

If you don't already have a Google or YouTube account:

(if you already have an account, you can skip to step 5)

1. Go to <https://www.youtube.com>
2. Click on 'Sign In' in the top right-hand corner of the page.
3. On the 'Sign In' page, click on 'Create Account' on the bottom left. If a window appears to ask 'for myself' or 'to manage my business', select 'for myself'.
4. Enter all the details that are requested, and finally click 'create account'. You will be redirected to the YouTube home page, where you may have to click 'sign in' in the top right corner again.

If you already have an account and are signed in:

5. Go to <https://www.youtube.com>
6. Click on the icon on the top right of the page (usually your initials), which will produce a drop-down menu. Select 'YouTube Studio'.
7. Click 'create' in the top right corner of the page, and select 'upload videos'.

At this point, the instructions differ depending on whether or not you are uploading more than one video.

If you are only uploading one video at a time:

8. On the new page, click 'select files' and find the relevant video file(s) on your computer.
9. In the video details panel that appears, you will need to enter the following details:
 - a. The title of your video, in the following format: Surname first name, Instrument (for example, Smith John, Piano)
 - b. Select 'No, it's not made for kids' on the same page, and click next
 - c. Click 'next' again to skip the 'video elements' page
 - d. Under visibility, select 'unlisted', and then click 'save'. This ensures your video(s) cannot be found by anyone who does not have the link. On the next panel that appears, click 'close'.

If you upload multiple videos at once:

8. On the new page, click 'select files' and find the relevant video file(s) on your computer.

9. You should see a notification that your video files are uploading. Once they have been uploaded, click on the 'videos' option on the menu panel on the left of the page.
10. You should now come to a list of your uploaded videos, each labelled 'draft', and with the option to 'edit draft' to the right side of each video in the list.
11. For each video, you will need to click 'edit draft' and enter the details as follows:
 - a. The title of your video, in the following format: Surname first name, Instrument (for example, Smith John, Piano)
 - b. Select 'No, it's not made for kids' on the same page, and click next
 - c. Click 'next' again to skip the 'video elements' page
 - d. Under visibility, select 'unlisted', and then click 'save'. On the next panel that appears, click 'close'.

Creating a playlist of your videos and submitting them:

12. If you are not already on the YouTube Studio page, click on your initial in the top right-hand corner, and select 'YouTube Studio' from the drop-down list. If it does not appear, this is because you are already on the right page.
13. Select the 'videos' tab on the left side of the page, which will take you to a page with your uploaded videos.
14. On this page, click one of your submission videos (the easiest way to do this is to simply click on the thumbnail image of the video), which will take you to a 'video details' page.
15. Next, scroll down to 'playlists', where there should be a drop-down menu to select a playlist to add your video to. Click the menu, then select 'new playlist'.
16. Name your playlist with the following format: Surname first name. Beneath the title box, make sure to select 'unlisted' in the visibility box, then click 'create', and then 'save' on the video details page.
17. Click on the arrow in the top left of the screen to go back to your videos, then repeat steps 14-16 for each video you plan to submit; note that when you arrive at the playlist drop-down menu, you must select the playlist you have just made, rather than make a new one for every video.
18. Click the back arrow in the top left of the page, and then finally to submit your playlist, click on the 'playlists' tab on the YouTube studio page, then select your new playlist from the list that appears (the easiest way to do this is to click on the thumbnail).
19. You will be taken to a page which lists the playlist details- click on the arrow below the title of your playlist (the word 'share' appears if you hover over it), and copy the link. This is the link you will need to paste into the submission form.