

Hello, everyone! I'd like to share a step-by-step description of how to handle our TCFL script-vetting procedures using GOOGLE DRIVE.

First, I want to stress that this is OPTIONAL. Some coaches are concerned that uploading their scripts to Google Drive opens up the possibility of those scripts being distributed by an unscrupulous script-reading coach who copy-pastes and distributes your students' scripts. To those coaches, I say:

1. That is certainly a possibility, so following this route does expose you to that risk.
2. I happen to think that every coach in our league who has online access to another coaches' script would show the basic integrity and decency not to do that.
3. If a student submits a script with passages copied from your student's script after reading it, they do so in direct violation of the 'originality' rules listed on the CHSSA cover sheets.

Second, I want to stress that this Google Drive process only applies to **ORIGINAL** events (Expository, Oratory, Advocacy, Original Prose & Poetry), not Interpretation events.

With that said, here's the step-by-step.

STEP ONE: Go to drive.google.com. If you don't have a Google account, make one; you'll receive instructions if you go to that site without an account.

STEP TWO: Create a Google Doc (or have a student share a Google Doc with you) of your student's speech. Make sure each script is saved as a separate file. Use the naming format of (Event.School.Last Name.First Name.Year) for each file.

- For example, OO.GranadaHillsHS.Robinson.Jerome.2018

STEP THREE: Once you believe your Google Doc is ready for submission (that is, it is properly MLA-formatted, includes appropriate citations, and adheres to all other CHSSA standards), make sure you are allowing "anyone with the link" to leave COMMENTS/SUGGESTIONS (not edits). Instructions are here if you're not sure how to allow for comments/suggestions:

<https://support.google.com/docs/answer/2494822>

STEP FOUR: Drag and drop your Google Doc into the event-specific folder:

<https://drive.google.com/open?id=1xLlhJoESDnIQGSP1MVeE0yVaWX74dtw>

STEP FIVE: Once your Google Doc is ready for review and in the proper folder, it will be reviewed by script-readers at our Valentine's Day reading at 2/14 (Monroe High School, 4-8 PM). The script-readers can leave suggestions for edits to ensure it's CHSSA-compliant; you can then directly make corrections on the same Google Doc.

STEP SIX: Once the script-readers have approved your script, you have two options. Either A) print out your script, include the cover sheet, and turn in the physical script and cover sheet to Kathy, or B) print out your script, include the cover sheet, and scan those documents as one

combined file so you can upload it to the Area 3 Dropbox (<http://entries.chssa.org/home/tcfl-script-submission>).