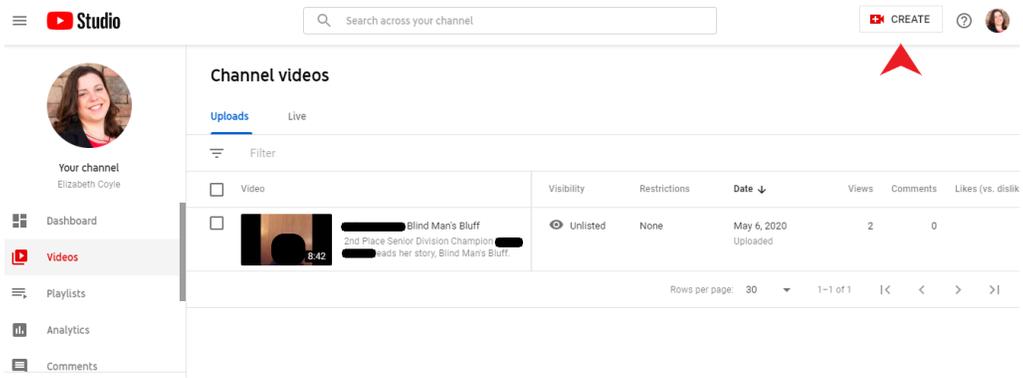


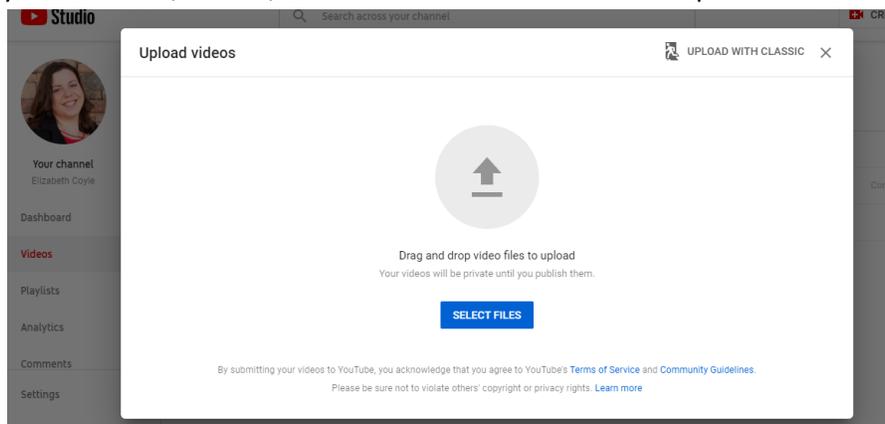
Uploading an unlisted video on YouTube

To create an unlisted YouTube video, you will need a YouTube account / gmail account. You must upload your video as an unlisted video so that it is not accessible via a web search or publicly. Only those with the link can access the video.

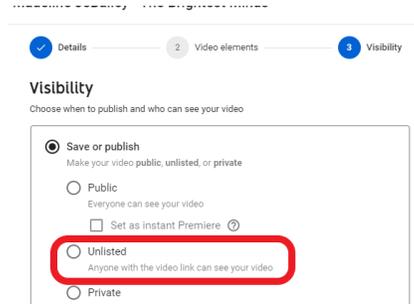
1. Sign into your YouTube account and in the upper right corner of the screen you will see a camera with a plus sign- the “Create” icon. Click it, then select “Upload Video.”
2. This will bring you to a page that says, “Studio” in the upper left corner and “Channel Videos” in the middle. In the top right corner, you will again click, “Create,” then “Upload Videos.”



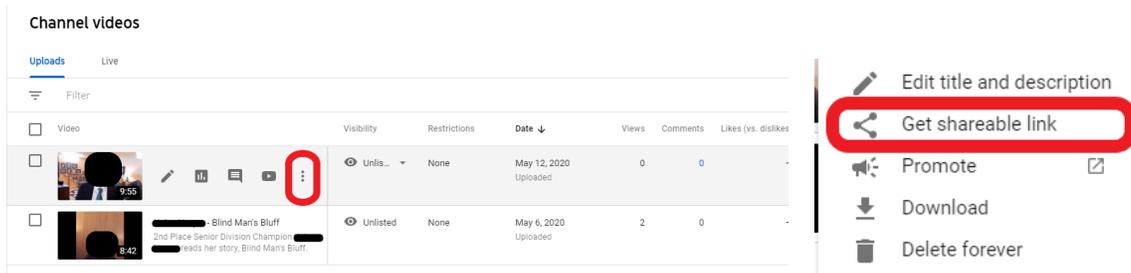
3. Drag and drop your video file, or click, “Select Video” on the screen and upload.



4. On the next screen, give your video a title and description. **Do not identify the student by name or Affiliate in either title or description.** Use the GIPS booklet code provided to you as both title and description (i.e. PJ-1501, etc.) Then scroll down and select “Made for Kids.” Click, “Next.”
5. You’ve reached the Video Elements screen. There is nothing to select here (it is grayed out due to the video being, “Made for Kids”), just click, “Next” on the bottom right of the screen.
6. You’ve reached the Visibility page. Select “Unlisted.”
7. Now click, “Save” in the bottom right of the screen, and you’ve uploaded your video!



8. To get the link, roll your mouse over the video. You will see a few icons, with 3 vertical dots on the right. Click those, then click, "Get shareable link." This will copy the video's link.



9. Email the you tube link and team code to office@fsp.org.au

10. Congratulations - you have successfully submitted your Presentation of Action Plan!