

Colorado Institute of Music, Inc.

At Copper Mountain

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Directions for Posting Audition Videos to YouTube

If you do not yet have a YouTube account, you will need to create one, starting with Part A below. If you already have a YouTube account, begin with Part B.

Part A: Create a YouTube Account:

1. Go to <http://www.youtube.com>.
2. Click “Sign In” in the upper right-hand corner of the page.
3. If you have a gmail account for your email, the username and password are the same as Google/gmail and YouTube are under the same account.
4. If you don’t have a Google/gmail account, click on “Creat an Account” in the center of the page. Follow the instructions to create your account.
5. Once your account has been created, click “Go to YouTube” and you will be signed in. You can view your profile by clicking on the small person icon in the upper right-hand corner. You are ready to proceed to Part B.

Part B: Upload a Video:

1. Go to <http://www.youtube.com>.
2. Click on the camera icon in the upper right-hand corner of the page, then click on “Upload Video”. It may ask which account to use. Choose and enter your account info. You might also be asked to agree on “create a channel”, click “agree” and continue.
3. A screen will show up that has a large arrow and the text “Select files to upload”.
 - Before choosing a file, click below on the small box and arrow that says “public”. Three options will drop down and you want to select “**unlisted**”. This is very important because it makes the videos you upload completely private unless you send someone the link to them. “**Unlisted**” videos will not be available for viewing by the public.
4. Click on the large arrow to select a video from your computer’s hard drive, or from a camera device connected to your computer.
 - Once the video has been selected YouTube shows the percentage of the video that has loaded, and the screen will tell you how much time remains, for example “10 minutes remaining”. Uploading and later processing the videos can take a while so plan ahead to have time to wait for this process to finish.
5. While the video loads, in the first small box, delete the automatic file name and type in the video title as follows: the last and first name of the student, and the number of the video and the total number of videos uploaded for each student. Example: “Smith, John 1 of 2 total videos.”
6. In the “Description” box, type:
 - Student’s last name, first name,
 - title of the piece, composer of the piece,
 - date of the recording.

7. Also include in the discription the reason for which you are submitting a video (ex. “scholarship application 2019”, “Solo Honors Recital Audition, 2019”, “Colorado Vocal Institute 2019”, or “Colorado Chamber Music Institute 2019” etc.)
 - Please do not add any Tags or select any Categories.
8. Double check the right side of the page that your video is “Unlisted” so only people with the link can view your video.
9. Once the upload is complete, click the “Done” button on the righthand side of the screen. Wait for YouTube to finish processing your video; this may take a while.
10. When your video has completed processing, click on the URL adres listed for your video. The URL will be shown in blue text as a link on the page your video has uploaded to. Copy and paste the URL address onto the form you submiting.
 - Tip: Be sure that you test the URL address to make sure that you have copied the address correctly onto your application forms submitted to the Instiute.
 - **NOTE:** We do not recommend that you record your video using a web camera, as the sound quality is not very good. Each uploaded video can be a maximum of 15 minutes and 2 GB in size. If necessary, you may upload multiple videos.