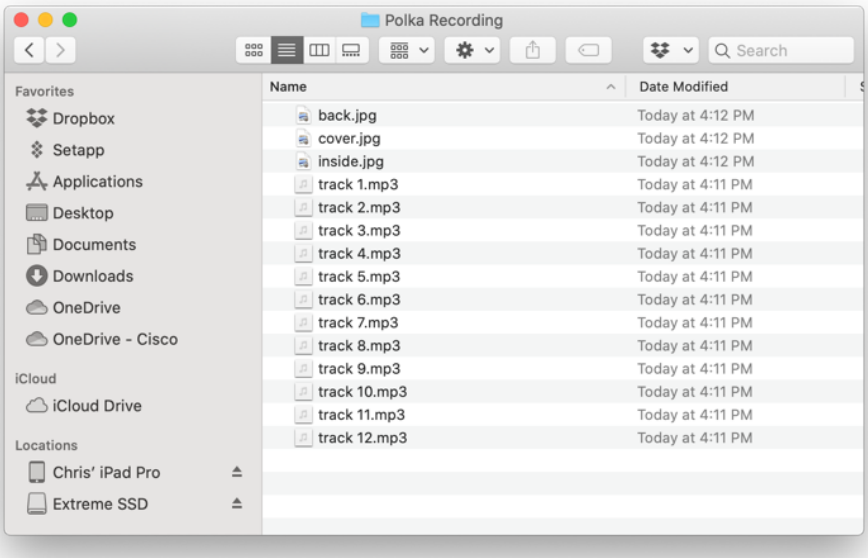
Instructions to Submit Albums/Singles In Digital Format for IPA Music Awards Consideration

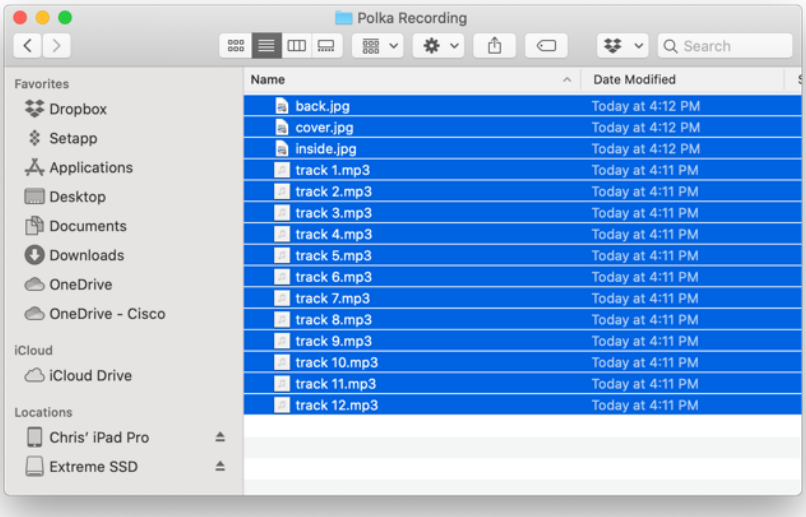
The IPA has recently adopted an electronic process for polka artists/bands to register and submit recordings for IPA Music Awards consideration. This document provides the instructions to submit musical tracks and related artwork in the required digital format. First, obtain these files from your recording engineer and graphic artist and save them in a single directory on your computer. Then, follow the directions below that pertain to your computer operating system.

Mac OSX Instructions

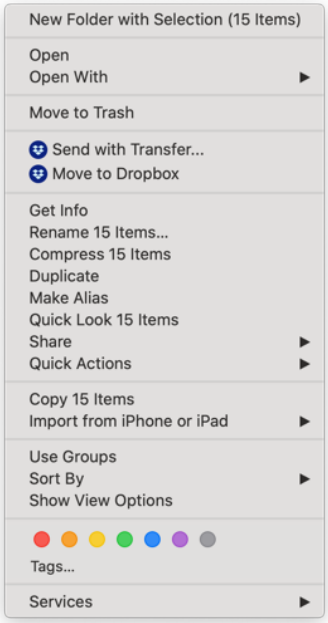
- Start the Finder Application on your Mac Desktop
- Go to the folder where the files are stored
- You should see the files like the following:



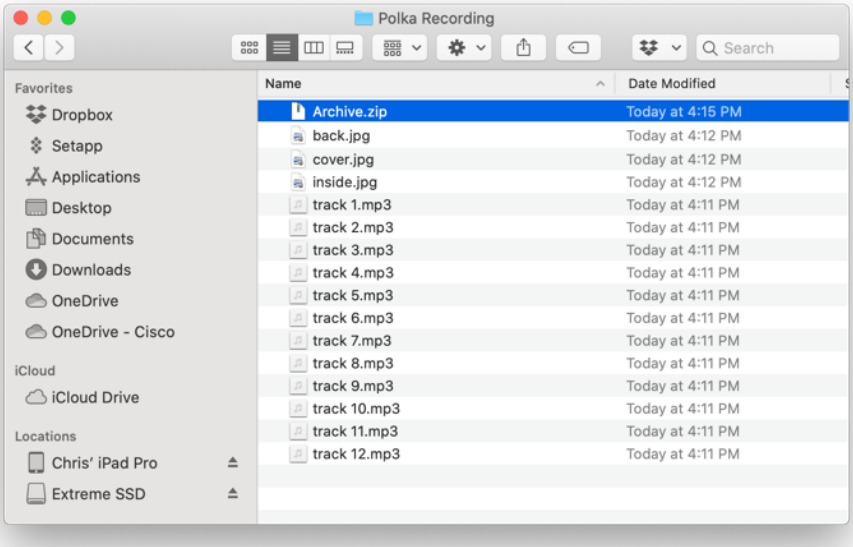
- Click on the first file and then press the “Shift” Key and then click on the last file. All the files will be selected:



- Once the files are higlighted, Right Click on your mouse and you will see the pop up menu. There will be an option that says “**Compress XX items**” This will compress all the filess into a single file. Select that option

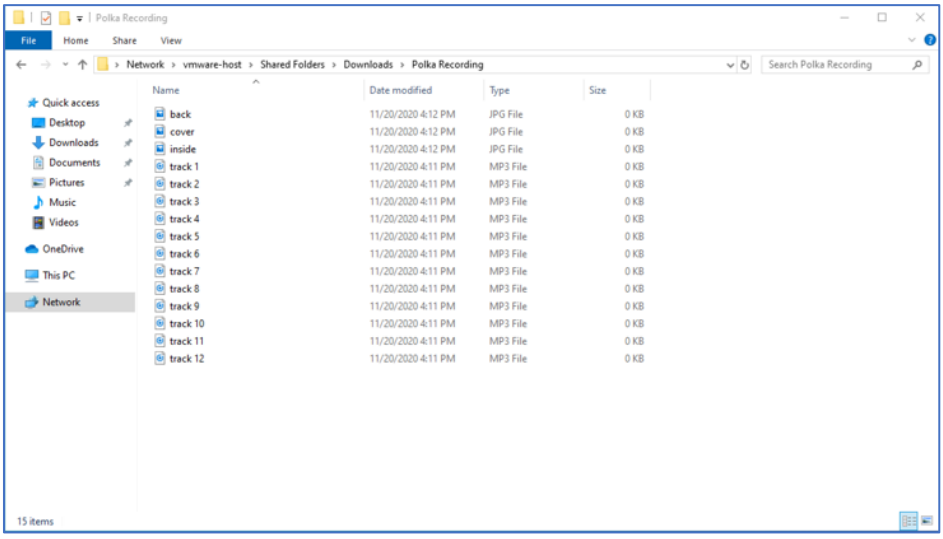


- A new file will be created. Mac OSX will automatically create it called **Archive.zip**. You can rename this file before you upload it to the IPA.

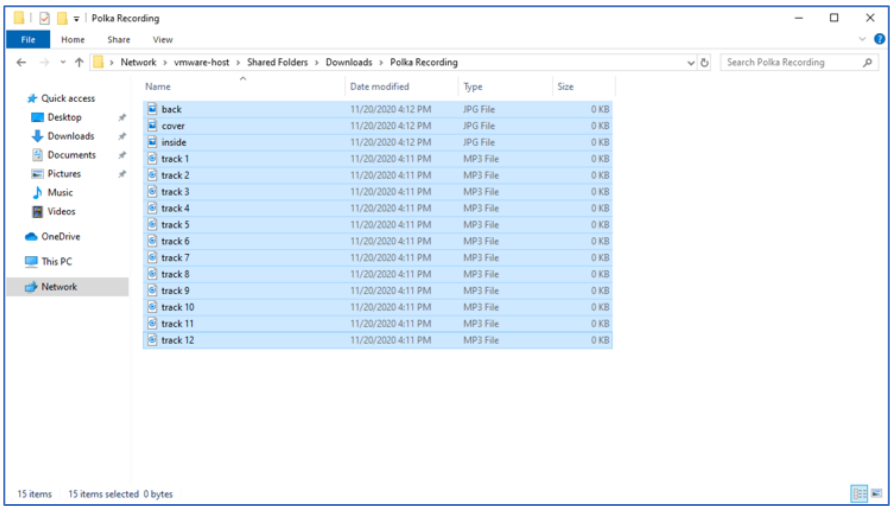


Windows Instructions

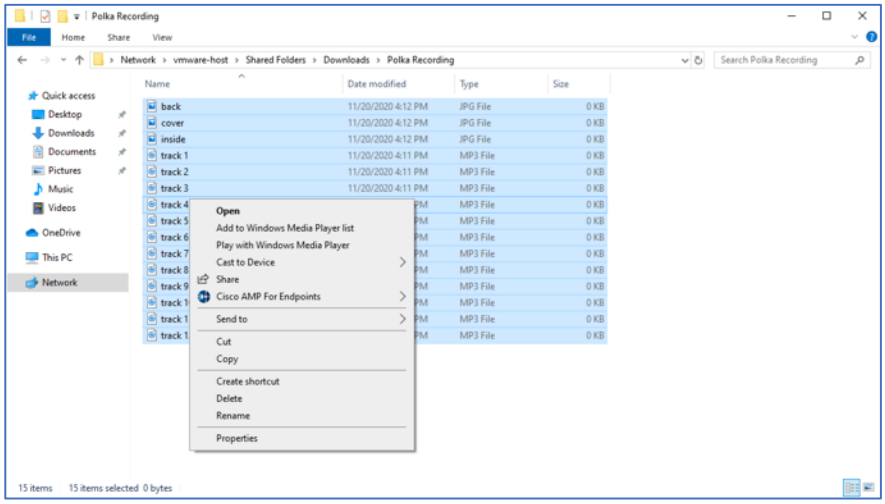
- Start the File Explorer on your Windows Start Menu
- Go to the folder where the files are stored
- You should see the files like the following:



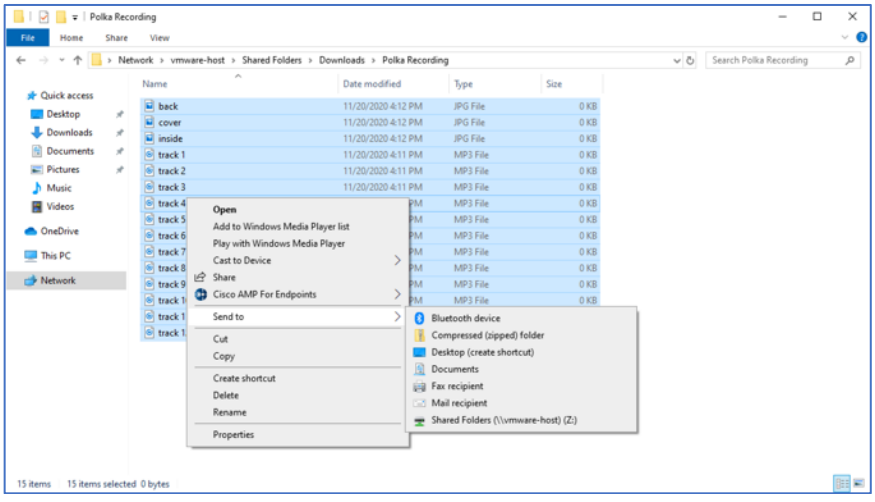
- Click on the first file and then press the "Shift" Key and then click on the last file. All the files will be selected:



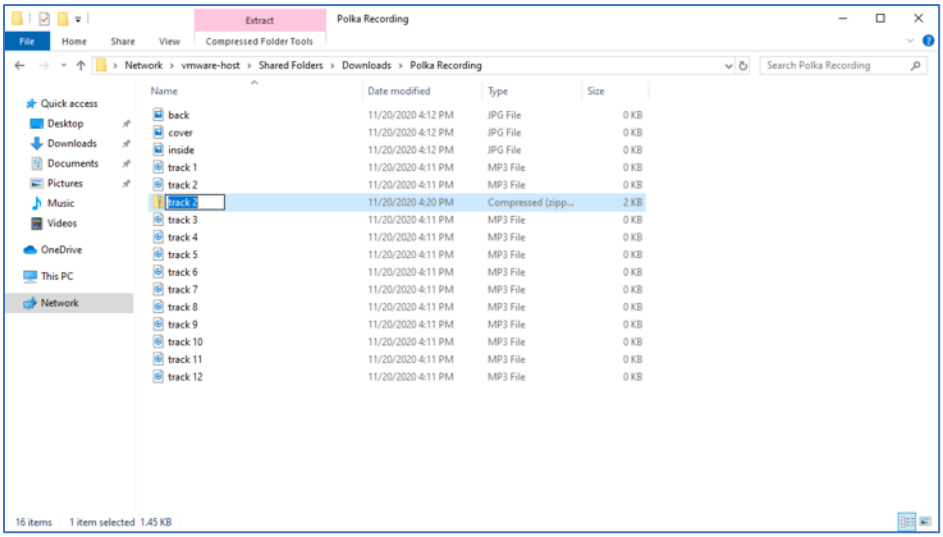
- Once the files are higlighted, Right Click on your mouse and you will see the pop up menu. There will be an option that says “Send to”



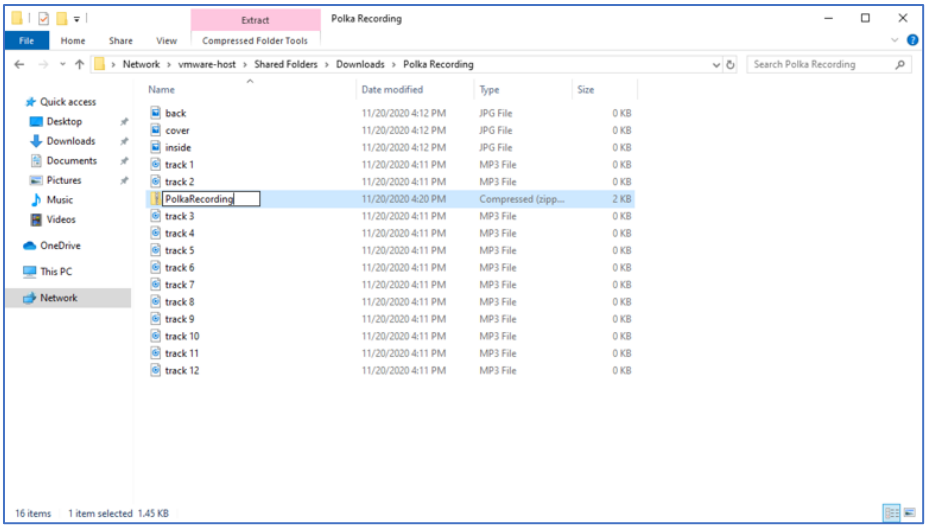
- Then select the option that says “Compressed (zipped) folder”



- A new file will be created. Windows will automatically create it and will allow you to change the name.



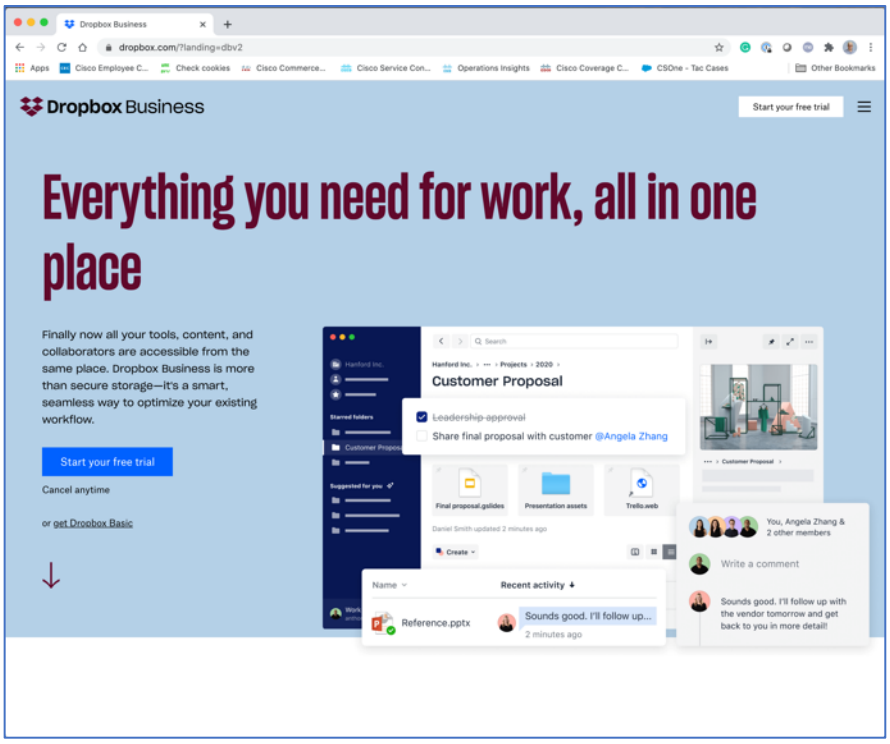
- You can rename to anything



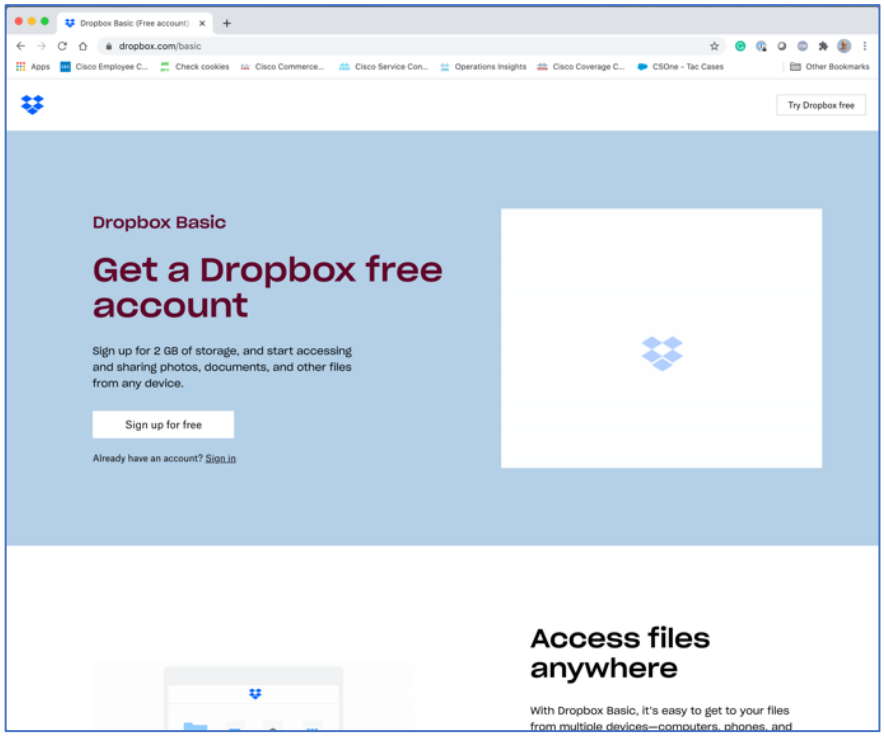
Using Dropbox to upload to IPA

Although any file sharing service can be used, we will be using Dropbox which provides a free tier that can be used.

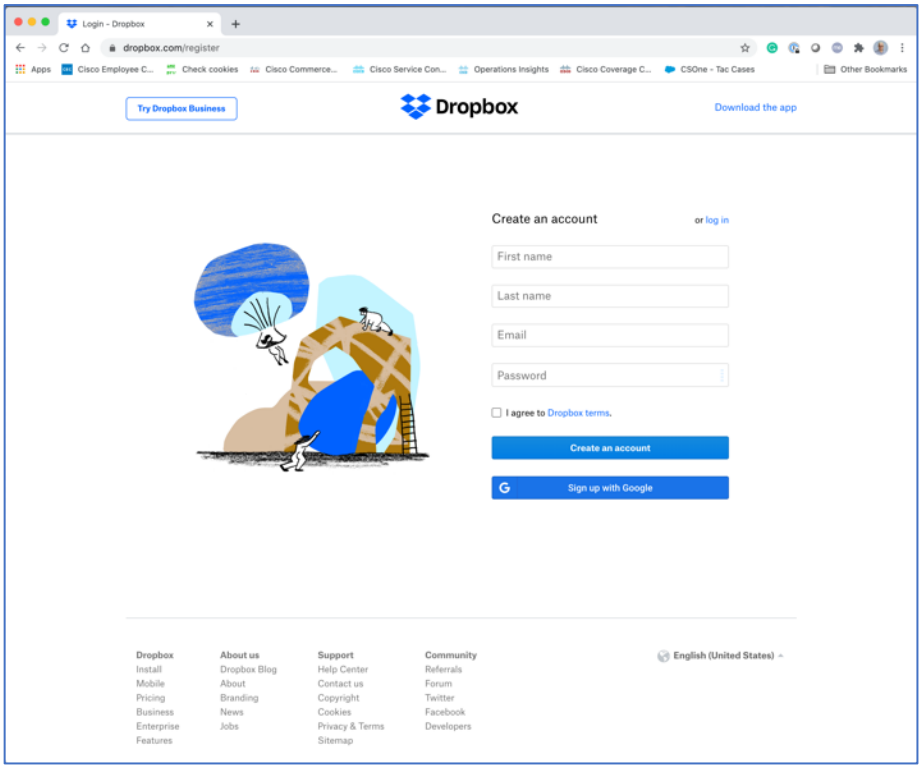
- Start a web browser and go to https://www.dropbox.com
- You should see something similar to the following



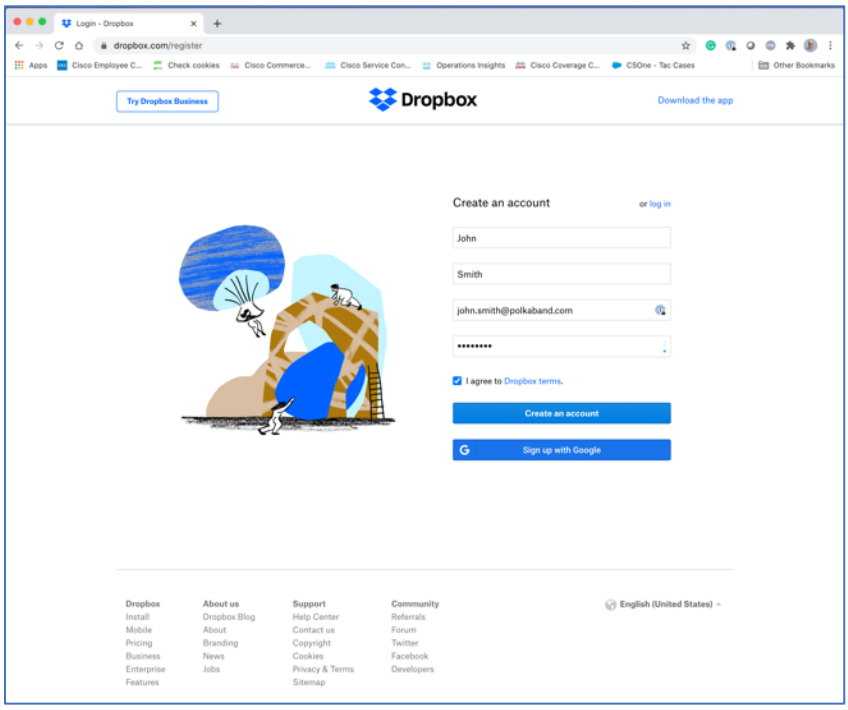
- On the left side click on “Dropbox Basic”. This is the free tier.



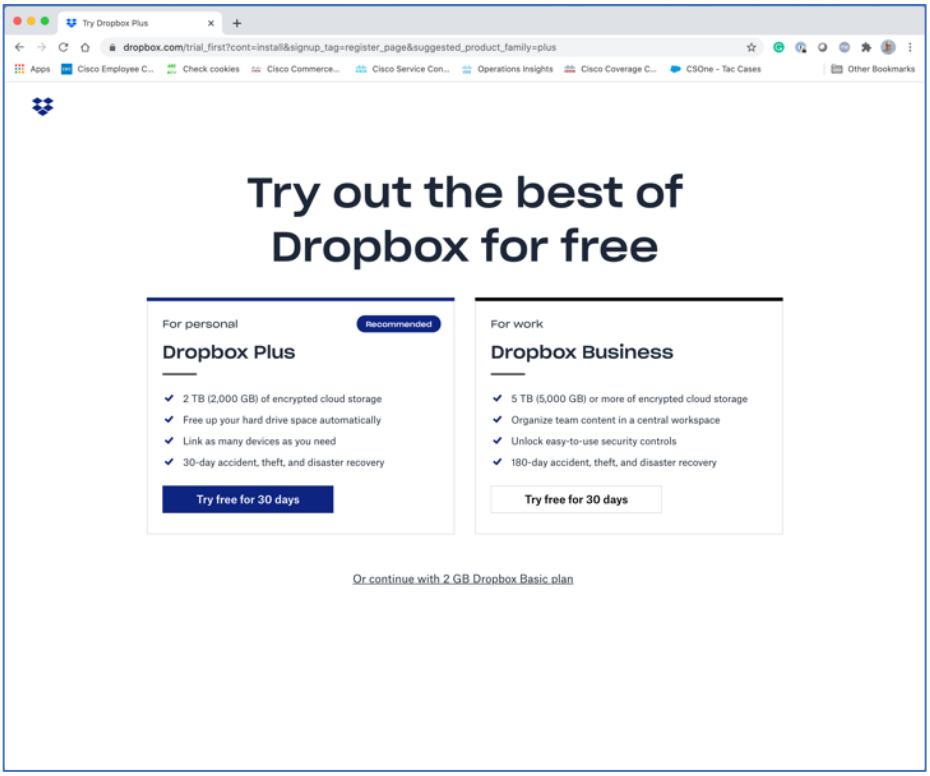
- Enter your information for the free subscription to create an account



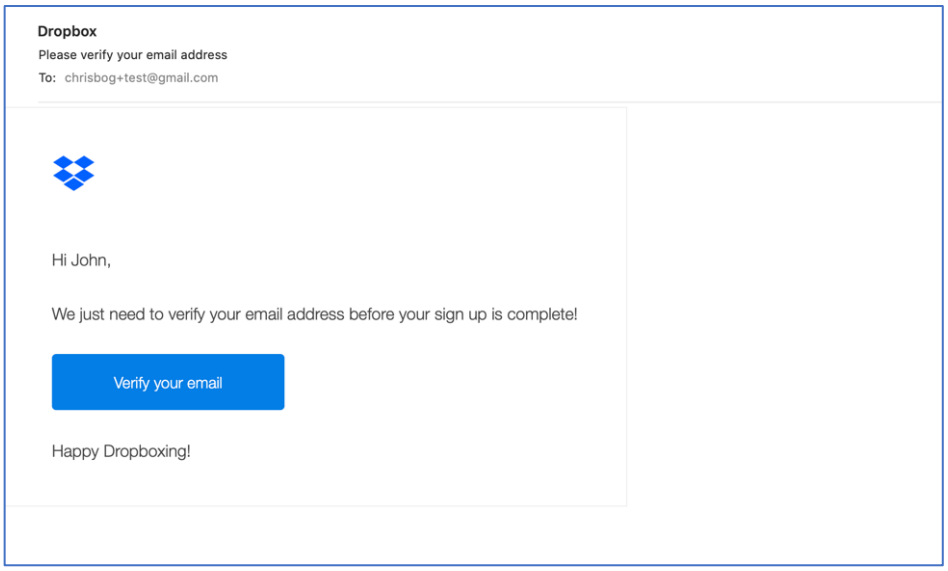
- When you are completed, enter the “Create an account” button.



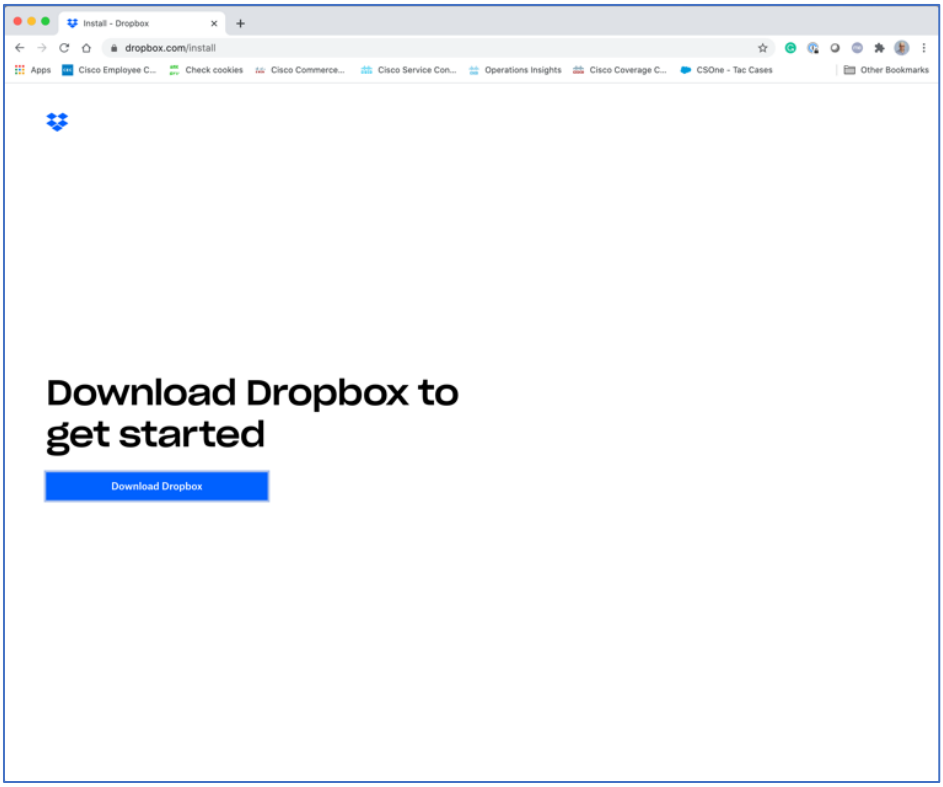
- You can now select which tier of Dropbox you want. Select the option that says “Or continue with 2GB Dropbox Basic Plan”



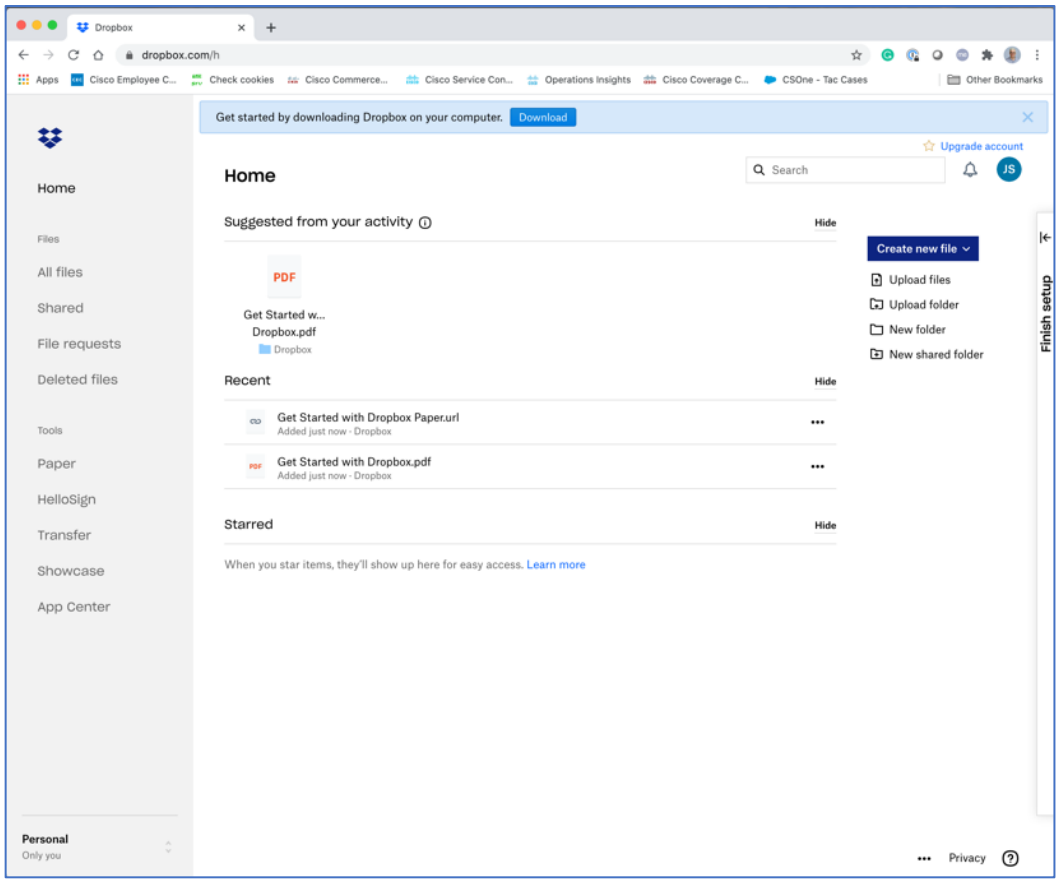
- You should get an email that you will need to verify your email before you can proceed. Please check your email for something that looks like this:



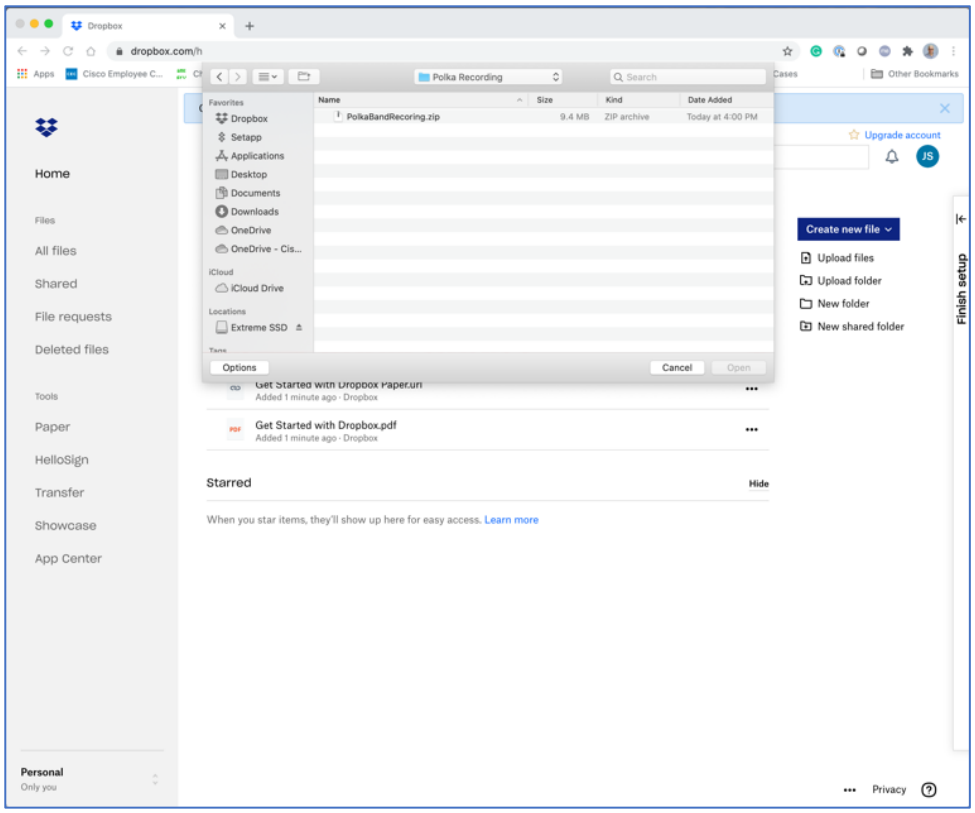
- Click on the Button to “Verify your email!”



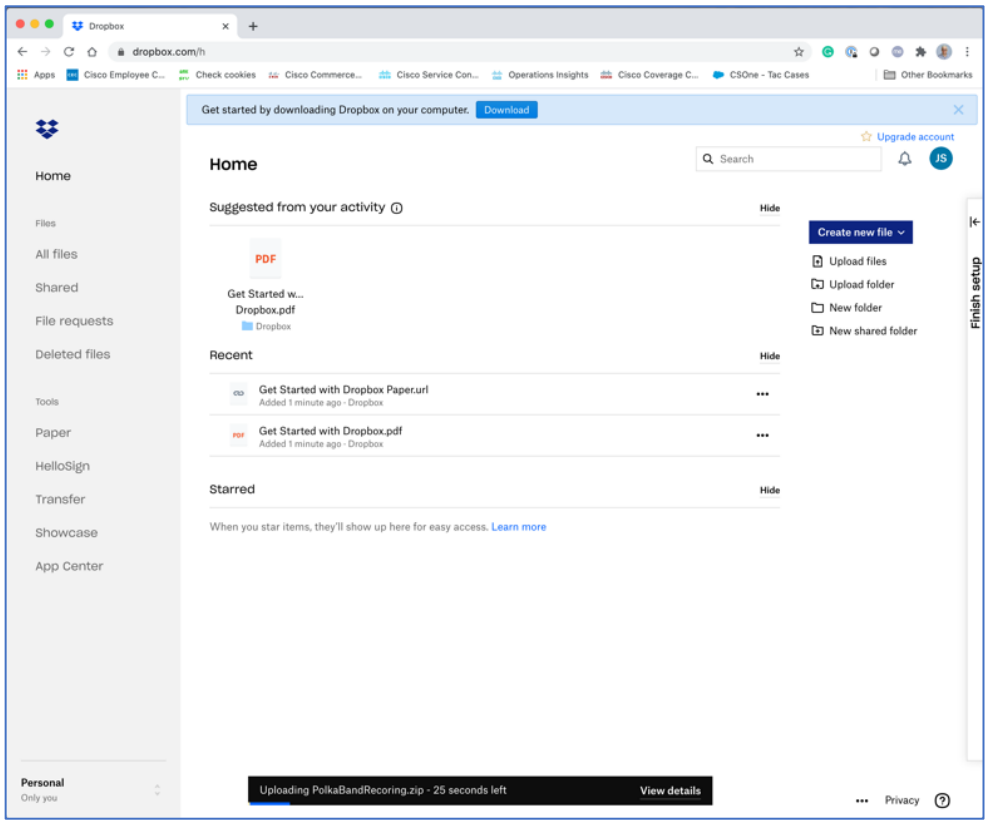
- Once you verify your email, you can ignore the “Download Dropbox”. Instead. Go back to Dropbox.com.



- You should now see your Dropbox Cloud storage. You can now upload the .ZIP file that you created earlier. To do this, please click on “Upload files”



- Now, select the .ZIP file that you created earlier. That file will be uploaded to the dropbox.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Files
All files
Shared
File requests
Deleted files
Tools
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Get Started w...
Dropbox.pdf
Dropbox
Create new file
Upload files
Upload folder
New folder
New shared folder
Finish setup
Recent
Get Started with Dropbox Paper.url
Added 1 minute ago · Dropbox
Get Started with Dropbox.pdf
Added 1 minute ago · Dropbox
Starred
When you star items, they'll show up here for easy access. Learn more
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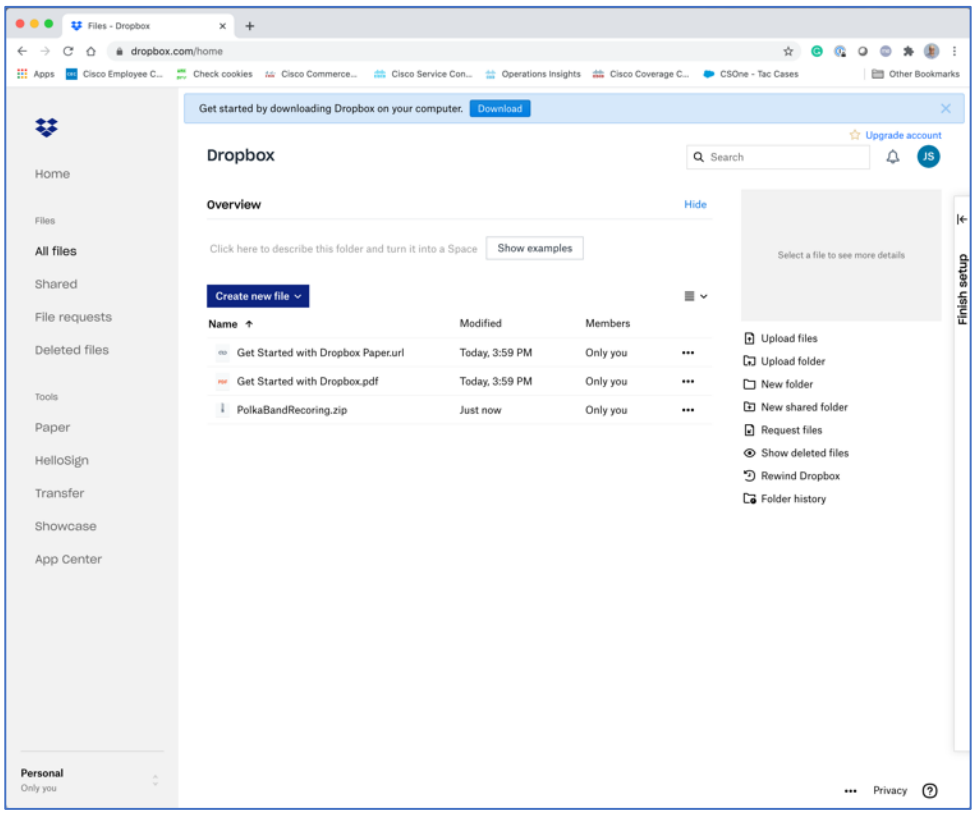
Files - Dropbox
dropbox.com/home
Get started by downloading Dropbox on your computer.
Download
Upgrade account
Dropbox
Search
JS
Home
Files
All files
Shared
File requests
Deleted files
Tools
Paper
HelloSign
Transfer
Showcase
App Center
Overview
Hide
Click here to describe this folder and turn it into a Space
Show examples
Create new file
Name
Modified
Members
Get Started with Dropbox Paper.url
Today, 3:59 PM
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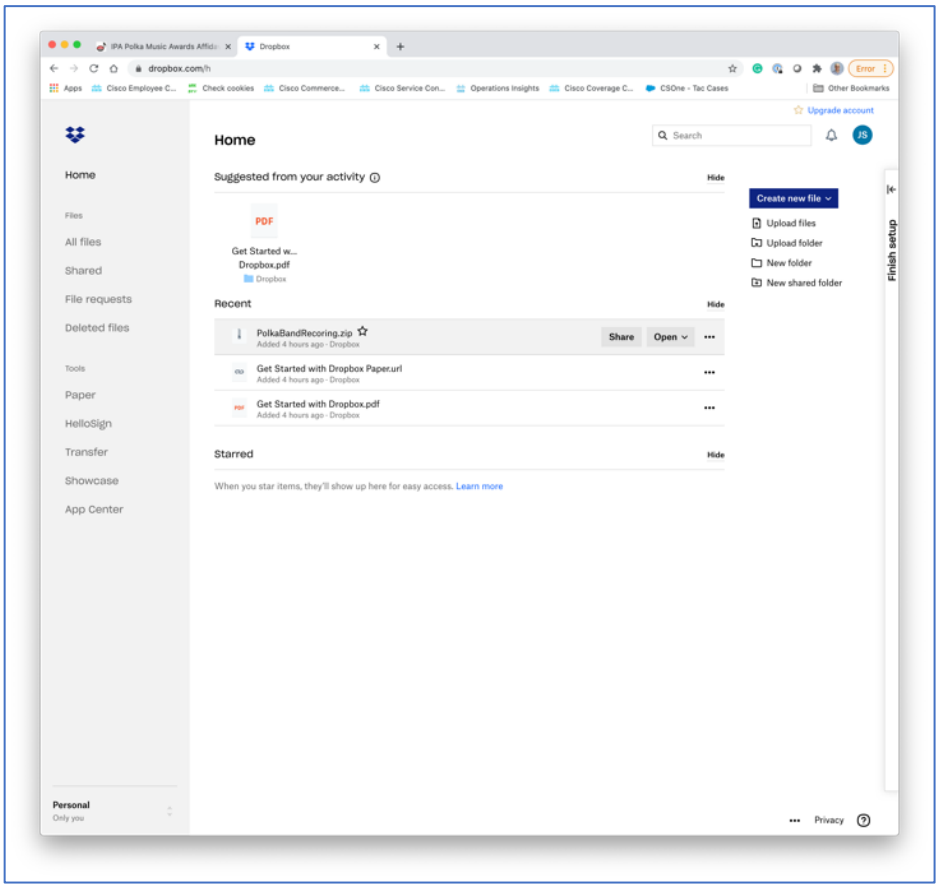
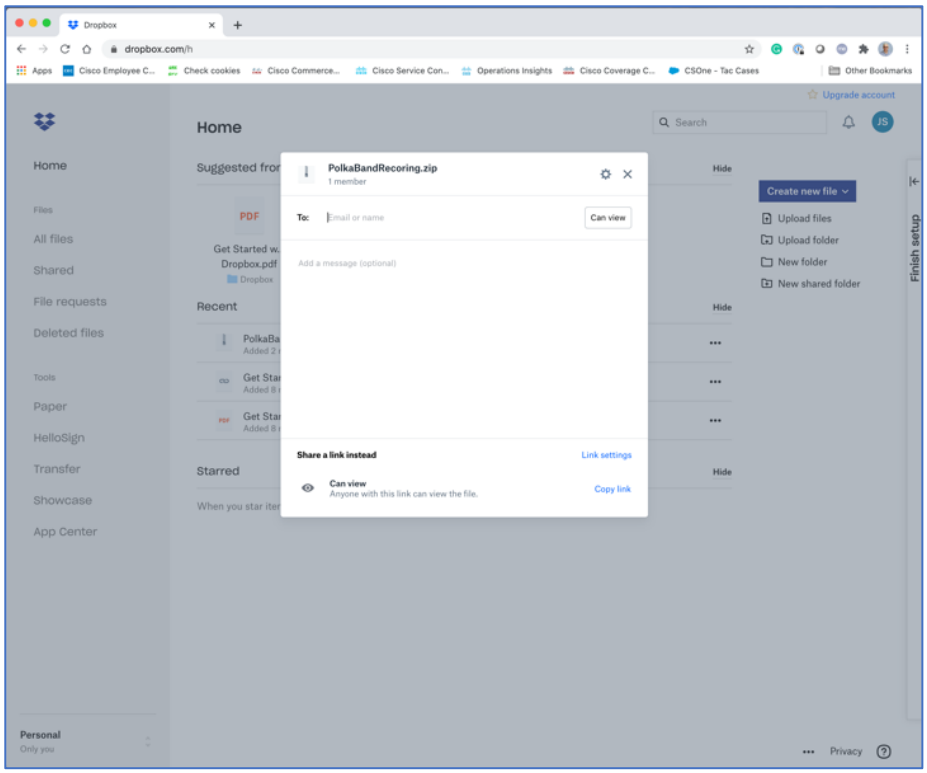
Just now
Only you
Select a file to see more details
Upload files
Upload folder
New folder
New shared folder
Request files
Show deleted files
Rewind Dropbox
Folder history
Finish setup
Personal
Only you
Privacy

- Once you uploaded the file, you should see it in your Dropbox. If you don't see it, click on "All Files" on the left-hand side.
- Next to the file that you uploaded, highlight the file name. You should see a "Share" button:

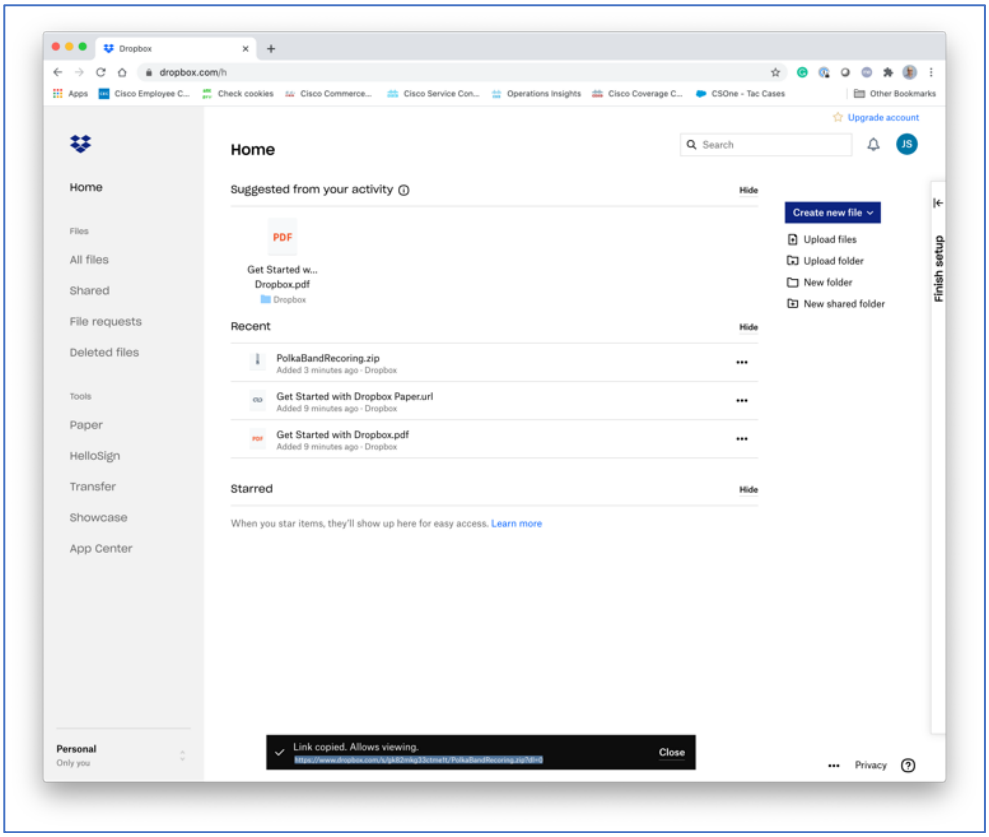


- Click on the Share button, and then a new window should appear.



- At the bottom of that window, you will see a link that says “Copy link”. Click on “Copy link”

- At the bottom of the Window you should see the link. This link will represent the file that you can share with the IPA. Press the CTRL-C button to copy the link.



- In the IPA Music Submission Form, you can press CTRL-V and that should copy that link into the form.

The album or single must be submitted in digital format along with any related graphics or liner notes. Do this by creating a .ZIP file for the material and share the files securely using solutions like DropBox or Box. Enter the URL or link to the shared files into the field below. Contact MusicAwards@ipapolkas.com with any questions.

URL or Link to the Digital Version of the Song or Album *

https://www.dropbox.com/s/gk82mkg33ctme1t/PolkaBandRecoring.zip?dl=0

Submit

Once you submit that link, the IPA will be able to download the Digital copy of your recording.