

How to make project profile on kaydrive.com?

All members of the group need to create an account on Kaydrive.

Steps to follow:

1. Go to kaydrive.com
 2. Sign up.
 3. When you sign up and click on home, you'll see a screen which asks you to join a community.
 4. Join the "FCS IBA" community. And also follow one of the projects that interest you(I think its a mandatory requirement for the website).
 5. Wait while I approve your request to make you part of IBA FCS community. (raise the flag on WhatsApp group, I'll be approving the requests batch-wise)
 6. Now login and go to the "my projects" tab on the left, click on create new project.
 7. "Post project" screen where you will be uploading your project details.
 8. First go to the bottom of the page and cut-and-paste the following "Apply group code" **reax139** and "Apply sub group code" **uQdF140** . This will make your project visible at the right place i.e., exhibition!
 9. Select a project area, it is very important that you select it according to the category that your project is based in.
 10. Keywords are tags, if you want your project to appear in the relevant search, then tag your project.
 11. Start date is a compulsory field. The start date for us would be the start of the semester.
 12. You are open to put up a description. Just let everyone know a brief statement about what solution you have.
 13. Don't interfere with the privacy settings.
 14. Remove all the ticks from the "project available for" column.
 15. "Associate with business" Select IBA.
 16. Add member, and add your team members who have already made a profile. If they havent made a profile their names will not show up in the drop down menu.
 17. Once you are done, scroll down on the page, and click the post button."Add project information" tab
 18. Go to slideshare, upload your presentation. Go to "share slideshare" link, Copy the embed code, and paste this in the "enter your project information" tab. Click on "add info" and add the details.
 19. To build your profile, go to edit profile.
- Edit roles.