

## Submitting via Google Drive

We will use [Google Drive](#) to view your submission files and documents. You must have a Google account. If you don't have a Google account, you can make one at no cost. If you are having trouble creating your account or uploading your files, contact us at [jobs@atozwineworks.com](mailto:jobs@atozwineworks.com)

1. Create a folder in your Google Drive labeled as "FirstNameLastNameYear"  
(example:JohnSmith2021)
  - a. Upload each art sample or document to your folder and label with your first and last name as well as document title (example: JaneDoeResume, JaneDoeBiography, JaneDoePortfolio)
2. To share your Google Folder with us, select the folder in your Google Drive and hit 'Share' in the top right. Click on 'Copy Link' in the 'Get Link' and make sure the share restrictions are set to: "Anyone with a Link can View".
  - a. Watch this Youtube video for an example:  
<https://www.youtube.com/watch?t=75&v=xapBM5iOnn4&feature=youtu.be>
3. Copy and past the 'share link' to the online application where requested.