



Thank you for registering your students for the 2019 **CHOOSEMATHS** student awards. The instructions below explain how to upload their videos to the **CHOOSEMATHS** portal, which you can do anytime from now until midnight on **31 July 2019**. The deadline is firm, as after this date the panel of judges will be busy watching every video in order to select the final shortlist.

On **7 August 2019** the video portal at <https://choosemathsawards.org.au/student-video-portal/> will open to the public for everyone to view all of the wonderful entries. You will be able to search through and watch videos from all across Australia.

We encourage teams to view and share their videos to social media using **#CHOOSEMATHSAWARDS**

#### **UPLOADING VIDEOS:**

In order to upload a video you must first sign into your YouTube Account. You can sign into YouTube with any Google email address. If you do not have a YouTube Account or Google Email address, you can create a new account here: <https://accounts.google.com/SignUp>

1. Sign into your YouTube account at <https://www.youtube.com/>
2. Click the 'Create' symbol in the top right hand corner of the page, and select 'Upload Video'.
3. Ensure that 'Public' is selected, before choosing the video you would like to upload from your computer.
4. As the video is uploading you can edit both the 'basic information' and the 'advanced settings' of the video.
  - a. Basic info: Here you can write the title and a description for the video, and choose the thumbnail which will display in search results and on the **CHOOSEMATHS** Portal. Make sure that 'Public' is still selected (so we can see it!).
  - b. Advanced settings: The most important part of this page is that 'Standard YouTube License' is selected and 'Allow embedding' is ticked – this means that your students' rights are protected, but we can use the YouTube link to show the video on the **CHOOSEMATHS** Portal.
5. Click **Publish** to finish uploading a public video to YouTube.
6. Once the upload is completed you will be able to see your **YouTube URL**. This link is important as you will need it to submit the videos on our website.

Once all your students' entries are on YouTube, head to <https://choosemathsawards.org.au/student-awards-submission/> to submit their videos.

**PLEASE NOTE:** Depending on the file size of your students' videos, it may take several hours for each video to upload to YouTube. If you have multiple videos to upload, it is important to allow enough time for everything to be fully uploaded and able to be viewed by the deadline of **Wednesday 31 July**.