

# **1. How to create an anonymous page on youtube**

- a. How to make an account
  - i. Go to youtube.com
  - ii. Top right corner will be a "Sign In" option
    1. If you are already signed in, it will have the account that is currently in use in the top right.
    2. If this is the one you would like to use, continue to the next step
    3. If you want a completely new account or do not have one yet, follow the next instructions.
  - iii. Click sign in
    1. It will ask you to log into your account
      - a. there will be an option to create a new account
    2. Clicking this will take you to accounts.google.com
    3. Here you will fill out the form
      - a. You will have an option of creating a new gmail address if you would like. It is not required, but recommended.
  - iv. If your school has Gmail accounts for teachers and students, you will already have access to youtube with your current email address.
- b. How to create a new channel after you have a youtube account
  - i. To start a new page on youtube
    1. Click to top right Icon
      - a. Drop down menu will appear with things like "My Channel" or "Creator Studio"
    2. Click on the Gear named "Settings"
    3. Towards the bottom of the page you will see a link that will say either:
      - a. See all my channels or create a new channel
      - b. Create a new channel
    4. You will be able to create a new channel from that page
- c. How to set up that page so we can't see which school you come from
  - i. When you select "create a new channel" it will redirect you to a page asking you for a "Brand Account Name"
    1. This is just a fancy way of saying what do you want to name your account
  - ii. Once you have chosen a name, click the "ok" button and it will take you to your new page.
    1. You can customize this page however you would like or just leave it the way it is.
    2. Remember that you cannot have any school affiliation on your page.
  - iii. Now you are ready to upload your videos.
- d. Add or remove Managers
  - i. If you team-teach with another director or share kids between schools and don't want to deal with more than one page click your Icon at the top right and click the "Gear" symbol
  - ii. This will take you to your account overview. Toward the bottom of this page is an option to "Add or Remove Managers" Click that link

- iii. This will take you to a different page where you can “Manage Permissions” for your account. Click “Manage Permissions”
  - 1. You will get a dialog box with your name as the “Primary Owner”
  - 2. At the top right of this box, is a little person with a plus
  - 3. Click that and add the email address of the new manager
  - 4. Choose a role for that person (Owner or Manager)
  - 5. Click invite
- iv. Once they receive the invitation they will do the following
  - 1. Open the email
  - 2. Click “Accept Invitation”
  - 3. This will take you to a new page where you will click “Accept”
  - 4. They will now be able to upload, edit, or view anything on that account.

## **2. How to create an anonymous page on youtube**

- a. To upload a video, you will need to click the upward arrow at the top right of the page. When you hover over it with your mouse, it will say “upload”
- b. Once you click this, do the following
  - i. Click the drop-down box that says “Private” and click on “Unlisted”
  - ii. Once you do that, find your video and drag and drop your video onto the screen.
  - iii. It will then take you to your uploading screen
  - iv. You can edit this first or you can add an additional video by using the “add more videos” button in the lower right.
- c. Once your video is loading, you will need to do the following.
  - i. Name the Title of your Video
    - 1. This is the top small box that should have the name of the extension of your video you just added
    - 2. Name is something like “SA Honors Audition 2018-19”
  - ii. Fill in the “Description” Area with the name and voice part of your students from left to right.
    - 1. Soprano - Ally VanderSloot, Alto - Jennifer Sutton
  - iii. You do not need to worry about the “Tags” section
  - iv. Click the “Advanced Settings” tab
    - 1. Click the box that says “Allow Comments” to deselect them
    - 2. Click “Allow Embedding” and “Publish to Subscriptions” to deselect them
    - 3. Category should be Music
    - 4. Click “Today” for the Recording Date.
  - v. Click back to “Basic Info” at the top of the page and double check your names.
  - vi. Click “Done” at the top right
  - vii. Do this for all submissions. It seems intimidating, but once you do one, each one you do will become easier. I am available for anyone that needs help with this process.

## **3. How to get your video to us**

- a. New Google Form Walkthrough
- b. Must fill out a new form for each group

- i. It will take a little longer on your end, but it will save us days worth of work and will be much more successful for the judges in the end.
- c. Finding your video link to enter into the form
  - i. youtube and how to find your link to your video
  - ii. Double check that the video you select is for the correct ensemble
- d. Send me an email at [nmasterson@lowellschools.com](mailto:nmasterson@lowellschools.com) telling me your name and how many groups you have uploaded. I will double check each video link to make sure it works. If it works, I will let you know. If it doesn't work, I will let you know that and offer any assistance you may need.