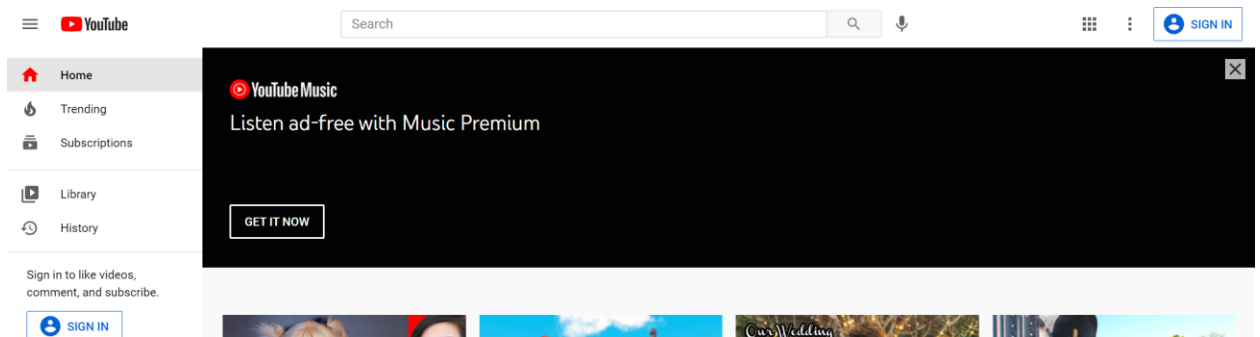


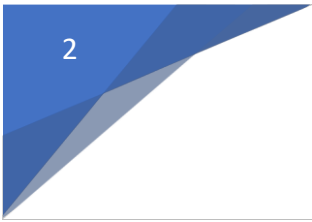
## Teen Troupe/ Teen Ensemble Video Upload Instructions

Following are instructions to create a youtube account and upload a private video. This video will only be viewable by the people to whom you send a link. You may also deleted this video on April 1<sup>st</sup> should you wish. If you have an account and only need to know how to upload a private video please skip to page 4.

- Open your website browser and type youtube.com into the search bar.
- Open the Youtube webpage
- In the upper right hand corner or along the left hand side, click SIGN-IN



- Google owns Youtube, so you have to create a Google account to use Youtube. (This is not a Gmail account unless you specify that.)
- Click Create account on the bottom left of the google screen.



Google

Sign in  
to continue to YouTube

Email or phone

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.  
[Learn more](#)

[Create account](#) [Next](#)

English (United States) Help Privacy Terms

- Enter your name, usually email address, and create a password.

Google

Create your Google Account  
to continue to YouTube

First name Last name

Your email address  
You'll need to confirm that this email belongs to you.

[Create a new Gmail address instead](#)

Password Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

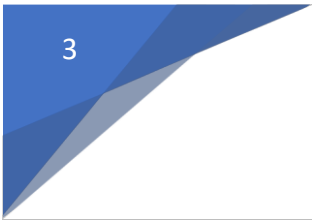
Show password

[Sign in instead](#) [Next](#)

One account. All of Google working for you.

English (United States) Help Privacy Terms

- Google will send you a verification code to the email entered.



Google

James, welcome to Google

jprifti@muny.org

Phone number (optional)

We'll use your number for account security. It won't be visible to others.

Month Day Year

Your birthday

Gender

Why we ask for this information

Back Next

English (United States) Help Privacy Terms

- Enter your phone number and birth date. The number needs to be a cellphone since you will receive a text verification code. This number will NOT be accessible to others.
- Google will ask if you WANT to link your phone number to this account. You DO NOT need to do this in order to upload a video.

Google

Get more from your number

If you like, you can add your phone number to your account for use across Google services. [Learn more](#)

For example, your number will be used to

Receive video calls & messages

Make Google services, including ads, more relevant to you

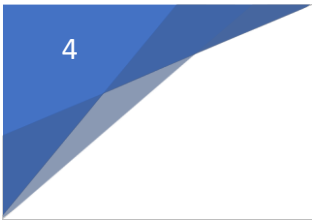
[More options](#)

Back

Skip Yes, I'm in

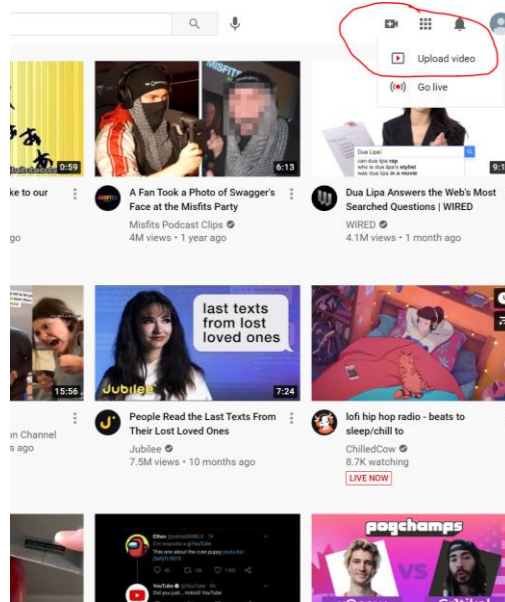
English (United States) Help Privacy Terms

- Now you've got an account! Huzzah!

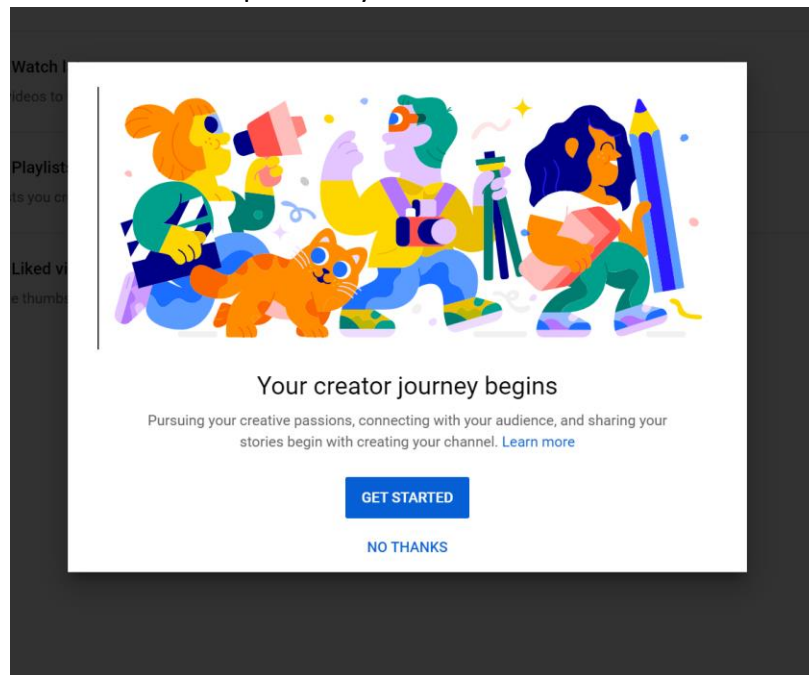


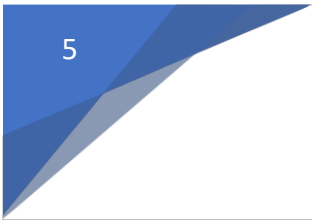
**Only need to learn how to upload a video? START HERE**

- Click on the camera in the upper right hand corner and click again on the upload video



- You must create a channel to upload to youtube.





- You do not have to follow any instructions they prompt to add a photo or link to any other sites, scroll to the bottom of the pop up window and click, set up later.

### Add links to your sites

Sharing links helps viewers stay connected with you and your latest videos.

**Custom link**

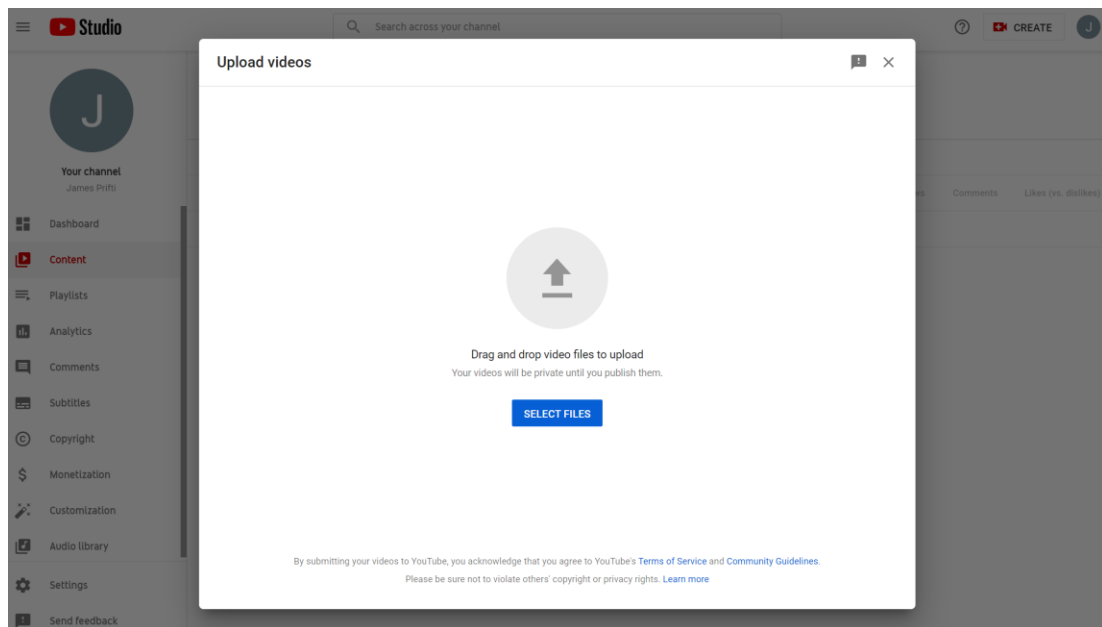
Link title My website	URL Add URL
--------------------------	----------------

**Social links**

URL https://www.facebook.com/add profile name
URL https://www.twitter.com/add profile name
URL https://www.instagram.com/add profile name

[SET UP LATER](#) [SAVE AND CONTINUE](#)

- A pop up window to upload a video will appear.



- You can either drag and drop your video file here OR click 'Select Files'

- Once you have begun to upload a file, a pop up window will prompt you to name this file. There are FOUR pages to this step; Details, Video elements, Checks, Visibility.
- DETAILS: Please name it with your child's name and specify if it is a dance or vocal video; LAST NAME, FIRST NAME dance video (If both vocal and song are on one file note 'dance and vocal')

EDUCATION, MUNY Dance Video
Saved as private 🔒 ✕

Details
Video elements
Checks
Visibility


### Details REUSE DETAILS

Title (required) ?

EDUCATION, MUNY Dance Video 27/100

Description ?

Tell viewers about your video (type @ to mention a channel)



Video link  
<https://youtu.be/X4HFQWS1Nw>

Filename

↑
SD
✓
Checking 61% ... 4 minutes left
NEXT

- Click NEXT.
- Youtube will prompt the question of if this video is appropriate for kids, click YES. (No one will be able to see this video other than who you send the link to.)



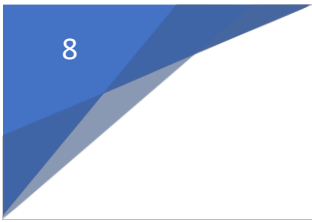
Features like personalized ads and notifications won't be available on videos made for kids. Videos that are set as made for kids by you are more likely to be recommended alongside other kids' videos. [Learn more](#)

- Yes, it's made for kids
- No, it's not made for kids

▼ Age restriction (advanced)

Did promotion

- VIDEO ELEMENTS: just click NEXT. (You don't need to do anything on this page.)
- CHECKS: This is to check for any copy written materials throughout the videos, you should hit NEXT, and it will process your video in the background. If you have any issues, please reach out to [education@muny.org](mailto:education@muny.org)
- VISIBILITY: List the video as UNLISTED, this will make sure only those who you send a link to can view the video. (Private will make it so you have to give permission to every person who clicks on the link... although only Muny education team members will view this link that does consist of 5-10 people and therefore many more steps of approval to provide permission. If you have questions please reach out to [education@muny.org](mailto:education@muny.org))



## EDUCATION, MUNY Dance Video

Saved as private



Details

Video elements

Checks

Visibility



### Visibility

Choose when to publish and who can see your video

Save or publish

Make your video **public, unlisted, or private**

Private

Only you and people you choose can watch your video

Unlisted

Anyone with the video link can watch your video

Public

Everyone can watch your video



EDUCATION, MUNY Dance Video

Video link

<https://youtu.be/XM1EOWC1N...>



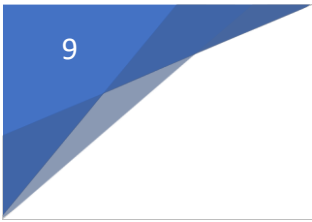
Checks complete. No issues found.

BACK

SAVE


- Click SAVE
- Another pop up window will appear. If you are ready to paste this link into your Formstack form click on the copy link button.












**Video published** ✕

Close


 EDUCATION, MUNY Dance Video  
Uploaded Jan 5, 2023

Share a link

WhatsApp Facebook Twitter Email KakaoTalk Reddit

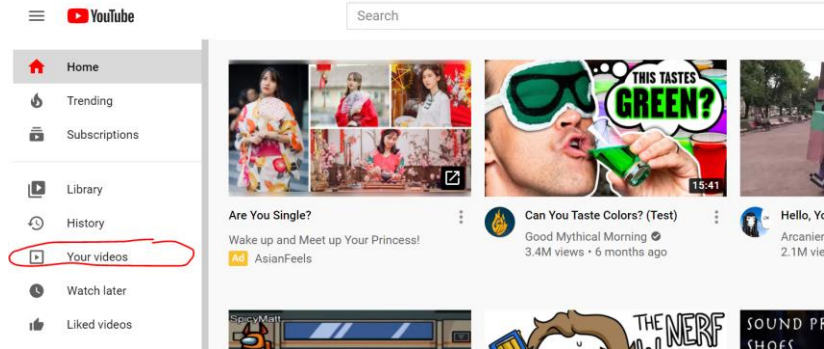
Video link  
<https://youtu.be/X4HFQWSI1Nw>

 CLOSE

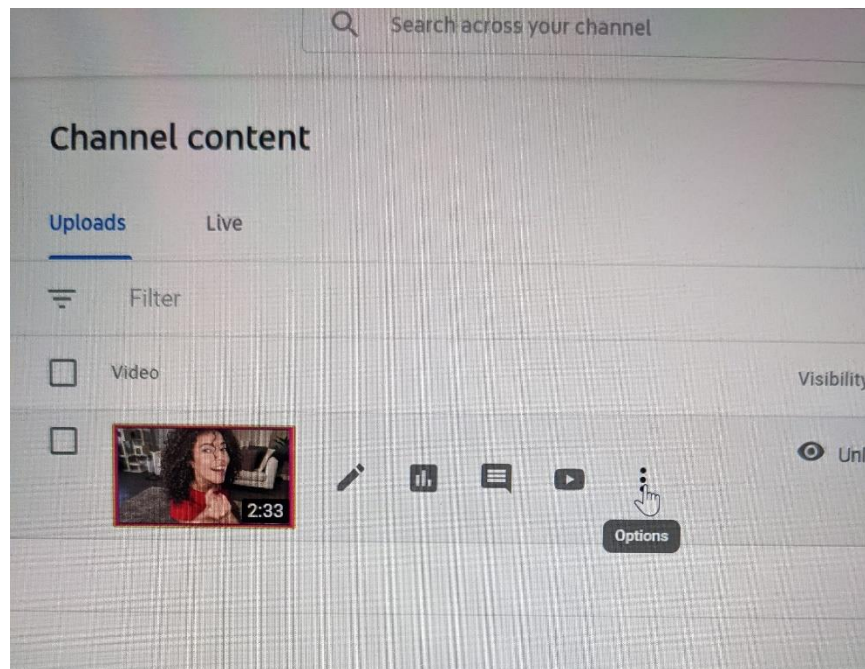
- THIS is the link that you will upload into the formstack.

You can always find your videos again by returning to youtube.com

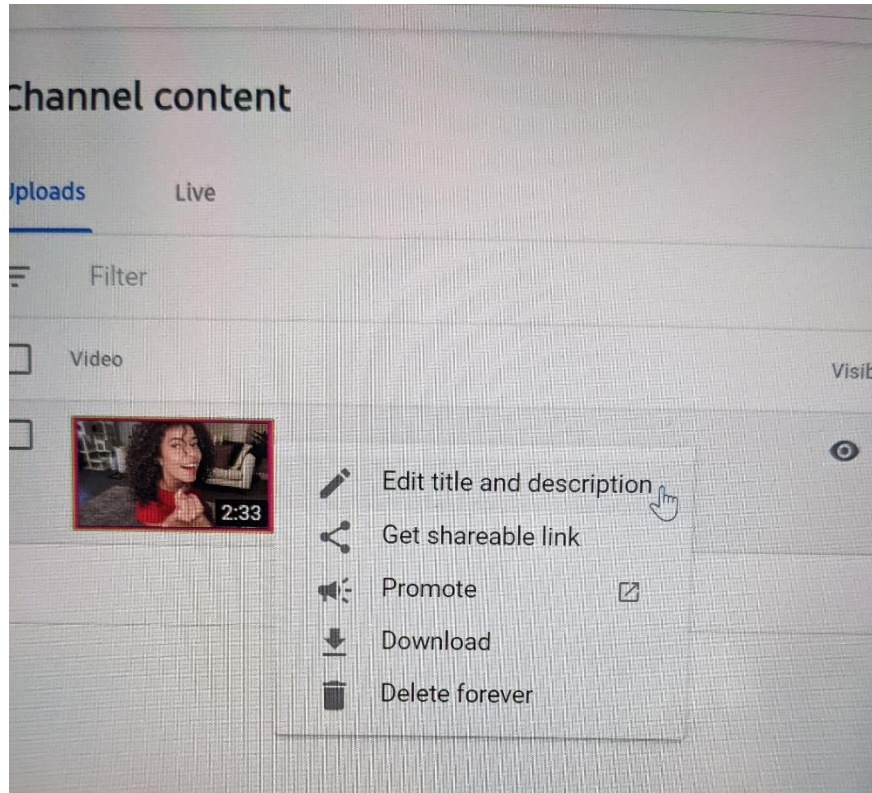
- On the left hand side of the screen click Your videos.



- You will see all your videos; click on the three dots.



- Click on Get sharable link



- The video needs to exist the entire time the Muny views it. However, if you would like to delete after June 1<sup>st</sup> you can go to Your videos link, click on More Options, and click on Delete Forever.