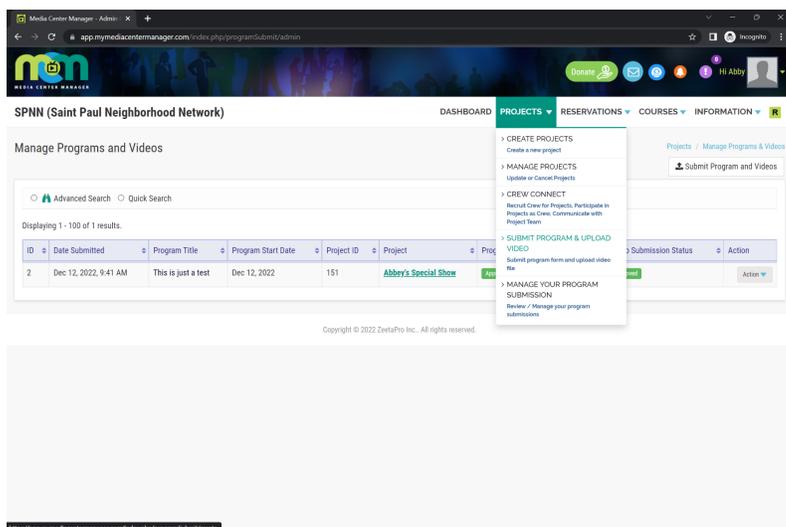
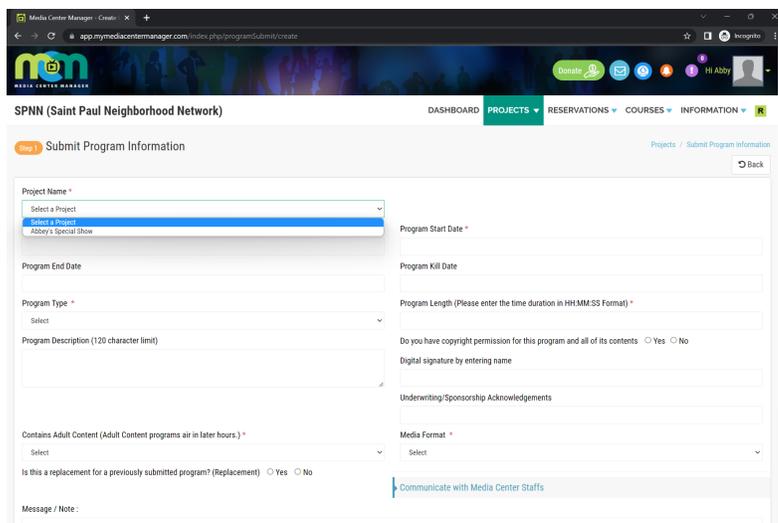


How to Upload Your Program

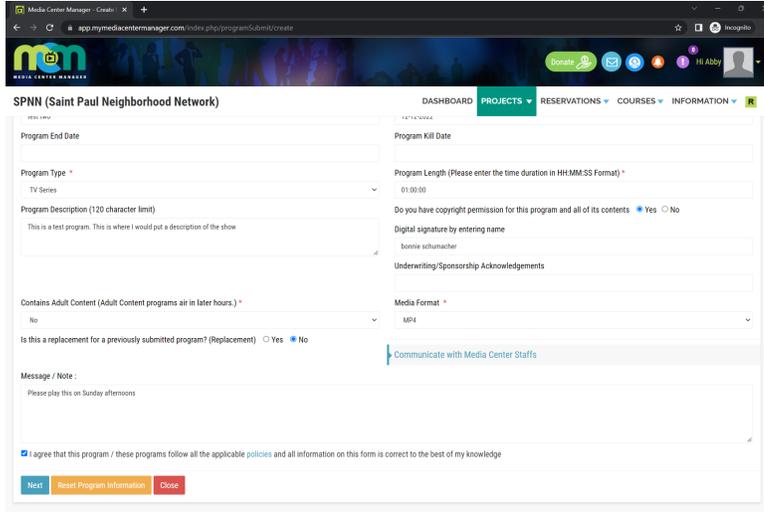
1. Select PROJECTS > Submit program and upload video- Fill in the appropriate fields



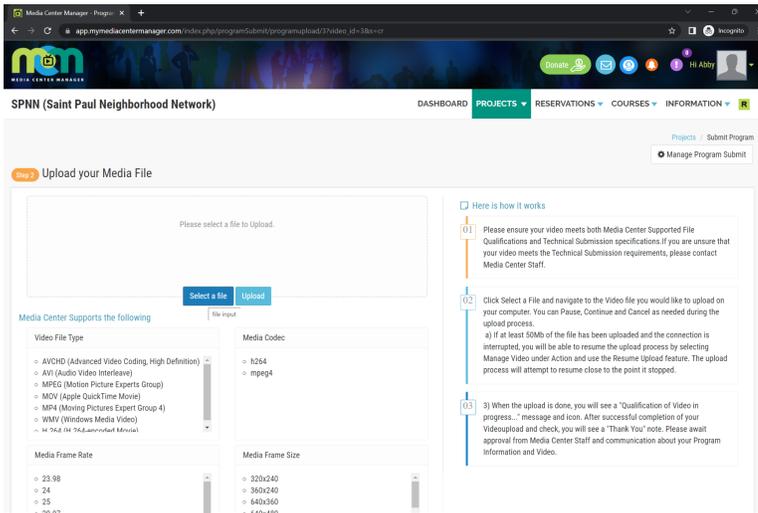
2. Select the Project Name - *If you don't have a project you will need to create one first.*



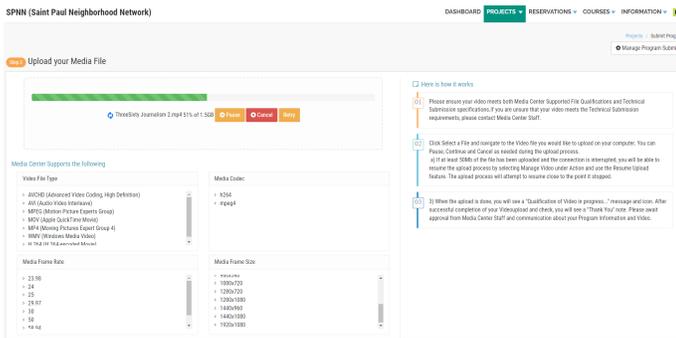
3. Program Title - this can be ***Give your program a distinctive name (Episode 1 or Conversations with the Mayor)***
4. Fill in as many of the fields as you can with as much information as you have. Then select Next



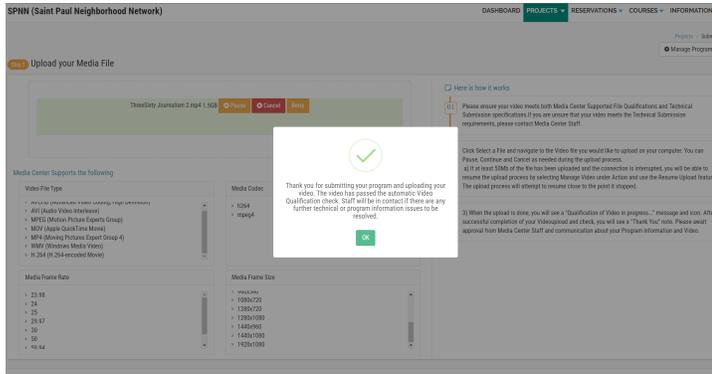
5. Click on **Select a file** - choose the file you want from your computer



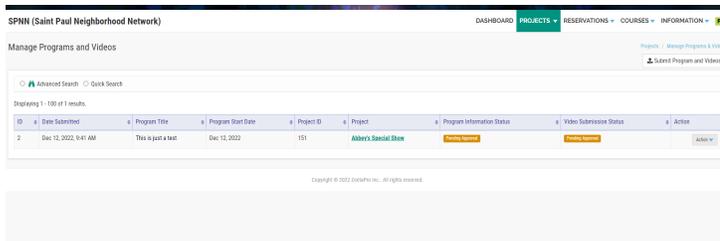
6. Then select **upload**- you should get a green progress bar as it uploads.



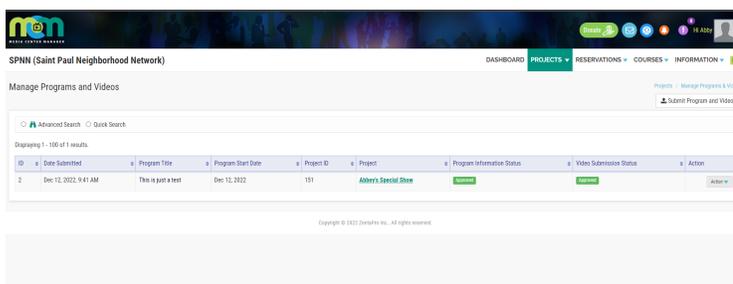
- It will then run a quality check of the video
- A pop up of confirmation of your video upload will let you know that it has been uploaded.



- To check on the status of your video, you can go to the **Projects** tab and select **Manage Your Program Submission**



- You will see when the video has been approved.



- You should also receive an email notification.