How to upload your video on YouTube?

1. Create your Google Account

2. Sign into YouTube using your Google Account

3. Click on “Upload” and select the video from your YouTube channel
4. When you upload a video, by default it’s set as a “Public” video, (and it has to be “public” when you want to share it on our section’s best practices channel!). Go to your video manager, click edit (for the video you want to change) and chose “Private”

5. As the video is uploading you can add a description (see “Practical instructions for the videos” on the section’s website http://ifla.org/node/10425) Don’t forget to add relevant keywords and tags in English (such as ifla, bestpractices, etc.), and contact details: name, organization, country and contact info of the organization. Please add the target group for your project as a tag: baby, toddler (1+), child or young adult.
6. You can also edit the advanced settings of the video for example if you want to notify subscribers. When you want to share a video on our Best Practices channel, set the checkmarks as shown in the example below
7. Click “publish” to finish uploading a public video to YouTube. You can also do this at a later time in your Video Manager.

8. Add subtitles if you want to explain parts of your video or if you want to translate it into English. **Subtitles have to be in english!** Click on “cc” and follow further instructions.