



# LIFE 2019 // AWAKEN

## NextCloud Instructions

The NextCloud is a secure, cloud-based file system maintained and supported by The Alliance's IT department. The LIFE Office will create a group (church) specific folder. Only you, as the group leader and the LIFE Office will have access to your files. **Note:** Please don't share the NextCloud link with any others.

### Instruction and process:

1. At the completion of your Online Group Registration – the LIFE Office will create and share a link to your NextCloud folder.
2. The folder will contain:
  - a. Group Registration Detail Excel Spreadsheet
  - b. Student - folder
    - i. LIFE Release Forms - folder
    - ii. Medical Forms - folder
  - c. Leader - folder
    - i. LIFE Release Forms - folder
    - ii. Medical Forms – folder
3. When you open the link, you will be presented with a page in your default web browser.
  - a. Click on the Spreadsheet and download it to your computer.
  - b. Edit and save the file on your hard drive. **Always** use the same file name.
    - i. Group Registration Detail – <church name>
    - ii. i.e. *Group Registration Detail – Buffalo First Alliance Church*
4. Drag the edited and saved document from File Explorer in PC or Finder in Mac back into the web browser window that shows the original spreadsheet through the NextCloud web URL.
  - a. You should receive a popup asking which version you want to keep.
  - b. Choose the latest copy and overwrite the version on the NextCloud server.
5. **Do not save multiple copies** of your file on the NextCloud server.
6. If you notice any irregularity or incorrect files, please contact the LIFE Office and we can work through any necessary changes.
7. Since the files are stored on the secure NextCloud server, you and the LIFE Office will be able to access and print these files at LIFE in Orlando.

**Use steps 3 and 4 to edit and save your Group Registration Detail spreadsheet as necessary.**

**If you have questions or difficulty – please email the LIFE Office, [LIFE@cmalliance.org](mailto:LIFE@cmalliance.org)**