

# YOA YouTube Submission Instruction Sheet

*It is up to you to record and edit the digital video of your YOA audition into a single video file.*

*This file may be burned onto DVD and sent to YOA's office, or, this file may be uploaded securely to YouTube and emailed as a private audition to YOA.*

*If you choose to burn a DVD, please make sure the DVD is formatted for either North or South American DVD players.*

*If you choose to email your audition using YouTube, it is important before beginning the upload process to make sure that the size of the video file is no larger than 100 megabytes. If the video file is larger than 100 megabytes, you will need to shorten the length, or to compress the video into a smaller size by reducing quality.*

*Once you have a video file of your audition that is less than 100 megabytes in size, below are the instructions for to do send this file.*

## **STEP 1 - CREATE A YOUTUBE ACCOUNT**

- Open your web browser and go to [www.youtube.com](http://www.youtube.com). It is important that you have a reliable, relatively high-speed Internet connection.
- Click “create account” in top right.
- Follow the instructions to create a You Tube account. (If you already have a YouTube account, you may continue directly to Step 2). Be sure to uncheck “Let others find my channel on YouTube if they have my email address”. This is important in order to keep your audition private. You will need to accept the terms of agreement provided by YouTube, before continuing.
- On the next page you will be asked to input your email information and create a password.
- Check your email for a message to verify the account. Click the link in this message and sign into your verified YouTube account.

## **STEP 2 – UPLOAD YOUR AUDITION VIDEO**

- Once you have been verified by YouTube and are signed into your YouTube account, click the "Upload" icon in the upper right corner of the welcome screen.
- Next, click “upload video” and select the video file of your audition.
- In the “description” space write “YOA 2010 Audition – *your name* – *your*

*instrument – your country*”

- In the “tags” space do not enter anything
- For “category” please select “MUSIC”
- For the “privacy” setting select “Private (Viewable by you and up to 25 people)”. This is important in order to keep your audition private!
- Click “save changes” and wait while your file uploads until the progress bar at the top of the screen is complete.

### **STEP 3 – CREATE PRIVATE AUDITION LINK, SEND IN EMAIL TO YOA**

- Once the video is uploaded, a URL address will appear as a link on the screen. *This is NOT the URL address to send to YOA!!! YOA will not be able to access this link.* Instead, in order to make the file viewable to YOA, you will need to select “My Videos” from the menu titled as your username at the top-right of the webpage.
- In the “My Videos” page, locate your audition video and click the “Edit” button (next to “Play”).
- Scroll-down the Edit page to “Broadcast and Sharing Options” and check the box “Limited access URL”
- Once you have checked the box ““Limited access URL”, immediately below a URL address will appear.

(This URL should begin with “http://www.youtube.com/watch\_private...”)

- Copy the complete URL address and paste it in the content of your audition email to YOA (sent to the address [auditions@yoa.org](mailto:auditions@yoa.org)).

\*\*Don’t forget to also attach in this email your completed Microsoft Word application form in your submission, and include as the title of your email “YOA 2010 Audition – *your name – your instrument – your country*”