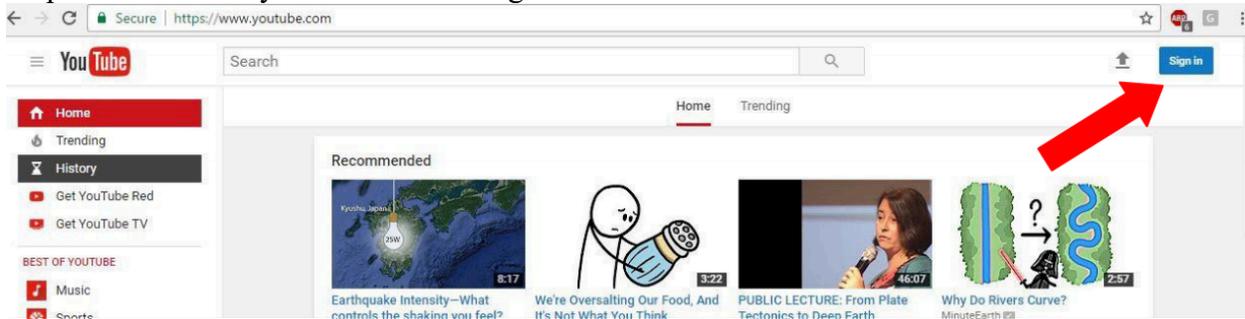


How-To Upload a YouTube Video

Step 1: Go to www.youtube.com and sign in



One account. All of Google.

Sign in to continue to YouTube

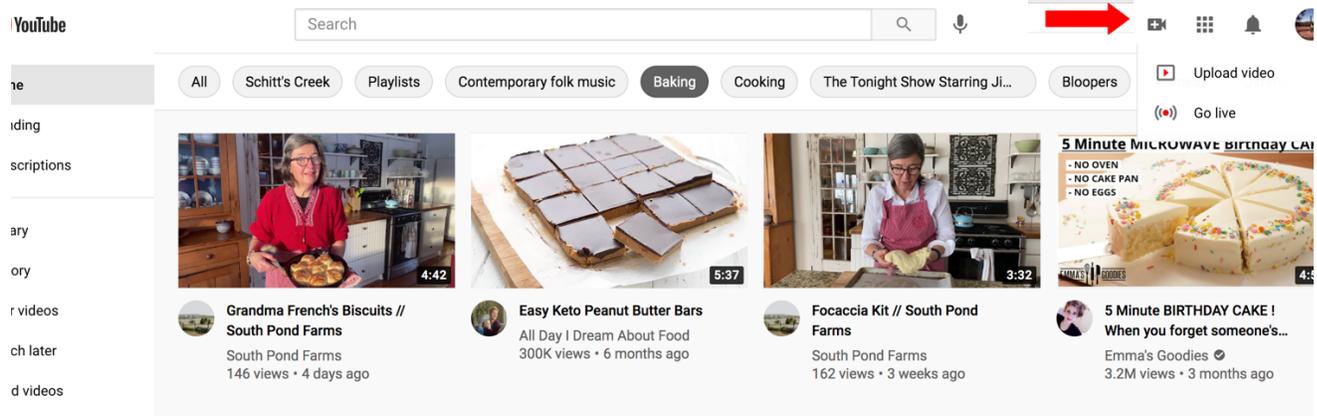
A sign-in form for YouTube. At the top is a grey circle representing a profile picture. Below it is a text input field labeled 'Email or phone'. Underneath the input field is a blue button labeled 'Next'. To the right of the 'Next' button is a link that says 'Find my account'. Below the sign-in section is a promotional message: 'New look for sign-in coming soon' with the Google 'G' logo. The message continues: 'We're making it faster & easier to sign in to your Google Account' and includes a link 'LEARN MORE'. At the bottom of the form is a link that says 'Create account'. A red arrow points from the 'Create account' link towards the bottom right of the page.

If you do not have a Google Account, you must create one. Fill in all required information to create an account. Then return to YouTube.

One Google Account for everything Google

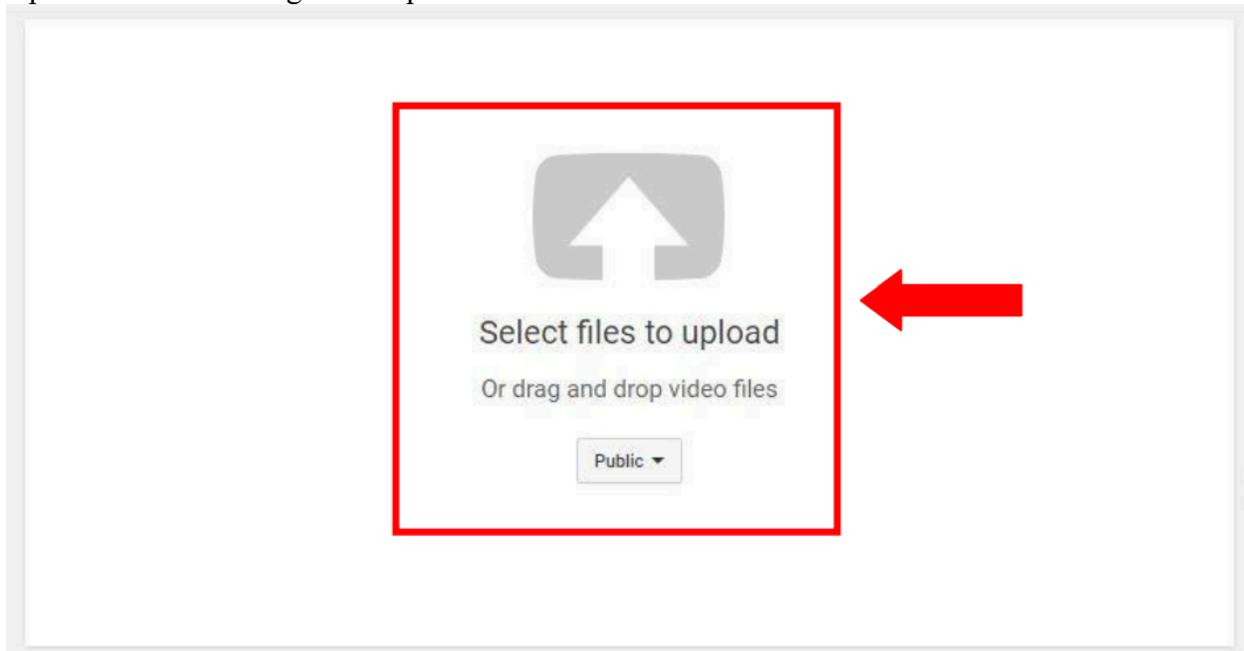


Step 2: Click the gray camera with a plus in it at the top-right of the page. to allow the drop box to fall down. Then click the “Upload” icon.



If you have uploaded a video to YouTube before, you will be brought to the uploading page. If this is your first time uploading to YouTube, you will be asked to “Create a Channel.” Fill in your name and click the “Create Channel” button; this will bring you to the uploading page.

Step 3: Follow the directions on the Upload page. Select a file by clicking the “Select files to Upload” button or drag and drop the file onto the screen



Step 4: Your video will begin to upload. Take time to fill in information about your video submission.

Saving draft... ! ✕

Details Video elements Visibility

! ○ ○

Details

Title (required)
Add a title that describes your video 0/100

Description ?
Tell viewers about your video

Thumbnail
Select or upload a picture that shows what's in your video. A good thumbnail stands out and draws viewers' attention. [Learn more](#)

 ?
Upload thumbnail

Video link
https://youtu.be/1_idCQ6wMrg 

Filename
DTR Video.mp4

  Uploading 14% ... 4 minutes left NEXT

We need three things filled in:

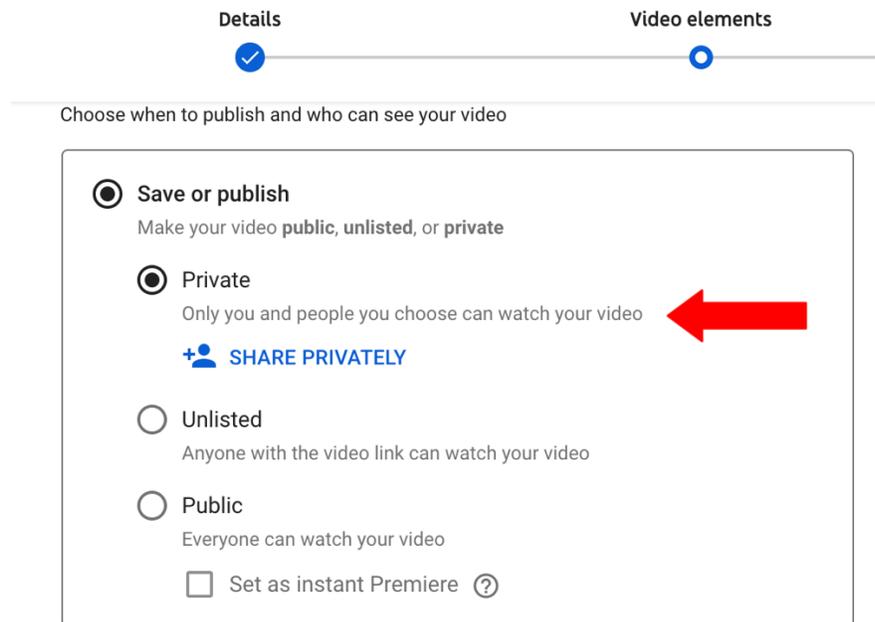
Video Title (what do you want your video to be called)

Video Description (a short description of what is happening in your video. Include your name and where the video takes place.)

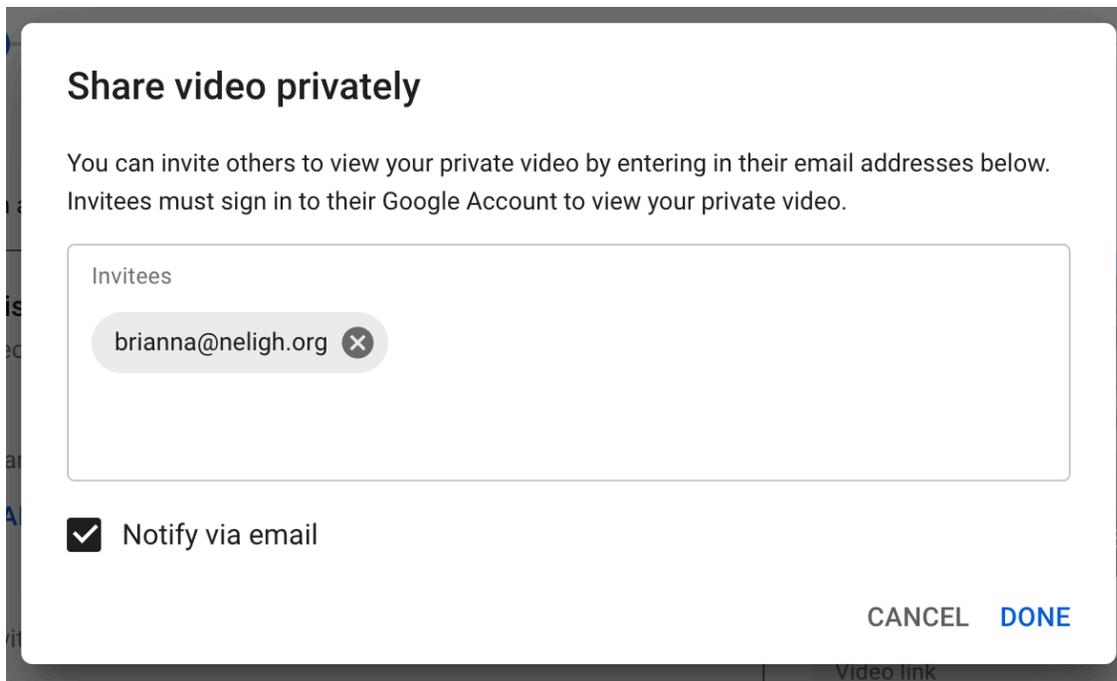
Thumbnail (choose a picture – taken from your video – which you want people to see when they click on your video on YouTube)

NOTE: If you are submitting a video in another language besides English, you will need to add translations. Visit YouTube’s Help page (<https://support.google.com/youtube/answer/2734796?hl=en>) for directions on adding translations.

Step 5: On this same uploading page, set the video to “Private.” Then, click the “Share Privately” button.



A pop-up will appear. In the text field, add the email brianna@neligh.org and make sure the “Notify via email” box remains checked. Then, click OK.



Step 6: Your video is now ready to be submitted. Click the blue “Done” button. An email will be sent to the City of Neligh to let us view your submission.

IMPORTANT: To be eligible for the contest, the City of Neligh must receive two things:

1. Your YouTube submission (completed by following these directions).
2. Completed Google Form, also found on the Rules page.

Your video submission is considered incomplete until we receive these items. Any questions can be sent to brianna@neligh.org.