



WWE® AND National Literacy Trust Voice it! COMPETITION

SHARING YOUR ENTRIES WITH US – A “HOW TO” GUIDE

The most effective and the safest way to share your pupils' entries with us is by uploading their videos, as private videos, to YouTube. Please be reassured that if you follow the steps below that the only people who will be able to view these videos are you and the judges.

In order to ensure that we can view, and therefore judge the videos, you must do three things:

- 1) Create a YouTube account (if you don't already have one)
- 2) Upload the videos to your YouTube account and set them to private
- 3) Allow the National Literacy Trust to view them by sharing the video with us

Finally, in order to save yourself time uploading to YouTube, we advise you to avoid uploading large files. You can avoid this by not filming in high-definition. In addition, Windows MovieMaker and other basic video editing packages will allow you to save in reduced size file formats when you re-save a video after editing.

Creating a YouTube account

- 1) Visit www.youtube.com and click on **Create Account**.
- 2) On the **Get started with your account** page, enter your email address – this could be a personal or work email address.
- 3) Create a username.
- 4) Fill in the remaining user details requested.
- 5) It is up to you whether you **Let others find your channel on YouTube if they have your email address** – you do not need to select this button for the purposes of this competition.
- 6) Once you have read the terms and conditions and if you agree with them, select **I accept**.
- 7) On the next page, you will see that you also need to have a Google account to progress. If you don't already have one of these, click on **New to Google? Create an account**. If you do already have a Google account, enter your Google account username and password in the blue shaded box.

- 8) Creating a Google account – enter your current email address and a random password (not the one connected to your email address). Click on **Create my new account**.
- 9) Go to your email account (e.g hotmail, yahoo - the same one which you entered as your email address in the Google account form). You should have an email called “Google Email Verification” waiting for you. Open this email and click on the first link to verify your email address.
- 10) You will be redirected to YouTube and you will receive a confirmation email entitled “Welcome to YouTube”. You do not need to do anything with this email.

Uploading the videos to your YouTube account and setting them to private

- 11) On the YouTube home page, select **Upload** in the top the top right hand corner. You should now be on the **Video File Upload** page. If you are not signed in to YouTube you will be asked to sign in with your Google username and password (the one you entered in step 8).
- 12) Select **Upload video** in the yellow shaded box.
- 13) Select the file which you are uploading from your computer.

Here's a list of some well-known formats that YouTube supports:

WebM files (Vp8 video codec and Vorbis Audio codec)

.MPEG4, 3GPP and MOV files - (typically supporting h264 and mpeg4 video codecs and AAC audio codec)

.AVI (Many cameras output this format - typically the video codec is MJPEG and audio is PCM)

.MPEGPS (Typically supporting MPEG2 video codec and MP2 audio)

.WMV

.FLV (Adobe - FLV1 video codec, MP3 audio)

- 14) You will now be directed to the **File Upload** page
- 15) As your video is uploading, enter the name of the video in the **Title** field. All video names should be labelled in the same way – an abbreviated version of the name of your school and the initials of the pupil(s) in the video. For example *stmarys_dp_mg.mpg*
- 16) In the **Description** field type the name of the school and the initials of the pupil(s) again
- 17) You do not need to enter anything in the **Tags** or **Category fields**
- 18) **IMPORTANT:** In the **Privacy** field, you must click **Private (only specific YouTube users can view)** and then click **Save changes**. If you do not do this, your video will be available for anyone to see.
- 19) You do not need to enter anything in the **Sharing options** field
- 20) If you have more than one video to upload, select **Upload another video**. You can upload up to 10 videos in one session. Please be aware that depending on the speed of your internet connection, that uploading multiple videos at the same time could slow down your computer.
- 21) If you upload them one at a time or have more than 10 to upload, please repeat steps 12-19.

Allowing the National Literacy Trust to view the videos by sharing them with us

- 22) Once you have uploaded all of the videos, you need to share them with the National Literacy Trust so that we can view them. To do this, go to the top right of the page and click on your username (the link next to the **Sign out** button). In the drop down menu, select **My videos**. You will see your videos under **My uploaded videos**.
- 23) Select the **Edit** button on the right of the video at the top of the list.
- 24) Scroll down to the **Broadcasting and Sharing** area of the page (bottom left)
- 25) Check that under the Privacy setting, that **Private** is still selected
- 26) In the **To** field, type the username related to this competition. This is **WWENLT**.
- 27) Click on **Send**
- 28) You now need to repeat steps 22-27 for each of the videos which you want to share with us. If you do not do this, we will not be able to view and therefore judge the entry.

You have now successfully shared your pupils' videos with us!