Behavioral Science Society Dropbox Guide

A quick guide to accessing files, uploading materials, and using shared Dropbox resources with confidence.

> **Welcome to the Behavioral Science Society Dropbox folder.** This space is designed to keep society documents organized, secure, and easy to find. Use this guide to navigate shared materials, upload files correctly, and avoid common Dropbox mishaps.

◉ Folder Overview

The exact folder names may vary over time, but the layout generally follows the structure below so members can quickly locate key materials.

Folder / Section	What You'll Find There
Meeting Materials	Agendas, minutes, meeting packets, planning notes, and related society materials.
Shared Working Documents	Drafts, collaborative documents, discussion notes, and materials under active development.
Reference Materials	Guides, templates, policies, tutorials, and other standing resources.
Reports & Updates	Leadership updates, summaries, project notes, and materials shared for review.
Archive	Past years' materials, historical documents, and records kept for reference.
Misc.	Temporary or uncategorized files that may be organized by staff later.

⚒ How to Use the Behavioral Science Society Dropbox

- **Preview or download files:** Click on a document to review it in Dropbox, or download a copy when needed.

- **Upload files:** Use the dedicated upload link whenever you are asked to submit a file. Please follow staff instructions on where materials should go, and avoid dragging files directly into folders unless directed.

- **Editing documents:** Many files are view-only or read-only. If a file is meant for collaborative editing, staff will provide the appropriate access or a separate working link.

- **Need help?** Reach out to Nadine Lemons for Dropbox-related support or one-on-one guidance.

> **File naming tip:** When using the direct upload portal, rename uploaded files using this format: **Lastname_Firstname_DocType_SubmissionDate**

✓ Dropbox Etiquette

DO	DON'T
• Check file titles and dates before opening, commenting, or downloading. • Use the dedicated upload portal instead of dropping files into folders unless instructed. • Keep communication professional in comments or shared notes. • Ask for help if you need one-on-one guidance or are unsure where something belongs.	• Upload blank, duplicate, or unrelated files. • Edit shared files directly unless you have been explicitly asked to do so. • Rename, move, or reorganize existing documents on your own. • Panic if Dropbox acts a little weird—support is available.

★ Pro Tips

• Bookmark the Dropbox folder in your browser for faster access.

• Files may include dates in the title for quick reference, often in a YYYY-MM-DD format.

• Dropbox may ask you to log in to view certain items; a free account is usually sufficient.

> **Who can access the folder?** This Dropbox space is intended for current Behavioral Science Society participants and designated AAOP staff. Please do not forward documents or links outside the group unless directed.

Thank You

Thank you for supporting the work of the Behavioral Science Society. This Dropbox setup is intended to reduce tech headaches, improve clarity, and make collaboration easier for everyone.

General Questions? Contact **Rachel Sparks** at **rsparks@oandp.org**
Tech issues? Contact **Nadine Lemons** at **nlemons@oandp.org** for assistance.