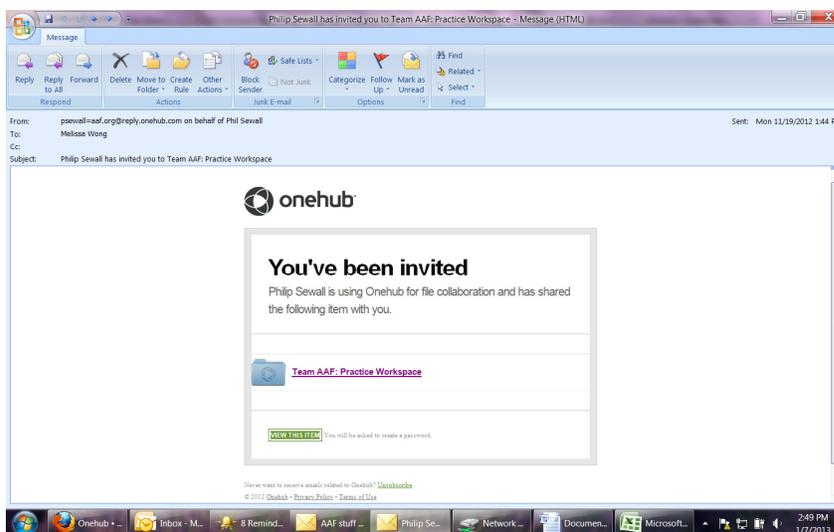


## Instructions to upload your NSAC plans book to OneHub:

Each faculty advisor will receive an email message from OneHub on behalf of AAF providing a link to the shared folder created for your school's competing team. The message will ask you to click on the respective link to create a password. Your username is your email address which has already been inputted into the file sharing system. Please check your spam filter if you do not receive an invite in your inbox. Your login credentials will be the same if you participated in the pilot test. Contact Melissa Wong at [mwong@aaf.org](mailto:mwong@aaf.org) if you do not receive an invite. Below is an example of the email message:



Each faculty advisor will be given permission to interact with the file sharing system as a “Creator”. That means you have the capability to execute the following tasks:

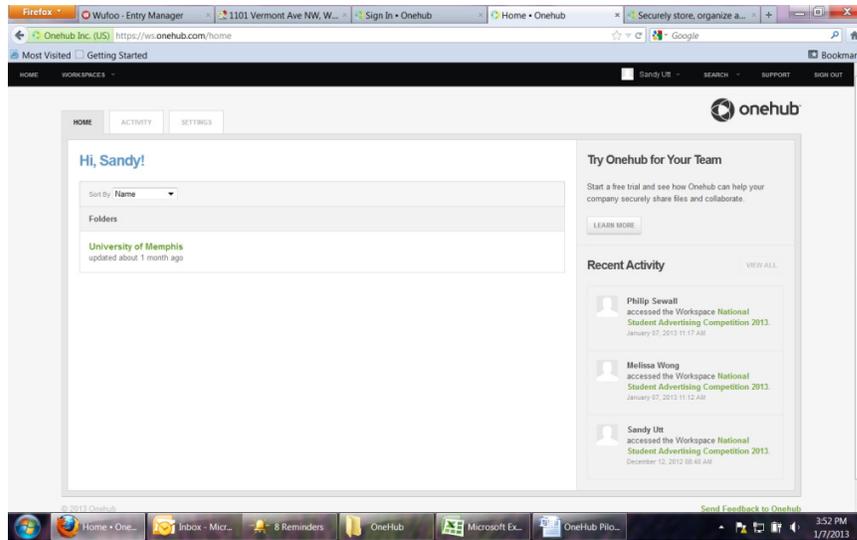
- View previews, print, and download files within your own school's folder
- Upload files to your own school's folder and delete folders and files you created
- View and add comments to files, folders and messages
- Post messages to a workspace

A faculty advisor cannot share your school's folder with anyone else. Only the NSAC primary faculty advisor will be given permission to access the school's folder.

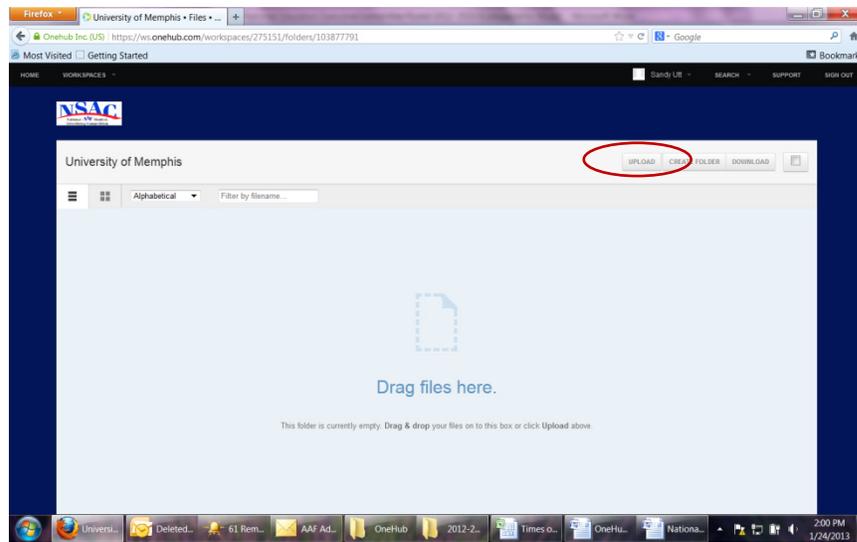
Please follow the instructions below to upload your final NSAC plans book no later than March 22, 2013, 5:00 PM Eastern time:

1. Go to [www.onehub.com](http://www.onehub.com). Click on the “Sign In” link located at the top right of the screen.
2. Login to OneHub with your username (email address) and password that you created when accepting the invitation.

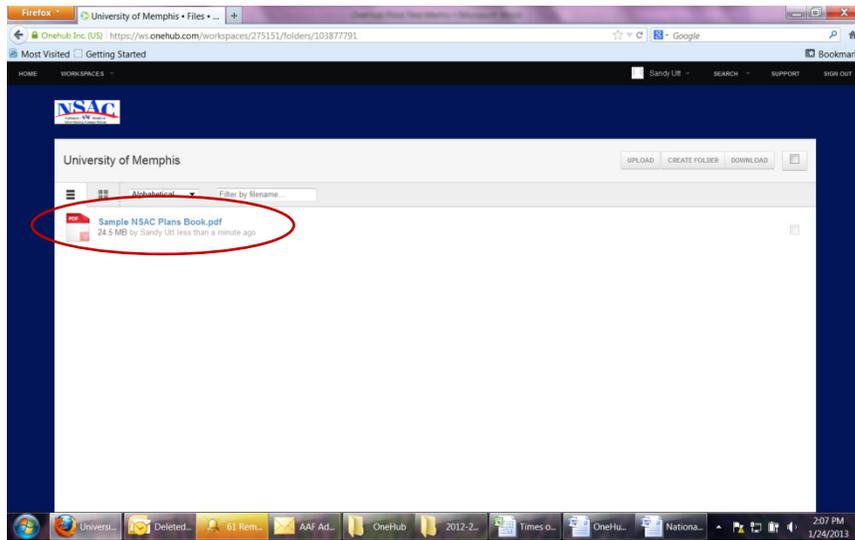
Once logged in, you will see the following screen with your name and school folder listed. If your name or school folder is incorrect, please contact Melissa Wong at [mwong@aaf.org](mailto:mwong@aaf.org) immediately. Click on the folder link.



3. Upload your final NSAC plans book file (**specifications: ≤30 MB, .pdf format**) by clicking the “Upload” button in the upper right section of the screen or you can simply drag and drop the file into your browser. Please note that the “drag and drop” feature is not supported in Internet Explorer browsers.



4. Once you have uploaded the file successfully, it will appear in the body of the folder. You can then sign out of OneHub. You are done.
  - a. In the event you upload the wrong file, you can delete it by highlighting the uploaded file and clicking on the trash can icon to the far right. A textbox will pop up confirming whether or not you want to delete the file. Repeat step 3 to upload the right file and sign out.
5. For confirmation, you can log back into OneHub and double check that your file is in the respective folder. There will be a time stamp located right below the name of the uploaded file. This will be used to ensure that each competing team has uploaded its NSAC plans book by the deadline – March 22, 2013, 5:00 PM ET. No exceptions.



If you encounter any issues during the pilot test, you can email or call Melissa Wong ([mwong@aaf.org](mailto:mwong@aaf.org)) or Phil Sewall ([psewall@aaf.org](mailto:psewall@aaf.org)) at 202.898.0089.