



OGR's YouTube Tuesdays

Instructions on how to submit your own Quick Tip!

Interested in participating or in finding out more about YouTube Tuesdays' Quick Tips?

- It's simple and shouldn't take more than an hour of your time!
- You just have to come up with a tip, develop the topic, have someone video record you explaining it, and send us the video for editing.
- Don't have a video camera? Not a problem! Many computers are equipped with webcams. Cell phones also have video cameras, and many regular cameras have video recording capabilities. You may still have a video camera you could use. If you don't have one of these items, a staff member may have a cell phone that has video recording capabilities.

See the instructions below for more information.

Develop it

1. **Decide on a topic** that you would like discuss with members. Remember, the purpose of this Quick Tip is to provide fellow members with helpful tips that they can implement in their own businesses. **The tip shouldn't last more than two minutes.**
2. **Write out a script** or take notes on a few key points you would like to make. You should have an introduction, body, and conclusion.
 - a. **Introduction:** Say something like "Welcome to today's Quick Tip! Today, I'm going to share (insert topic here)".
 - b. **Body:** Explain your topic in depth. Include examples and clear explanations.
 - c. **Conclusion:** Conclude by 1) thanking your audience for listening to today's Quick Tip, 2) encouraging them to leave comments below the video, and 3) asking them to tune into the next Quick Tip.
3. **Practice, practice, practice!** Time yourself reading through your script. **Make sure you don't exceed the two minute time limit.** Speak clearly and distinctly. Read it out loud to a fellow staff member or director to get feedback. Only when you feel comfortable with the subject material should you proceed to the next step and begin filming.

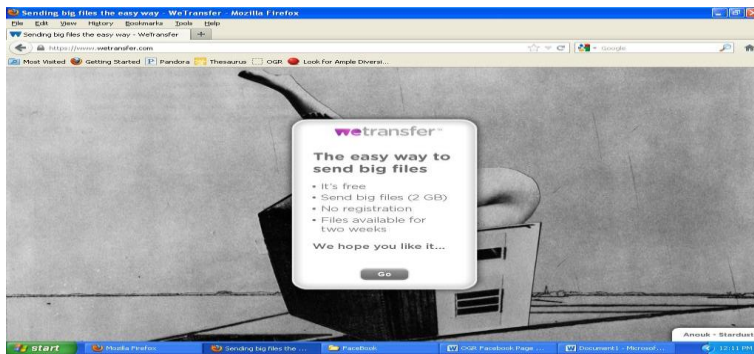
Film it

1. **Choose your video recording device.** If you aren't using a webcam, ask a staff member or family member to hold the camera for you while you speak. **Make sure whoever holds the camera has a steady hand. Don't shake the camera while recording!**

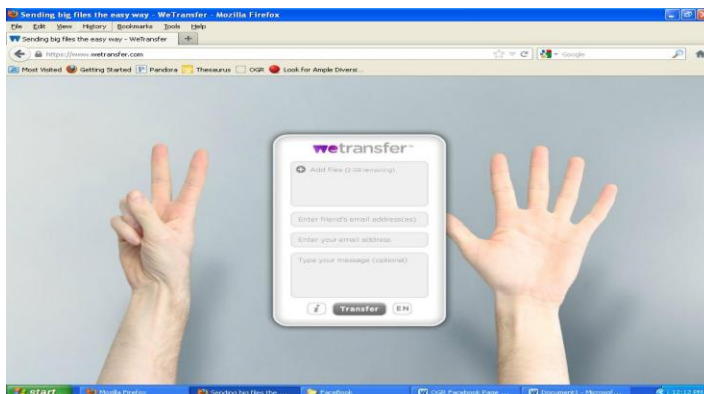
2. **Do a couple of test runs.** Make sure the area where you're speaking from is well lit. Most people feel comfortable sitting at their desk while when giving their Quick Tip. Be sure the camera isn't too close to your face and isn't too far away.
3. **Record yourself** as many times as you want. Make sure your video is no longer than 2 minutes!
4. **Watch your recording** to ensure its quality. If you need to record the Quick Tip again, do it!
5. **Save the video file** to your computer (if using a webcam), your cell phone, or camera.

Send it

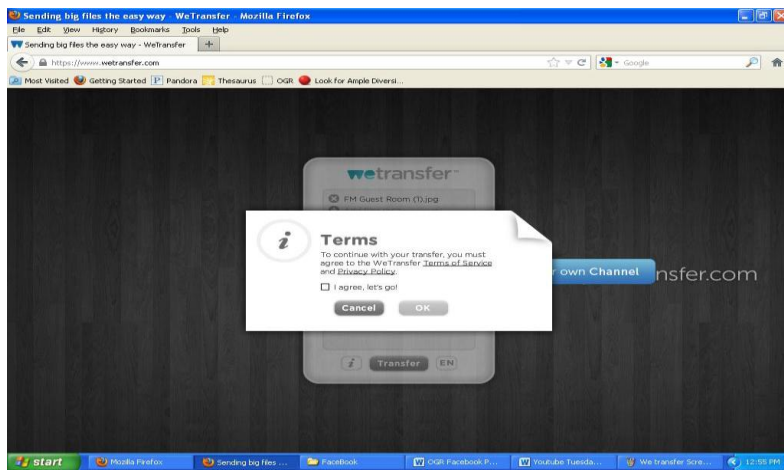
1. Transfer your video to your computer using the camera's memory card or the USB port (plug in one end of the USB cable into your cell phone or camera and the other end into your computer).
2. For computer/camera users: Save the video on your computer in a location that is easy to access. Sometimes saving to the computer's desktop makes it the most accessible.
3. Go to www.wetransfer.com. If you used your cell phone to record the file, access the website through your mobile device. If you saved the file onto your computer, use your computer to access the website.



4. Select "Go".

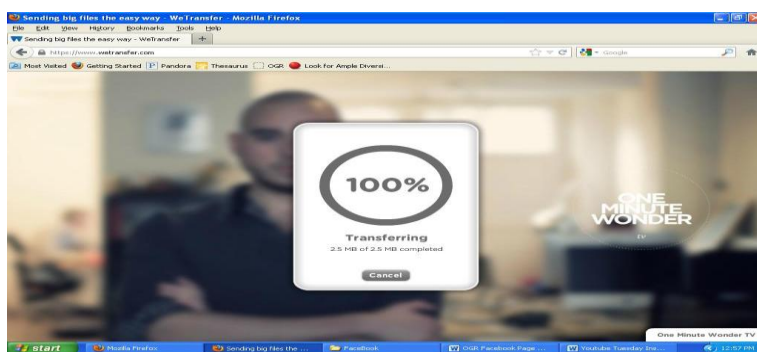


5. Click "+Add File" to upload the saved copy of your video. Remember where you saved it on your computer. If your video has been saved on your phone, locate where you saved it there.
6. Under "Enter friend's email address", type dsmith@ogr.org
7. Under "Enter your email address", type your email address
8. Under "Type your message (optional)", type "Here's my Quick Tip Video! (your name)".

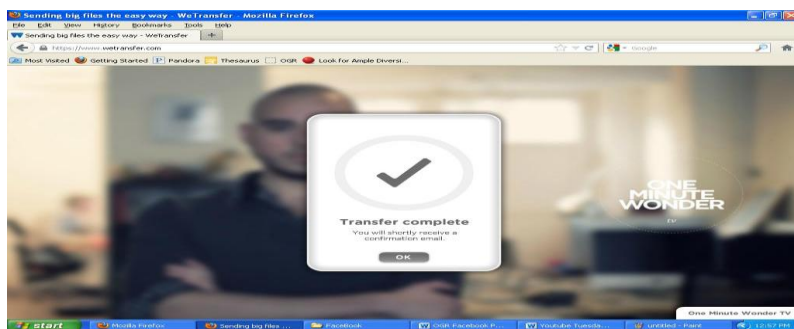


9. Read the Terms and then select the box “I agree, let’s go!”

10. Click the OK button.



11. Wait for the site to transfer 100% of your video file.



12. Once you see “Transfer complete”, click OK. You’re done!

Are you interested in submitting a Quick Tip or do you know anyone who might want to contribute? Contact Debbie Smith at dsmith@oqr.org or call the office at 800-637-8030 to sign up today! YouTube Tuesdays will only work with your participation. We would love to hear from you.