**# Instructions for updating the Concourse\_Tv folder on Dropbox #**

**Naming Convention:**

All video files (.mp4) and image files (.jpg or .JPG) should be named as follows:

**Firstpart\_yymmdd.mp4 or firstpart\_yymmdd.jpg**

First part- can be any length of character without any space or symbols like dollar sign ($), period (.), comma (,), and underscore (\_). Refrain from using any special symbols to name the first part.

**Allowed:**

Slide1\_141118.jpg

TinaIsComingToMarylandon2nd\_141001.mp4

**Not Allowed:**

Slide1$ 2nd\_141108.jpg X (Dollar sign and space shouldn’t come in the first part)

Slide Tomorrow.mp4 X (Space isn’t allowed)

abcC.\_141109.jpg X (Period is not allowed)

abc1egh~`\_141110.mp4 X (Special symbols aren’t allowed in the name)

**Date Format:**

mm- Single digit months should be prefixed with a 0. Eg. 01, 02

yy- two digits

dd- same as months

**(Note:** yymmdd – The date when the slide needs to be deleted from the system. (Usually, the next day of the event**)**