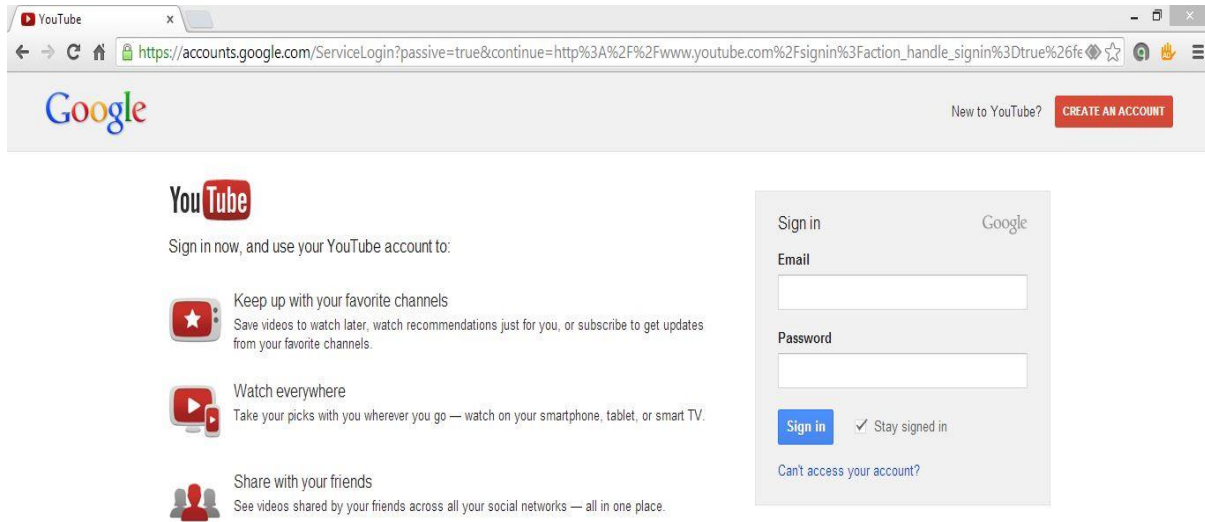
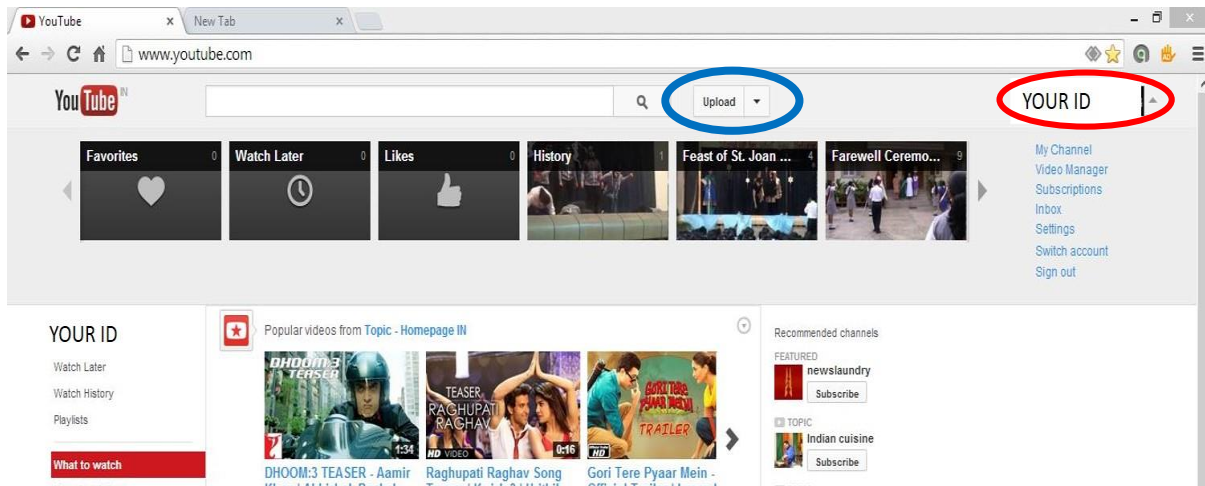


## YouTube Video Uploads

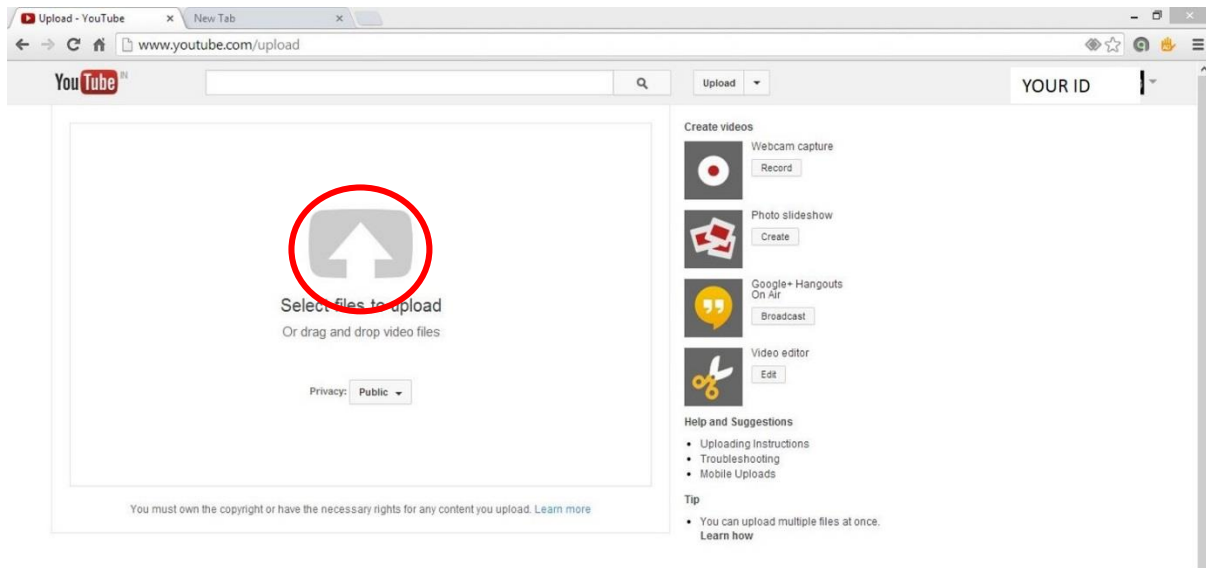
Go to <http://www.youtube.com> and login using your username and password.



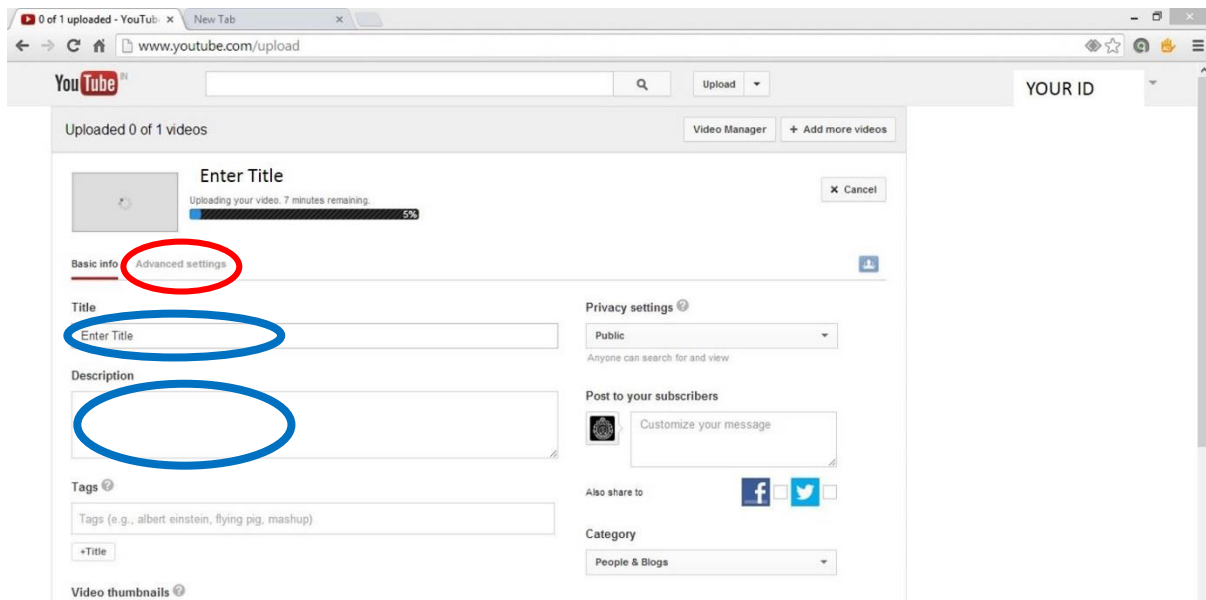
After you Login, you will be on your own YouTube Channel (hereafter referred to as YOUR ID) . Click on YOUR ID for the Drop down menu to appear.



To Upload Videos, click on the Upload button, circled in BLUE above. On doing this, the screen overleaf appears.

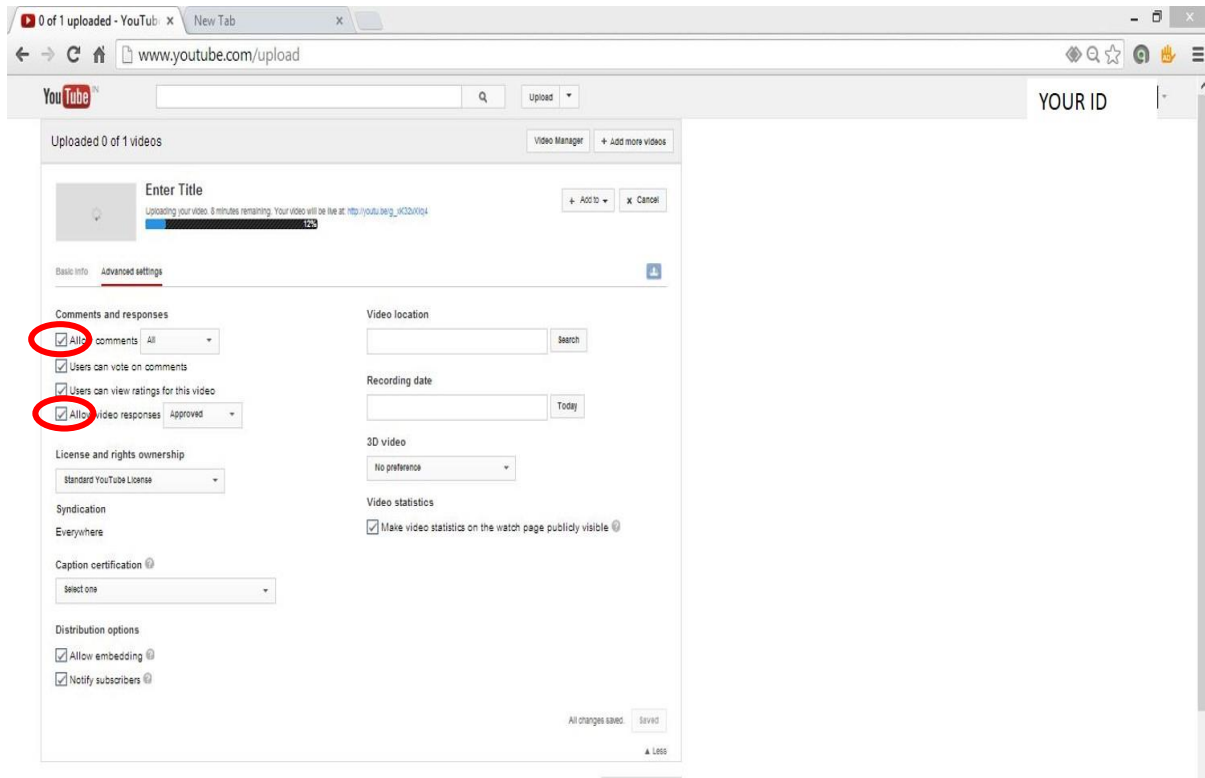


Click on the Select Files to Upload icon. You can select either one file or multiple files to upload. Click OK after you have selected the files to upload from your desktop location.



Under “**Basic Info**” tab, enter a Title for your video as well as a Description. These fields are circled in blue.

Next click on the “**Advanced Settings**” tab (circled in Red above).

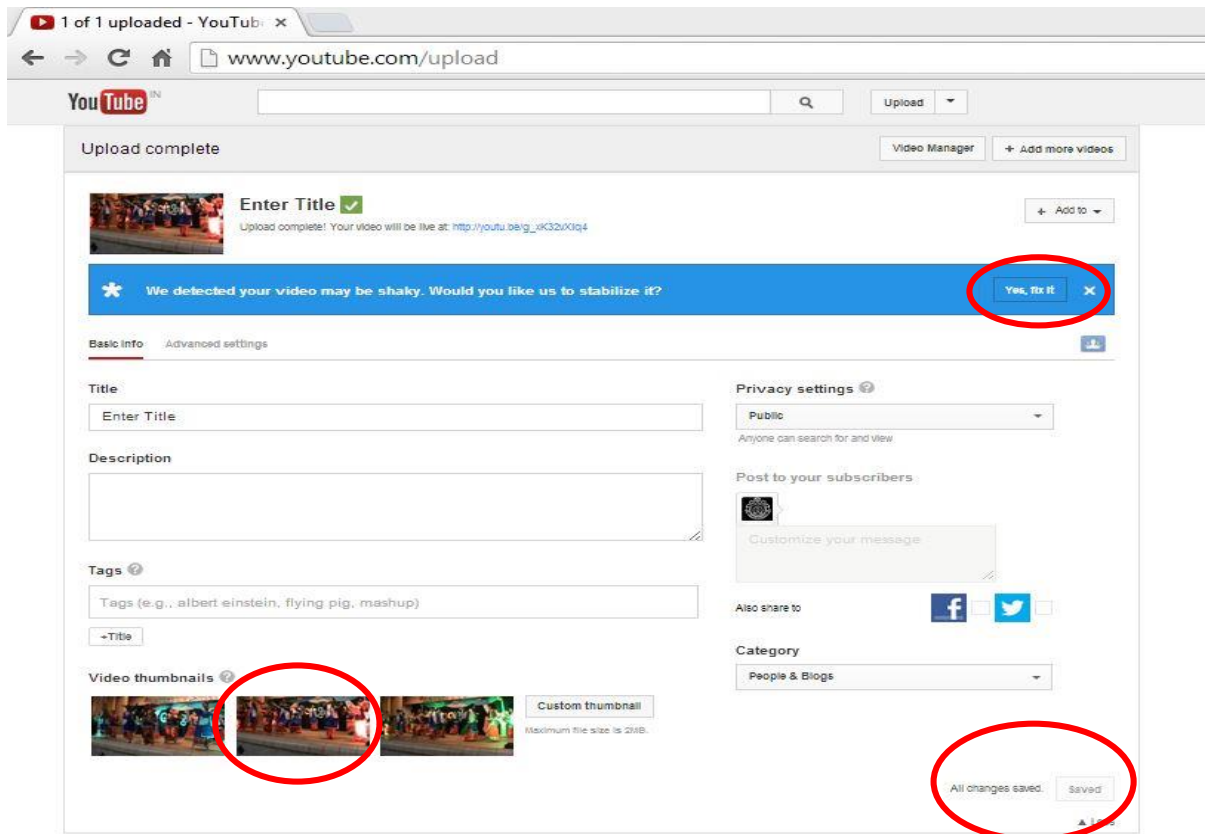


In these Advanced Settings, make sure to “UNCHECK” the 1<sup>st</sup> and 4<sup>th</sup> boxes circled in RED. This will disable user comments on the video.

Also, for “Caption Certification” select the option “This program has never aired on US Television”

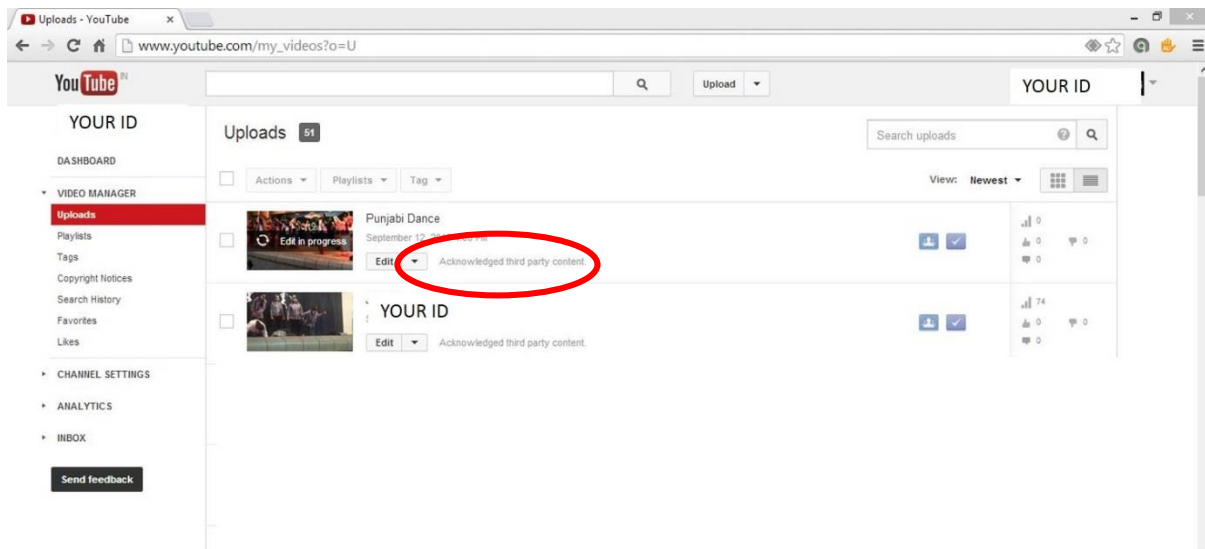
You can also click on Recording Date to enter the date on which the event took place.

Then go back to the “**Basic Info**” Tab and wait for the video upload to be completed.



After the video upload is complete, YouTube may offer to fix the video if it is shaky. Click **“Yes, Fix it”**. Then select the Video thumbnail that you best prefer from the 3 options shown. Finally click the SAVE button on the bottom right.

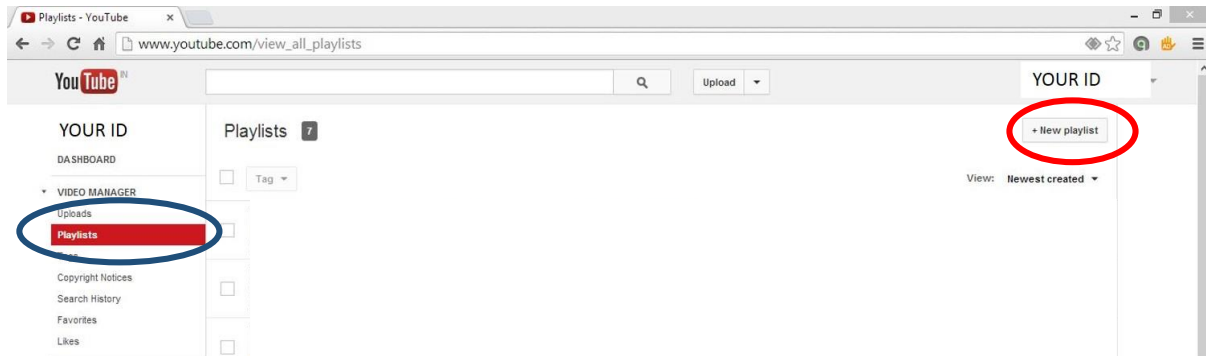
Go to the Video Manager, you will see the listing of videos including the ones recently uploaded.



If YouTube has found content that is has 3<sup>rd</sup> Party content, or under Copyright, It will alert you in the area highlighted in RED. Click YES to acknowledge 3<sup>rd</sup> party intellectual property rights. This will enable your video to be viewed worldwide. The owner will have the right to insert an advertisement before or after your video or have an acknowledgement posted on the bottom of your video.

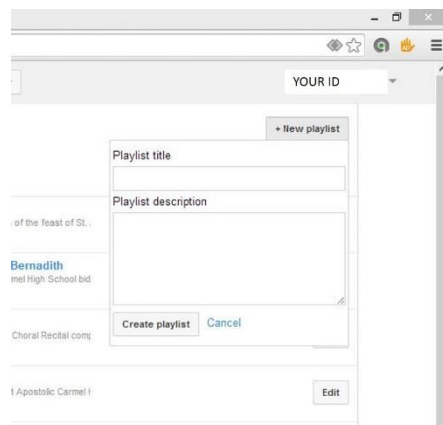
## CREATING A PLAYLIST

Click on the Playlist menu on the left of your screen.

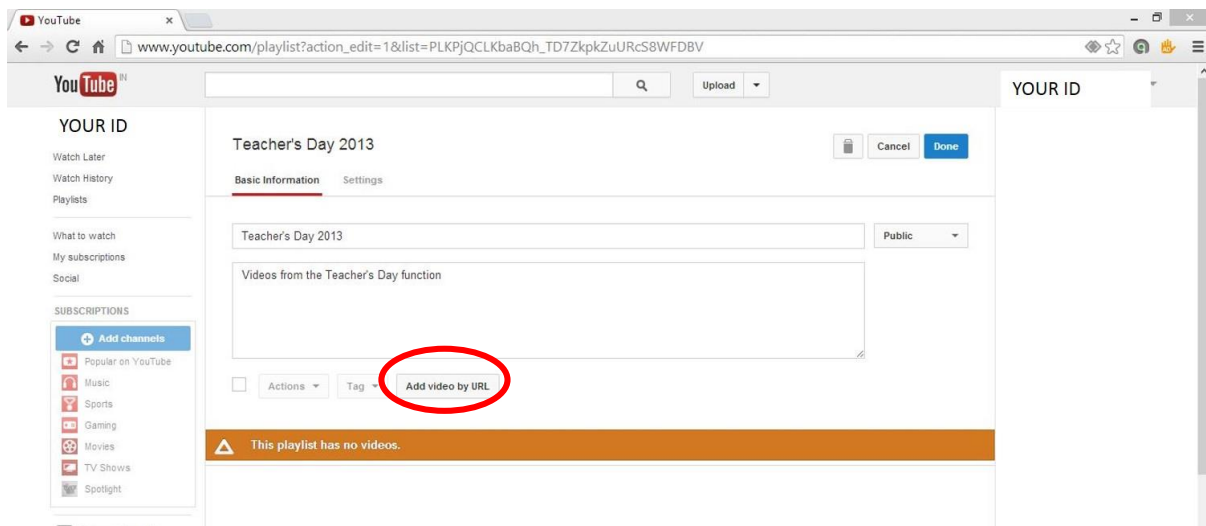


A listing of playlists on Your Channel appear.

To create a new playlist, click on the icon on the Right **+New Playlist** circled in red above.



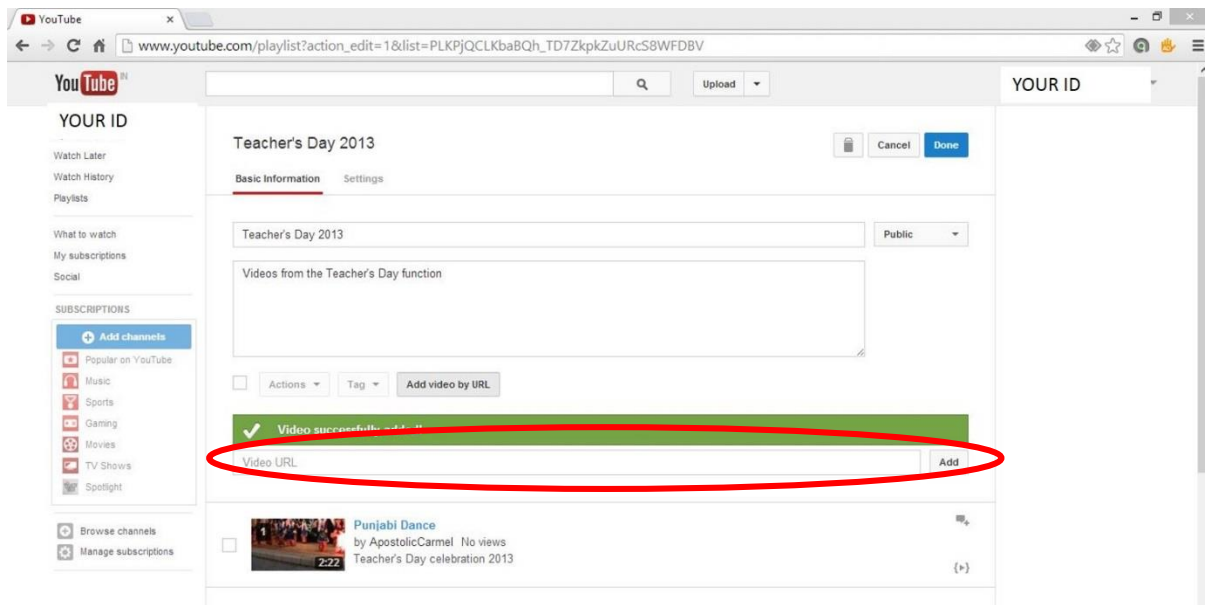
Enter the Playlist Title and Playlist description in the appropriate fields and click **“Create playlist”**. In the example below, the playlist was named **“Teacher’s Day 2013”**.



Now click on **“Add video by URL”**

In the area circled in RED, add the address of the YouTube videos that you want added to the playlist.

The address for each video to be added to the playlist can be obtained from the **Video Manager listing of videos**. You can obtain these addresses by opening another tab for YouTube and “Right Click” on the Video that you want to add to the play list and select “**Copy Link Address**”. Then paste it in the area below.



Keep adding videos to the playlist and when complete, click the BLUE button labelled DONE. The order of videos in the playlist can be sorted by “Grabbing” the video and moving it up or down in the list order.