

## Video Upload Instructions

Here are step by step instructions on how to create, upload and submit your winner(s) video(s).

### Part 1. Recording Your Video

1. Record your video(s). This is covered in full on Step 10 of your Competition Handbook. You can re-download it [here](#).

**Note:** Please remember to **record separate videos** for your **pre-1914** poem and **post-1914** poem when submitting for the main Poetry By Heart competition.

### Part 2. Uploading A Video To YouTube

1. If you don't already have one, [create a YouTube account here](#)

2. Once you've created your account, you will be prompted to upload your first video. You will see an UPLOAD option in the top right corner, or something like this:



Select files to upload

Or drag and drop video files

3. Ensure you have selected 'Unlisted' so that the only you and the PBH judges can view the video. Then click the upload arrow:



Select files to upload

Or drag and drop video files



Select files to upload

Or drag and drop video files

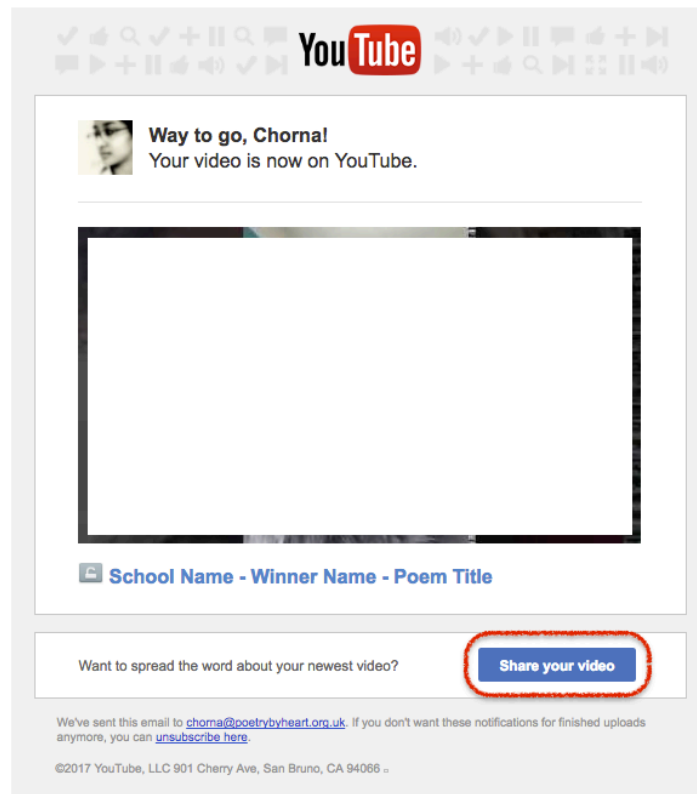


4. Now you can fill in the Basic Info details as so:

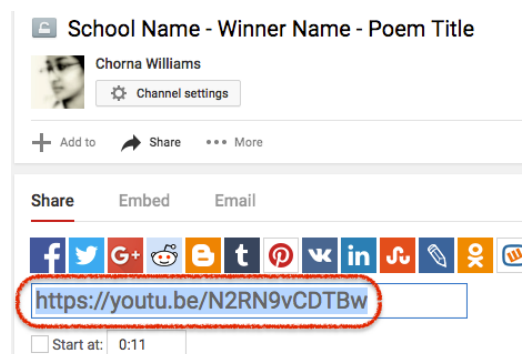
- a. Enter the title of the video as School Name – Student Name – Poem
- b. Double check the video is Unlisted
- c. Click on Advanced Settings

d. Ensure 'Allow comments' is unselected to make sure no one can comment on this video

- e. Ensure 'Users can view ratings for this video' is unselected to make sure the video is more secure
  - f. **IMPORTANT:** Ensure 'Allow embedding' is selected so that the link will work in our judging system
  - g. Click 'Done' to finish your video upload
4. Go to your email inbox account and please find your confirmation email from YouTube which says your video is now ready to view – 'click the Share your video' link:



5. Copy the link that shows up under your video:



## Part 3. Submitting Your Video Link

1. Go to [www.poetrybyheart.org.uk](http://www.poetrybyheart.org.uk) and click "Login" at the top right hand corner

2. Type in the email address that you registered for the competition

3. If you have never set your password (i.e. those registered in 2017), or forgotten it, click on 'Forgotten Your Password?'

- a. This will ask you to enter your email address
- b. You will receive an email within a few short moments with a reset link
- c. Click it and fill in the form to create a new password

4. Once signed in, click on the competition thumbnail you're submitting a video for

5. Paste in the share link of the video (see part 2, step 5)

6. Fill in the remaining sections. At the end of this you will be asked if you/your student want to say anything about your choice of poems, say anything about your school/college/competition, and/or any special circumstances you would like to bring to our attention. You might want to have this ready

7. **IMPORTANT:** You will be asked to tick the consent confirmation statement – take a second to read through this before submitting your video. The statement is as follows:

*Poetry By Heart will use the videos of recitations by your winner to judge the contestant's performance in the county phase of the 2017 competition and to decide on their progression to the regional and national finals at our Winners' Weekend on 22nd and 23rd April at The British Library. The additional information you provide in the text boxes will be used in our judging, moderation and reporting.*

*The videos will be seen by the Poetry By Heart judging team but the links will be kept secure and not copied outside that audience.*

*\*By ticking this box, I am confirming that the appropriate permission is in place for my school/college contestant's competition video link to be used in the way specified above. Please contact Poetry By Heart if you have any questions about this.*

8. Then click 'Save' at the bottom of the form.

## Part 4. Frequently Asked Questions

1. **When is the deadline to submit a video?** By midnight on 31<sup>st</sup> March 2017. If anything goes wrong with this, email Kath via [info@poetrybyheart.org.uk](mailto:info@poetrybyheart.org.uk)
2. **I'm stuck! Who can I call for help?** Telephone Poetry By Heart on 0117 905 5338
3. **Do I have to use YouTube?** Yes, this feature only works with YouTube
4. **What will happen next?** You will get an email confirming that your video has been uploaded to the Poetry By Heart Video Uploader. If you haven't received this, please contact [info@poetrybyheart.org.uk](mailto:info@poetrybyheart.org.uk) for support.

We will check that the sound and the vision is in a suitable condition for judging. If there is any issue with this we will contact you by telephone or email. If you don't hear from us, don't worry, everything is okay!

5. **When will the results be announced?** We will be judging straight after the deadline and we will announce winners no later than 10<sup>th</sup> April 2017. Please check your email, our [website](#), [Twitter](#) and [Facebook](#) pages regularly for our announcement!