

# Dropbox Usage

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## What is Dropbox?

Dropbox is a free product that provides cloud-based storage (storage on the web) that can be shared. The CHOC Board uses Dropbox to keep documents of interest to all Board members.

Some additional benefits/features of Dropbox are:

- You can easily access CHOC files stored in Dropbox using a web browser. They can be downloaded from there, as well. If you want more convenient access to these files, you can install the Dropbox app on your computer (Mac or PC), your smart phone, or a tablet. (More about that below.)
- Documents stored there are secure. They are encrypted whenever they are transferred across the internet. Dropbox also gives us some backup protection because it stores any deleted or changed files for 30 days. To learn more about Dropbox security, visit <https://www.dropbox.com/security>.
- We can authorize either view-only or read-write access to files, further giving us protection from inadvertent deletion or modification of our files.

You can find more information about Dropbox at: [www.dropbox.com](http://www.dropbox.com).

## What CHOC Stores in Dropbox

\CHOC\CHOC Board

Following is an example of what is in Dropbox. This list may not be completely up-to-date. It is best to actually look in our CHOC Board shared folder to see what is there.

- **Jobs & Bylaws:**
  - CHOC Bylaws
  - CHOC Member and Volunteer Handbook – a Guide for all CHOC members
  - Responsibilities and Job Descriptions for CHOC Offices not adequately covered by the standard FMCA Chapter documentation.
  - Dropbox Usage – a Detailed Guide on using Dropbox
  - **Officer Emergency Coverage:** Template for entries, Emergency coverage information for each office that needs it
- **Membership:** CHOC Application and New Member handouts
- **Minutes:** Board and Club minutes
- **Rallies:** Current rally materials, Rally history, Rally suggestions
- **Rosters:** CHOC Roster, Membership Roster PDF, CHOC Board
- **Topics for Board Meeting**

- **Treasurer's Reports:** The most recent reports

## Dropbox Permissions

To avoid accidental deletion or modification of CHOC Dropbox files, the board authorizes board member access as follows:

**Read-Write Authority** is given only to those board members that need to modify or store files in Dropbox. Currently this is:

- Treasurer: To manage the Roster, supply Treasurer Reports, etc.
- Secretary: To store the latest minutes.
- President (optional): To store board meeting notes, etc.
- Rally Coordinator (optional): To store the latest rally info.
- Communications (optional): To store the latest CHOC Talk for review by others before final publishing.

Note that those listed as (optional) should let the administrator of the CHOC Dropbox know which access they want.

**View-Only Authority** is given to the following members since they don't have a need to store or modify files.

- FMCA Reps
- Assistant rally coordinators
- Nominating Committee members
- Additional CHOC members who want access

## How to Get Access to Dropbox

Here's what you need to do to obtain access to these documents:

1. If you do not already have a Dropbox account, send an email to the current Dropbox administrator (currently Margaret at [chocmarg@gmail.com](mailto:chocmarg@gmail.com) ) and ask the administrator to send you a Dropbox invitation. This will give both of you additional free Dropbox space. Alternatively, do this with anyone else you know who is a Dropbox member. The CHOC President should know who the current Dropbox administrator is.
2. Once you have Dropbox membership, send the administrator a request to be added to the CHOC Board folder in Dropbox. Be sure to send him/her the email address you used when you joined Dropbox.
3. The admin will give you proper access (view-only or read-write) to this folder and let you know when this has been completed.

4. Once you have Dropbox access, please do the following (If you have view-only access, send any files you want added to Dropbox to the administrator or someone in the club who has read-write access to store them on your behalf.):
  - a. Locate your job description in Bylaws & Job Descriptions and check that it is up-to-date. If none exists, please work on creating one for the next person holding your board position.
  - b. Place a document in Officer Emergency Coverage that describes where you keep any CHOC property that will need to be passed on to someone else should you pass away unexpectedly or otherwise not be available. There is a template in this folder that you can use.
  - c. Find useful club information, especially the latest Rosters, in this folder.

## How to Use Dropbox

### For Occasional Access to CHOC Files

The web browser interface to Dropbox is the safest and easiest way to access CHOC files stored in Dropbox. You can be confident that you are always seeing the very latest version of those files. You simply point your browser to <http://www.dropbox.com> and log in using your user id (the email address you used when you signed up for Dropbox) and your Dropbox password.

### For Heavy Users of CHOC Files

Those who are often accessing CHOC Dropbox files (or who also use Dropbox for access to their own personal files), the Dropbox apps make using Dropbox very easy.

If you install the Dropbox app on your computer, Dropbox creates a directory or folder on your computer named Dropbox and places a copy of all of the folders and files stored in Dropbox on your computer. This directory/folder looks and acts just like any other on your computer, except that any changes you make to files in that folder are propagated up to Dropbox and from there to all other devices with Dropbox installed. Whenever a file is changed, added, or deleted to a folder in Dropbox, that change is automatically propagated to any computer or mobile device that has the Dropbox app installed. Consequently, you know that you always have the latest copy of a Dropbox file on your computer.

You can also install a Dropbox app on your Smart Phone or Tablet (eg, iPhone or iPad). If you do this, then you can view (but not edit) documents in Dropbox.

**CAUTION:** This easy propagation can make it easy for someone who installed the Dropbox app, decides they no longer want these Dropbox files on their computer and forgets about this propagation of changes. Dropbox has recently added some protection to this potential error. Now when you delete a file or folder from Dropbox, you will see a dialog asking you if you want this file deleted from only your machine or from everyone's. Because it is still possible to make the wrong choice on this dialog and wind up deleting all of our files in Dropbox by mistake! For this reason, we are careful about giving out read/write authority to our files. We also only encourage those who will use Dropbox regularly to install

the apps on their computers. Remember that it is possible to access all of our files in Dropbox via the web browser interface. Note that the mobile device apps don't allow you to modify the files, so those apps are pretty safe to use.

### **Suggestions for Personal Use of Dropbox**

If you use Dropbox for your own personal use, then you can place important files in Dropbox and access them when you are traveling. If you mark a document as a favorite on your smart phone or tablet, then that document will be kept up-to-date on your device and will be available to you anytime, even if you are not connected to the internet. This is very useful for important travel documents such as medical history, itinerary, or travel insurance policies. You can store recipes in Dropbox and have them available when you are traveling. If you have multiple computers that need access to the same files, Dropbox is a handy way to store them so each computer automatically has access to the latest version.