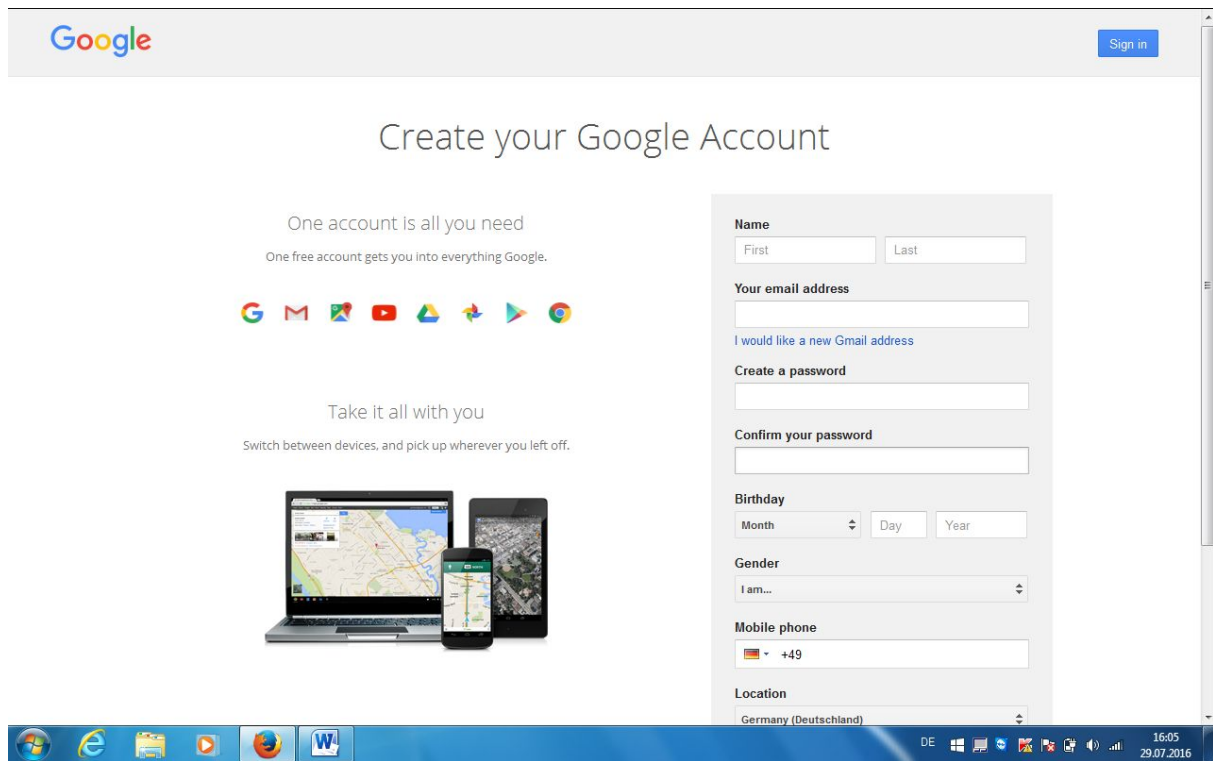


How to upload your video on YouTube?

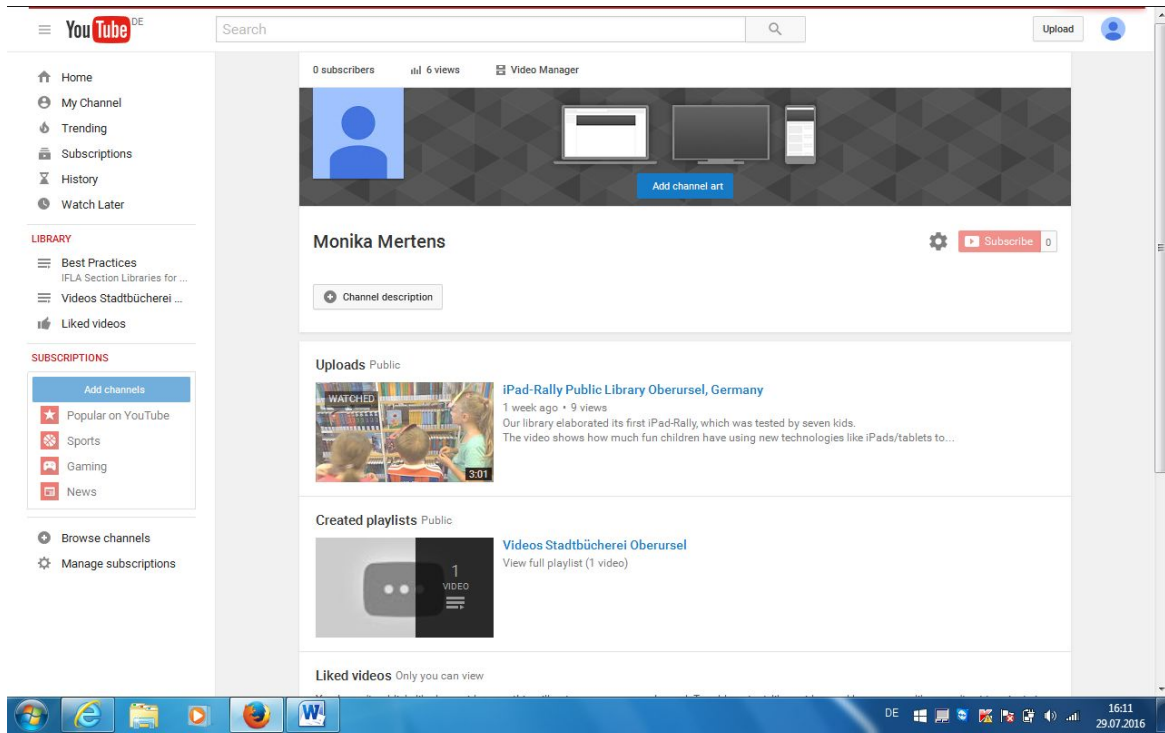
1. Create your Google Account



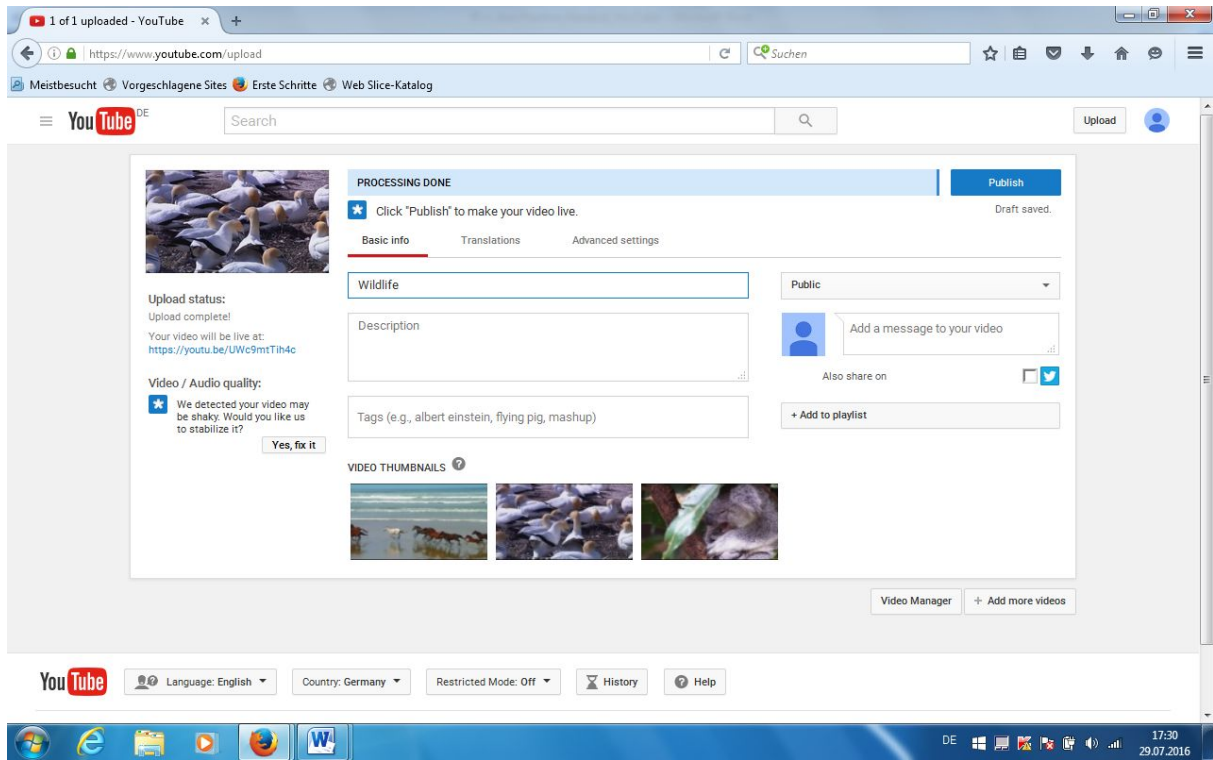
The screenshot shows the Google Account creation interface. At the top left is the Google logo, and at the top right is a 'Sign in' button. The main heading is 'Create your Google Account'. Below this, there is a sub-heading 'One account is all you need' followed by the text 'One free account gets you into everything Google.' A row of icons for Google services (G, M, Maps, YouTube, Drive, Photos, Play) is displayed. Below that, another sub-heading 'Take it all with you' is followed by the text 'Switch between devices, and pick up wherever you left off.' An image of a laptop, smartphone, and tablet is shown. On the right side, there is a registration form with the following fields: 'Name' (split into 'First' and 'Last'), 'Your email address' (with a link 'I would like a new Gmail address'), 'Create a password', 'Confirm your password', 'Birthday' (with 'Month', 'Day', and 'Year' dropdowns), 'Gender' (with 'I am...' dropdown), 'Mobile phone' (with a country code dropdown and '+49' input), and 'Location' (with 'Germany (Deutschland)' dropdown). The Windows taskbar is visible at the bottom, showing the time as 16:05 on 29.07.2016.

2. Sign into YouTube using your Google Account

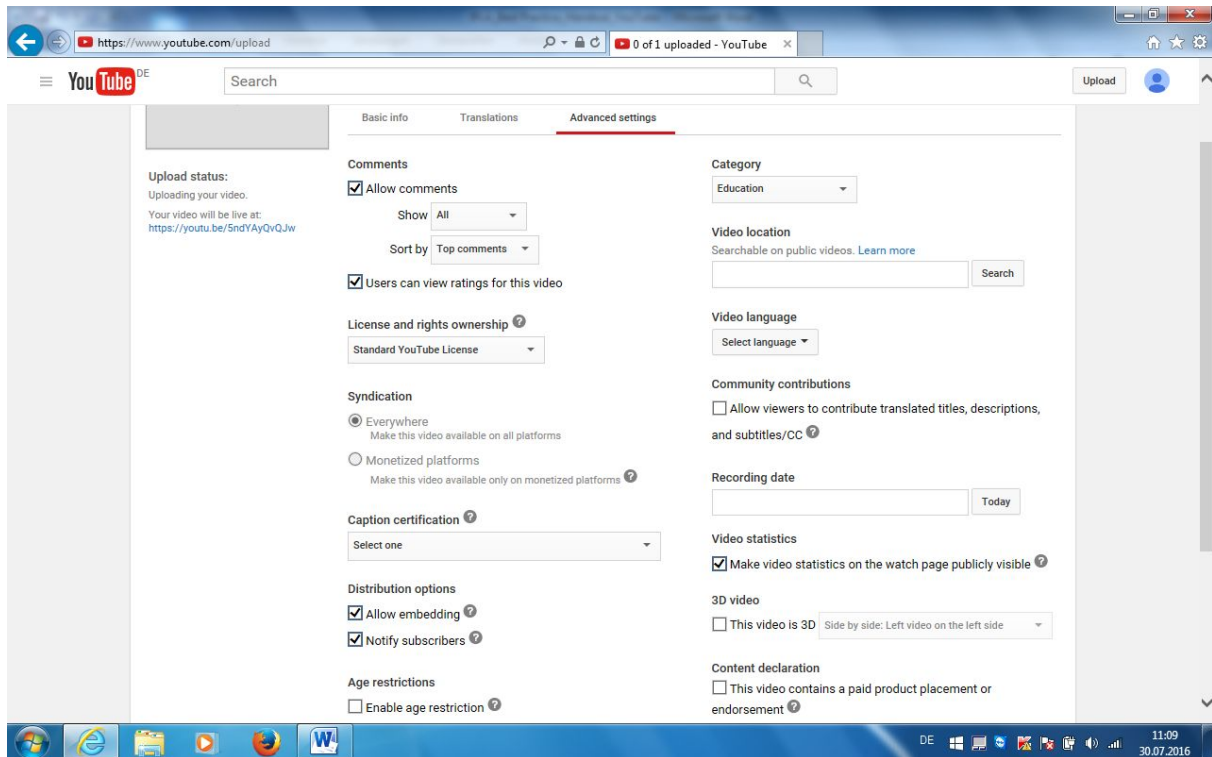
3. Click on "Upload" and select the video from your YouTube channel



4. When you upload a video, by default it's set as a "Public" video, (and it has to be "public" when you want to share it on our section's best practices channel!). Go to your video manager, click edit (for the video you want to change) and chose "Private"
5. As the video is uploading you can add a description (see "Practical instructions for the videos" on the section's website <http://ifla.org/node/10425>) Don't forget to add relevant keywords and tags in English (such as ifla, bestpractices, etc.), and contact details: name, organization, country and contact info of the organization. **Please add the target group for your project as a tag: baby, toddler (1+), child or young adult.**



6. You can also edit the advanced settings of the video for example if you want to notify subscribers. When you want to share a video on our Best Practices channel, set the checkmarks as shown in the example below



7. Click **“publish”** to finish uploading a public video to YouTube. You can also do this at a later time in your Video Manager.
8. Add subtitles if you want to explain parts of your video or if you want to translate it into English. **Subtitles have to be in english!** Click on **“cc”** and follow further instructions.

