



## VIRTUAL STUDENT CONVENTION (VSC) HANDBOOK

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### Point of Contact (POC)

#### For VSC rules & guidelines:

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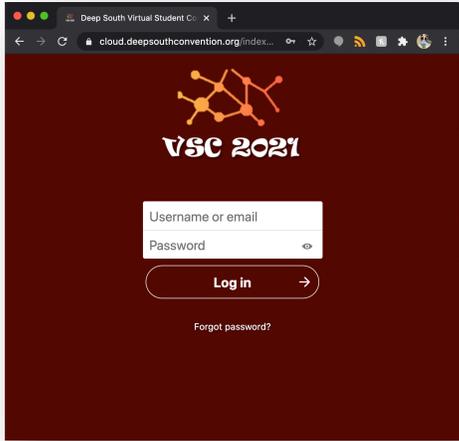
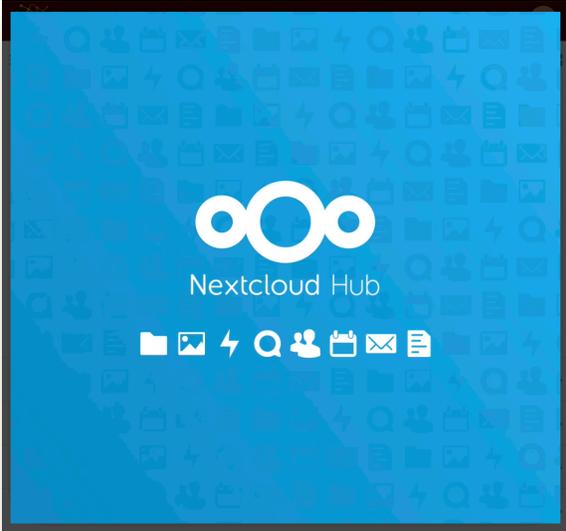
### Purpose

The purpose of this handbook is to guide administrators, faculty, sponsors, and judges in the operation of the VSC Portal for the purpose of participating in any Virtual Student Convention, Regional or Local. All contestant entries for VSC are to be uploaded to the VSC Portal. Each school participating has been given an administrator login to the portal for the purpose of uploading their student's entries.

## Section 1: Accessing VSC Portal

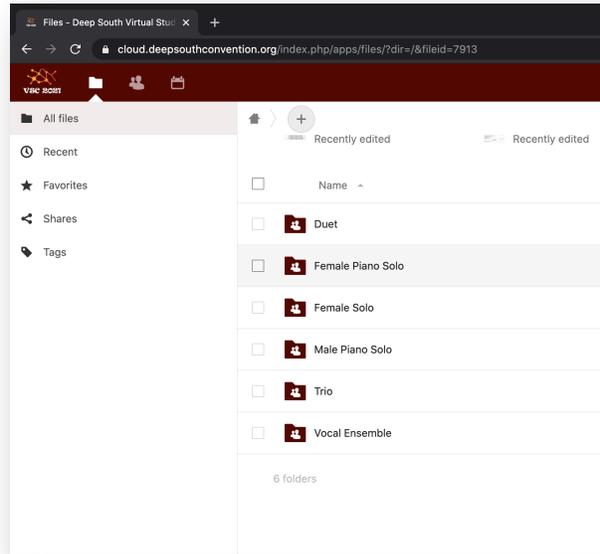
The VSC Portal is based upon the open source NextCloud file sharing platform which functions similar to DropBox. You can login to the portal and upload files via a web-browser, mobile app, or desktop application. For the purpose of this handbook, we will focus on the web-browser and mobile app methods for logging in and uploading entries.

### WEB BROWSER (GOOGLE CHROME Recommended):

Instructions	Screenshots
<ol style="list-style-type: none"><li>1. Navigate to <a href="https://cloud.deepsouthconvention.org">https://cloud.deepsouthconvention.org</a></li><li>2. Enter in the Username / Password that was given to you for access.</li></ol>	
<ol style="list-style-type: none"><li>3. Either click through the splash screen to learn about the features of Nextcloud, or click the (X) in the top right-hand corner to close the splash screen</li></ol>	

4. You are now in the Main Files section of the VSC Portal. You should see folders for the events that you have students registered in.

**Note:** You are now ready to upload files for the different events that you've registered for.



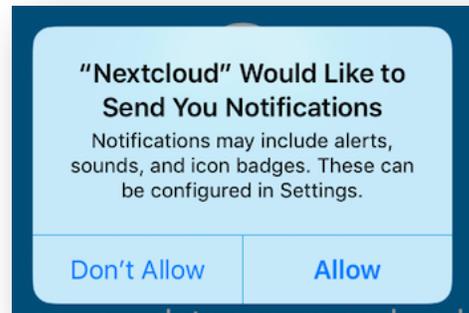
**NEXTCLOUD MOBILE APP (IOS SHOWN, ANDROID SIMILAR):**

For Android Devices, the Nextcloud App can be downloaded from the Google Play store at: [https://play.google.com/store/apps/details?id=com.nextcloud.client&hl=en\\_US](https://play.google.com/store/apps/details?id=com.nextcloud.client&hl=en_US)

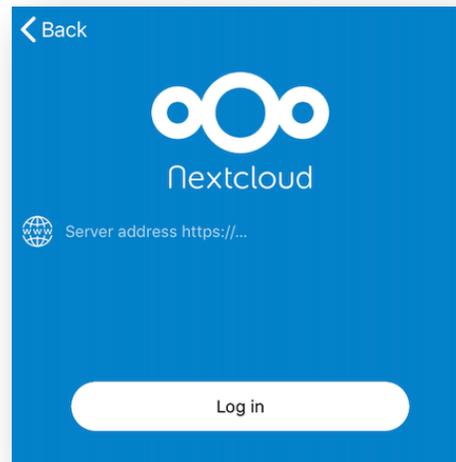
Follow the prompts in the Nextcloud app to setup access on your Android device.

Instructions	Screenshots
<ol style="list-style-type: none"><li>1. Download and Open the Nextcloud app from the Apple App store</li></ol>	

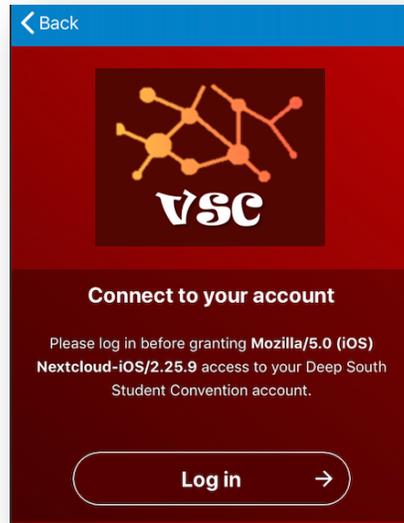
2. Allow Notifications



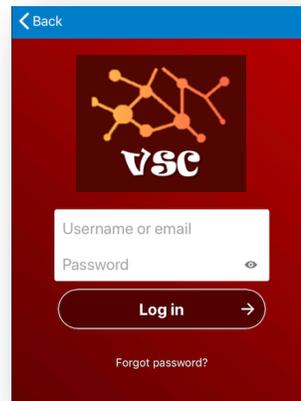
3. In the Server Address field, enter *https://cloud.deepsouthconvention.org* and select Login



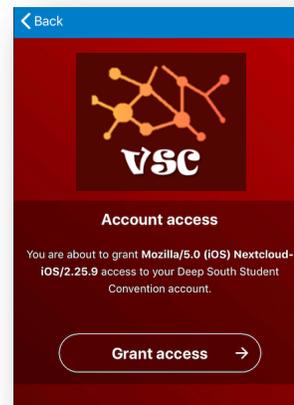
- 4. The VSC Logo will now be displayed and you will be prompted to continue Login.
- 5. Select Login



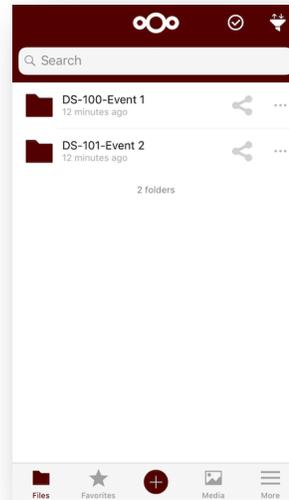
- 6. Enter in the Username and Password that was provided to you and select Login



- 7. Select Grant Access to allow the grant the Nextcloud app access to your VSC account.



8. You should now see folders listed for every event that the school has students registered for



## Section 2: Sharing Convention Entry Folders

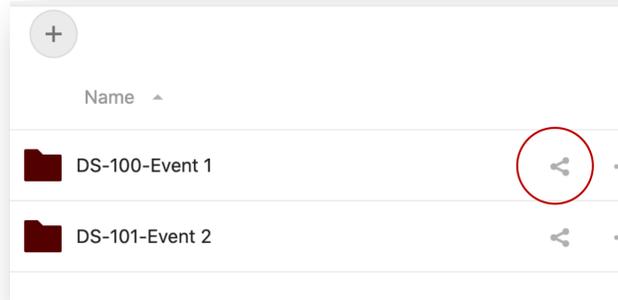
Not all uploads must be done from the school administrator account. Upload duties can be shared to allow for parents or other school workers to upload entries.

Sharing upload duties involves two actions: Setup Sharing via Web Link and setting permissions for the folder

### WEB BROWSER (GOOGLE CHROME Recommended):

Instructions	Screenshots
<ol style="list-style-type: none"><li>1. Log into the VSC portal via web browser using the username/password that was provided to you</li></ol>	A screenshot of a web browser displaying the login page for the Virtual Student Convention (VSC) 2021. The browser's address bar shows the URL 'cloud.deepsouthconvention.org/index...'. The page has a dark red background. At the top, there is a logo consisting of orange dots connected by lines, with the text 'VSC 2021' below it. Below the logo, there are two input fields: 'Username or email' and 'Password'. Below the input fields is a 'Log in' button with a right-pointing arrow. At the bottom, there is a link that says 'Forgot password?'.

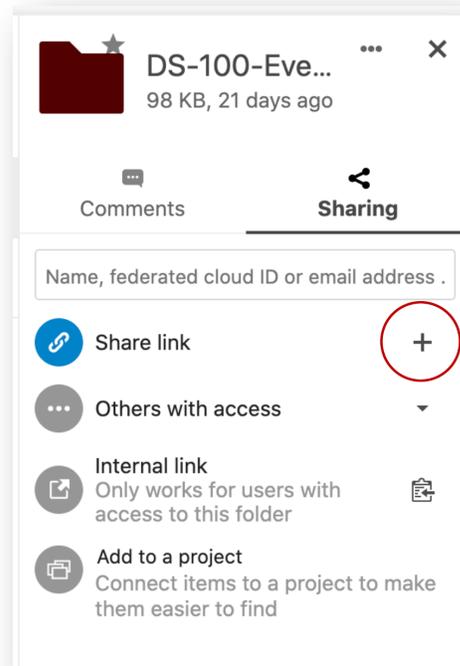
2. From the files menu, select the sharing icon next to the Event Folder that you would like to share

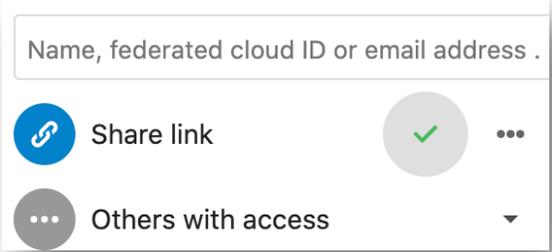
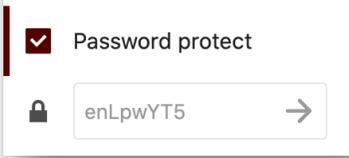
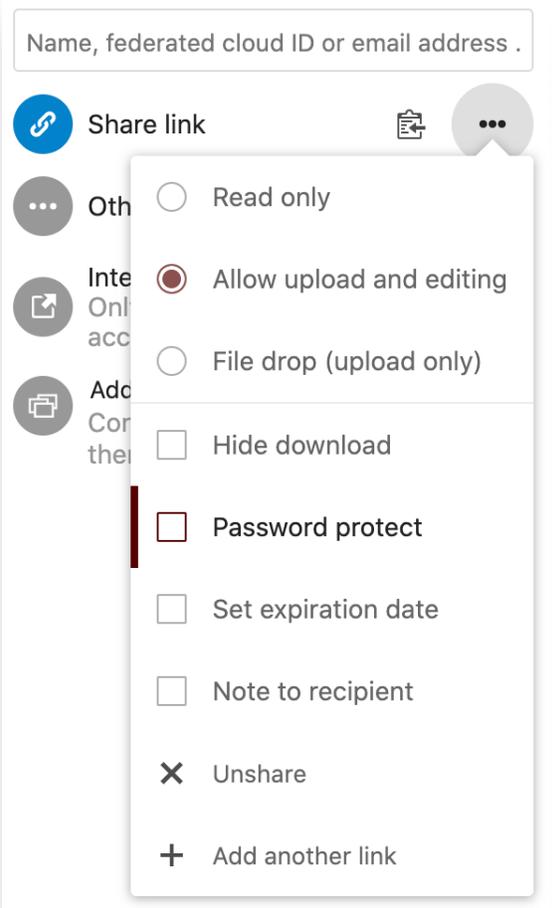


3. In the resultant sharing sidebar,
  - a. Click Share link +
  - b. A green check mark appears, and a link is copied to your clipboard that resembles:

*<https://cloud.deepsouthconvention.org/index.php/s/5SPEHT7a3QK>*

- c. You can access the link by pressing CTRL+V in a web address bar, Word or eMail program.

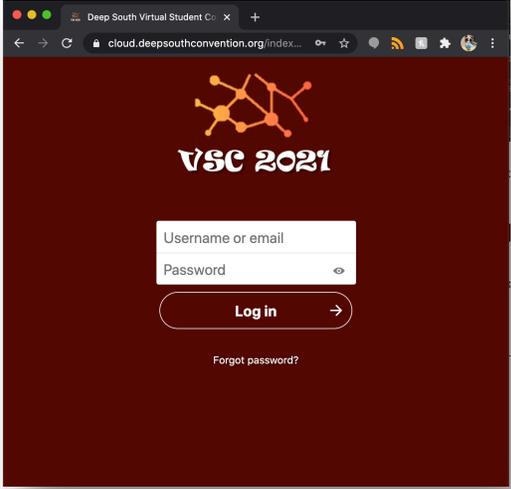
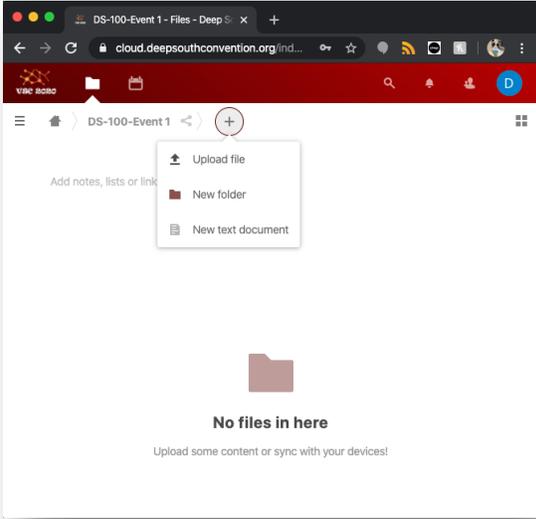


<p>4. Click on the three dots next to the green check mark</p>	
<p>5. Sharing Options Sidebar appears</p> <ul style="list-style-type: none"> <li>• Select Allow upload and editing or File Drop depending on the type of access that you would like to grant</li> <li>• Select Password protect</li> </ul>  <ul style="list-style-type: none"> <li>• A password will be generated for you or you can click the password field and create your own password.</li> <li>• You can set an expiration date that will terminate the shared folder access after the date that you set.</li> </ul>	

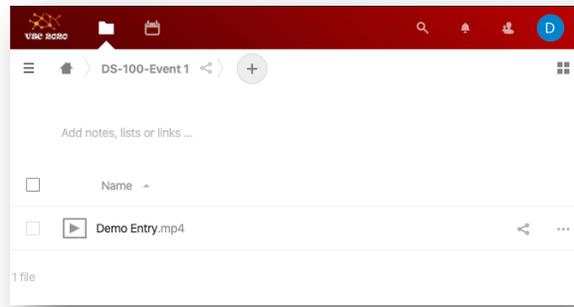
6. eMail the person that you wish to give shared access to the link from the clipboard and the password that you have set for the folder.

## Section 3: Uploading Event Entries to the Portal via Web Browser

### WEB BROWSER (GOOGLE CHROME Recommended):

Instructions	Screenshots
<ol style="list-style-type: none"><li>1. Navigate to <a href="https://cloud.deepsouthconvention.org">https://cloud.deepsouthconvention.org</a></li><li>2. Enter in the Username / Password that was given to you for access.</li></ol>	
<ol style="list-style-type: none"><li>3. Click on the Event Folder that you would like to upload an event for (ie, to upload an entry for Male Solo, click on the Male Solo folder)</li><li>4. Select the + button and choose Upload file</li></ol>	

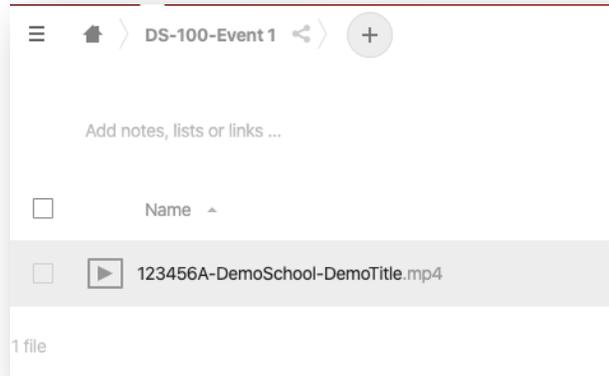
5. You will be presented with a Windows Explorer (Windows) or Finder (Mac OSX) dialog box where you can navigate to the file that you would like to upload.
6. Alternatively, if you already have Windows Explorer or Finder open, you can drag and drop the file into Chrome and Chrome will upload the file to the open folder



7. Finally, right-click the entry and rename the file to match the following naming convention:

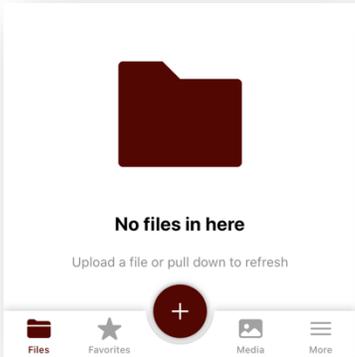
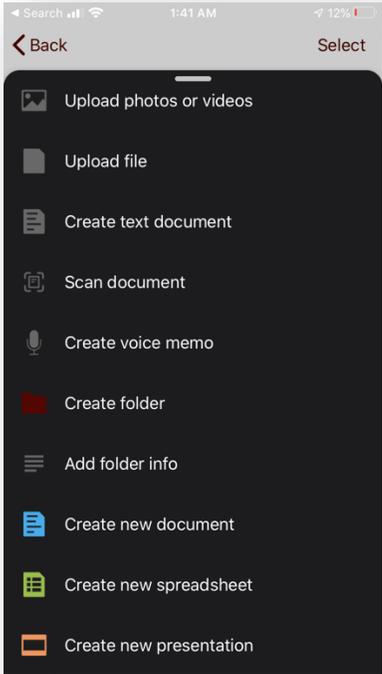
Entry Number-Name-Title if Applicable

*123456a-DemoSchool-DemoTitle.mp4*

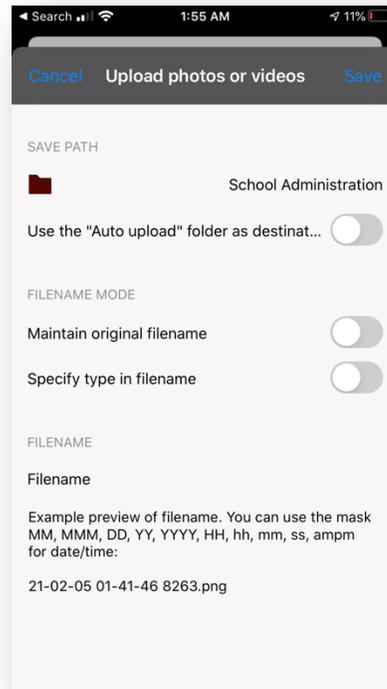


**TAKE CARE TO NOT CHANGE THE THREE-DIGIT FILE EXTENSION – IN THIS EXAMPLE, MP4.**

## Section 4: Uploading Event Entries to the Portal via NextCloud App

Instructions	Screenshots
<p>1. Open the NextCloud app and login if not already logged in.</p> <p>Refer to Section 1 for login instructions</p>	
<p>2. Navigate to the folder that you would like to upload an entry for and press the + symbol</p>	
<p>3. Choose Upload photos or videos and select the photo or video from your mobile device to upload.</p>	

4. Click Next
5. Click on the Filename to change the filename of the file that you are uploading



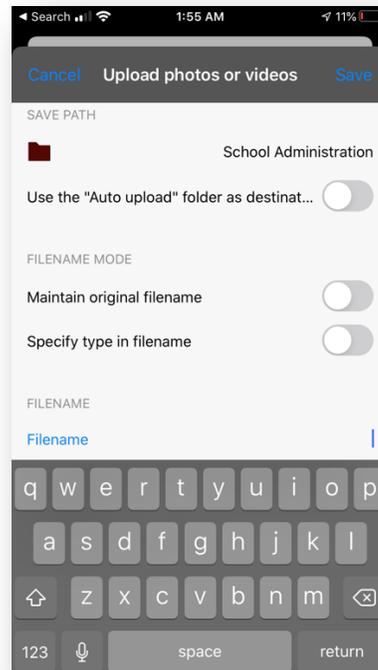
6. Rename the file to match the following naming convention:

Entry Number-Name-Title if Applicable

*123456a-DemoSchool-DemoTitle.mp4*

**TAKE CARE TO NOT CHANGE THE THREE-DIGIT FILE EXTENSION IN THIS EXAMPLE, MP4.**

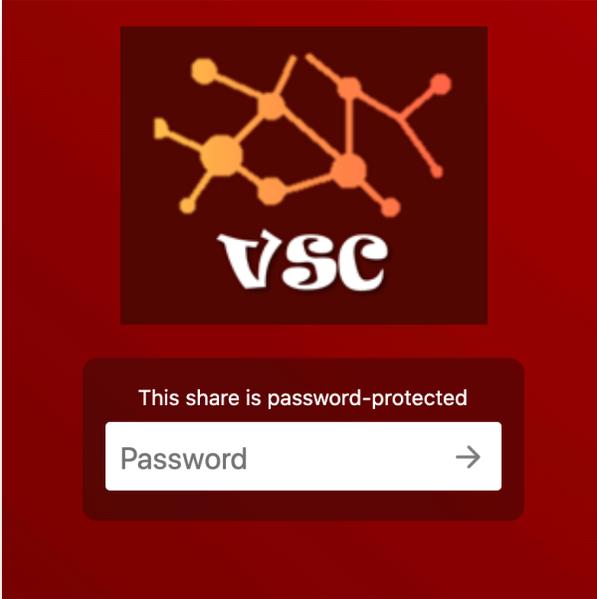
7. Click Save and the file will automatically upload to the folder you selected.

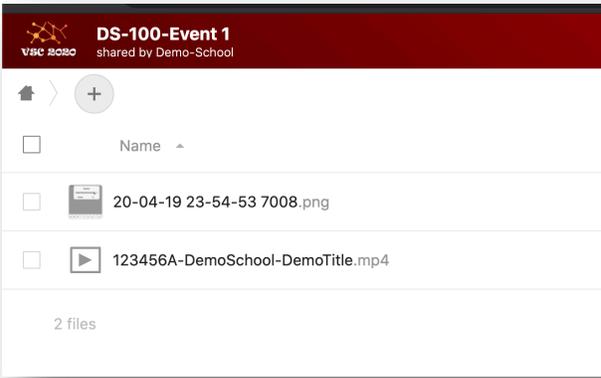


## Section 5: Accessing Shared Folder via Web Browser

Note this only works in a web browser. You cannot access a shared folder via a web link in the NextCloud App.

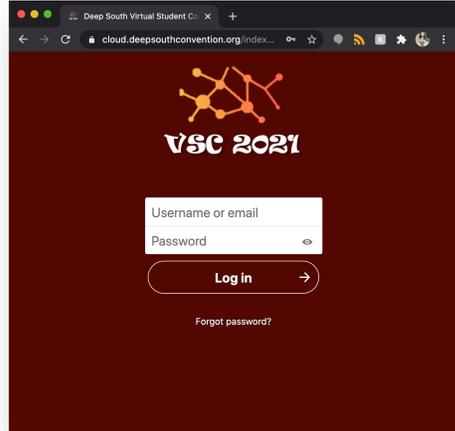
### WEB BROWSER (GOOGLE CHROME Recommended):

Instructions	Screenshots
<ol style="list-style-type: none"><li>1. Navigate to the link that was shared with you for uploading convention entries</li><li>2. Enter in the password that was shared with you for the link</li></ol>	

<ol style="list-style-type: none"> <li>3. Enter the password that was sent with the link for upload</li> <li>4. You will be presented with access to the folder</li> <li>5. You can now view/upload/and share entries within that folder based upon the permissions that the school administrator set for the folder when creating the share.</li> </ol>	
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## Section 6: Judging Events

Judges are only able to view the events that they have been assigned to judge. In each Judges folder, there is are attached files to assist with the judging of each event; the judges form, and a ranking MS Excel file. Judges can use the judges form to determine their individual rankings for each entry in any particular event. Rankings will be given a point system and the entry will be “final judged” by the rankings of all of the individual judge’s entries.

Instructions	Screenshots
<ol style="list-style-type: none"> <li>1. Log into the VSC portal via web browser using the username/password that was provided to you</li> </ol>	

**Judges Forms will be similar to this.**

There will be one Judges Form for all vocal music and another for all instrumental music. All other events will have their own form, such as Expressive Reading, Poetry Recitation, etc. These forms are to be used as a guide to determine the ranking of each entry in any one event.

**Events Forms will be similar to this**

There will be one Event Form for each event that you are assigned to judge. This is a list of contestants in that event. You will need to rank them First, Second, Third Place for the number of contestants in each event. The form is an Excel form and can be edited directly in the Portal. There is no need to download the form, fill it out, and then re-upload it.

Each Event form will be tallied on a final "Combined Event Form" to determine the awards placing for each event.

521 FEMALE PIANO SOLO					
Place	SchID	Name	First	Last	Group
	386	Berean Christian Academy	Evangeline	Bassler	
	386	Berean Christian Academy	Ashlyn	Harper	
	91	Lighthouse Christian School	Kailee	Atchison	
	91	Lighthouse Christian School	Rayne	Dotson	
	91	Lighthouse Christian School	Caty	Burt	
	399	Reaching For Souls Academy	Sarah	Abraham	

