WVU 3MT VIDEO SUBMISSION GUIDELINES AND TIPS

A. HOW TO CREATE A YOUTUBE ACCOUNT:

- **Go to YouTube.com and click the Sign Up link:** The Sign Up link is at the top-right of the page. This link takes you to the Create Your YouTube Account page.

- **Enter your e-mail address and a password:** You must enter a valid e-mail address to register.

- **Fill in the Re-type Password and Username fields:** It’s a good idea to jot down your username and password in case you forget it.

- **In the Location drop-down list, select the country where you live**

- **Enter your postal code:** This is required only for citizens of the United States, United Kingdom, and Canada.

- **Click to select your gender and enter your date of birth:** Why your date of birth? Because YouTube is very specific in its terms of service that it doesn’t consider itself to be a site that is appropriate for anybody under the age of 13, and it doesn’t allow anybody under that age to register an account.

- **Type the characters (letters and numbers) from the colored box into the Word Verification field:** YouTube wants to confirm that you’re an actual human being and not a computer program creating false registrations. If you can’t read the characters, click the New Image link next to the box to view a different image and color scheme.

- **Check or uncheck the next box with the unwieldy name: Let others find my channel on YouTube if they have my email address:** This gives you some control over who sees your videos.

- **Check the Terms of Use, Privacy Policy box after you read through the text.**

- **Click the Create My Account button:** If you leave any fields empty or if you choose a username that’s taken already, YouTube refreshes the page with red warning notes identifying the fields that need to be corrected before you can register.

B. HOW TO UPLOAD AN UNLISTED VIDEO TO YOUTUBE:

- **Sign into your account:** Head to the YouTube homepage and click the sign-in link in the top right-hand corner. If you have multiple accounts associated with the device you’re using you’ll be prompted to choose the appropriate one. Once done so, enter your password and you’ll be taken back to the main YouTube page.
• **Click the upload button:** It's also located in the top right-hand corner and is represented by an up arrow with a line underneath it. That will take you through to a dedicated upload page, where you can choose where you source your video from.

• **Choose video source and privacy settings:** The upload page gives you a few different options to pick from and they’re all worth considering. For starters, you need to decide who you want to see your video, and adjust the privacy settings to “unlisted.”

• **Managing the upload:** Get ready, because once you’ve confirmed the video you’re uploading, you’ll be whisked away to the upload page. It has begun, and you’ll see a progress bar at the top of the screen, letting you know how much of it has uploaded, and how long until it’s completed. Depending on the length and quality of your video, that may take some time. While YouTube works its magic on it, you can begin input the title and description of the video.

• **Pick a thumbnail:** Once your video is completely uploaded and processed, you'll have a choice of three thumbnails from the video to select from. Choose your favorite and click the blue “done” or “publish” button to finalize.

• **Video management:** Your video is on YouTube. If you want to make any changes to it in the future, all you need do is head to the “Creator Studio.” You'll find a link for it in the drop down when you click on your account portrait in the top right-hand corner. You can then click any of the individual videos you want to edit, or click on “video manager” on the left-hand side.

**C. HOW TO FILM YOUR VIDEO:**

• **Filming on your Phone:** Film with your phone set to silent or on airplane mode, so that texts/calls don’t interrupt the audio while you’re filming. Film with your phone screen and camera flipped so that it is facing you (so that you can see your footage as you record it) and with your phone set horizontally on a surface that is far enough away from where you are sitting that it captures (at minimum) your shoulders and head. Try to make the camera at your eye line. Film in a room that has minimum echo, where you won’t be interrupted (so that your voice is clear in the recording). Make sure that there is enough light in the room so that you are visible to the camera. Speaking clearly when you are recording. Do a test recording to make sure of all of these things. Once you have finished recording and are satisfied with your video, upload it to a computer so that you can edit it and/or upload it to Youtube.

• **Filming on your Computer/Other Device:** Film with your phone set to silent or on airplane mode, so that texts/calls don’t interrupt the audio while you’re filming. Film with your computer/device on a surface that is far enough away from where you are sitting that it captures (at minimum) your shoulders and head. Try to make the camera at your eye line. Film in a room that has minimum echo (few hard surfaces), where you won’t be interrupted (so that your voice is clear in the recording). Make sure that there is enough light in the room so that you are visible to the camera. Speaking clearly when you are recording. Do a test recording to make sure of all of these things. Once you have finished recording and are satisfied with your video, save and edit it and/or upload it to Youtube.
GENERAL VIDEO TIPS:

- **Make sure you have plenty of light.** If possible, film during the day, using natural daylight. If you're planning to do a nighttime take, provide a little bit of light so people can see what you're doing. If you're recording yourself, you should sit facing the light, and the camera should point toward you. If you need alternate lighting in the room, just get a lamp, put a white lightbulb in it, put a thin cloth or sheet over the light, put it behind your iPhone/iPod/camera and point it towards your face. It should work for a good White Light! Just make sure it is not too harsh, but not too dim.

- **Try not to fidget or move around a lot while you are recording.** This will mess with the audio of your recording, and you may have to rerecord the entire take if you are unable to hear it.

- **If you have a specific colored background, don't wear that color!** For Example: Pink Walls: Don't wear anything pink or purple.

- **Have a clean background!** People will think you are unorganized and messy if your background isn't clean, and this may distract from the actual video.

- **UPLOAD VIDEO SETTINGS FOR YOUTUBE (IMPORTANT):** Make sure when you save your video that it is in .mp4 settings. When Youtube asks for your video settings, choose to upload at a 16:9 aspect ratio, 1920 x 1080 pixel fram dimension (or HD 1080 25 depending on the choices given) and in a H.264 Format. These are the preferable settings for Youtube video uploads. Don't worry if you are unable to find these when you are uploading/editing, but at least make sure that you are uploading as a .mp4 and that you are backing up (saving) your files on a separate drive/file in case the upload cancels/has an issue.