

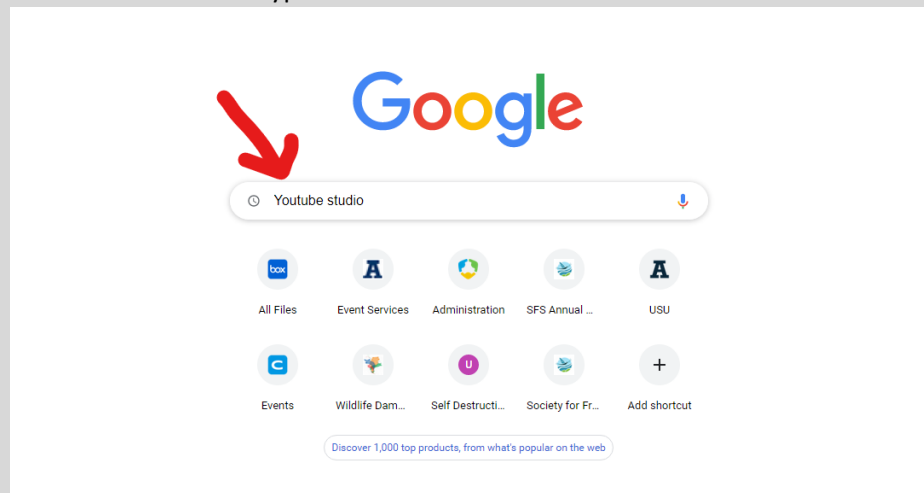
Step by Step Guide to Upload Your SFS 2021 Prerecorded Presentation

Please contact Seth Tarver (seth.tarver@usu.edu) if you have questions about the instructions below for uploading your presentation. Make sure to read through the entire guide. There are IMPORTANT NOTES at the end for all presenters, especially Poster Presenters.

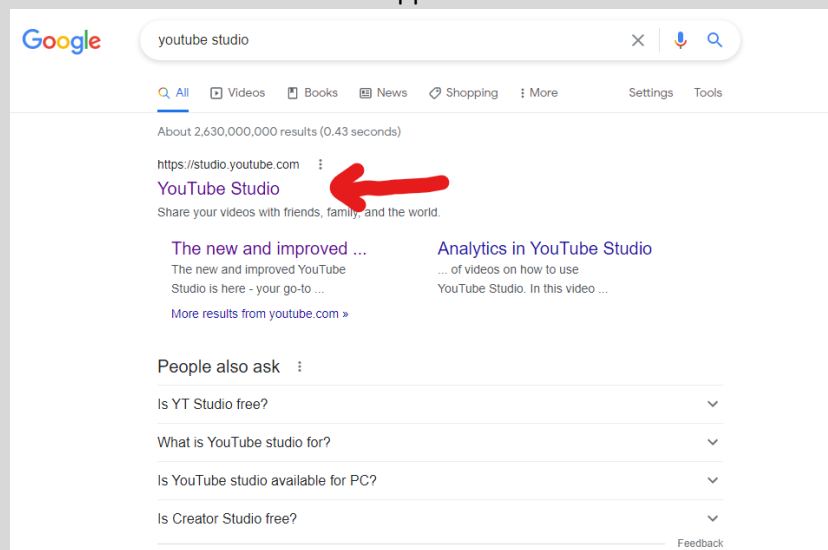
For a video tutorial to help you upload to YouTube please watch [THIS VIDEO](#).

Upload Your Prerecorded Presentation to YouTube

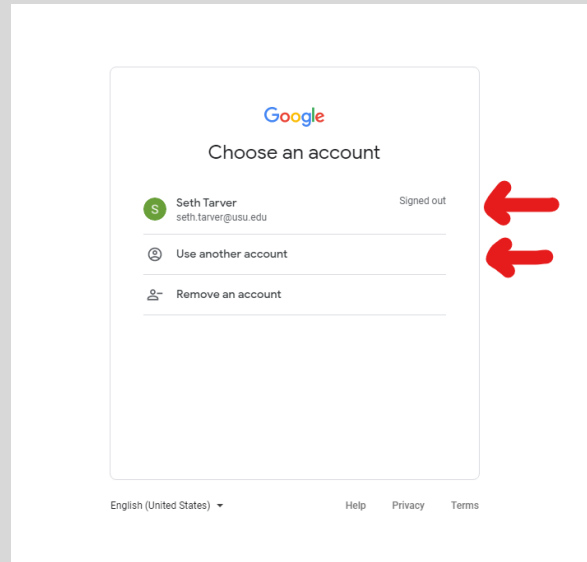
- Open your web browser and type in YouTube Studio in the search bar and hit enter.



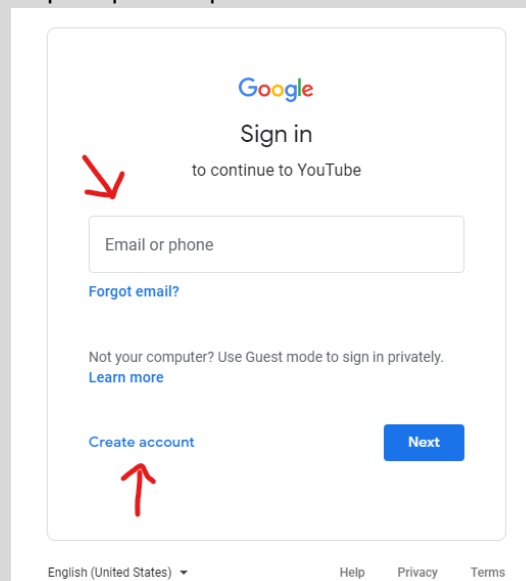
- Click on the “YouTube Studio” link that appears.



- YouTube is owned by Google, so you will be directed to sign-in with Google.
 - If the email that you are using is already associated with Google, please use that account by clicking on the first option (your email should already be listed).
 - If you do not have a Google account, please select and click the “Use another account” option.

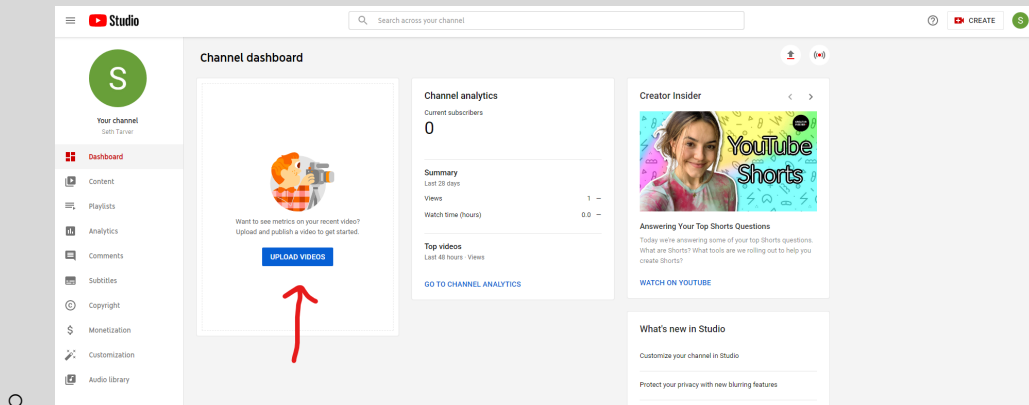


- Sign into your Google/ YouTube account or create an account if you do not have one.
 - Follow the prompted steps.

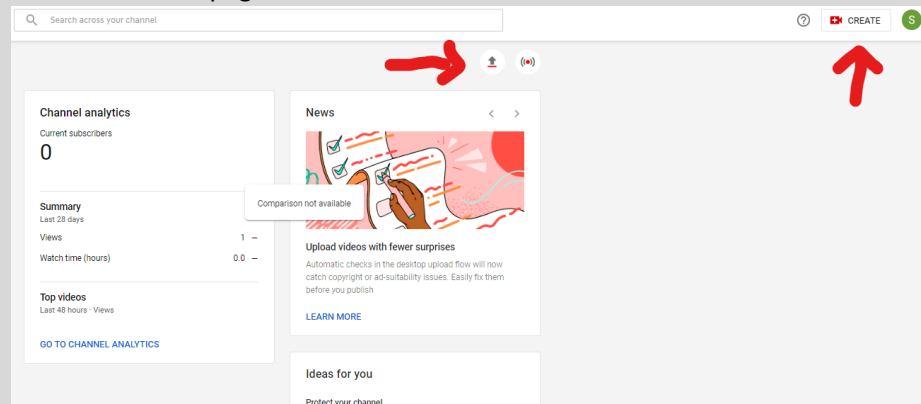


- You will be directed to your account.
 - If you created an account, YouTube may offer a free tutorial to help you navigate your studio account.
 - If you have an account, you will not encounter a site tutorial.

- After signing in and possibly going through the site tutorial, you will be directed to your channel dashboard. Please refer to the screenshot below to find the **“UPLOAD VIDEOS”** button.

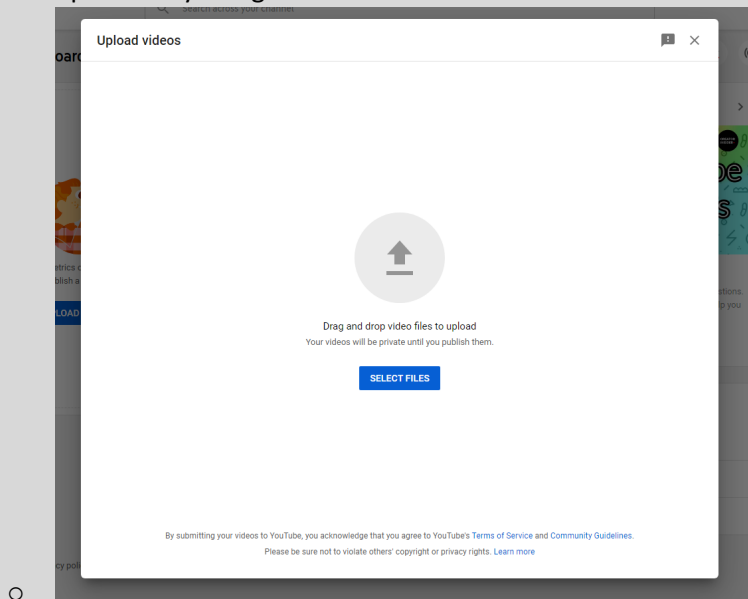


- Some dashboards may not look like the screenshot above and those may not have the quick link option to upload a video. If this is the case:
 - Find the either the **“UPLOAD VIDEO”** icon or the **“CREATE”** button that is in the top right-hand corner of the page.



- When you click on either of these, you will be given the option to upload a video.

- Click on the **“UPLOAD VIDEOS”** button or icon or the **“CREATE”** button.
 - You will now be given the choice to drag and drop your prerecorded presentation or upload it by using the **“SELECT FILES”** button.



- After uploading your prerecorded presentation, you will now be prompted to provide **“Details.”**
 - Use the title of your abstract for the required title.
 - Provide a brief description for your presentation. Do not use your entire abstract.
 - Save the description by opening a Word document and copy/pasting from the YouTube description section. Keep this document open but set aside.
 - Leave the **“Playlists”** section unselected.
 - Select **“Yes, it’s made for kids”** in the **“Audience”** section.
 - Click on the **“Copy Video Link”** button.
 - Click the **“Next”** button to continue uploading.
 - Please refer to the screenshot on the next page. The red arrows indicate each of the previously mentioned sections and buttons.

IMG 7259

Saved as draft



Details

Video elements

Checks

Visibility

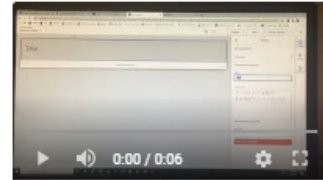
Details

Title (required) ?

IMG 7259

Description ?

Tell viewers about your video



Video link

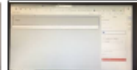
<https://youtu.be/s8INTPfbWnk>

Filename

IMG_7259.MOV

Thumbnail

Select or upload a picture that shows what's in your video. A good thumbnail stands out and draws viewers' attention. [Learn more](#)



Playlists

Add your video to one or more playlists. Playlists can help viewers discover your content faster. [Learn more](#)

Playlists

Select

Audience

This video is set to made for kids (Set by you)

Regardless of your location, you're legally required to comply with the Children's Online Privacy Protection Act (COPPA) and/or other laws. You're required to tell us whether your videos are made for kids. [What's content made for kids?](#)

Features like personalized ads and notifications won't be available on videos made for kids. Videos that are set as made for kids by you are more likely to be recommended alongside other kids' videos. [Learn more](#)



Yes, it's made for kids



No, it's not made for kids



Age restriction (advanced)

[SHOW MORE](#)

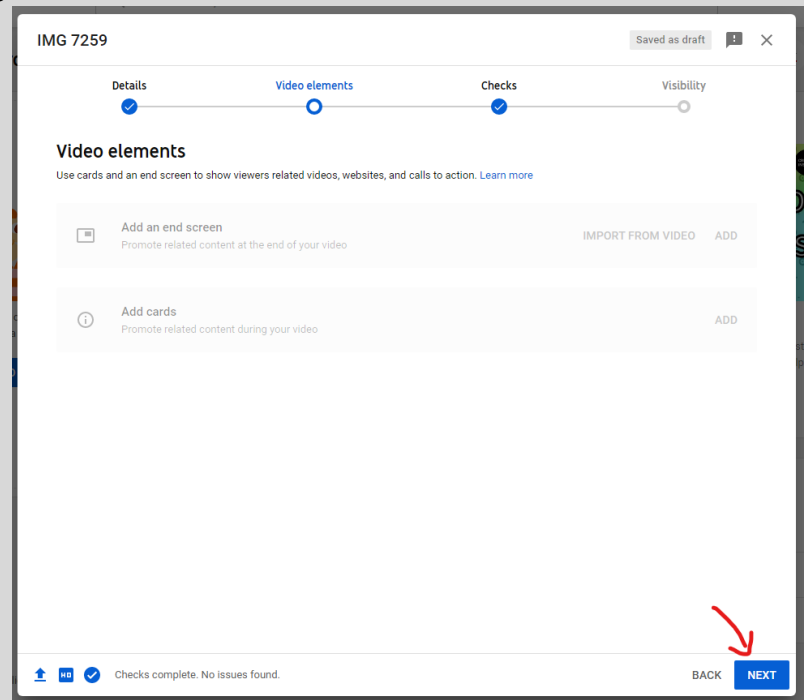
Paid promotion, tags, subtitles, and more



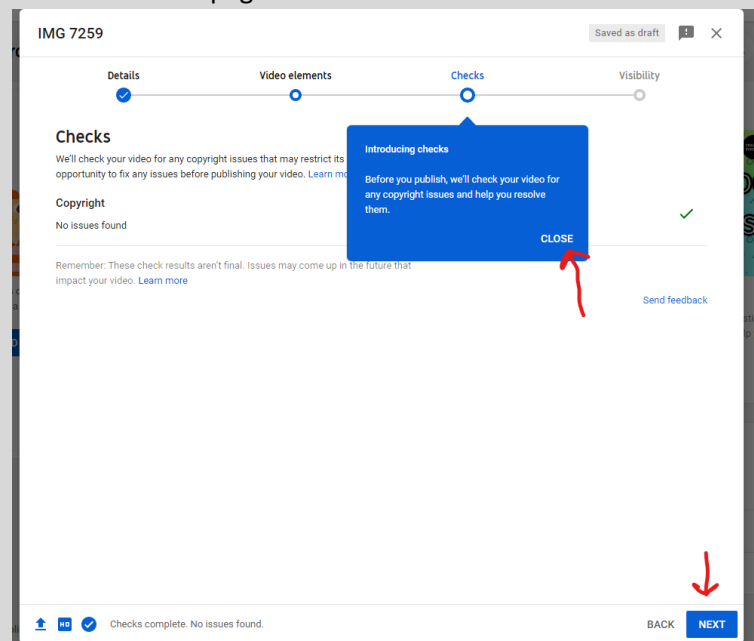
Checks complete. No issues found.

NEXT

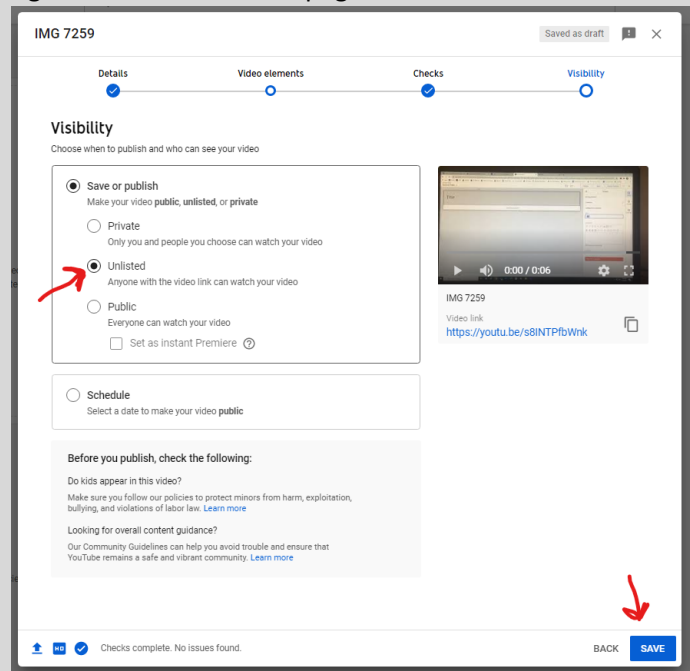
- After clicking the “Next” button, you will be directed to the “Video Elements” page.
 - Please skip this page by clicking on the “Next” button at the bottom right-hand corner of the page.



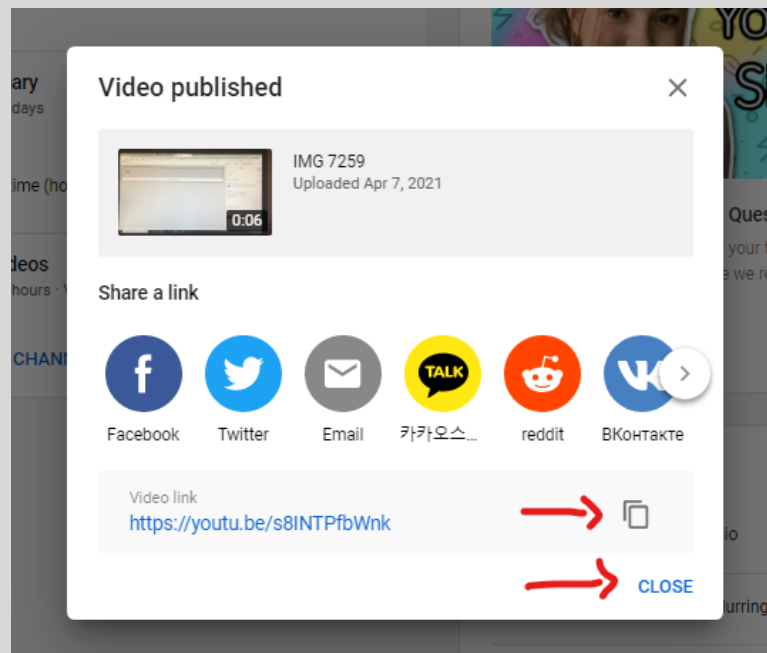
- After clicking the “Next” button, you will be directed to the “Check” page.
 - Click the close button of the pop-up alert and then click the “Next” button at the bottom right-hand corner of the page.



- After clicking the “Next” button, you will be directed to the “Visibility” page.
 - Select the “Unlisted” radio button option and then click the “**SAVE**” button at the bottom right-hand corner of the page.



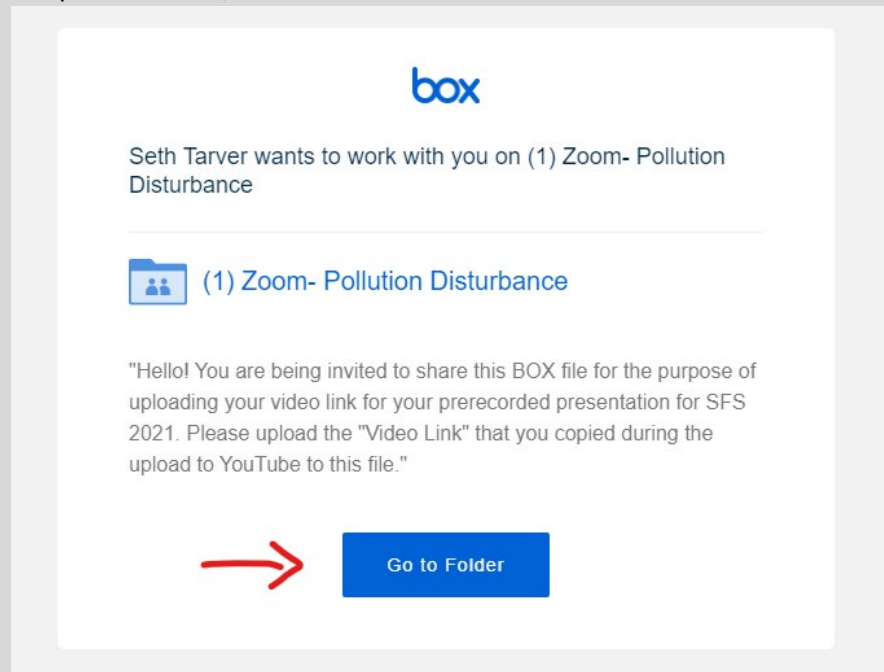
- You will be directed to a confirmation alert that indicates that the “Video Published.”
 - You will have another chance to copy the video link if you did not do so previously. If you need to copy the link again click the “Copy Video Link” button and then click on the “Close” button.



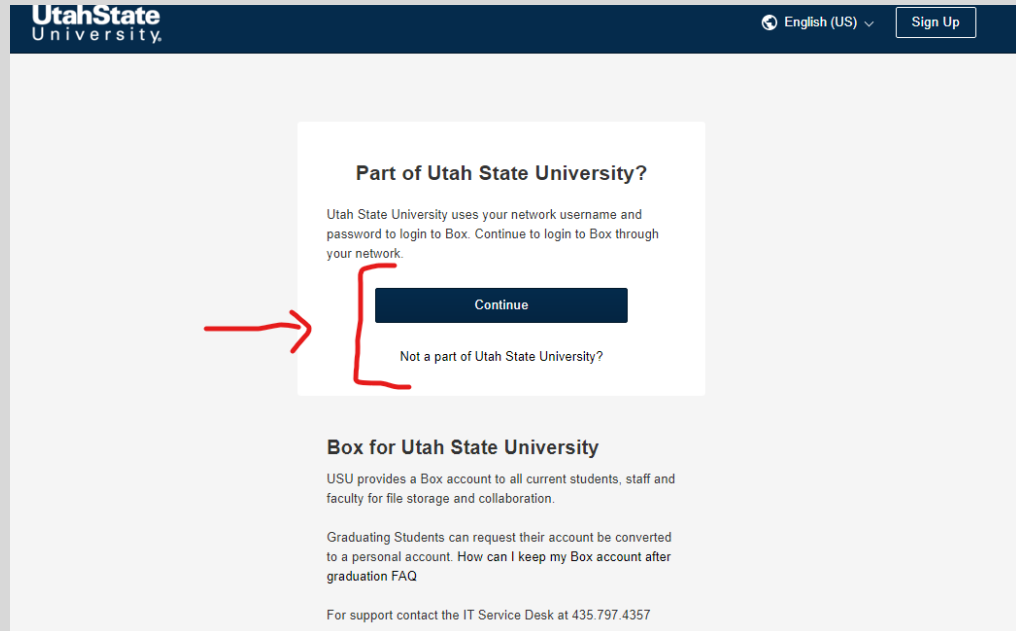
Your prerecorded presentation is now uploaded, published, and active as UNLISTED. This means that only people that click on the Video Link may view your video. Now it is time to provide the link to the Conference Management Team so that your video will be available in the CVent Virtual Attendee Hub for SFS 2021 attendees to view. For this section of the Step-by-Step Guide, you will be guided to upload your presentation to a **BOX** file. Box is cloud content management/ file sharing business.

Upload your Video Link to the BOX File for Your Presentation

- On Monday April 12, you will receive an email from Seth Tarver noreply@box.com.
 - This email is an invitation to share a BOX file with the Conference Management Team for the purpose of uploading your prerecorded video's url link.
 - The email's subject is "Seth Tarver has invited you to work together..."
 - When you open the email, find the "Go to Folder" button and click it.

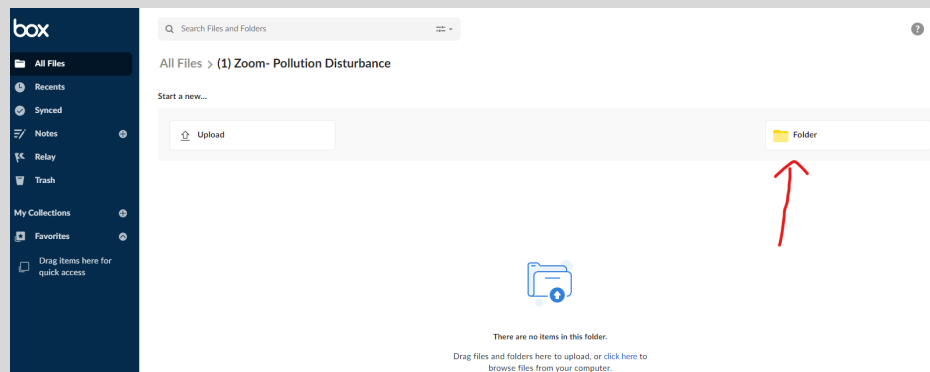


- You will be directed to a page that will verify whether you are associated with Utah State University. Please select continue only If you are a staff, faculty, or student of USU. Please select “Not part of Utah State University” if you are not associated with USU.



-
- If you are associated with USU and selected Continue, you will be prompted to verify your account through the two-step verification process.
- If you are not associated with USU and selected “Not a part of...,” you will be directed to sign into BOX.
 - If you already have a BOX account, please provide your account details during the sign in prompts.
 - If you do not have an account, click the “Sign in with Google” button and use the same email account that received the BOX invite. Then follow the prompts to sign in.

- You will be directed to the BOX file that you have been invited to. Find the “Folder” button and click on it to create a folder.



■

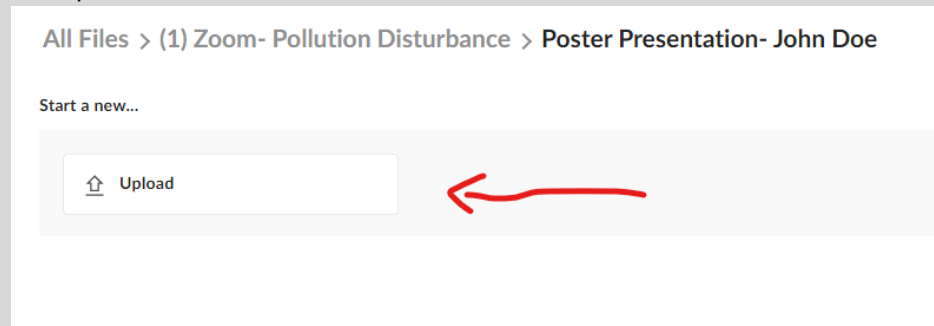
- You will be directed to “Create a New Folder.”
 - Under “Folder Name”
 - Your folder name should begin with the type of presentation you are presenting, then a hyphen and the primary presenter’s name (first and last).
 - Ex) Poster Presentation- John Doe or Oral Presentation- John Doe
 - Your folder is now created- “Poster Presentation- John Doe”



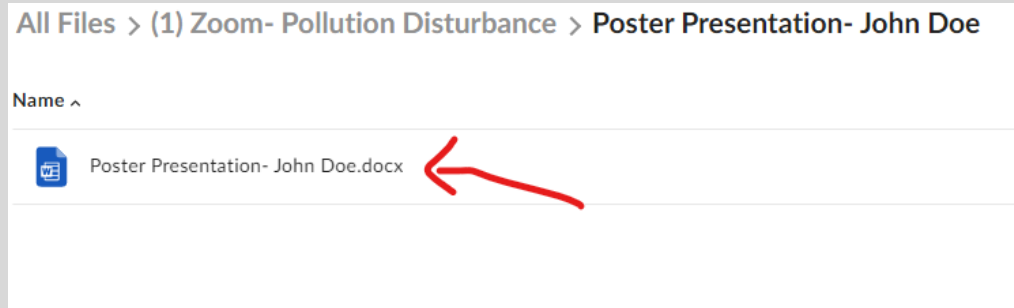
- Create a Word document and save it as the same name as your folder.
 - Earlier, you were instructed to open a Word document to save the description that you used for your prerecorded presentation that you uploaded to YouTube.
 - On the first line, write the name of the primary presenter (first and last).
 - On the second line, write the title of the presentation.
 - On the third line, write the short description provided during the prerecorded presentation upload to YouTube.
 - On the fourth line, paste the video link that you recorded from the YouTube uploading process (refer to the bottom of pg. 7). This is the link that the Conference Management Team needs.
 - Save the document.

- Once your Word document is created and saved, it is time to upload it to the BOX folder that you created. **Poster Presenters- be sure to read the important note at the end of this guide before you upload the Word document into BOX.**

- Click on the upload button in the BOX folder



- A File Search window will appear.
 - Find your Word document that has the same name as your BOX folder and select it and click “Open” or simply drag and drop the file into the BOX folder from the File Search window.
- Your Word document is now saved. The USU Event Service staff will now be able to upload your presentation to the CVent Virtual Attendee Hub for the conference.



Important Notes: The BOX file is for upload only. No edits can be made. There are approximately 750+ presentations that are being prerecorded and uploaded. The sheer volume of videos and time required to upload the presentations for the virtual meeting dictates that multiple revisions to your presentation will not be allowed once you have uploaded your presentation to the BOX file. Please do not upload your presentation until you are thoroughly satisfied with it. **The deadline for uploading your presentation to YouTube and the BOX File is 11:59 PM EST on MAY 9, 2021.** It is highly recommended that you upload the presentation to YouTube by May 7, so that you can review it. If it is not working in YouTube it will not work in the CVent Virtual Attendee Hub for the annual meeting. Do not wait until the deadline to upload it. If the USU Event Services staff encounters any issues with your presentation after the deadline, they will reach out to help you fix your presentation.

Attention Poster Presenters:

You will need to upload a PDF version of your poster and a two-minute video that is a short description of your poster/ presentation to the BOX file that you created earlier.

- Save a PDF version of your poster by naming it “Actual Poster for Your Name (First and Last)”
 - Ex) ACTUAL POSTER for John Doe
- Login to the BOX file that you were assigned to (refer to pg. 8 of this guide).
- Upload the PDF version into the folder that you created (refer to pg. 9 of this guide).

- Record a two-minute short description of your poster/ presentation.
- Upload the recording to YouTube (for help uploading, refer pg. 1 of this guide).
 - Make sure to copy the link for this two-minute video (refer to pg. 7 of this guide).
- In the Word document that you created (refer to pg. 10 of this guide), on the fifth line of the page please write “Short Description Video”.
- On line six of the created Word document, paste the copy of the link for the two-minute video.
- Save the document.
- Upload the document into the BOX folder that you created (refer to pg. 9 of this guide).