

# YouTube instructions

You are very welcome to apply for this Ulster Wildlife Trust training opportunity via a short video (no more than 6 minutes) answering each of the application questions below.

1. Tell us what you are doing now and why this opportunity is good for you to do, at this stage of your life?
2. How have you become involved in protecting or learning about the natural world and the environment up until now?
3. What are your work plans for the future and how would this opportunity help you?
  - a. What skills would this opportunity help you to develop
  - b. How it will help you succeed and reach your career or personal goals
4. Tell us 2 things that you would most look forward to doing as part of this training and why.

We have provided instructions below for sending us your video via YouTube. This is a popular video provider that provides all the tools to allow you to record and send us your video privately.

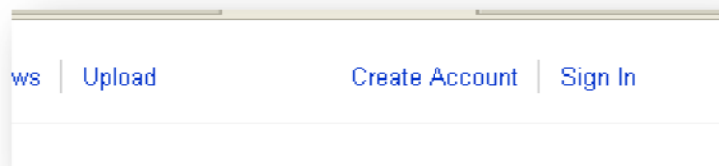
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# Logging into YouTube

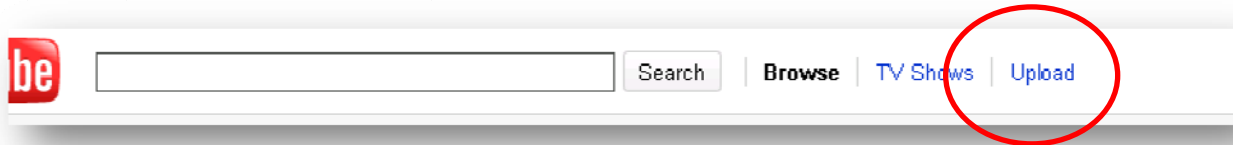
Go to: [www.youtube.com](http://www.youtube.com)

- **New users** – If you do not already have a YouTube account you can register using the “Create Account” link in the top right hand corner of the site. Follow the on screen instructions to register with YouTube.
- **Existing users** – sign in to YouTube using your usual account login details via the “sign in” link in the top right hand corner of the site.



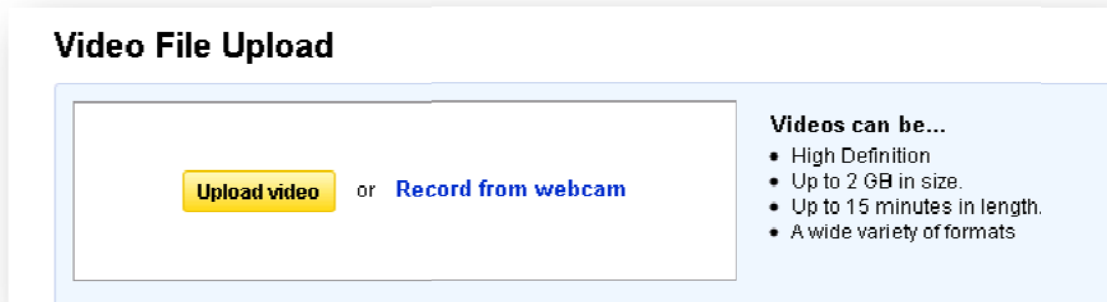
# Sending us your video

When you are successfully logged in you will see an “Upload” option at the top of the page.



From here you have two possible options:

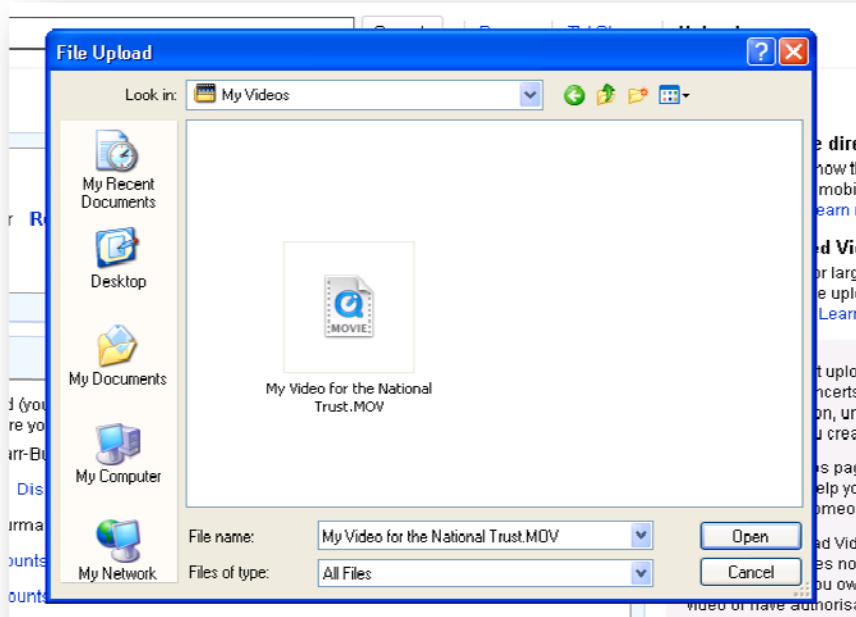
1. **“Upload Video”** – This option allows you to upload a pre-recorded video file from your computer such as a video recorded from your webcam or mobile phone. Generally you will find YouTube supports most video types.
2. **“Record from webcam”** – If your computer has a webcam YouTube provides all the tools you need to record your video from that camera and send it to us directly.



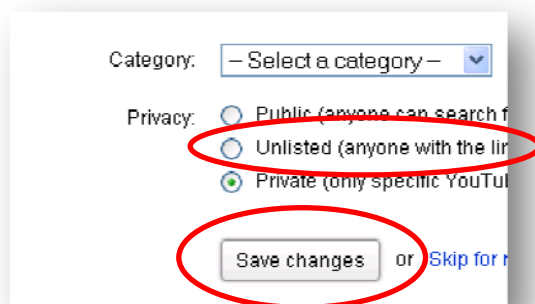
Details on how to do both are on the following pages.

# Uploading Video from your computer

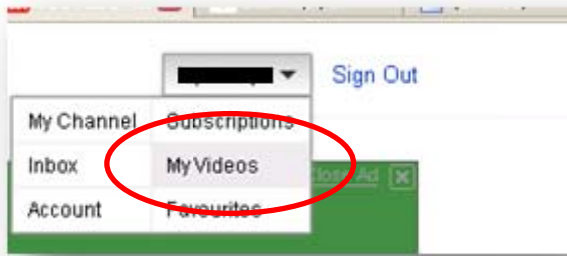
1. Click the yellow “Upload Video” button. This will bring up a window that allows you to find the file on your computer. Often this might be in “C:\My documents>My videos” but this varies.



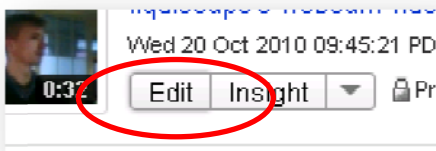
2. Find your video on your computer and click “Open”. YouTube will then upload the video for you and allow you to specify some key information about the video such as the video title, a description and privacy settings:
  - a. In the “description” ensure you state clearly your complete name and email address. This is so when we view your video we can match it up to your application.
  - b. Set the “Privacy” option to “Unlisted” – this means that only users who have the link will be able to find the video.
  - c. Click “Save changes”.



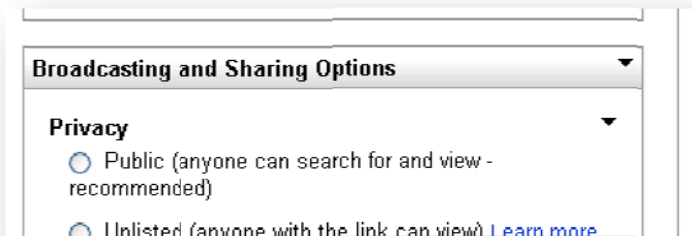
3. When you have saved your newly uploaded video you will need to copy the link to send with your application. To do so click your username in the top right and click “My videos”



4. Next find the video you recently added and click the “Edit” button next to it.



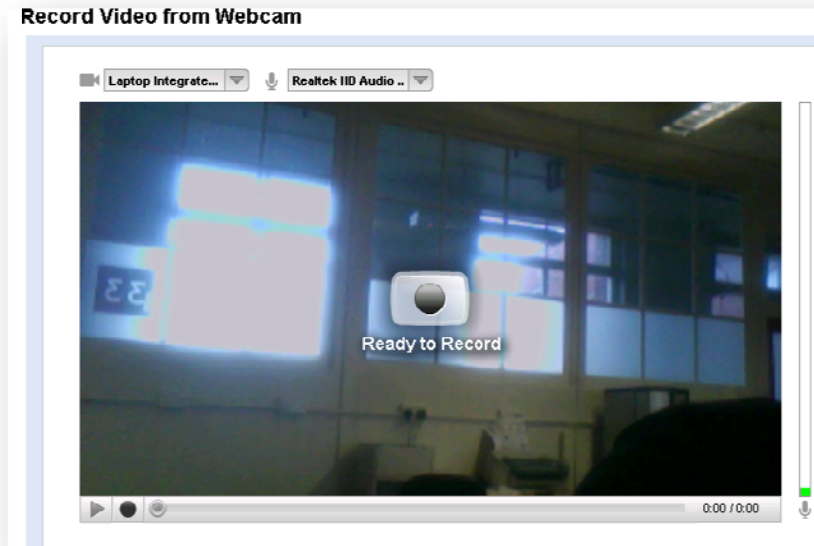
5. In the following screen you will be given the option to edit key information about the video. Find the box titled “Broadcasting and sharing options”.



- a. Set the “Privacy” option to “Unlisted” if it is not already – so that you can send the link with your application form.
6. Click “Save changes” – the video will then be added to YouTube but private until you send the link.

# Recording video from your webcam

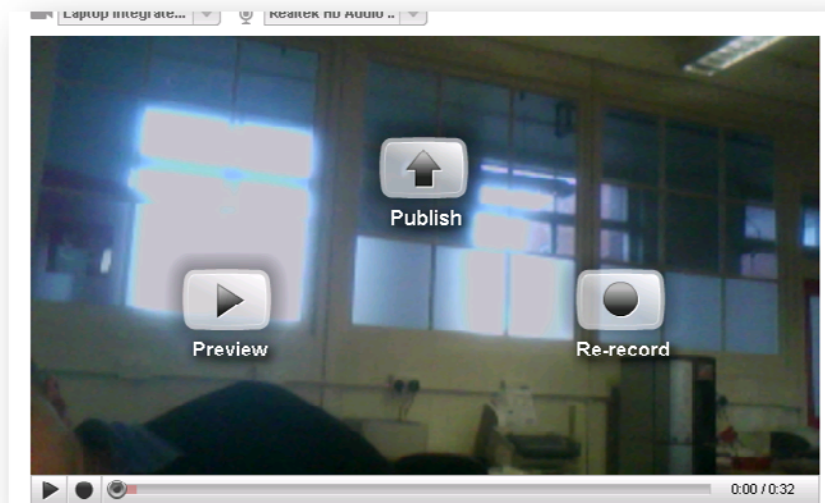
1. Click the “Record from webcam” link.
2. If you have a webcam installed you will be taken to a screen which shows the view from your webcam. Click “Ready to record” to record your application video.



3. When you are finished recording click the stop button.



4. The video will automatically prepare itself and give you the option to preview, publish or re-record. If you are happy with your take, click “publish”. If you aren't, click “re-record”.



5. When you click publish you will be shown an “info and settings” screen where you can assign key information about your video such as the video title, a description and privacy settings.  
Please include the following information to enable us to process your application successfully:
  - b. In the “description” ensure you state clearly your complete name and email address so when we view your video we can match it up to your application.
  - c. Set the “Privacy” option to “Unlisted” – this means that only users who have the link will be able to find the video.
  - d. Click “Save changes”.
  - e. Copy the video’s URL and paste it into an e mail titled ‘Ulster Wildlife Trust Training Opportunity’ and send it to [recruit@ulsterwildlife.org](mailto:recruit@ulsterwildlife.org)