## Uploading a video to You Tube:

- 1. Log in to your Gmail account.
- 2. Click on the **Google Apps** icon.
- 3. Click on YouTube. If it is not visible on the initial apps list provided, click on More.
- 4. On the upper right-hand section of the You Tube screen, click on **Create a video or post**, then choose **Upload video**.



5. For privacy reasons, before uploading your video, make sure that the setting on your video upload is set to **Unlisted**.



- 6. Click on the Select files to upload. Go to the location of your video file, select it, and click on Open.
- 7. While your video is uploading, under the *Basic info* tab, provide some details about your video (Video name, description, tags, or thumbnails) and wait until your video completes the upload process.



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- 8. Click on **Done** to confirm upload.
- 9. [IMPORTANT] On the next screen, you will get a link to your video. This is the URL that you should provide in the competition form.
- 10. Additional information about uploading videos into YouTube can be found here:

https://support.google.com/youtube/topic/9257439?hl=en-GB&visit\_id=636918106393268398-1146987742&rd=1