



Instructions for uploading application video files

Guidelines for video submission:

- Video should be a total of 10-15 minutes long
- Up to 3 video files can be submitted, totaling **no more than 15 minutes**
- Videos should be recorded indoors
- You (the trainee) should be visible in the video
- Please review your video prior to submission to ensure it is of good audio/visual quality
- Label your video: **“YourLastName_YourFirstName_Clip#”**

Instructions for uploading application video files:

1. Follow the link provided to you via email. 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



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

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)

[Back to Previous Page](#)

3. Click “choose files” and select the video file from its location on your computer*
* if it is located on a external drive or CD, select the file from that location

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)

[Back to Previous Page](#)

Select file(s) to upload by playproject.sharefile.com

Look in: PLAY Project Videos

My Recent Documents
Desktop
My Documents
My Computer
My Network

File name:

Files of type: All Files (*.*)



4. Label the file **“YourLastName_YourFirstName_Clip#”**
 - Example: “Smith_Jane_Clip1”
 - If you have more than one clip # the clips “Smith_Jane_Clip1” and “Smith_Jane_Clip2”
5. Click “upload files”
6. Once complete you will get the following confirmation:

