

**California-Pacific Conference
of the United Methodist Church
Board of Ordained Ministry**

Video Submission Instructions

The Board of Ordained Ministry uses the YouTube platform for sharing and viewing videos. You must have a verified YouTube account to submit your proclamation video. Follow these instructions for uploading and sharing your video with the Board of Ordained Ministry.

1. Create your YouTube account - If you do not already have a YouTube account, create one by going to [YouTube.com](https://www.youtube.com) and clicking on the **Sign In** button at the upper-right corner. If you do not see a **Sign In** button, you may already have an account.
2. Visit this link for more information on creating a YouTube account:
<https://support.google.com/youtube/answer/161805?hl=en>
3. Verify your YouTube account - To upload videos longer than 15 minutes, the YouTube account must be verified. A verified account requires an automated voice call or a text message on your mobile phone.
4. Visit <https://www.youtube.com/verify> to verify your YouTube account.
5. Upload your proclamation video - After you have signed in and verified your YouTube account, upload your proclamation video at <http://studio.youtube.com>. On the upper-right corner, click the **Create** button. Then select **Upload videos**. Select your proclamation video file to upload. Depending on the size and format of your file, as well as your internet connection speed, the amount of time required to upload your video may take several hours.
6. Follow the prompts from YouTube and click **Next**. When the **Visibility** page is reached, check the **Unlisted** option in publishing the video. Then **Save** the video.
7. For more information on the uploading process, go to:
<https://support.google.com/youtube/answer/57407?hl=en>
8. Share your video with the Board of Ordained Ministry - Start watching your video on YouTube. Click on the word **Share** under the video. Copy the video's URL address. Email the video link. Be sure to paste the video link into the body of your email to Cathy Wilson.
9. For more information about sharing your video, go to:
<https://support.google.com/youtube/answer/57741?hl=en>