

**RAJAGIRI CHRISTU JAYANTHI PUBLIC SCHOOL**  
Rajagiri Valley P.O., Kakkanad, Cochin- 682 039

**CCA COMPETITIONS 2021-22**  
**ONLINE AND OFFLINE PARTICIPATION GUIDELINES**

*Cr. No.RCJPS/P027/2021-22*

*21 September 2021*

Dear Participants,

We appreciate your enthusiastic response to the CCA competitions.

In order to facilitate your performance during the online contests that are coming up and to help you submit your entries for the offline contests, we are enclosing a few guidelines.

Please read the given instructions carefully.

**ONLINE CONTESTS**

1. The participants will receive the date, time and platform for their performance a few days prior to the competition.
2. Stable internet connectivity is mandatory.
3. The volume of the background music, if used, should be adjusted in such a way that it is not over-powering and that the judges can hear the participant clearly.
4. Please adhere to the given time. Avoid exceeding the time limits.
5. Dancers could practice before the camera, before the competition, in order to ensure that their performance doesn't go out of the camera frame.
6. Follow the guidelines clearly for smooth and hassle-free performance and judgement.
7. The lyrics for the event 'BE A COMPOSER' will be sent to participants by the Class Teacher, shortly.
8. The synopsis for the event 'MAKE A MOVIE' should be sent to the Class Teacher on or before **Thursday, 23 September 2021**.

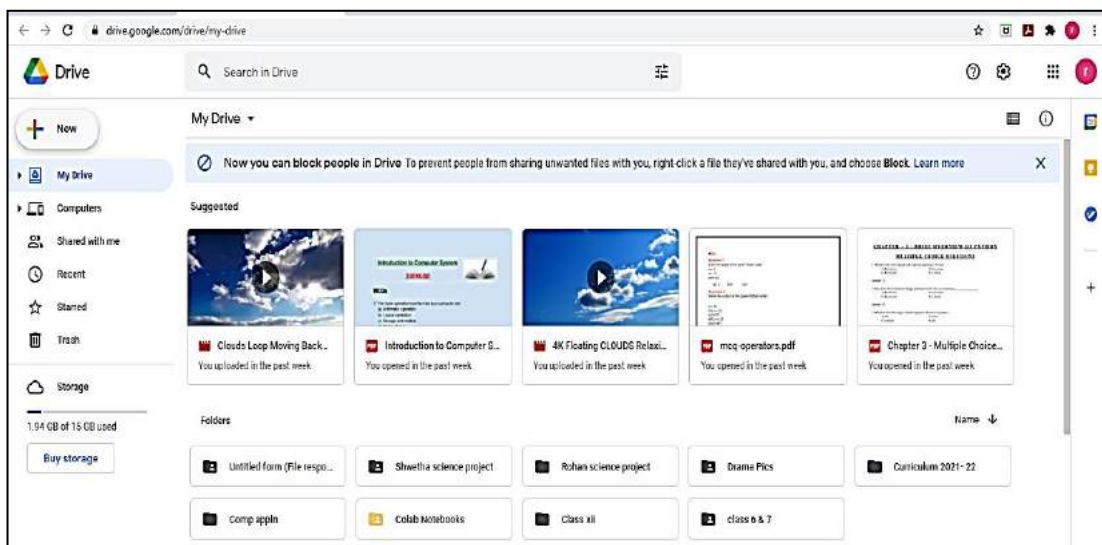
## OFFLINE CONTESTS

Keep the files (photos/videos) ready in a folder in your desktop/laptop/device. Open your browser and access Google Drive using your Gmail ID.

## STEPS TO UPLOAD FOLDER TO GOOGLE DRIVE & LINK TO STUDENT PORTAL

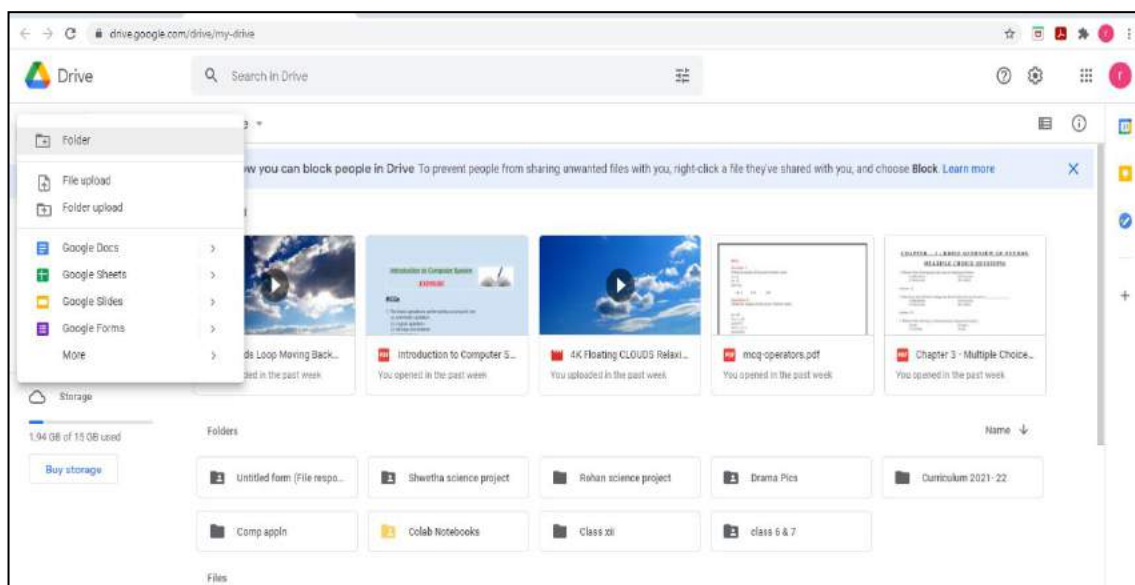
### STEP 1:

Open Google drive and select **NEW** option from the left pane.



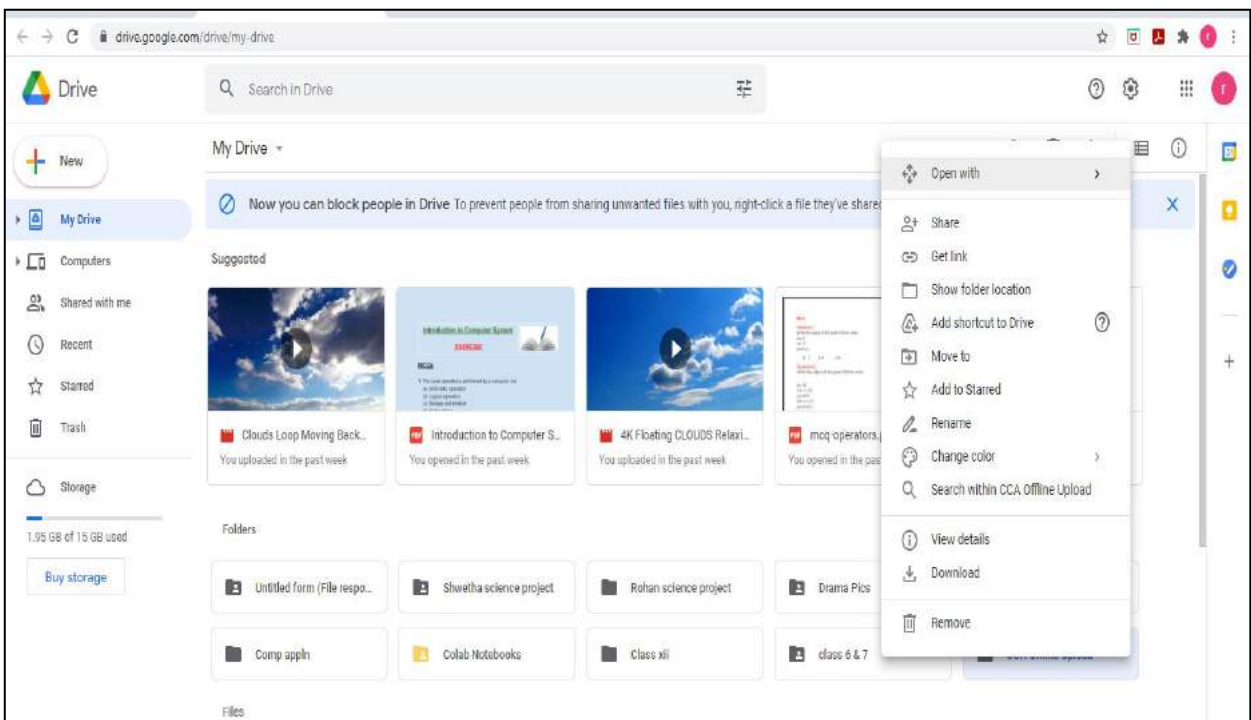
### STEP 2:

Select **FOLDER UPLOAD** option and select the folder in your computer to be uploaded.



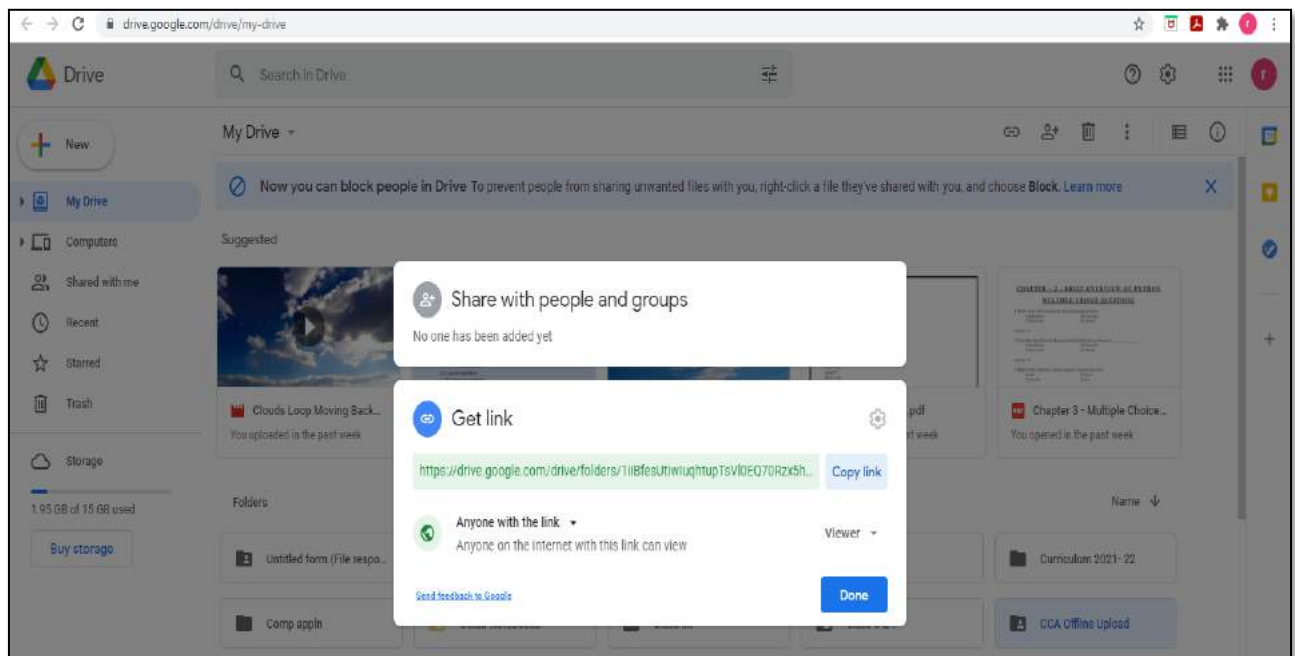
### STEP 3:

Right click on the uploaded folder and select **SHARE** option.



### STEP 4:

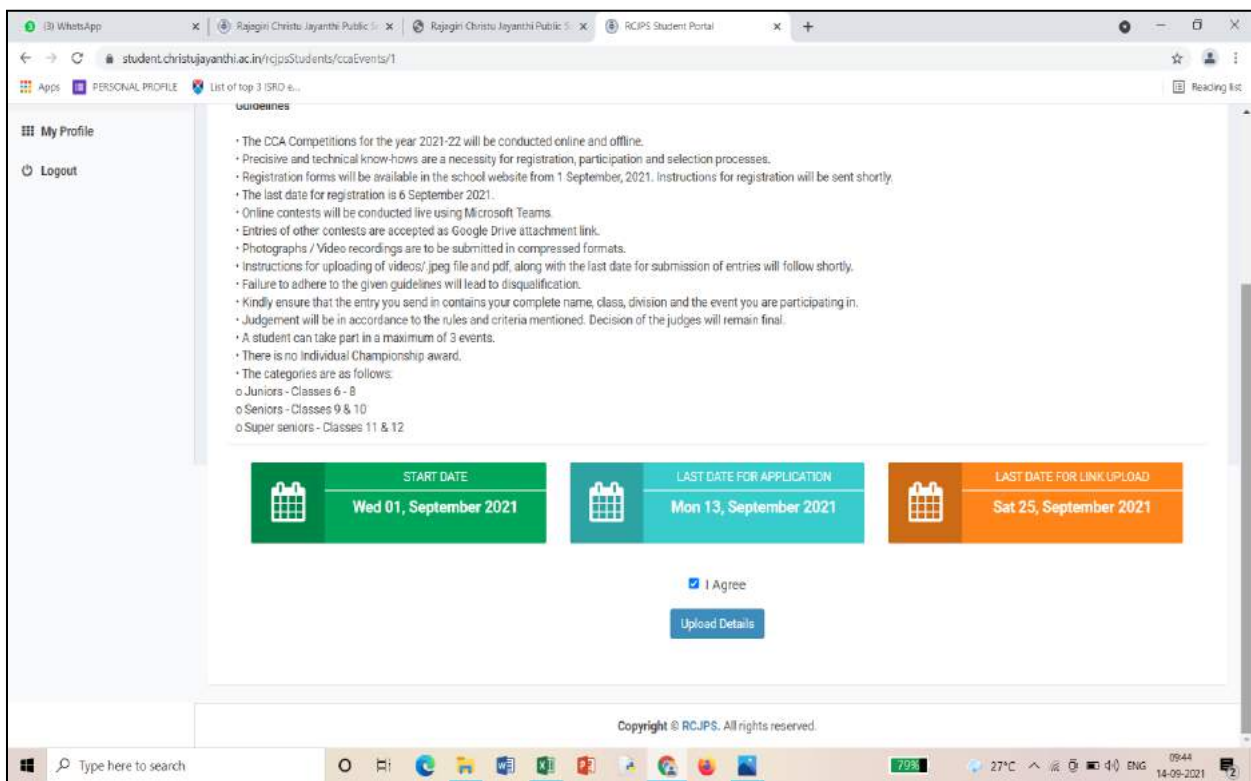
Click on **GET LINK**, select **CHANGE** option, set it to **ANYONE WITH THE LINK** option. Click on **COPY LINK** option to copy the URL and click **DONE** tab.



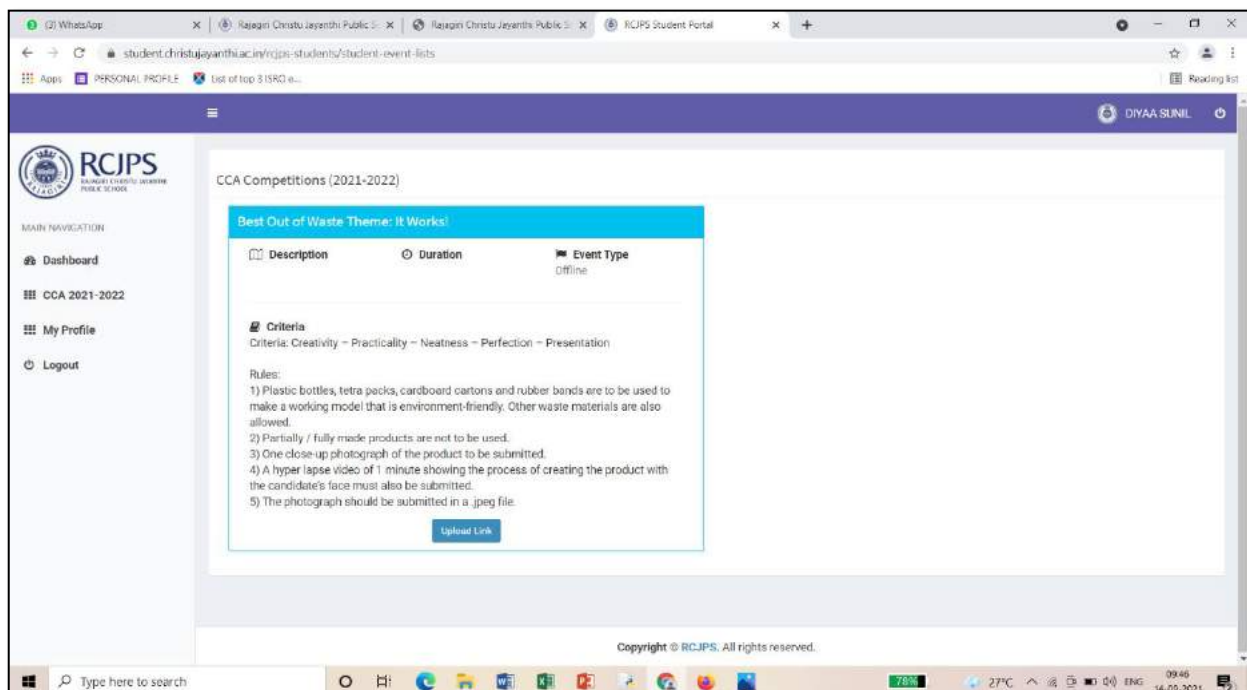
So now the google drive URL has to be pasted onto the Student portal in the school website, for which the following steps have to be followed.

## STEP 5:

Login to the Student portal in the school website. Check the “I Agree” tab and click on Upload Details button.

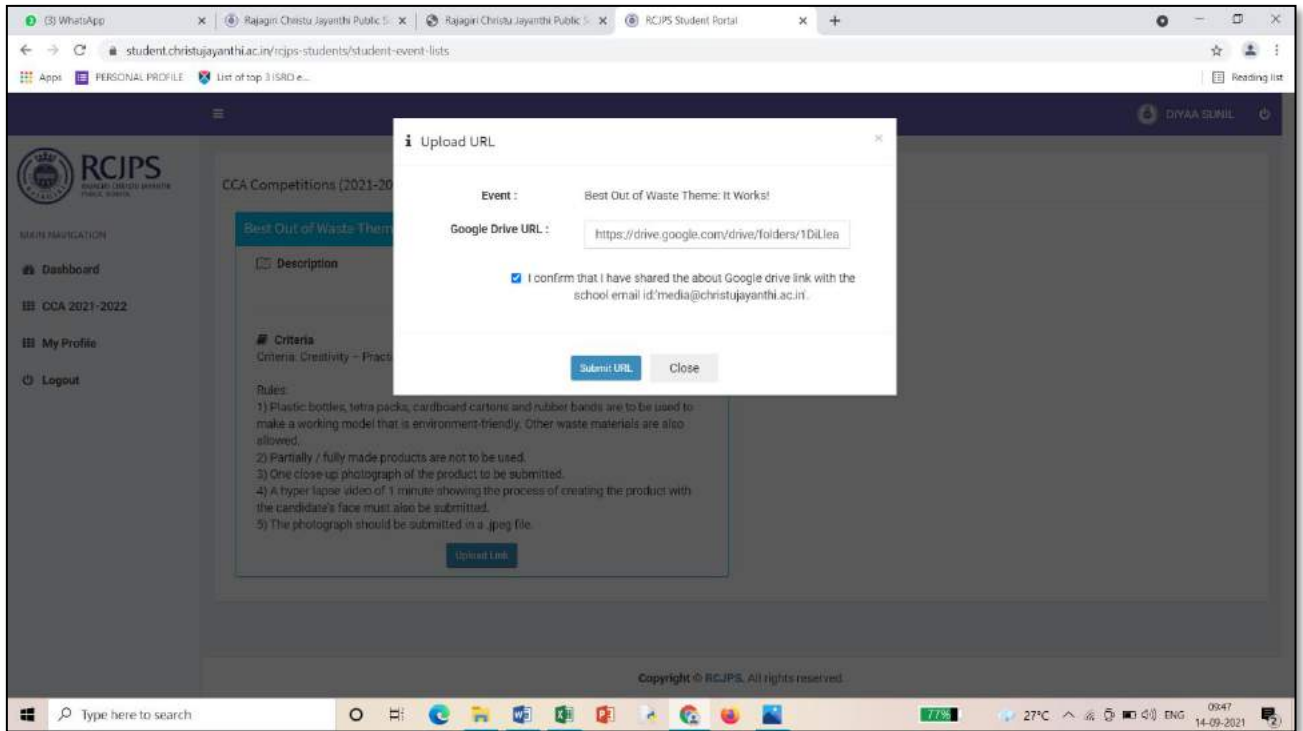


## STEP 6: Click on the Upload link button.



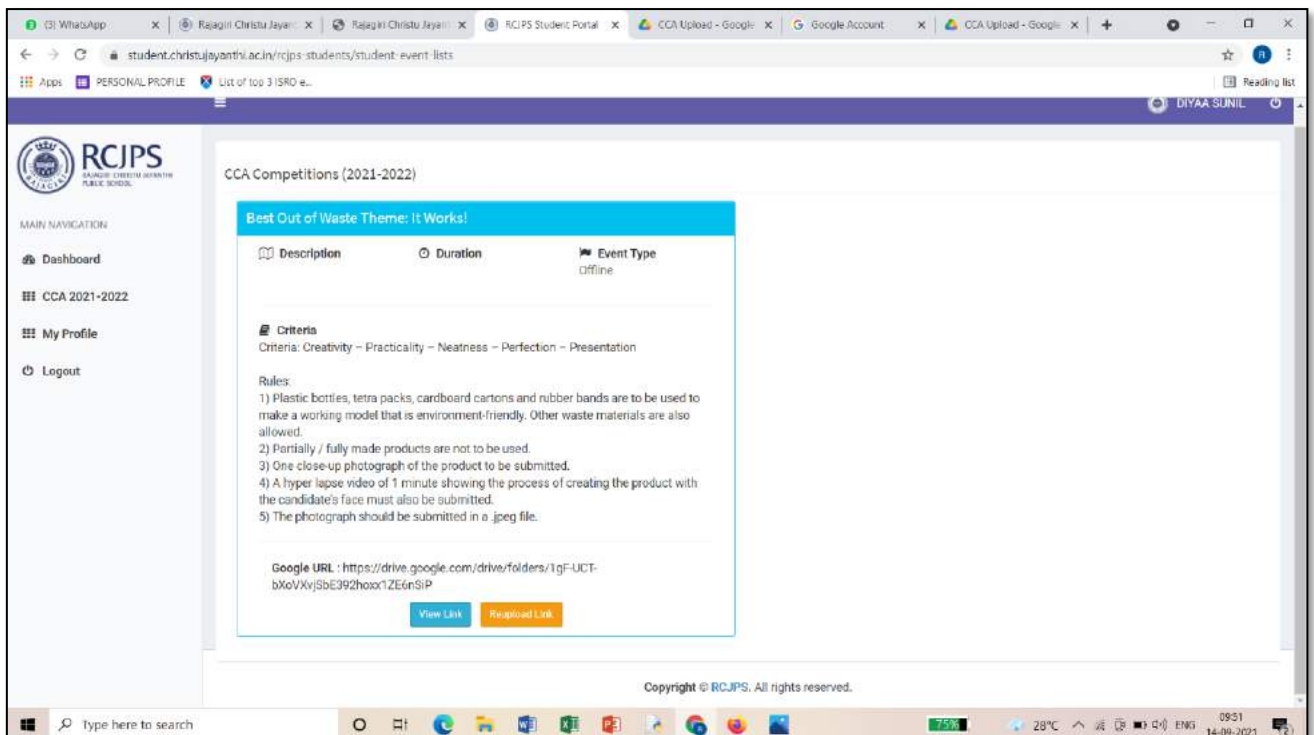
## STEP 7:

Paste the Google drive URL and check the confirmation tab.



## STEP 8:

Finally click on the Upload link tab.



  
**Mrs. Saji Varghese**  
**Principal**