

HOW TO UPLOAD

I. WHAT YOU NEED TO UPLOAD

- Your Video or Videos: If you have recorded more than one video you can upload them as separate files.
- The Licensing Agreement Form: Without this we will not be able to use your recording.

II. HOW TO UPLOAD YOUR VIDEO

- 1a. Click on the upload link provided by your institute OR
1b. Click Here (please insert the hyperlink for the weblinks page)
2. In the box, type your name as follows:
FirstName LastName_Country (For eg. Rajvi Mehta_India)
3. Click on **ADD FILE**. Then select the file you want to upload
4. If you have multiple video files, click on **ADD FILE** each time to select each file.
5. Click **ADD FILE** again to select your licensing agreement form.
6. Once you have selected all the files you wish to upload, click **UPLOAD**.

III. PLEASE NOTE:

- If you are uploading the video file from your computer, please name the file as follows:
FirstName LastName_Email Address (For eg. Rajvi Meha_rajvimehta@nomail.com).
- Wherever possible, please use Wi-Fi over 3G / 4G LTE while uploading your file.