YouTube How-To Guide

Creating a YouTube Account

1. Go to **YouTube.com** and click the **Sign In** button at the top right of the screen.
2. It asks you to enter your preferred Google username and password, along with other information.
3. In the **Location drop-down** list, select the country where you live and enter your zip code.
5. Confirm you are human by typing the generated code into the box.
6. Check the box: **Let others find my channel on YouTube.** Your videos must be public for us to view them. You can delete or make videos private after the campaign ends.
7. Check the **Terms of Use, Privacy Policy** box after reading all the legalese.
8. Finally, click the **Create My Account** button.

Uploading a YouTube Video

1. Once you are signed into your account, at the top of the page click the "Upload Video" button.
2. Make sure the video privacy setting says **"Public".**
3. Select the video you would like to upload **(90 seconds or less).**
4. As the video is uploading, you can edit the basic information and advanced settings of the video.
5. ***IMPORTANT* All submissions on YouTube please include "WTOP Junior Reporter 2019 Submission" followed by your child's first and last name and grade category. Ex: WTOP Junior Reporter 2019 Submission - Elly Rowe - Grade K-5.**
6. Click **Publish** to finish uploading. If you fail to make the video public this will result in immediate disqualification, as we will not be able to view the video.

*If you encounter issues uploading your video, please watch this video or reach out to YouTube directly - https://youtu.be/I0eM1_JVqHE

Submitting your WTOP Junior Reporter 2019 Entry

1. Visit WTOP.com and search "Junior Reporter" to get started.
2. Read the qualifications to make sure your child meets the requirements.
3. Fill out the form to its entirety.
4. Upload your child's head-shot.
5. Copy and paste the link of your YouTube video URL into the entry form.
6. Click **Submit.** A validation email will be sent to your email address from wtop@donotreply.com. Complete your submission by clicking the verification link within the email. In order to qualify you are **REQUIRED** to verify your email address.
7. Once we have verified your email address, the link will take you to a Thank You page confirming that your nomination submission is complete.