



# YouTube User Guide

This document will walk through how to create a YouTube channel and upload recordings to your channel and submit your recording to the BVMF 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](http://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](http://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. If it asks you to verify with a phone number, do so – it will save you hassle in the future.

## Creating a YouTube Account/Channel using the YouTube app

- 1. 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).
- 2. 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.



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## 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.

If your video is longer than 15 minutes go to "Settings" on the left hand menu. From here, click "Feature Eligibility" and then click verify and enter your phone number.

2. **Video Details:** In the next screen, you have to add the video details.
  - a. **Title:** Add the **Performance Title and Identification** (Name, Class, Repertoire and Composer) as set out in the Video Submission Instructions.
  - b. **Description:** Add a description if you desire.
  - c. **Thumbnail:** If you want a special thumbnail (the image that shows before you view the video) you can upload it here.
  - d. **Click Next.**
3. **Video Elements:** You can ignore this screen and just Click Next.
4. **Visibility:** SELECT UNLISTED
5. **Upload to BVMF:** Once the video has been posted, under the video or under Options, copy the 'Shareable Link' and paste to your class registration. It should look something like this  
'<https://youtu.be/aXUvABCDEsc>'

## Uploading a Video using the YouTube app:

1. **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" or 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'.