

# Logging your Accreditation Hours



DrillDance

Queensland



eLEARNING

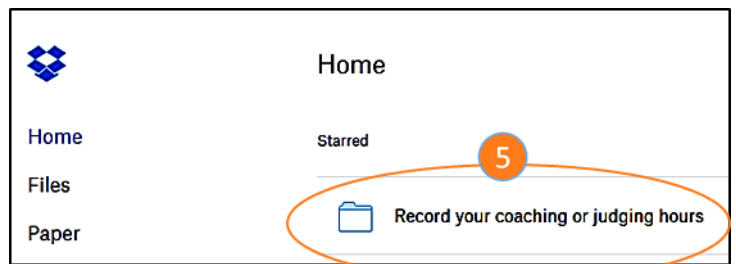
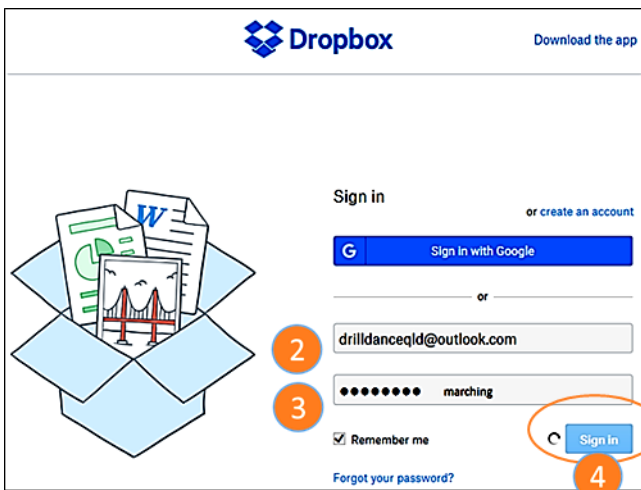
## Overview

DrillDance Qld has created a single spreadsheet to assist both Coaches and Judges in recording their accredited hours for training and workshops. This spreadsheet is to be completed once a month and replaces the DDA Technical Hub until future advisement by DDA on a new process.

## Log into Dropbox

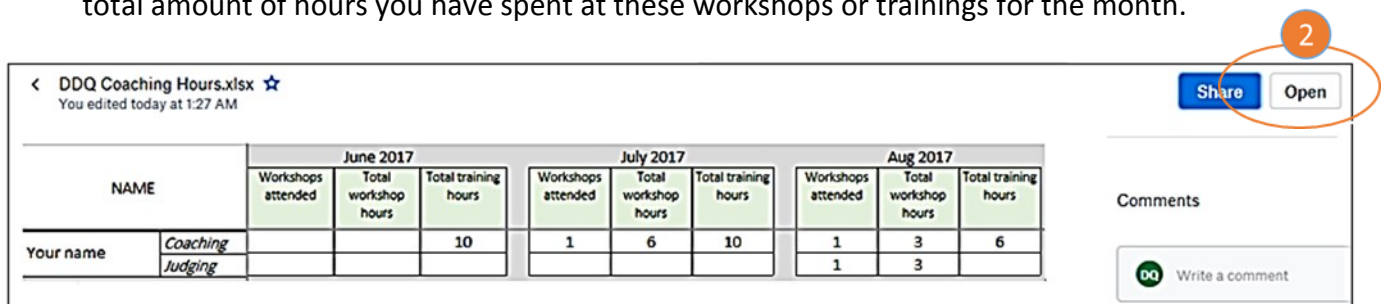
From you internet explorer, type in the URL address to open the state Dropbox site.

1. <https://www.dropbox.com/login>
2. Type this **email** address - [drilldanceqld@outlook.com](mailto:drilldanceqld@outlook.com)
3. Type this **password** - \*\*\*\*\* (password given when joining)
4. Click the **sign in** button
5. Double click on the folder called – **Recording your coaching or judging hours**



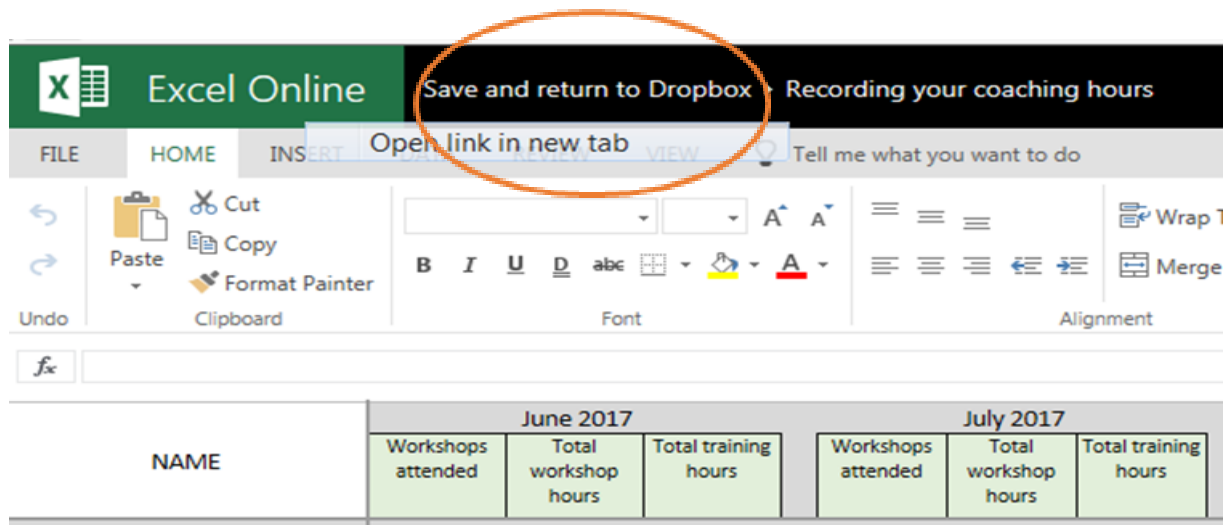
## Open the Worksheet

1. Click on the document to open.
2. To make changes to your record, click on the **open** button. The document will open in Excel Online (*cloud based program*)
3. Scroll down until you find your name. If for some reason your name does not appear, scroll towards the bottom of the list and add your name in a blank cell.
4. Scroll to the right for the month you need and enter your data. Type in the required information. number of workshops you have attended keeping coaching and judging separate. Type in the total amount of hours you have spent at these workshops or trainings for the month.



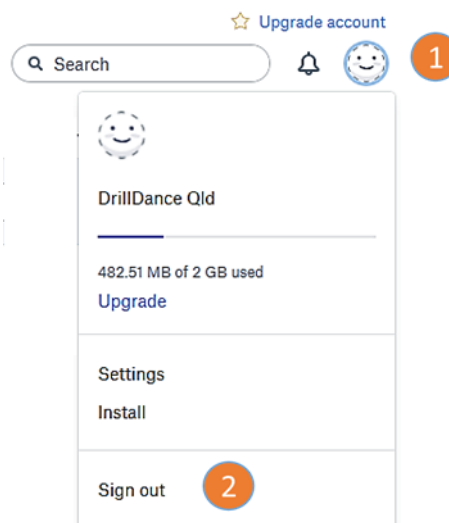
## Saving your Data and Closing the Worksheet

When you have finished entering your data, click on the **Save and return to Dropbox** button in the black command ribbon at the top of the page. The spreadsheet will automatically save.



To exit Dropbox...

1. Click on the smiley face
2. Click on the Sign out button



If you need further assistance with this task, please email:  
[ddqdevelopment@outlook.com](mailto:ddqdevelopment@outlook.com)



DDQ  
Development

Team