

## Establishing & Managing a Private Vault 4 Easy Steps

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**Step 1:** Determine what folder system you would like us to create for your Private Vault and e-mail that information to Laurie Mooney, CEO 4N6 Fanatics at [laurie@4n6fanatics.com](mailto:laurie@4n6fanatics.com)

*(NOTE: This can be as simple as one folder for each event)*

**Step 2:** Convert each of your cuttings to a separate WORD or PDF DOCUMENT

- This is a great "Extra credit" opportunity for your squad members.
- Be certain that each file contains complete source citation and the FOLDER location where you would like the file stored (See Step 1)
- Any other historical record-keeping information may also be included: Former students who presented the selection, award history, etc.

**Step 3:** E-mail digital files (Word or PDF only) to [laurie@4n6fanatics.com](mailto:laurie@4n6fanatics.com)

**Step 4:** Your digital files will be uploaded to your PRIVATE VAULT in the format they were received. You will receive an e-mail notification once we have uploaded your files.\*

- The same VAULT log-in you use currently, will now give coaches and students from your school access to your PRIVATE VAULT.
- **NOTE: ONLY** your squad will have access to these files

*\*Cuttings stored in the Private Vaults of 4N6 Fanatics are the sole property of the coach listed for each account. If you ever decide not to renew your membership, all files will be returned.*