

How to upload one video recording to YouTube using a web browser

1. Navigate to YouTube in a web browser www.youtube.com.

2. Make sure you are logged in (create a log in if you don't have one already). If you don't see your account avatar in the upper right corner, click 'Sign In' and usually you will need to enter your google/Gmail email and password.

3. Click the Create a 'video button' at the top of the screen. It looks like a video camera. In the drop-down menu that appears click 'Upload video'.

4. The video upload page should appear. Click the 'select files' button and then find & select the video repertoire exam recording and click 'open'.

5. You will then see a 'video playback' screen which is where you will then add some details on YouTube about the video you are uploading.

- Enter the title, ie **Joe Kelly Piano Video Repertoire G4 exam**.
- Scroll down to the 'audience' section on this page, you will need to select 'yes, it's made for kids', then select 'next'.

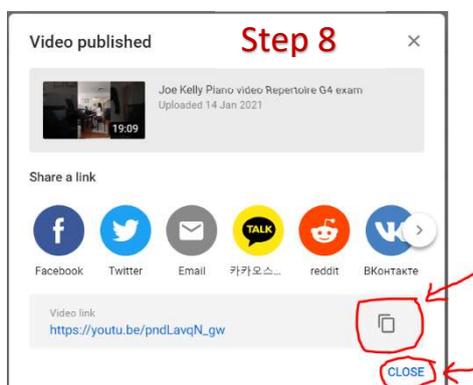
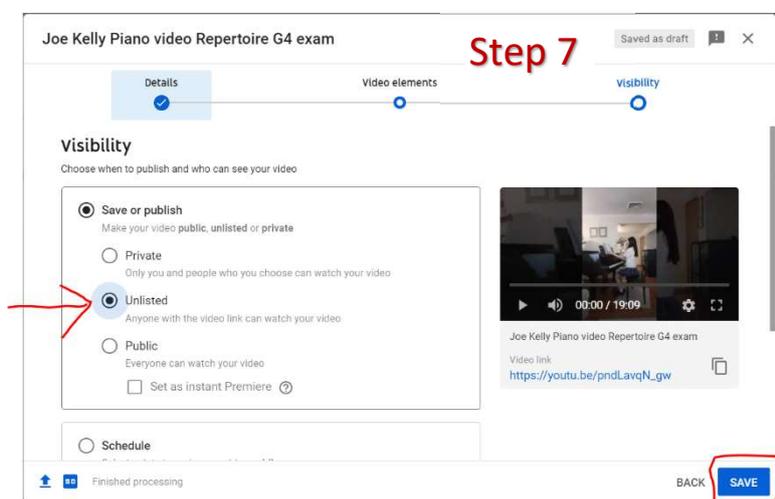
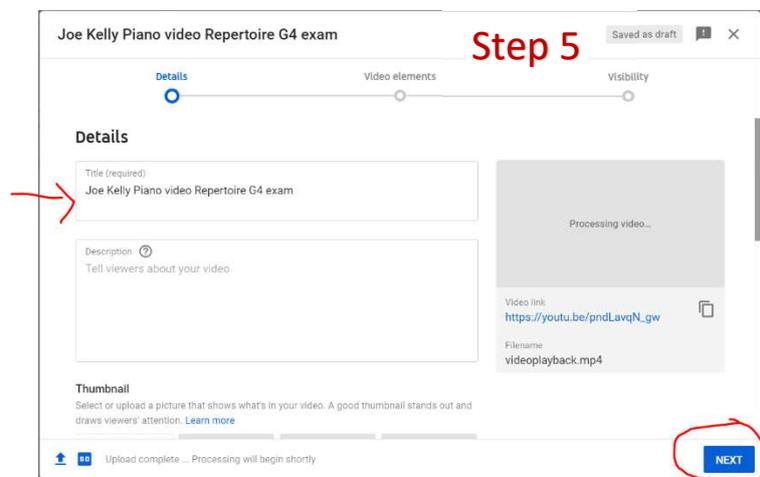
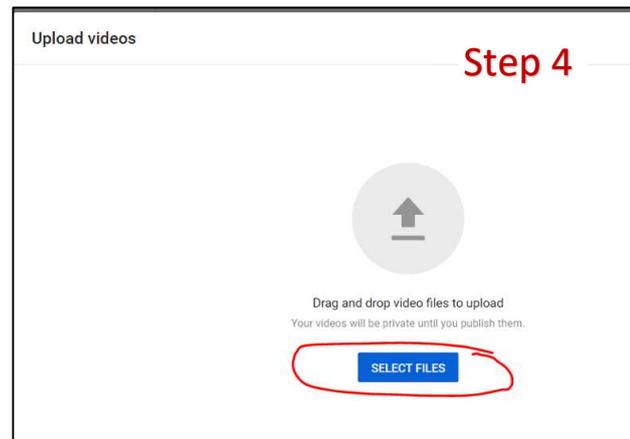
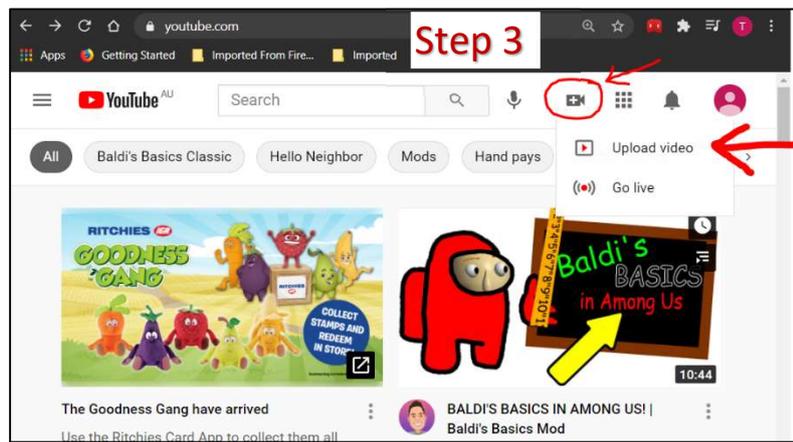
6. You will then see a 'Video elements' screen, nothing further to add here, so click 'next'.

7. You will see a 'Visibility settings' screen. This is where you will select 'unlisted' setting, then click 'save'.

8. You will see a 'Video published' screen. This is where you will copy the YouTube video link that has just been created. Click on the double square located next to the video link, then click 'close'.

9. Next step you will go to the AMEB (NSW) website and complete the video submission form and paste the YouTube link into it and complete the remaining details and then submit.

Once AMEB (NSW) have this information, they will proceed with scheduling the exams.



How to upload multiple videos to YouTube at once using a web browser

1. Navigate to YouTube in a web browser www.youtube.com.

2. Make sure you are logged in (create a log in if you don't have one already). If you don't see your account avatar in the upper right corner, click 'Sign In' and usually you will need to enter your google/Gmail email and password.

3. Click the Create a 'video button' at the top of the screen. It looks like a video camera. In the drop-down menu that appears click 'Upload video'.

4. The video upload page should appear. Click the 'select files' button and then find & select all the video repertoire exam recordings you wish to upload and click 'open'. Please keep in mind if you are selecting many files, then the upload process may take a while.

5. You will see a small window appear that will show you the upload progress of each video. As each video is uploaded, you will see a tick next to it. Once all videos have been uploaded (showing a tick) you can close that small window.



6. Next you will see this list of videos you have just uploaded to your YouTube channel. The heading on the page will state 'channel content'.

One at a time you must edit the details of each of the videos you have uploaded by clicking 'edit draft'.



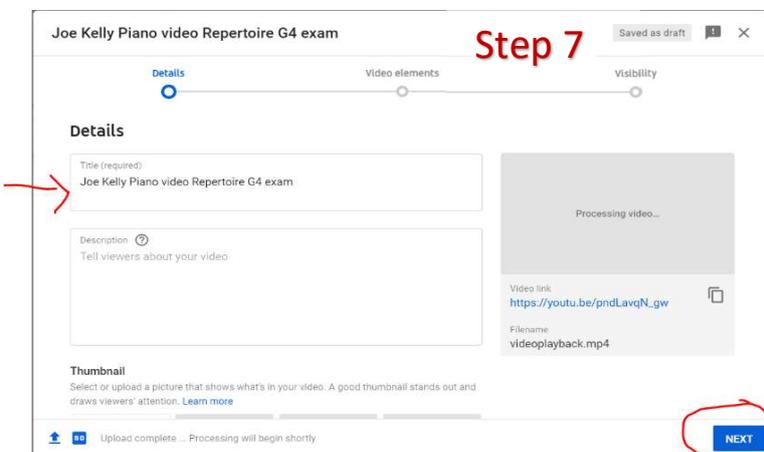
7. You will then see a 'video playback' screen which is where you will then add some details on YouTube about the video you are uploading.

- Enter the title, ie **Joe Kelly Piano Video Repertoire G4 exam**

- Scroll down to the 'audience' section on this page, you will need to select 'yes, it's made for kids', then select 'next'.

8. You will then see a 'Video elements' screen, nothing further to add here, so click 'next'.

9. You will see a 'Visibility settings' screen. This is where you will select 'unlisted' setting, then click 'save'.



10. You will see a 'Video published' screen. This is where you will copy the YouTube video link that has just been created by clicking on the double square located next to the video link, then click 'close'.

11. Repeat steps 6 through to 10 for every video repertoire exam recording you have uploaded. Ensuring each video is set to 'unlisted' and you have a copy of each YouTube video link.

12. Next step you will go to the AMEB (NSW) website and complete the video submission form for each candidate (one at a time) and paste the YouTube link into it and complete the remaining details and then submit. Once AMEB (NSW) have this information, they will proceed with scheduling the exams.

How to upload a video to YouTube using the mobile app

1. Open the YouTube app on your [iPhone](#) or [Android](#) mobile or tablet.
2. Tap the video upload button at the top or bottom of the screen. It looks like a video camera or a simple + sign. If this is your first time using the upload feature, your mobile or tablet may ask you to give the YouTube app permission to access your camera and photo library (select 'allow access').
3. On the next screen, you will see a list of videos you have available to select from plus at the top you will see a 'record' or 'go live' option. As you have already recorded the video, you will find the video repertoire exam recording in your list and 'tap' the video you want to upload (only one video can be uploaded at a time when using a mobile/tablet).
4. Tap 'Next'.
5. On the next screen you will need to enter the following information:
 - Title of the video ie **Joe Kelly Piano Video Repertoire G4 exam**
 - Click on the word 'public' and change the privacy level to 'unlisted', and then choose 'next'.
6. On the next screen YouTube will ask you if the video is made for kids. Select 'yes, it's made for kids', then choose 'upload'. YouTube will then upload your video.
7. At the top or bottom of your screen click on the word 'library' and select 'your videos' from the menu. Find the video you just uploaded, and you will see three little dots next to it... click on those dots and a menu will appear. Click on 'share' and then additional options will appear and then click on 'copy link'. Then close the YouTube app.
8. Next you will go to the AMEB (NSW) website and complete the video submission form and paste the YouTube link into that form, complete the remaining details and then submit. Once AMEB (NSW) have this information, they will proceed with scheduling the exams.

