

## UPLOADING A RECORDING TO YOUTUBE – AMEB SA & NT

The Account holder or candidate must create a *Google* account, then a *YouTube* channel, to which the Recording will be uploaded. The privacy setting should be set to **unlisted** so that the Recording can be shared with AMEB SA & NT but will not appear in *YouTube* search results.

The following guide applies to uploading on a PC or Mac through a standard web browser. Experienced users may be able to directly upload Recordings from a mobile device.

### Creating a *Google* account

1. Go to <https://www.youtube.com/>
2. At the top right, click **sign in**
3. If you have a *Google* account, enter your details; if you are a new user click **Create Account**.

### Create a personal *YouTube* channel

4. Select the icon at the top right of the window  **Create a Video and more > Upload Video**
5. Insert your name and select **Create channel**. You can customise your profile or set this up later.

**Upload Recording** - Your Recording may be uploaded at the time of your choosing and then submitted to AMEB SA & NT.

6. Log in to your *YouTube* account and select the icon at the top right of the window  **Create a Video > Upload Video**.
7. You may be prompted to upload or 'drag and drop' the file at this stage. When a square window appears, ensure the privacy setting (Visibility) is set to **unlisted** before saving. (Do not select the public Public privacy setting as this might create a breach of Australian copyright law.)
8. The link for the unlisted uploaded recording will appear and can be copied at this stage. However, it can be accessed later if needed, via the below.

### Submit the performance to AMEB

- When logged in, navigate to: <https://studio.youtube.com/channel/>
- Click on the video. You will be able to access the video's URL to copy and paste this in to AMEB SA & NT's online submission form.