

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 Hudson, CEO 4N6 Fanatics at laurie@4n6fanatics.com

- Include the PASSWORD you would like to use for your PRIVATE VAULT

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 below).



Step 4: Your digital files will be upload to <http://www.bigvault.com> and you will receive an e-mail notification of file availability.*

- Log in as a “GUEST”
- **VAULT NAME: 4n6fanatics**
- **PASSWORD: (established in Step 2)**
- Distribute this access information to your students.

Step 5: OPTIONAL – Links to the Vault from the 4N6 Fanatics Search Engine

- Log into 4N6 Fanatics as the Administrator of your account
- Select the ADMIN button from the navigation toolbar
- Select MANAGE DATA option
- Select ADD NEW RECORD
- Input data into any/all fields for the database record
- In the BOOK FIELD, input <http://www.bigvault.com>; which will appear in the search results as “WEB PAGE”
- In the SUMMARY FIELD, begin your entry with AVAILABLE TO “SCHOOL NAME” ONLY as an indicator to your students that they will need the information in Step 4 to access these digital files.
- Mark the new record as “PRIVATE” – only your students will be able to obtain this information when using the search engine. It will not be available to the general membership.
- SAVE RECORD

NOTE: Step 5 is not a required step. . . Coaches may elect NOT to include their cutting file in the search engine, instead allowing students to browse the private vault independently.

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