



## Video Uploader Instructions

**Submit your winning recitation(s) by midnight on 18<sup>th</sup> December 2017**

### Step 1: Make a simple video of your winners' recitations

The First World War Poem Competition will be judged by video submissions. To enter your school/college winners for this round of the competition, you will need to work with each of your winners to make a simple video of his/her poem recitation.

It is important that these videos are created after the competition. We want your participants to feel that they were able to submit their very best performance, not the one with the attendant pressure of the competition. They may wish to polish their performance a little more, and that's all good!

However, we're not looking for a masterclass in video production! The simpler the video the better. The judges want to see and hear the recitation. Anything else is merely a distraction. Please follow these important rules and guidelines:

1. Entry to the next round of the competition is by video submission only.
2. The video content is to be shot in a single take i.e. not multiple recordings cut and edited together. But the participant can have as many takes as they like before selecting which versions they wish to submit.
3. The video content is to be produced from a single camera in a fixed position i.e. no zooming or tracking, or cutting between angles. Just point and shoot!
4. The fixed shot should be a head-to-knee shot or head-to-feet shot so that all videos are comparable and so that we can see the embodied performance – no close-ups please!
5. The participant should be filmed against a plain background with no distracting visuals in shot. Test how the participant looks on film and make sure they are comfortable with that. Different backgrounds will suit different skin tones –make sure everyone looks their best!
6. Make sure you test sound quality at the start and end of your recording session. Above all, we need to be able to hear your winner! Avoid noisy rooms. Big rooms may give a lot of echo. A music room might work best.
7. Videos of your winners' poem recitations must be submitted to Poetry By Heart by midnight on 18th December 2017.

## Step 2: Upload your videos to YouTube

This is a secure way to create a link that you can share with us – and only us! We ask that you check the settings we list below to ensure that your videos cannot be shared publicly.

If you don't already have one, create a YouTube Account – here's a guide if you're not sure how to. <https://www.wikihow.com/Make-a-YouTube-Account>

Upload your videos to YouTube – MAKING SURE:

- The video title includes the School Name - Winner Name - Poem Title
- It is UNLISTED
- Is not in a playlist
- Under Advanced Settings - ensure "Allow comments" is unselected
- Under Advanced Settings - ensure "Users can view ratings for this video" is unselected
- Select the "Creative Commons - Attribution"
- Enter the recording date
- Select "Allow "Embedding"

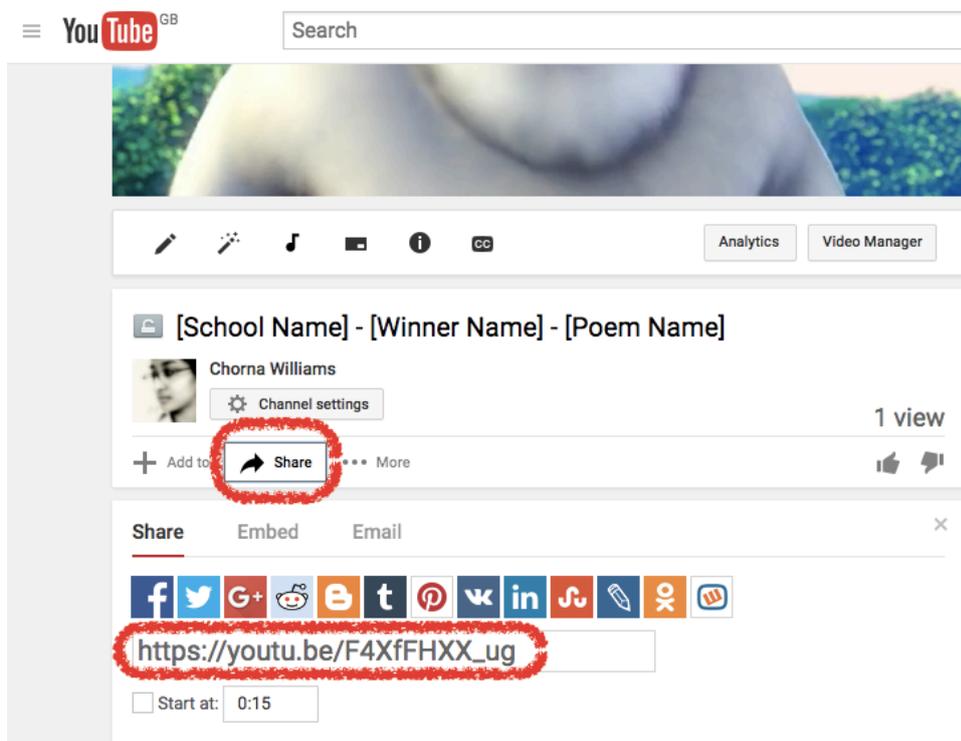
The screenshot shows the YouTube video upload settings page. The 'Advanced settings' tab is selected. Several options are highlighted with red boxes:

- Comments:** 'Allow comments' is unchecked.
- Users can view ratings for this video:** This checkbox is unchecked.
- License and rights ownership:** The dropdown menu is set to 'Creative Commons - Attribution'.
- Distribution options:** 'Allow embedding' is checked.
- Recording date:** The date is set to 'January 1, 2017'.

Other visible settings include: Category (People & Blogs), Video location (Homerton House, Cambridge), Video language (English (United Kingdom)), and Age restrictions (Enable age restriction is unchecked).

Once you have done all this, upload your video to YouTube: click PUBLISH.

When you have uploaded your video, you will receive an email from YouTube telling you where to go to view it. Once you go to the video: click SHARE and copy the link it brings up.



### Step 3: Log into the Poetry By Heart website

The login button is in the top right hand corner of the homepage. See notes below if you are not sure if you have a login.

Once you are 'in', choose which category or categories of the competition that you are entering and paste the YouTube link(s) to your video(s). There will be a short form to fill in with your winner's details and space to tell us anything special you'd like us to know about the participants' performances. We'll also invite you to give us some feedback!

Winners will be announced in the week beginning 15th January 2018. Keep an eye on your inbox!



## Notes about login details

If you have previously set up a login, then you already have a username (your email) and password. (If you have forgotten your password – use the ‘forgotten password’ button to reset).

If you are registered but think you haven’t set a password, then you will need to set up a username and password. Enter the email you used to register as your username and press the ‘forgotten password’ link. (We know you never had one, but bear with us!) When you get your ‘reset your password’ email, set the password of your choice and you’re good to go!

If your school has never registered with Poetry By Heart before – please register using the ‘REGISTER for the 2018 competition’ button in the top right hand corner of the homepage and set up your login details.

