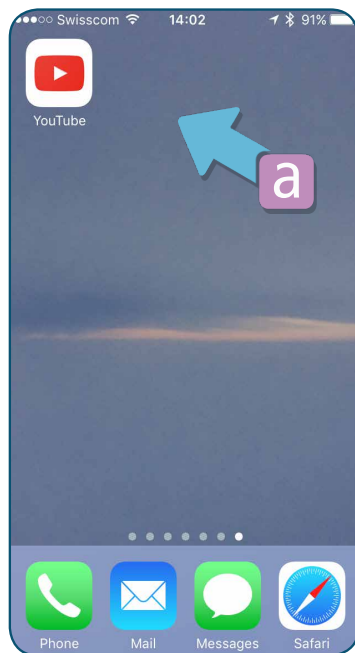


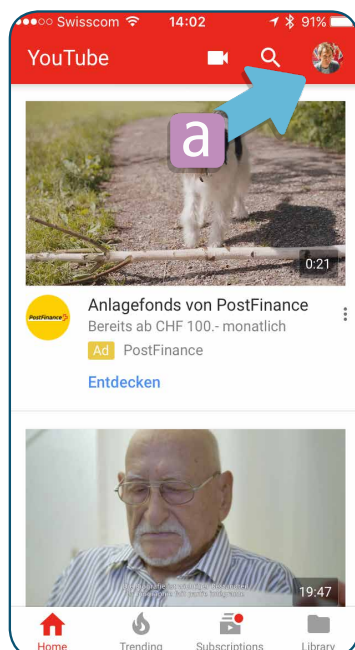
You will learn how to create a video message and post it in one of the DDLGN video news channels. It is really easy. Try it!

1



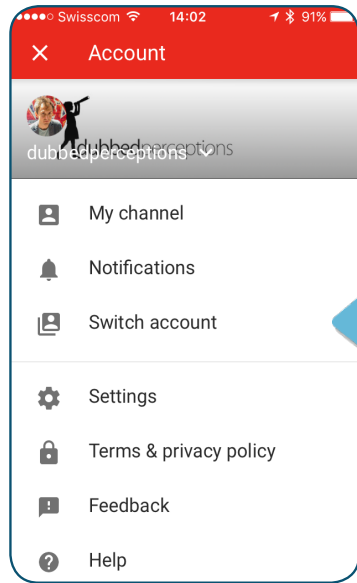
- a) Download the free YouTube App. The App. is available for most smartphones: Apple, Android, Windows
- b) Tap the App. to open it

2



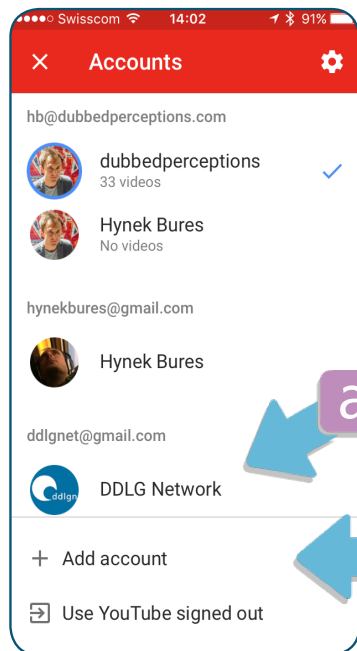
- a) Tap on your icon. If you don't have a YouTube account, tap on the generic icon

3



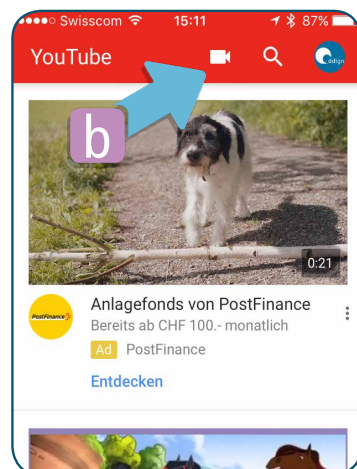
- a) If you don't have a YouTube account you will be asked to sign in. Please ask the DDLGN administrator for the DDLGN YouTube login. Login details can also be found on the CUG page under [external pages](#)
- b) If you have a personal YouTube account, you need to [switch accounts](#), or your video is uploaded to your account

4



- a) Switch to the DDLGN account if you have logged in previously
- b) Or add the DDLGN account. For this you will need the login details.

5



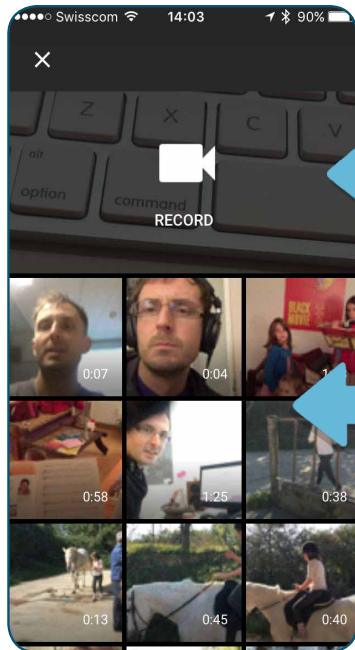
- a) You are now logged into the DDLGN YouTube account
- b) Click on the camera to record or upload a video. This camera icon is available on different screens on the YouTube App.

2



SDC NETWORK  
Democratisation, Decentralisation  
and Local Governance

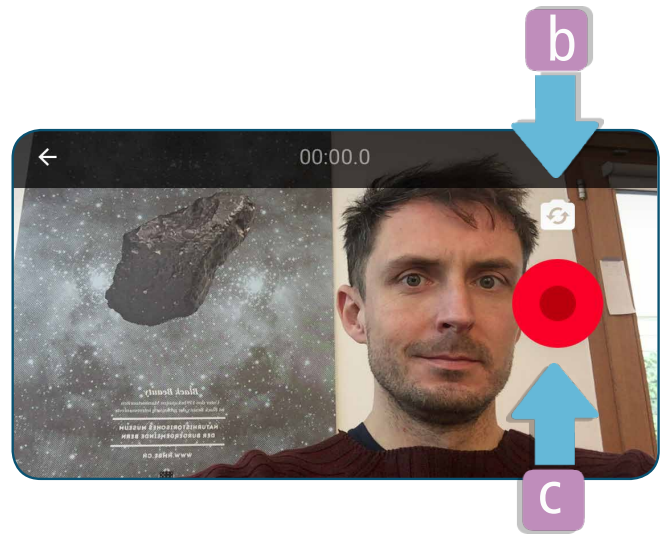
6



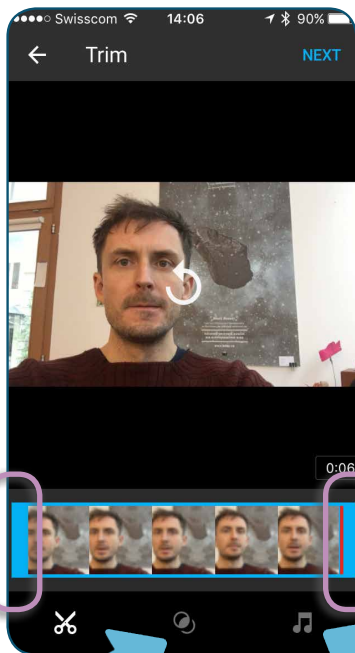
- a) You can select an existing video to upload, or
- b) You can record a new video

7

- a) Hold the phone horizontally. Don't obscure your phone's microphone
- b) Switch to face camera
- b) Tap to record your video message. Tap to stop recording



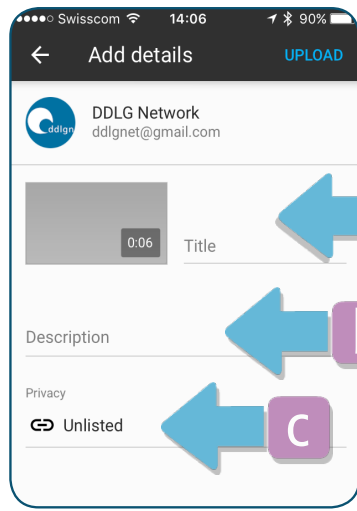
8



- a) You can trim the beginning and the end of the video by sliding the ends left or right
- b) You can change the look of your video
- c) You can add music
- d) When you are ready, tap **NEXT**

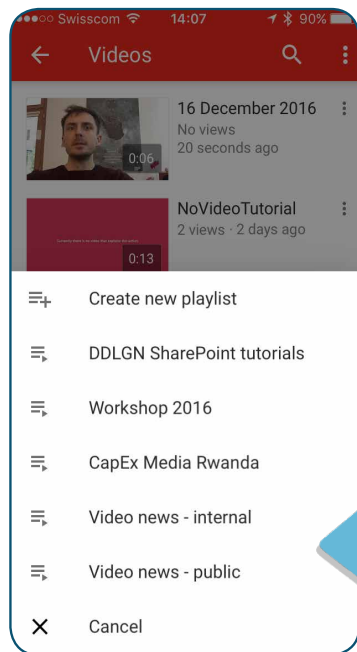
3

9



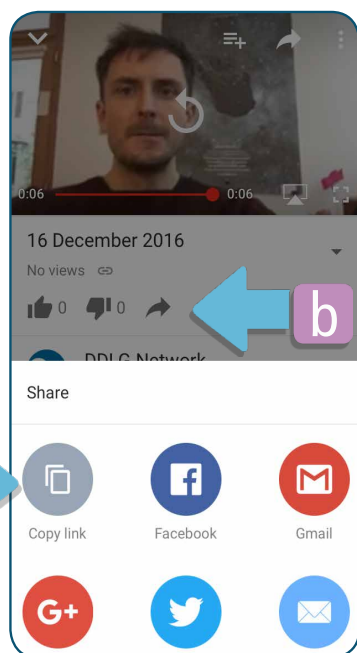
- a) Add a title for your video
- b) Add a short description
- c) Choose the privacy level of your video:
  - Public: everyone on YouTube can watch the video
  - **Unlisted**: Only people with the video link can watch it. This is the preferred privacy level for DDLGN
  - Private: Only approved YouTube users can watch the video
- d) Tap to **UPLOAD** your video. Depending on the video length this can take time. Best to use a WiFi connection

10



- a) When the video is uploaded tap the 3 dots next to the video title
- b) Select to which playlist you want to add the video
  - **Video news - internal**: your video will appear on the CUG video news channel (visible only to members)
  - **Video news - public**: your video will appear on the Home page (publicly visible)
  - Or you add it to a newly created playlist for an event

11



- a) Tap the video to watch it
- b) Tap the **share** button
- c) Copy the link and paste it into an email or message