**Special Instructions for uploading MI interviews with or without MISO form and/or recorded coaching sessions to J-SAT:**

**First Step:** be sure to reach out to your support coach if you need clarification!

* Please name the recordings and documents with the internal coaches and coachees last names when applicable (btw: J-SAT people are the “support” or “external” coaches).
* Have your files in a folder you can locate during the upload process

*In order to send large file sizes, we use a cloud service called Hightail.*

**Second Step:** Instructions to upload to Hightail

1. Go to our Uplink URL: <https://www.hightail.com/u/tapes678>. This URL is already linked to the J-Sat email account tapes@j-sat.com so you don’t have to enter our email address
2. You’ll see a box to either drag files to, or you can browse for files from your computer
3. After you select your files, you’ll see a form:
4. **From**: name and email of the person uploading the file. Note: a confirmation from Hightail that the files were sent to tapes@j-sat.com will be sent to this address.
5. **Message**: Please tell us these four things

* **First and Last name of the Hawaii internal coach**
* **Name of J-SAT (external) coach**
* please state, “**Hawaii Coaching Project**”
* **First and last name of the coachee, when applicable**

1. Now click on **UPLOAD**
2. Do not close the page until it says, “Upload Success.”
3. You will receive an email from Hightail with the subject line “file delivered,” and we’ll get the same message on our end. However, if you want to hear back from a person at J-Sat right away, please feel free to send a separate note to Tapes@j-sat.com to let us know that you have uploaded a file, and we’ll send a friendly acknowledgment.

Revised 10/4/19