

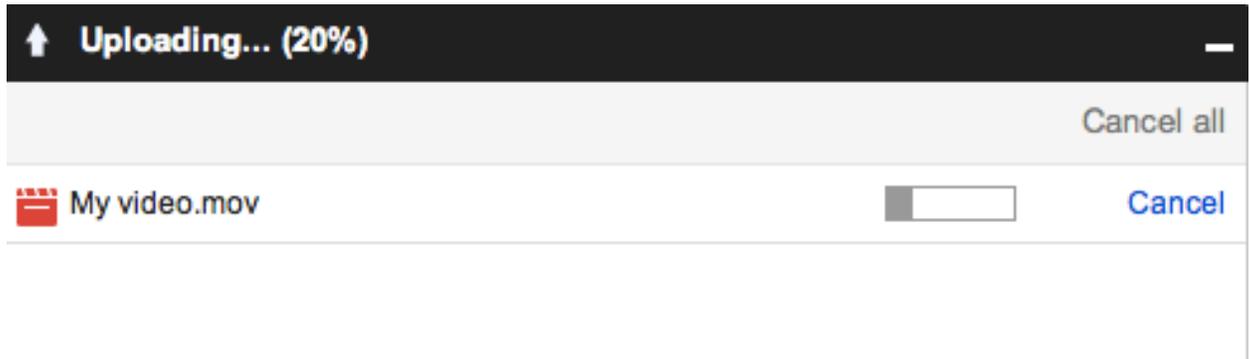


Uploading Instructions

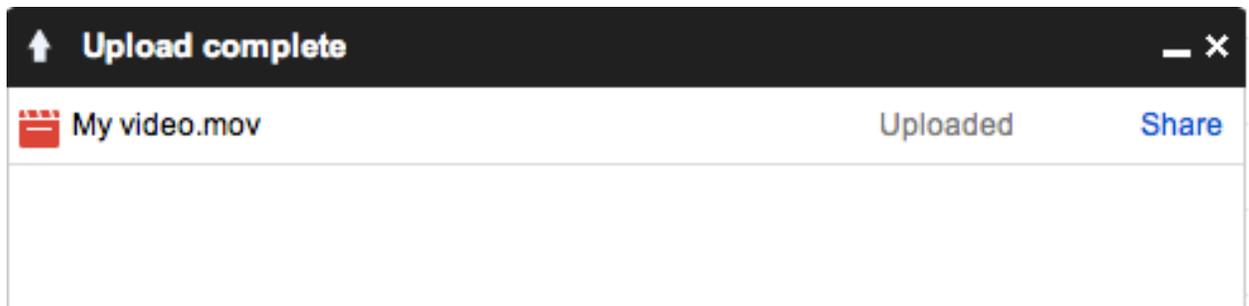
Here are the steps to upload your video(s) online to PCTV:

1. Copy and paste the link below in a new tab and log in to your Gmail account at drive.google.com/. If you do not have a Gmail account use ours.
 - Username: uploadpctv@gmail.com
 - Password: welovetv
2. When you log in through the link in step 1, you will be directed to Google Drive. This is where you will upload your video(s).
3. To upload a video, start by clicking the upload symbol , then selecting "Files..." in the dropdown menu.
4. A window will pop up asking which file you want to upload. To make this process easier, we recommend placing your video file on the desktop of your computer or somewhere easy for you to find.

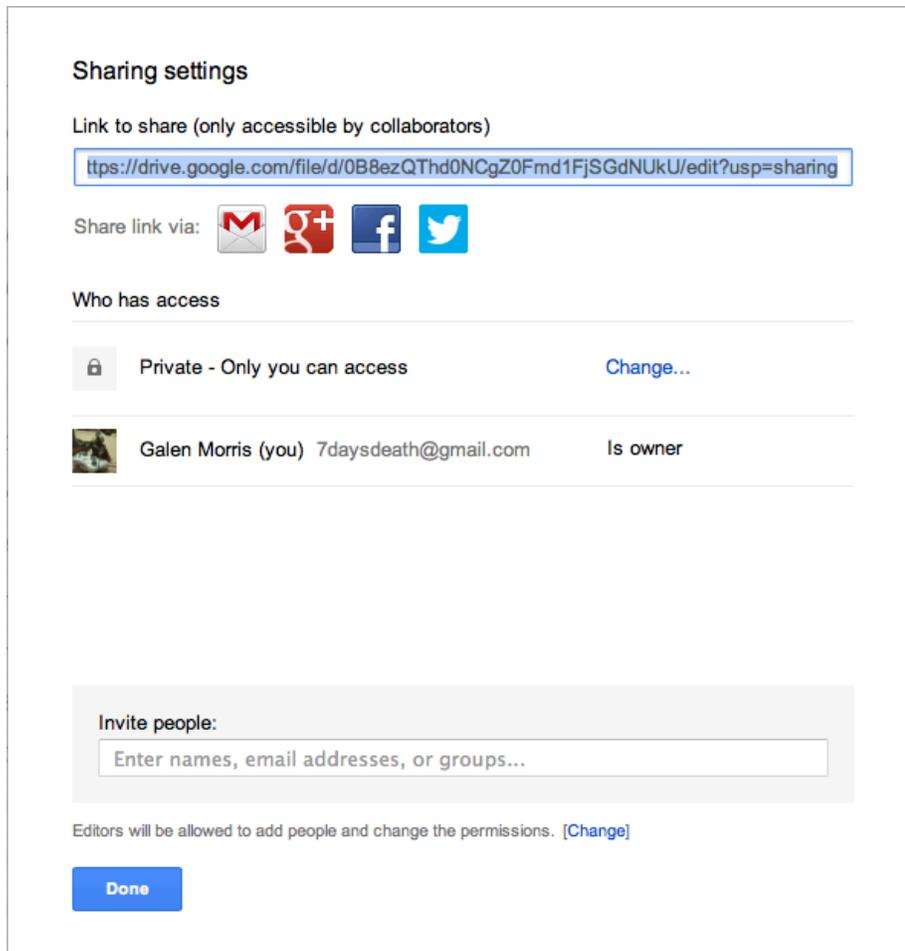
5. Once you have chosen your file, click “choose” or “open” in the pop up window. You will soon see the following box on the bottom right of your screen:



6. If you are using your personal Gmail account, follow steps [7-10]. If you are using uploadpctv@gmail.com follow steps [11-12].
7. When the progress bar reaches “100%” select the “Share” button on the right side of the box. This may take some time depending on your internet connection and file size.



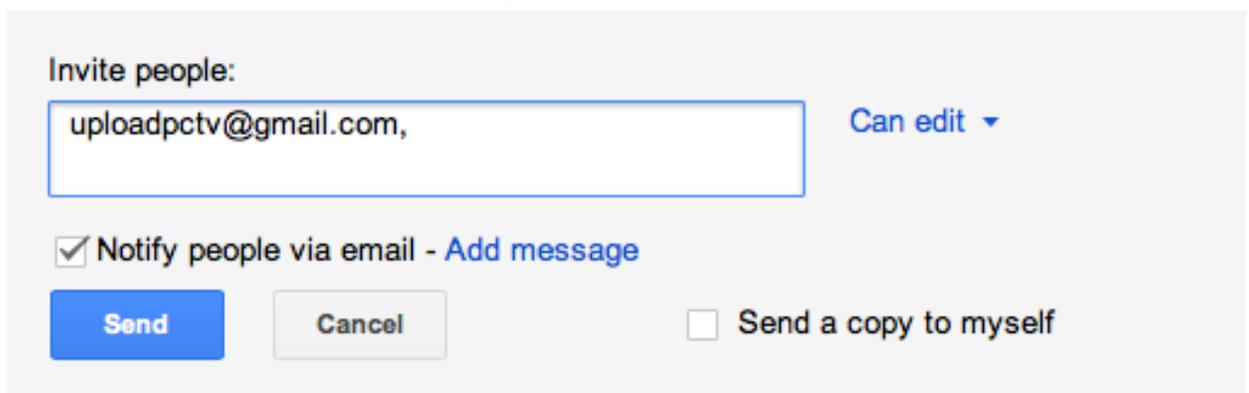
8. When you click the “Share” button you’ll be prompted with this:



The screenshot shows the 'Sharing settings' dialog for a Google Drive file. At the top, it displays the 'Link to share (only accessible by collaborators)' as `https://drive.google.com/file/d/0B8ezQThd0NCgZ0Fmd1FjSGdNUkU/edit?usp=sharing`. Below this, there are social sharing icons for Email, Google+, Facebook, and Twitter. The 'Who has access' section shows the file is 'Private - Only you can access' with a 'Change...' link. A table lists the current access: Galen Morris (you) with email 7daysdeath@gmail.com, who is the owner. At the bottom, there is a grey box titled 'Invite people:' containing a text input field with the placeholder 'Enter names, email addresses, or groups...'. Below the input field, it says 'Editors will be allowed to add people and change the permissions. [Change]'. A blue 'Done' button is at the very bottom.

Simply click inside the grey box at the bottom titled “Invite people:” and enter the email address uploadpctv@gmail.com in the designated area.

9. After you do that, check the box that says “Notify people via email” and click “Add Message.”



This screenshot shows the 'Invite people:' dialog after the email address `uploadpctv@gmail.com,` has been entered into the text field. To the right of the field is a 'Can edit' dropdown menu. Below the field, the checkbox for 'Notify people via email - Add message' is checked. At the bottom, there are three buttons: a blue 'Send' button, a grey 'Cancel' button, and an unchecked checkbox for 'Send a copy to myself'.

In the message box, include:

- Your name
- Your piedmont email
- The name of your video
- A brief description of the video

Invite people:

uploadpctv@gmail.com, Can edit ▾

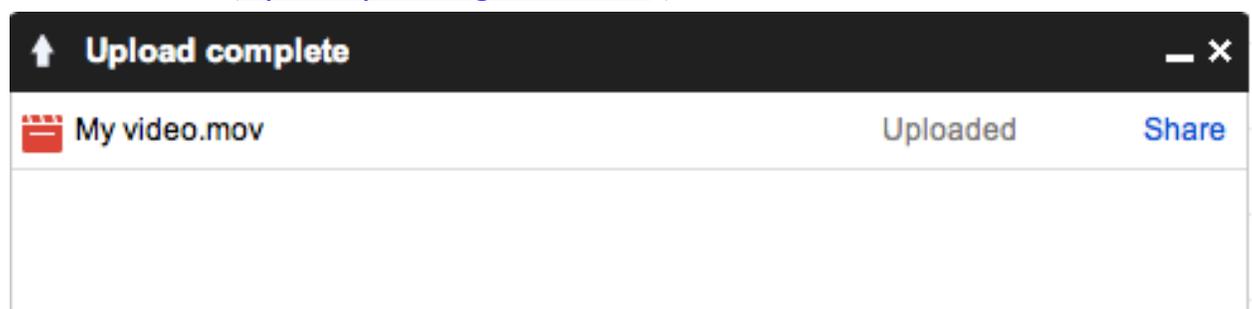
Notify people via email - [Discard message](#)

Galen Morris
gmorris0812@lions.piedmont.edu
Bank Robbery - A group of thieves attempt to rob a bank in Kentucky.]

Send a copy to myself

10. Finally, hit “Send.” When the window changes, hit “Done” and you are finished.

11. When your video is finished uploading, hit the white “x” in the top right corner of the box. Your video is now in the Google Drive of this account ([uploadpctv@gmail.com.](mailto:uploadpctv@gmail.com))



12. The next step is simple, send an email to uploadpctv@gmail.com containing:

- Your name
- Your piedmont email
- The name of your video
- A brief description of your video

Professor Arbitter, the PCTV Faculty Advisor will review all videos submitted online to PCTV.