

YouTube User Guide

This document will walk you through how to set up a YouTube account and how to either record or upload a video on YouTube so that it can be sent to Brooks Music Festival Association at www.brooksmusicfestival@gmail.com for adjudication.

Creating a YouTube Account/Channel using a Computer:

1. Google Account: You will need to have a Google account to be able to set up a YouTube account/channel. *If you already have a Google account (if you use Gmail, you have a Google account), proceed to step 2.* If you do not have a Google account, continue with one of the below options.

A. Option A - Create a Gmail account: Go to www.gmail.com and click "Create account" and follow the steps. This Gmail account can then be used for step 2.

B. Option B – Create Google account using a non-Google email: Go to <https://accounts.google.com/SignUpWithoutGmail> and follow the steps. You can now use the email you entered in this sign up as your Google account.

2. YouTube Account: YouTube is a Google product so once you have your Google account, you can sign-in to YouTube. Visit www.youtube.com and click "Sign In" at the top right corner. If it does not have "Sign In" and has a circle with your profile picture or your initials, you are already signed in. Even though you have this account, you still need to create a "channel" to post videos.

3. YouTube Channel: Once signed in, click on the circle at the top right (it will either have your initials in it or your profile picture). Click on "Create a channel" (If you do not see "Create a channel" and instead see "Your channel", you already have a YouTube channel set up). Follow the setup options. Use your own name. If it asks you to verify with a phone number, do so – it will save you hassle in the future. **IMPORTANT NOTE:** To upload your video to YouTube you will need to create a YouTube account.

Creating a YouTube Account/Channel using the YouTube app:

I. Google Account: Set up your Google account if you do not already have one (you can refer to the same instructions above as the process is pretty much the same).

II. YouTube Channel: In the YouTube app, click on the blank profile picture at the top right. From there, click "Sign In" and enter your Google account information. Now that profile picture in the top right will be your initials or your profile picture. Click on it again and click either "Create a channel" or "Your channel" (whichever option you see). If you need, select "Create a channel," follow the instructions as per number 3 above.

Uploading a Video using a Computer:

1. Video Upload: From your channel's main page (found by signing in, clicking the profile picture/initial circle, then clicking "Your channel") click on "Upload Video." The screen that opens will allow you to either select a file on your computer (click "Select Files") or you can click on your video file and drag it to this window.

IMPORTANT NOTE: The user's channel MUST be verified to upload videos longer than fifteen minutes. To Verify your account, go to your main channel page (click the profile pic when signed in and click "channel"). On the left-hand menu, scroll down and select "Settings." From here, click "Channel status and features" and then click verify and enter your phone number. If you do not have videos longer than fifteen minutes, you do not need to verify.

2. Video Details: In the next screen, you have to add the video details.

a. Title: Title of your selection.

b. Description: Class description i.e. Class name and #.

c. Thumbnail: If you want a special thumbnail (the image that shows before you view the video) you can upload it here.

d. Audience: You MUST SELECT NO for "intended for young audience".

3. **Video Elements:** You can ignore this screen and just Click Next. There are some useful tools here for content creators but you will not need them for your festival purposes.
4. **Visibility:** DON'T SELECT PRIVATE, choose **Unlisted**. Ignore the "Schedule" option and click Next.
5. **Once Posted:** Once the video has been posted, there is a link associated with that video that you need to send to the festival. Provided the video is unlisted, it will be accessible with the link

Uploading a Video using the YouTube app:

- I. **Video Upload:** Sign in to your account on the YouTube app (to sign in, click the blank profile picture in top right corner). Once signed in, click on the profile picture (top right corner) and click "Your channel." Click the "Create" button. This will open your device video feed. From here, you can either select "Record" and record a new video to upload, or you can select a video you have already recorded from the options below. Once you have chosen your video, all of the options (title, description, unlisted, etc.) are found on one menu. Select the correct options (review item 2 above in the computer walkthrough) and click Next. Make sure you select No for "is this video made for kids" and then click upload.
- II. **Once Posted:** Once the video has been posted, there is a link associated with that video that you need to send to the festival.

If you are not able to proceed after reviewing these instructions, please send us an email at brooksmusicfestival@gmail.com and someone will get back to you ASAP to assist you.