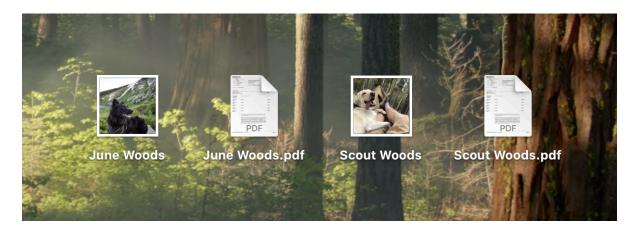


# INSTRUCTIONS FOR UPLOADING INTAKE PHOTOS AND FECAL EXAM RESULTS

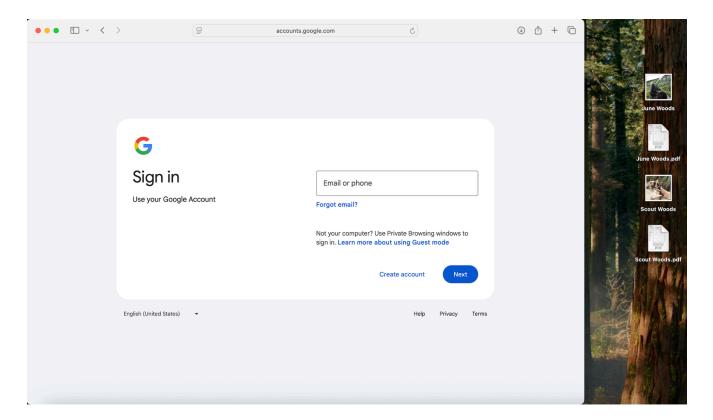
### **STEP 1: FILE NAMES**

Please label each file with the first and last name of your dog. This is super important because the Google drive folder is open to all new campers so there may be photos and exam results for other dogs already in it. If your pup's first and last name are in the file name it ensures that we will be able to find the right ones.



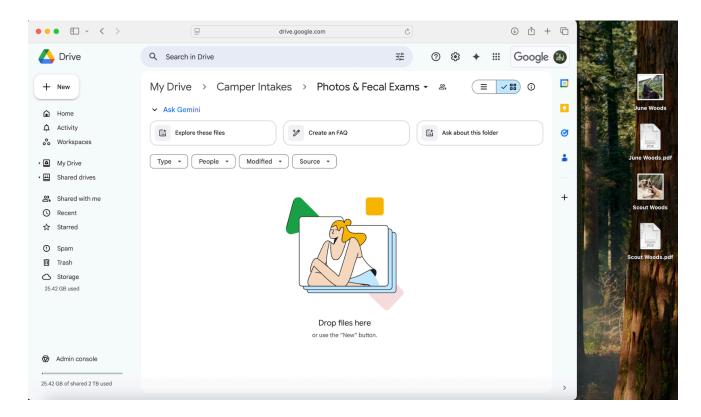
#### **STEP 2: LOGIN**

After you click the <u>link to the folder</u> Google will ask you to sign into your account or create a new one.



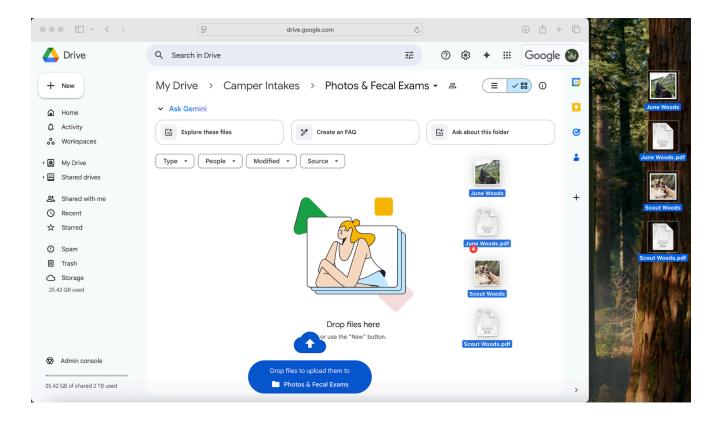
#### **STEP 3: LANDING PAGE**

Once you login you will see the landing page for the folder. It may be empty or it may have files from other new campers in there already.



#### **STEP 4: ADD FILES**

Next you will drag the files from your desktop and drop them into the folder.



## **STEP 5: UPLOAD COMPLETE**

You have successfully uploaded your files into the folder. Someone from the CHP team will be in touch shortly!

