

## Award nomination and video upload instructions

**TIP:** Don't wait until the last minute to upload and register your video. It takes between 1 and 5 minutes or more for every 1MB of video to upload—and that's with a high-speed connection, so it might take longer depending on your connection. The cut off time to have your video uploaded in YouTube AND filled out the nomination form available on [www.uwsem.org/volunteer2008](http://www.uwsem.org/volunteer2008) is 11:59 p.m. on April 11, 2008. Sorry, no exceptions.

**TIP:** For official contest rules as well as answers to frequently asked questions, go to [www.uwsem.org/volunteer2008](http://www.uwsem.org/volunteer2008).

### Step 1. Upload your video to YouTube.

- Start by going to [www.YouTube.com/signup](http://www.YouTube.com/signup).



The screenshot shows the YouTube homepage with two main sections highlighted by red circles. The left section, 'Member Login', contains fields for 'YouTube Username' and 'YouTube Password', a 'Log In' button, and a link to 'Forgot Username / Forgot Password'. Below it is a 'Log in with your Google account' button. The right section, 'Create Your YouTube Account', contains a 'Sign Up' button and a form with the following fields: 'Account type' (Standard), 'Email Address', 'YouTube Username', 'Password', 'Confirm Password', 'Country' (United States), 'Postal Code', 'Gender' (Male/Female), and 'Date of Birth'. A note states 'Your username can only contain letters A-Z or numbers 0-9'.

- If you already have a YouTube account, sign in under "Member Login."
- Otherwise, you'll have to create an account following these directions:
  - Click on "Create Your YouTube Account" and follow the directions. It's free, but you will be required to read and agree to the YouTube Terms of Use and the YouTube Privacy Policy.
  - Once you have registered with YouTube, you will be sent an email prompting you to click on the "confirm email" link. This link will take you to the YouTube homepage.

- Once you're logged into YouTube, click on the "Upload" link in the top right hand corner.



- Fill in the mandatory fields, including:
  - Video Title – Your name and award you're submitting a video for
  - Description
  - Tag(s) – How people can find your video in searches. Some tags could be "United Way", "volunteerism" or the name of the award you are nominating yourself or someone else for.
  - Video Category
- Click the "Upload A Video" button.



- Click the "Browse" button and find your video on your computer. Select it to upload. Once you have selected your video, click "Upload Video."



- Now you wait. It takes between 1 and 5 minutes or more for every 1MB of video to upload—and that's with a high-speed connection so it might take longer depending on your connection. Have a cup of coffee or learn to juggle or something.
- If you have any questions on how to upload a video or are having problems with the upload process, please visit the YouTube Help Center.
- Go back to YouTube, login, click on "My Account", then "My Uploaded Videos."
- If your upload was successful, you'll see a URL assigned to your video. Congratulations you have completed Step 1. Just remember that you still need to complete Step 2 and fill out the nomination form on [www.uwsem.org/volunteer2008](http://www.uwsem.org/volunteer2008). **You will need your YouTube video URL and username, so make sure to copy or write them down before proceeding.** If your upload was unsuccessful, this screen will tell you why. Fix the problem and try again.



- **SAVE YOUR ORIGINAL FILES.** YouTube will compress your video for the web. If you win, we'll need an uncompressed copy to distribute to media.

**Step 2. Fill out the nomination form.**

- Go to [www.uwsem.org/volunteer2008](http://www.uwsem.org/volunteer2008)
- Download the nomination form
- Fill out the required fields, including:
  - YouTube Username
  - YouTube Video URL (so we can find it to be judged!)
  - Video Name
  - E-mail Address of volunteer
  - Name of volunteer
  - Address
  - Phone Number
  - Award category the video is being submitted in
  - Brief statement about the individual's volunteer service, written by nominator or volunteer.
- E-mail or fax the form to United Way.

**Step 3. Receive entry confirmation email 2-4 business days after registering.**

Once you send in your nomination, it and your video will be reviewed by United Way to ensure the nomination is complete and complies with all rules and regulations.

Once your video is reviewed, you will receive a confirmation email at the email address you supplied on the registration form. If for some reason your video is not accepted as an approved entry, the email will detail the reasons why your video was declined and advise you to resubmit your video making the necessary changes.