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.

- **Columbus, OH: September 15-18, 2014:**
  https://playproject.sharefile.com/r/r85fa5fcdc1f48aaa

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

➡ Continue to Upload Page

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.

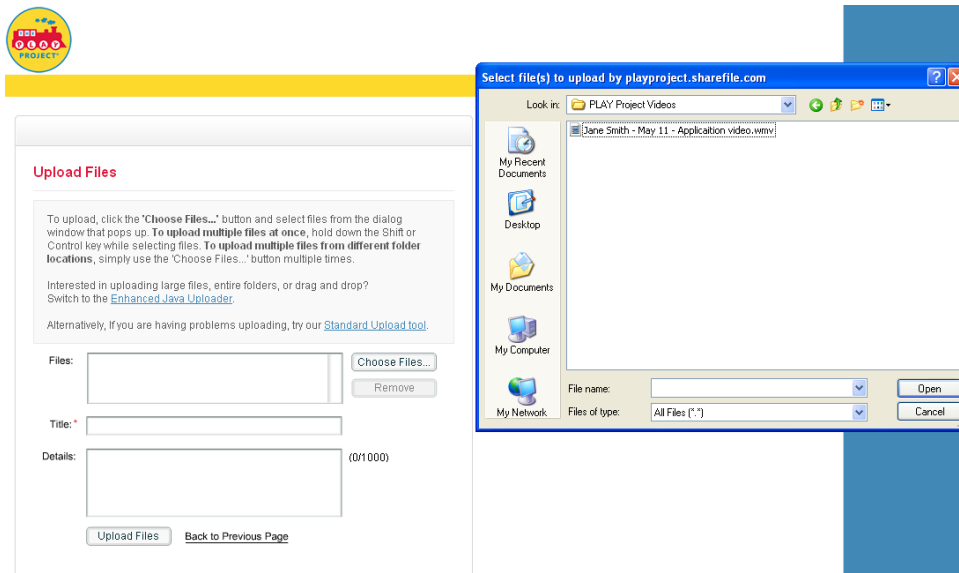Files: [   ]   Choose Files...
                                 Remove

Title: * [   ]

Details: [   ]   (0/1000)
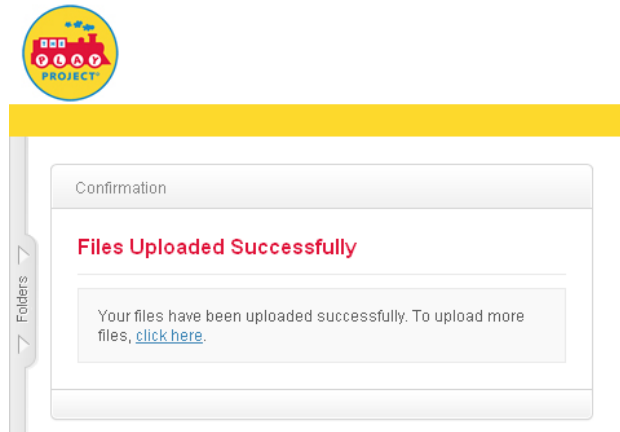
[Upload Files]   Back to Previous Page

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!