

## Documentary Uploading Process

**IMPORTANT:** Video file uploads are **due Monday, March 2, 2020**. These files will be considered the **FINAL** version by the judge team.

Below are instructions for uploading your video files. **ONLY ONE GROUP MEMBER NEEDS TO UPLOAD THE VIDEO FILE.**

1. Name your video file the same name as your documentary **TITLE**
2. Go to [google.com](http://google.com)
3. In the upper right corner, click on the blue **Sign In** button
4. Create an account if needed
5. Write down your username and password for reference
6. In the upper right corner, click on the Google Apps box  on the toolbar (it is made up of nine small boxes)
7. Click on Drive 
8. Click  **New** located on the upper left side
9. Click **File Upload**
10. Select the file you wish to upload and click **open**. It will upload to your Google account.
11. Share the file with [msavoie@eupschools.org](mailto:msavoie@eupschools.org)
12. To share, right click on the file and hit “share” OR click on the share button  on the toolbar in the upper right corner
13. In the “Share with others” box enter [msavoie@eupschools.org](mailto:msavoie@eupschools.org)
14. Select “**Can Edit**” next to where you enter the email address. This is important to ensure that your documentary can be shared with the judges.
15. Under “**Add a note**” type your name and exact entry title
16. Click **Send**
17. You will receive a confirmation email when your file has been tested by Michele Savoie at the EUPISD.

### Technology

Students will need to bring a backup version of their documentaries to the competition. This could be on an USB Drive or on their laptop. At the competition, you will be responsible for playing your video through your Google account, or, if necessary, your USB Drive or laptop.

Don't forget to bring 2 copies of your process paper and annotated bibliography!