Core Action 0 Description:
- Create an account for your library with a cloud-storage service such as GoogleDrive, DropBox, Box or similar free service.
- In that account, create a folder entitled “PA Forward Star Library Program”, and generate a shareable link for that folder—this is where you will put your program images and document!
- In the Action submission box, copy and paste that link—so that we can see all the work you’ve done!
- Lastly, and also in the submission box, tell us how far you envision yourself going with the PA Forward Star Library Program—for example, are you just trying it out and hope to see how far you can get in a year, or are you planning on going for the Gold!

Step 1: Create an account with a free cloud-storage provider, such as GoogleDrive or DropBox.

NOTE: If you already have an existing Google or DropBox account (either personally or for your library), you can just use that and skip down to Step 2.

In a web browser, navigate to your preferred cloud service provider. The one you choose is your preference, however the two most popular are GoogleDrive (www.drive.google.com) and DropBox (www.dropbox.com).

On the site, go ahead and create an account.
- If using GoogleDrive, you might need to click the More Options button in order to register.
- If using DropBox, you might need to click the DropBox Basic button in order to register.

Be sure to write down your username and password for future reference!

Step 2: Once you have your account created and are looking inside your cloud, you must now create the folder which will house all of your submissions.
- If using GoogleDrive, click the New button, located on the top-left of the page, followed by Folder
- If using DropBox, click the New Folder button, located to the top-right of the page

Label your new folder “PA Forward Star Library Program”.

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Step 3: Create a “sharable” link to your folder.

- If using GoogleDrive, right-click on the folder you just created.
- Left-click on Get Sharable Link.
- Copy the link provided.

- If using DropBox, click the Share button, located to the right of the folder.
- Click Create A Link.
- Click the Copy Link button.

Step 4: Complete Core Action 0 on the Star Library website.

On the PA Forward Star Library website (www.paforwardstarlibraries.org), log into your account.

Click on the Core Actions tab, located directly below the Star Library logo.

Locate Core Action 0 and click on it. You will see a complete description of the action. Beneath the description, you will find the Submissions Box.

In the Submission Box, copy the link to your cloud-storage folder that you generated in Step 3.

Also in the Box, please tell us a little about your goals—how far do you envision your library going with the PA Forward Star Library Program, how well do you think PA Forward fits in to what your library is already doing, etc.

Once you are finished, click the Submit button, located below the Submission Box. You will then be redirected to the Core Action 0 page. If you scroll down below the description, you will see the status of your Action.

Because in Core Action 0 you are providing us with information we will need later, your action will be listed as Pending, until the Star Library team has a chance to record your submission, after which it will be approved.

If you forgot to add something after you Submitted, click the Show/Add Comments button below the status and you can add it there.

You are now ready to move on to additional actions!

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