

# MANAGING 4N6 FANATICS PRIVATE SQUAD VAULTS

**Step 1:** Convert hard-copy cutting files to separate WORD DOCUMENTS

- This is a great “Extra credit” opportunity for your squad members (i.e. 10 extra credit points for every cutting they convert to WORD format)
- Using this process our squad converted our entire file to DIGITAL format in just under 2 weeks.
- Be certain that each file contains complete source citation
- Any other historical record-keeping information may also be included: Former students who presented the selection, award history, etc.

**Step 2:** E-mail digital WORD files to Laurie Mooney, CEO 4N6 Fanatics at [laurie@4n6fanatics.com](mailto:laurie@4n6fanatics.com)

**Step 3:** The 4N6 Fanatics Staff will format each cutting for your squad, including a specially designed School Logo in the upper right hand corner of each file (see sample).



**Step 4:** Your digital files will be uploaded to <http://vault.4n6fanatics.com/> and you will receive an e-mail notification of file availability.\*

- The same VAULT log-in created for your school will now give coaches and students from your school access to the PRIVATE VAULT folder(s).
- ONLY your squad will have access to these files

*\*Cuttings stored in the 4N6 Fanatics vault are the sole property of the Member School. If membership in 4N6 Fanatics is discontinued, the cutting files will be returned to the coach of the member school in digital CD format, mailed to the school address.*