
My Drive	Name V	Last mo 🔻	:	Ø
Untitled form (File re	V2 CHECK. NEED LINKS Registry Links and Notes MAY 2024.pdf AND ADDRESS AND	14 May 2024	:	
Computers	📴 🛛 Producer- Confirmation of Employment Days On Set Template 🕰	14 May 2024	:	

3. Click 'New Folder' to create a new folder in your drive

4. Please name it as below (Irma Cooper is our example IC's name. Please use your own name!)

с	New folder)2
c	Irma Cooper, IC Registry Evidence Folder	ıp
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5. Within the folder, we suggest you make sub-folders to speed up the assessment process 6. A suggestion of folder titles is below. Suggested ways of labelling evidence are given in the application form.

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-	Name	\uparrow	Last mo 🔻	:
_	1	EVIDENCE OF INTIMACY TRAINING	10:12	:
_		EVIDENCE OF MOVEMENT/DIRECTOR/ACTING/EQUIVALENT EX	10:11	:
_		LIST A: EVIDENCE OF TRAININGS	10:13	:
_		PROOF OF DAYS, NO. OF PRODUCTIONS, & NO. OF YEARS	10:14	:
_	1	TWO REFERENCES	10:13	:

How to share the folder

7. You will need to make the folder shareable with permissions for the following email addresses: icregister@bectu.org.uk, icregistryrep.bectu@gmail.com and chair.icbectu@gmail.com

8. To begin this process, click on the three dots (circled below)



9. In the dropdown menu, hover over 'Share' and then click 'Share' in the smaller menu that appears - shown to the right

Share 'Irma Cooper, IC Registry Evidence Folder'	Ø \$
Add people, groups and calendar events	
People with access	
J Your Name (you) youremailaddress@you.com	Owner
General access	
Conly people with access can open with the link	
Copy link	Done

Open with	•	
↓. Download		
🖍 Rename		
Share	•	온+ Share
🗗 Organize	+	G Copy link
Folder information	•	
ii Remove		
① Report or block	+	

10. Once you've done that, the box shown on the left will appear
11. Make sure that the 'General Access' (indicated in the image to the left) is set on 'Restricted' - Only people with access can open the link

12. Add email addresses using the box that says 'add people, groups and calendar events'

13. Add the three email addresses:

- icregister@bectu.org.uk
- icregistryrep.bectu@gmail.com
- chair.icbectu@gmail.com

14. Make sure that these email address are given access as 'Editor' as indicated in the image to the right

15. Press send. This will send an email to the three addresses to notify them.

Share 'Irma Cooper, IC Regis Evidence Folder'	stry	0	ŝ
icregistryrep.bectu@gmail.com X	71	Editor	•
c chair.icbectu@gmail.com X			
e icregister@bectu.org.uk ×			
Notify people 			