

How to Upload an Unlisted Video to YouTube using a Computer:

1. **Create a YouTube Account:** go to www.dummies.com/social-media/youtube/how-to-create-a-youtube-account/ if you need help. Please note that you must be at least 13 years old to create a YouTube account. If you are younger, an older sibling or parent/guardian will need to create the account.
2. **Create your channel.**
3. **Video Upload:** From your channel's main page (found by signing in) click CREATE , then click on "Upload Video." The screen that opens will allow you to either select a file on your computer (click "Select Files") or you can click on your video file and drag it to this window.
4. **Video Details:** In the next screen, you have to add the video details.
 - a. **Title:** Title of Composition and name of performer (Example: Greensleeves by Jane Doe)
 - b. **Description:** (Category of entry. Example: 16 & Under Musical Theatre)
 - c. **Thumbnail:** If you want a special thumbnail (the image that shows before you view the video) you can upload it here.
 - d. **Audience:** Click "No, it's not made for kids"
 - e. **Click Next**
5. **Video Elements:** Skip this step as not needed.
6. **Visibility:** Choose Unlisted option. This will allow you to control to whom you send the video link. If you choose Public, then anyone can access your video. If you choose Private, then the Oilsands Rotary Music Festival cannot share the link to the adjudicator.
7. **Once Posted:** Copy the link that is provided and email it to: oilsandsrotarymusicfest@telus.net, ensuring you include in your message:
 - the name of the participant
 - The name of the category of entry (ex. 16 & Under Musical Theatre)
 - The name of the piece being performed

Here's a helpful link you can watch to assist you in uploading an unlisted video:

<https://www.youtube.com/watch?v=JOr7JluzEOM>

Uploading a Video using the YouTube app:

- I. **Video Upload:** Sign- in to your account on the Youtube app (to sign in; click the blank profile picture in top right corner).
 - Once signed in, click on the profile picture (top right corner) and click "Your channel."
 - Click the "Create" button. This will open your device video feed. From here, you can either select "Record" to record a new video to upload, or you can select a video you have already recorded from the options below.
 - Once you have chosen your video, all of the options (title, description, unlisted, etc.) are found on one menu. Select the correct options (review item 4 above) and click Next.
 - If you plan to use Playlists, make sure you select No for "is this video made for kids" and then click upload.
- II. **Once Posted:** Once the video has been posted, there is a link associated with that video should be emailed to oilsandsrotarymusicfest@telus.net, ensuring you include in your message:
 - the name of the participant
 - The name of the category of entry (ex. 16 & Under Musical Theatre)
 - The name of the piece being performed