

## YouTube Video Submission Instructions

After completing your video audition recording, you will need to post the audition on YouTube in the following manner and send a private link to the appropriate director per the instructions below.

### If you do not already have a YouTube account:

- Go to <https://www.youtube.com/>
- Click on Create Account on the top right
- Fill in all the information
- Click on “create account”
- You will see your new account in the top right-hand corner
- Check your email, as a confirmation email address will be sent to you
- Click on the link to verify your email address
- If you do not receive a confirmation email within a few minutes, check your bulk or spam folders
- At this stage you can change your email or edit the information you gave by clicking either of the blue links at the bottom of the page

### Once you have your account:

- Click on the yellow Upload (or the camera icon with the plus sign) button located on the top right
- If you recorded the video from an external source and have the video file, you can select Video File from the upload pop-up menu
- If you have a built-in camera click Quick Capture from the upload pop-up menu

### Setting up access to view your video:

- Go to My Videos (located in the drop-down menu next to your username)
- Click on Uploaded Videos
- Select the preferred clip by checking the box to the left of the video, then click the Edit button
- Change the Title of the video to:
  - Example 1: **SRJC Fall Audition-She Kills Monsters: Your Name**
  - Example 2: **SRJC Fall Audition-overcome: Your Name**
- Click the Save Changes button
- Scroll down to **Broadcasting and Sharing Options**

#### **IMPORTANT:**

- Select Private (Viewable by up to 25 people)
- Check the Limited access URL box
- Then COPY and PASTE the FULL link into the body of an email addressed to [GUser52@santarosa.edu](mailto:GUser52@santarosa.edu) (the link should be quite long)
- Please test the link before you send it. You can log out of YouTube and send the link to a second email address you may have or to a family member.

### **Submitting your video:**

Below is the email address to use when sending us your video(s). Use the title of your video as your email's subject line (see examples above). In the email, include your contact information (name, email, phone #), along with your video link. (If auditioning for both shows, please send two emails.) Attach your completed and saved audition form to the email.

**SUBMISSION EMAIL ADDRESS: [GUser52@santarosa.edu](mailto:GUser52@santarosa.edu)**