



## Certified PLAY Project Consultant Training Video Upload Instructions

Thank you for registering for the Certified PLAY Project Consultant Training! As part of the registration process, we ask you to submit a short video that shows you playfully engaging a young child. The purpose of the video is for the training facilitators to get a sense of each training participant's baseline style and abilities. We use this information to tailor the 4-day training to meet the needs of the group. The contents of the video are *not* used to determine eligibility to attend training and will not disqualify a participant.

### **Guidelines for video submission:**

- The video should capture you (the PLAY Project Certification participant) playfully engaging a young child (age 0-6 years old), preferably on the autism spectrum
- Video should be a total of 10-15 minutes long
- Up to 3 video files can be submitted, totaling no more than 15 minutes
- Please record indoors and make sure your face is visible
- Please review your video prior to submission to ensure it is of good audio/visual quality

### **BEFORE uploading your videos, please label the files with your name:**

- Please label the file "**YourLastNameYourFirstName**" (Example: "SmithJane")
- If you have more than one clip, number the clips (example: "SmithJane1" and "SmithJane2")

### **Instructions for uploading video files:**

1. Follow the link for your training date and location. This will take you to our HIPAA-compliant website, Sharefile.com.

- **Ann Arbor, MI: October 3-6, 2014:**

<https://playproject.sharefile.com/requireduserinfo.aspx?id=r1916753478141039&type=request>



2. Enter your email address and name when prompted:



**Your Information**

Before you upload files, please provide your contact information so we can tell who the files are from.

**NOTE:** This information is for internal tracking purposes only and will not be shared with third parties.

Email: \*  \* required

First Name: \*  \* required

Last Name: \*  \* required

Company:

Store this information for next time

Remember my info and skip this step

3. After clicking “continue to Upload Page” you will come to the upload screen:



Search Files

Home | Manage Users | Send a File | Request a File

Admin | My Settings | Help | Log Out

**Upload Files**

To upload, click the “Choose Files...” button and select files from the dialog window that pops up. **To upload multiple files at once**, hold down the Shift or Control key while selecting files. **To upload multiple files from different folder locations**, simply use the ‘Choose Files...’ button multiple times.

Interested in uploading large files, entire folders, or drag and drop? Switch to the [Enhanced Java Uploader](#).

Alternatively, if you are having problems uploading, try our [Standard Upload tool](#).

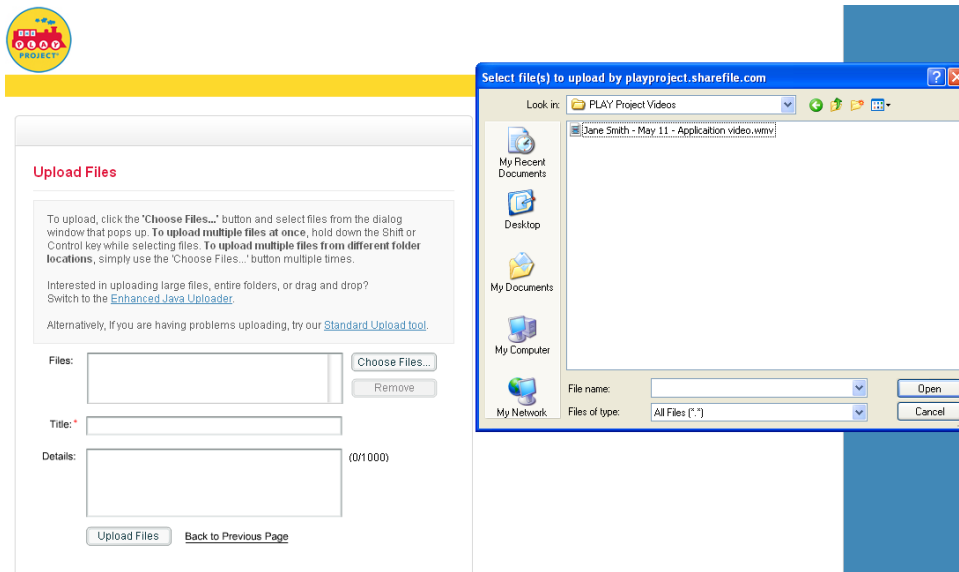
Files:

Title: \*

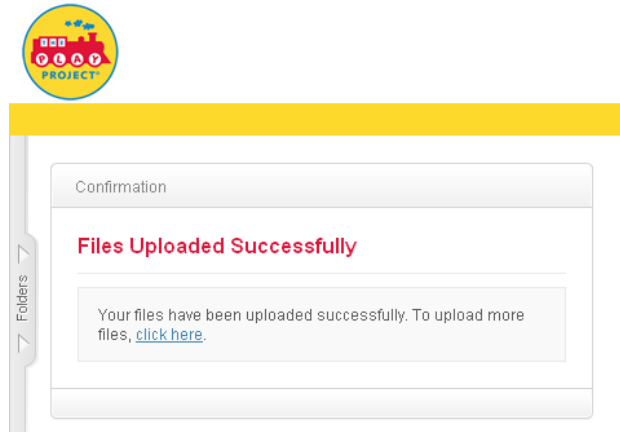
Details:  (0/1000)



4. Click “choose files” and select the video file from its location on your computer or external drive.



5. **Click “upload files.”** Please do not close the browser window until the upload is complete. For large files and/or a slow Internet connection, it may take some time.
6. Once the upload is complete, you will get the following confirmation:



Congratulations! Your submission is complete!