Creating a Video Statement

Please consider the following questions. Each of the questions below should be answered in your video statement.

> **Questions**

> 1. What goals would you like to accomplish as an officer of the AFT-ACC?
> 2. Why are these goals important?
> 3. How will you use your strengths to reach these goals?
> 4. In your estimation, what is the most pressing issue adjunct/contingent faculty of this country are facing?
> 5. How do you plan to advance the interests of adjunct/contingent/part-time faculty in the country?

Please send video links to aft.acc.elections@gmail.com.

Preparing for your video (Recommendations)

> 1. **Write a script or outline**

> Before recording your video, it may be helpful to write a script that you've edited, revised, and rehearsed, or read aloud several times. Creating an outline may also be helpful. This will minimize the time spent to record.

> 2. **Time your script**

> Also, before recording, it will be helpful to time your statement while you practice reading it aloud. Remember, your video should only be 3-5 minutes long.

Creating a Video on YouTube

You can record a video on your computer, tablet or smartphone. Below are instructions for making videos on Screencast-O-Matic. If there is a different way you'd like to make a video, feel free. However, please be sure that your video can be uploaded online so that you can send the Elections Committee a url link to your video. Please do not send video files. These may be too large for us to receive.
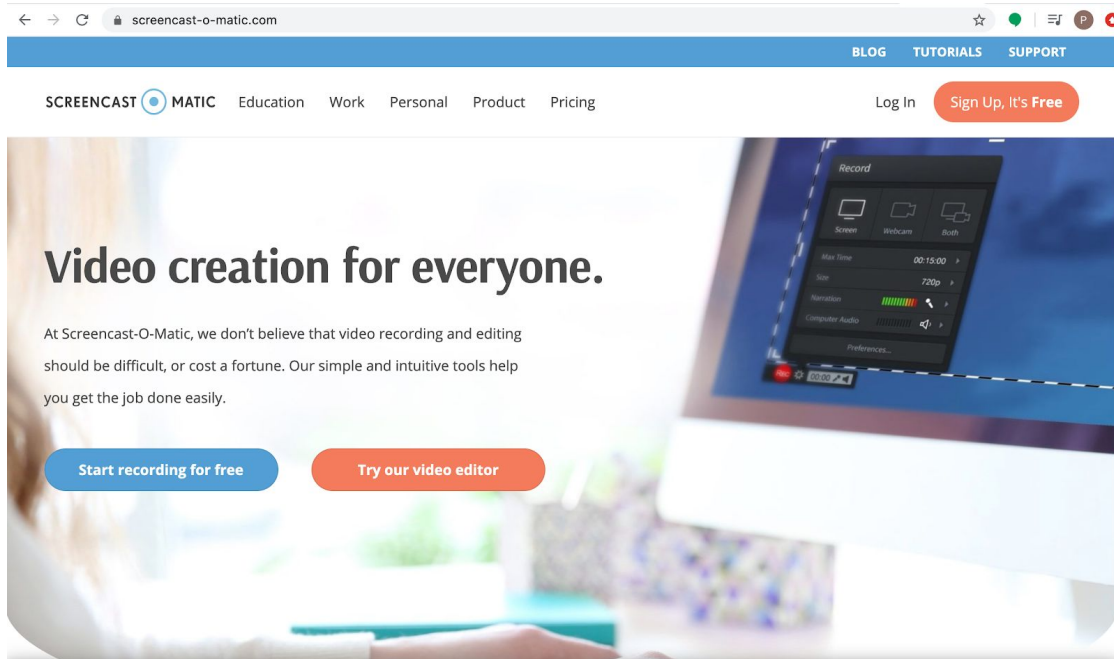
Mac & Windows: Screencast-O-Matic
You can use Screencast-O-Matic to record yourself on your computer (Mac or Windows), upload your video to YouTube, and email the Elections Committee a copy of the video's url.
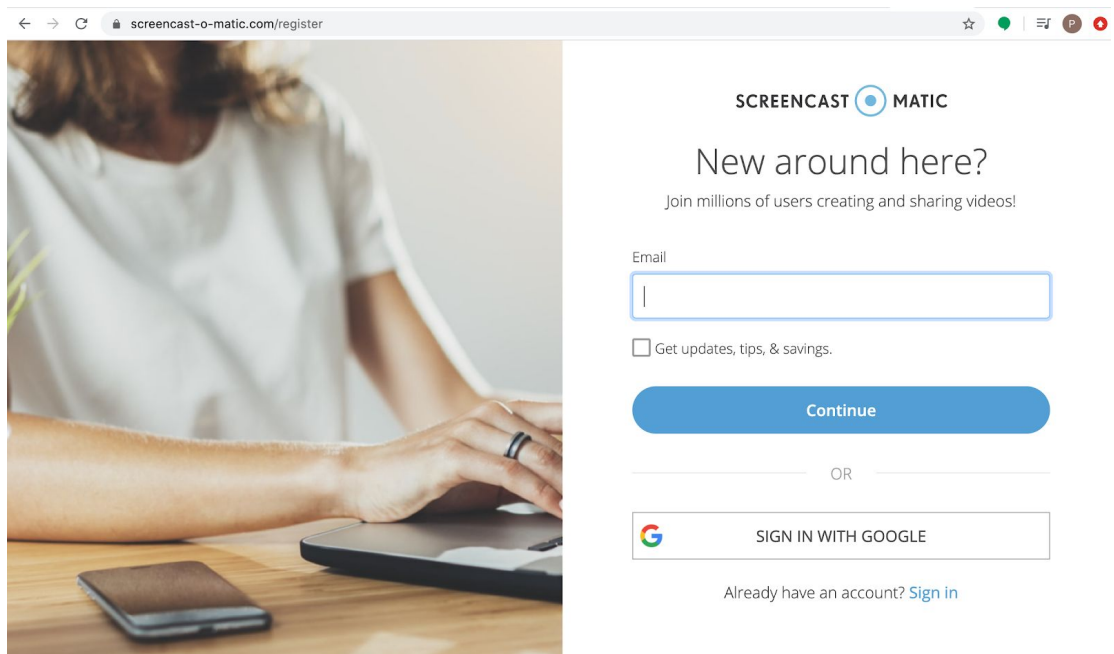
To do this, view the video tutorial and follow the steps below.

Video Tutorial: [Welcome to Screencast-O-Matic](#)

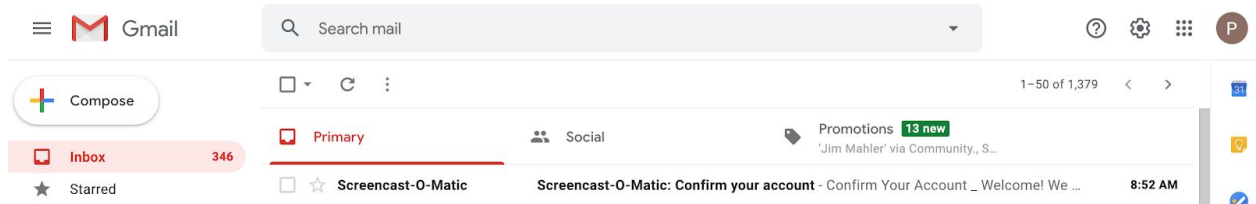1. Go to [screencast-o-matic.com](#)

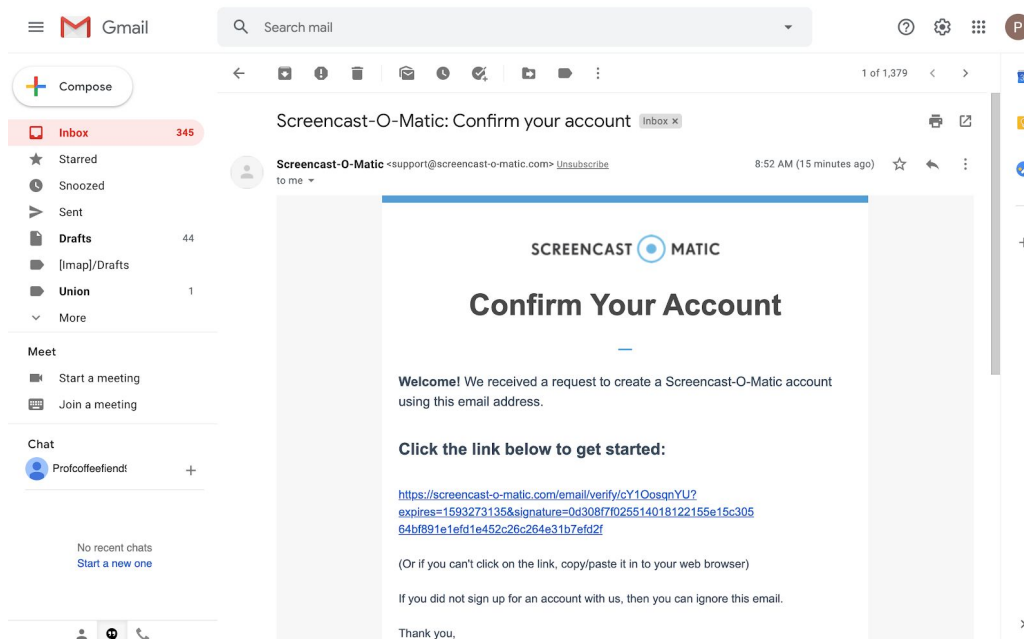2. Click on the orange 'Sign up, It's Free' button in the upper right corner.

3. If you already have a Gmail account, choose 'Sign in with Google.' This is the easiest and fastest way to get started. However, if you don't have a Gmail account, or if you want to sign up using a non-Gmail account, type in your preferred email address in the 'Email' box. Then, choose 'Continue.'

- Sign in to your preferred email account, find the message from Screencast-O-Matic and open it.

- Click on the confirmation link

- Fill in the new account information, check the box to agree to the service terms, and click on 'Create Account.'
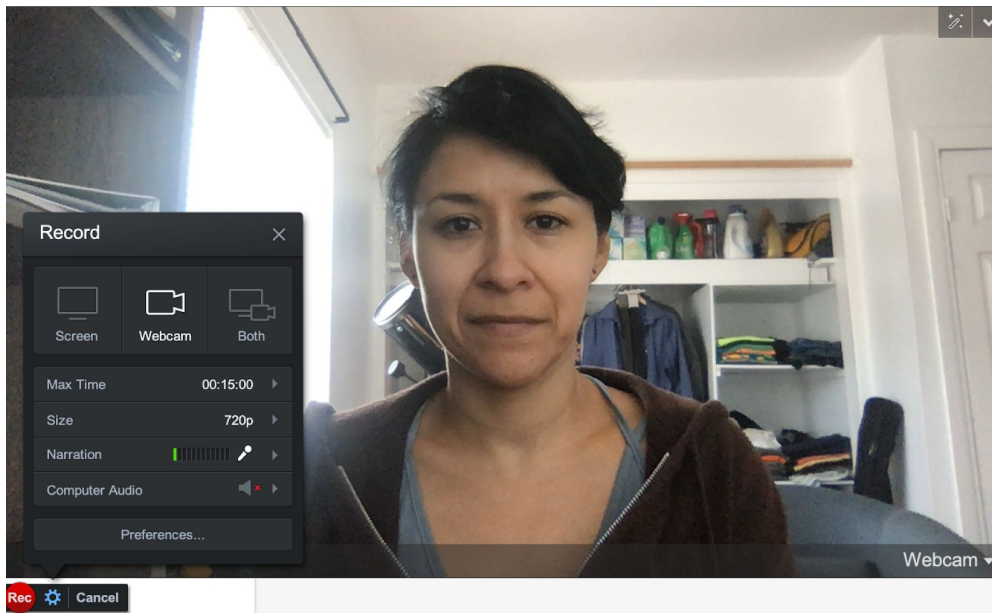
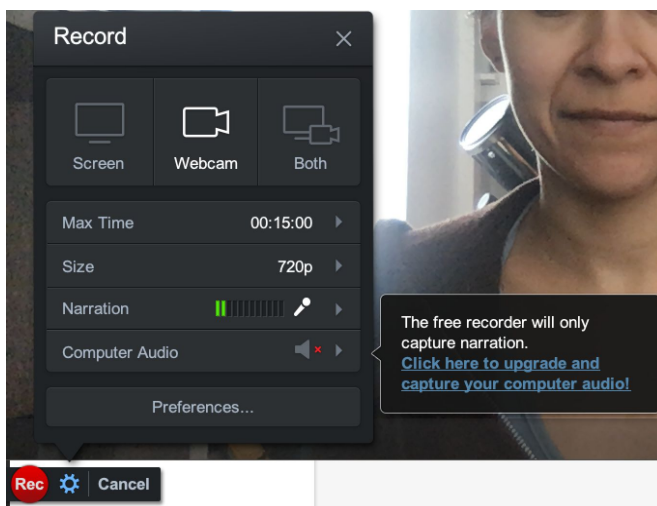4. You will then see the screen below

5. Click on the camcorder icon button in the upper right corner   to launch the recorder

6. Follow the prompts to download the recorder and to allow the application to access your camera and microphone so it can record video and audio.

7. You will then see the recording screen:

8. In the lower left corner, click on the 'Webcam' option so you are the one who will be recorded, rather than your screen.

The free recorder will only capture narration. Click here to upgrade and capture your computer audio!

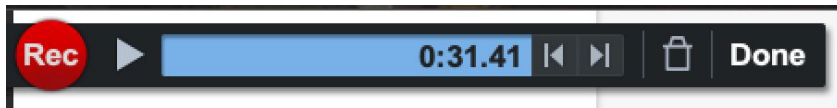9. When you're ready, click on the round red record button in the lowest left corner to begin recording.
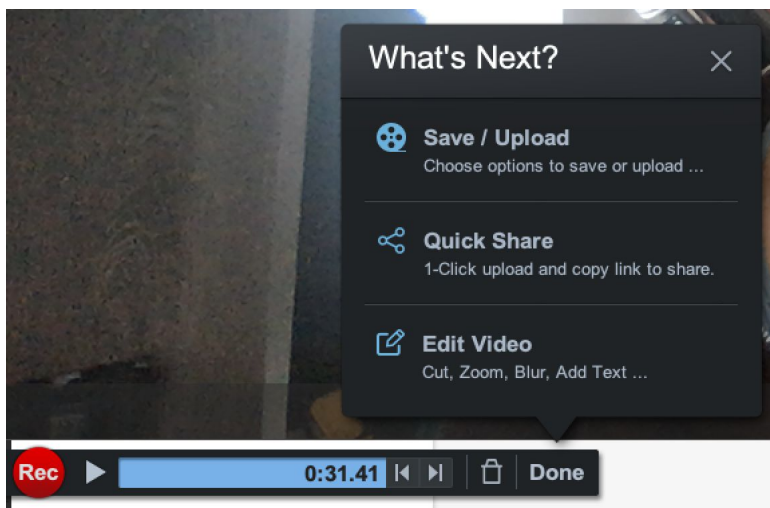
10. When you're done recording, click on the blue pause button in the lowest left corner (where the record button used to be).

11. The pause button will return to the original round red record button Click on 'Done' on the right side of the black bar at the bottom left of the screen.

12. A menu will appear above the 'Done' button. Choose 'Save / Upload.'
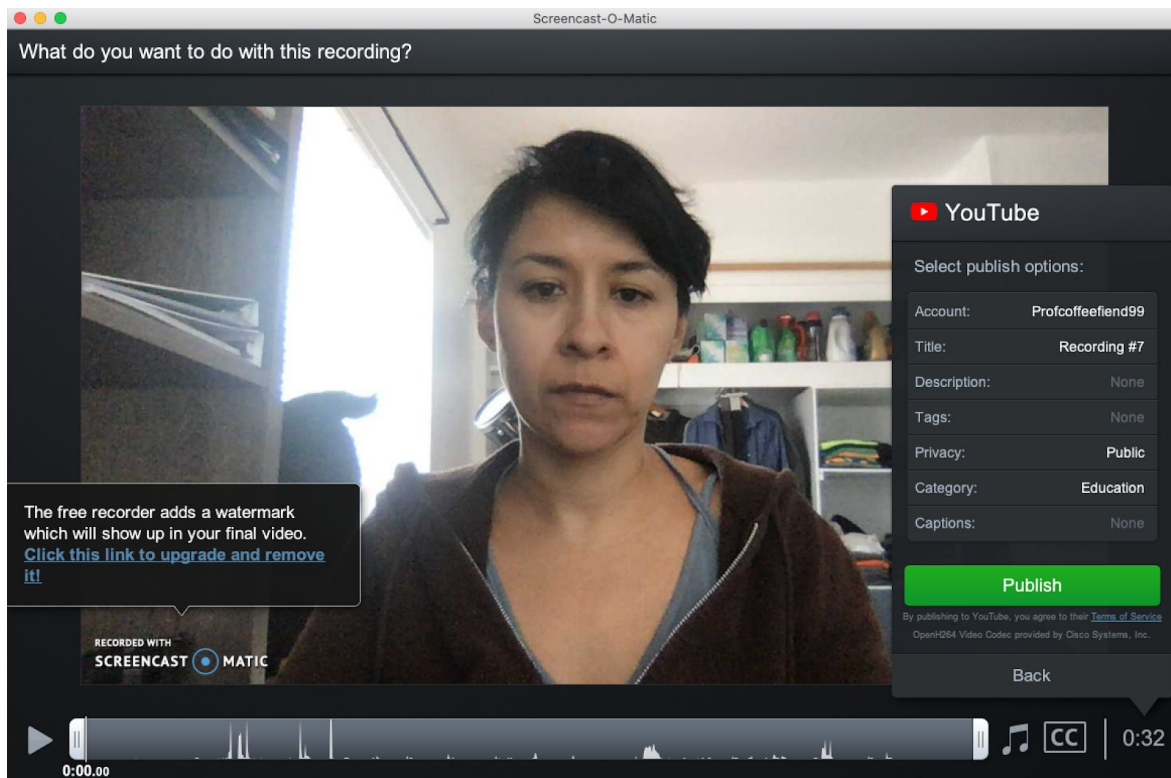

13. You will be given three options:
   ● 'Save As Video File' - this will save the video on your computer/device
   ● 'Upload to Screencast-O-Matic' - this will save the video in your Screencast account
   ● 'Upload to YouTube' - this will save the video in your YouTube account (which is attached to your Gmail account)

Choose the third option--'Upload to YouTube.' This will allow you to create a URL that you can share with the Elections Committee. We will then be able to post the URL to our webpage for members to view.
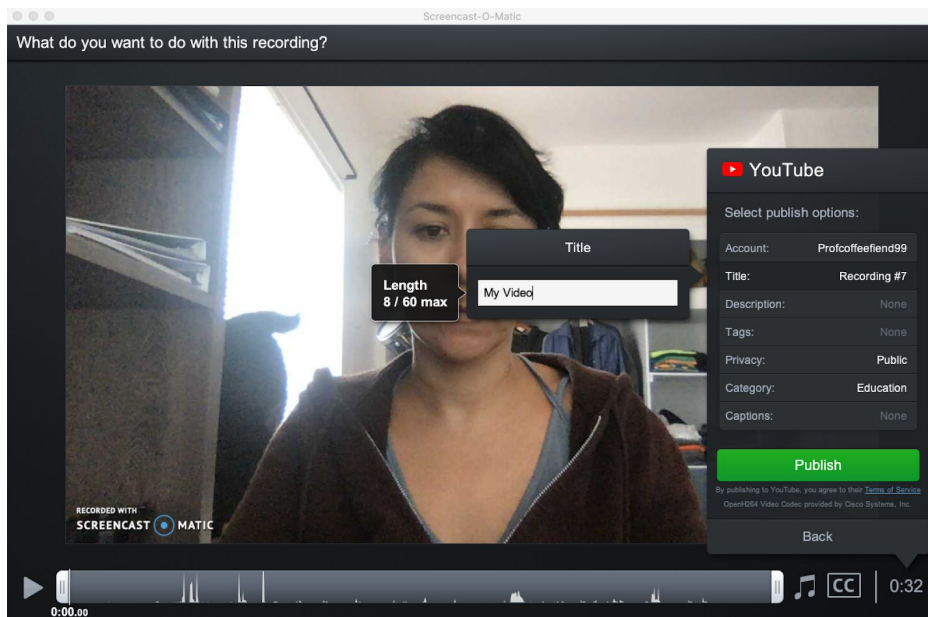
14. Publish options for your YouTube video will appear on the right.
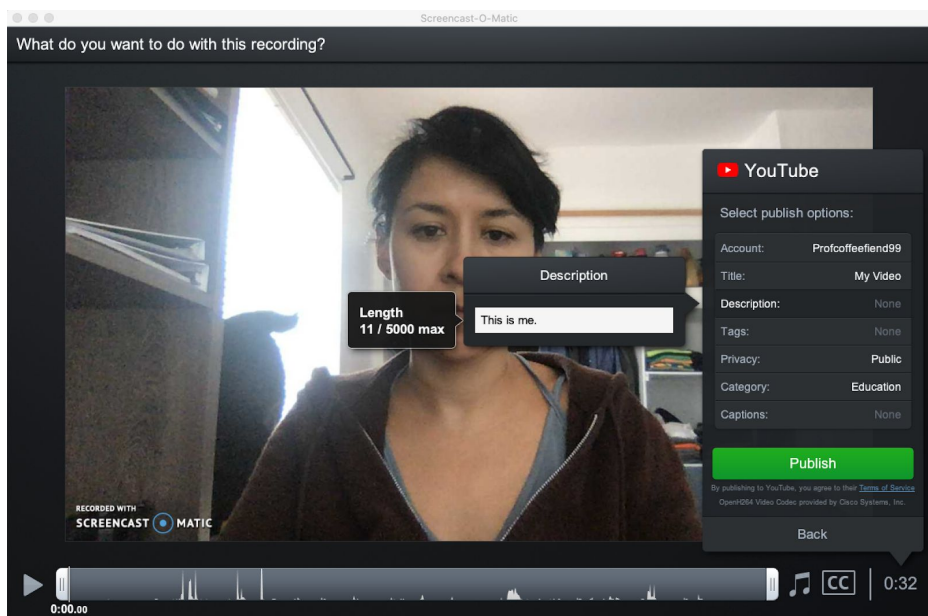

15. You can change the name of the video, add a description, and change the privacy level. Click on each to make changes.
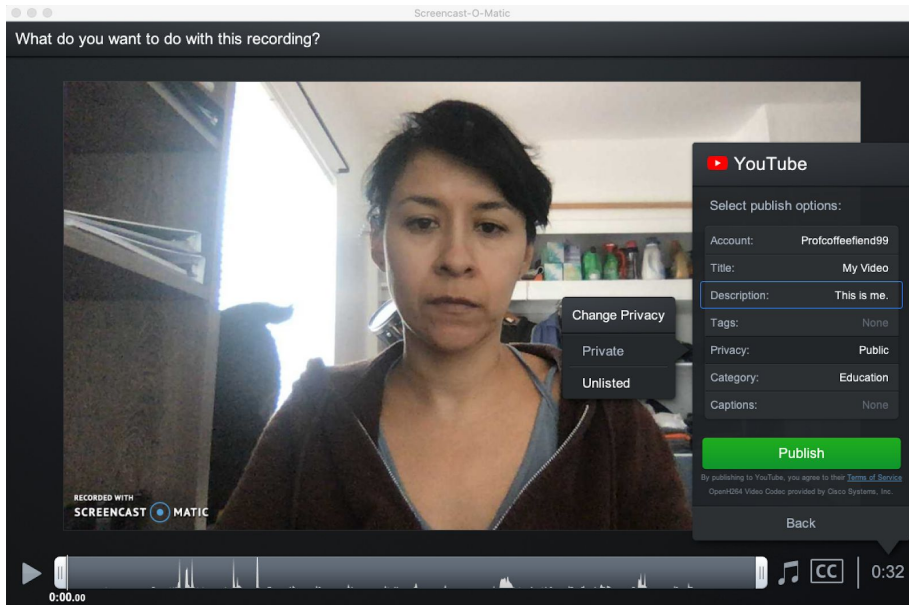
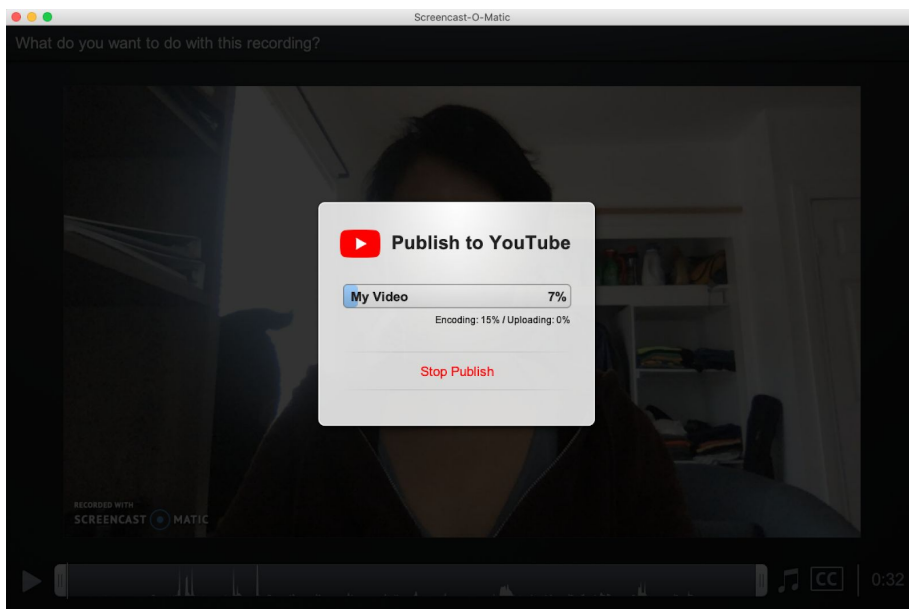Change video title.

Add video description.

Privacy:
- **Public** - Your video will be listed in the YouTube searchable directory and can be viewed by anyone on the web.
- **Private** - Your video will only be accessible and viewable by you
- **Unlisted** - Your video will only be accessible and viewable to those with whom you share a link
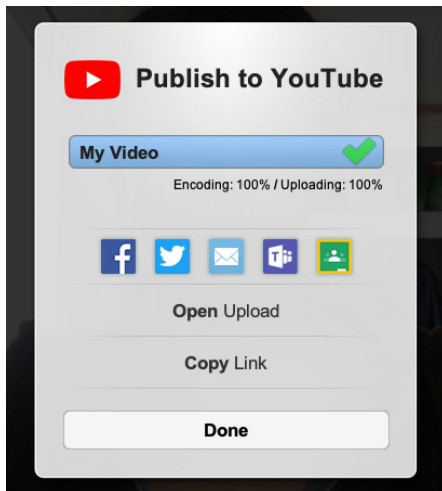
To ensure that the Elections Committee and members can access and view your video, please choose either **Public** or **Unlisted**
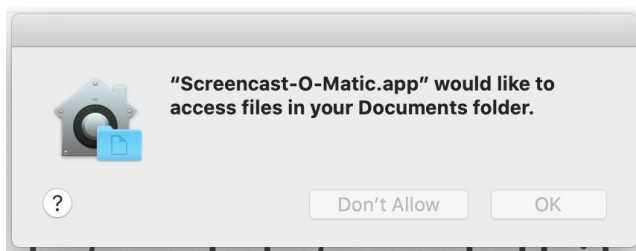

16. Your video will upload to YouTube. Depending on the length of the video and the strength of your internet connection, this may or may not take a while. You'll be able to track the upload progress in the gray 'Publish to YouTube' window.
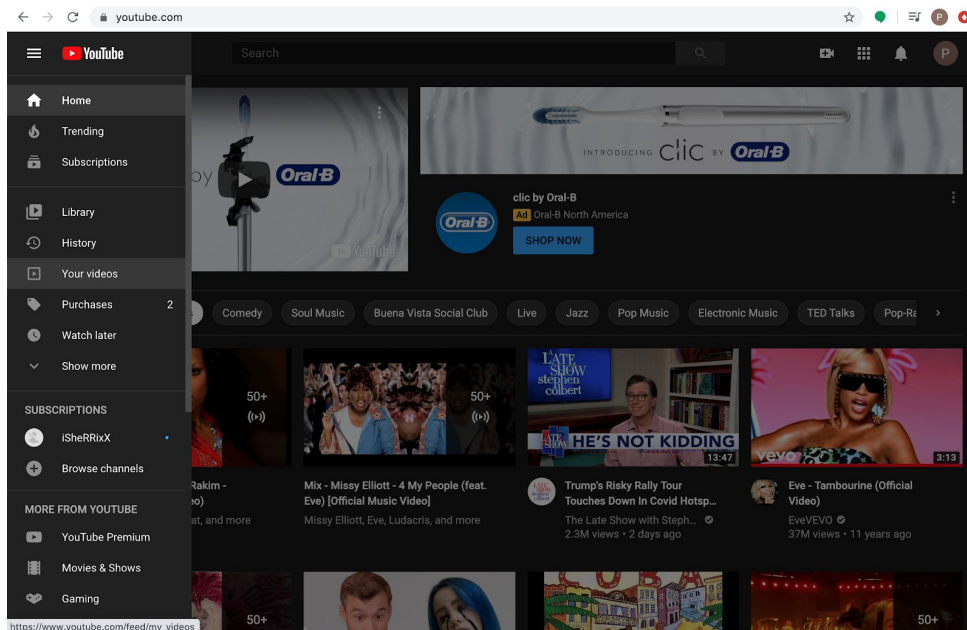
17. When the upload has completed, the window below will appear. Click on the 'Done' button at the bottom of the gray window.

18. Allow Screencast-O-Matic to access files on your computer to allow the application to add a folder to your hard drive. The app will store files here needed to make your videos.

19. Go to youtube.com and sign into the account to which you uploaded your video.
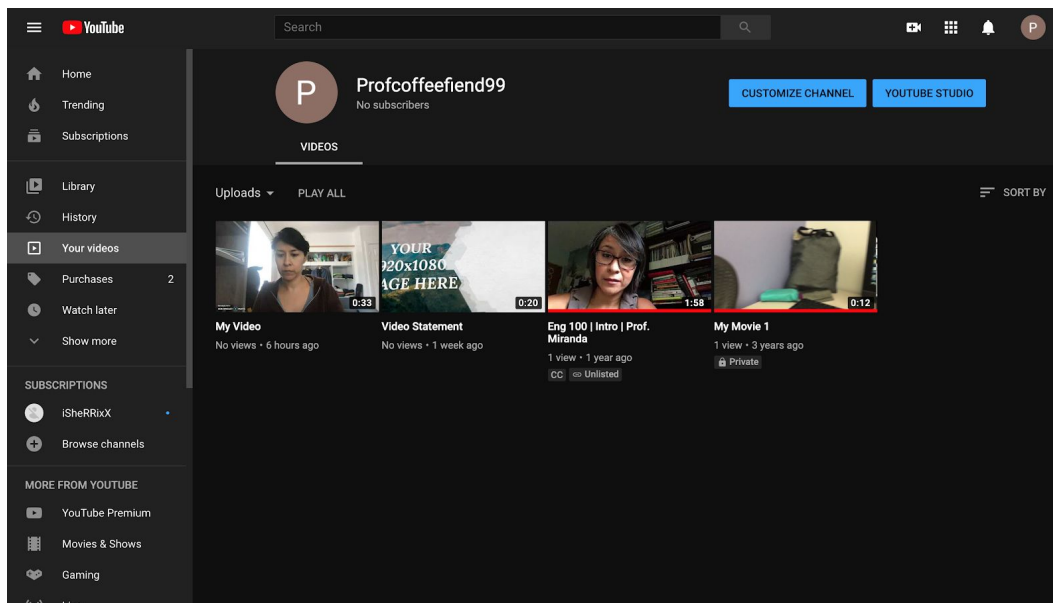

20. Click on the menu ☰ icon in the upper left corner (next to ▶ YouTube the icon)
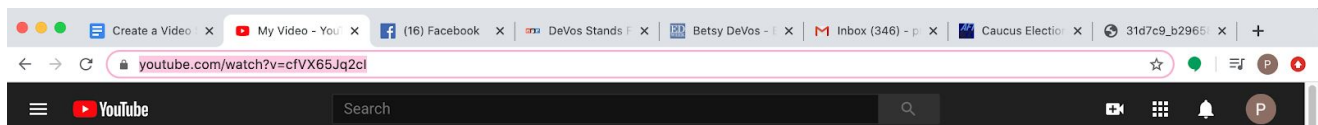
21. Choose 'Your Videos' and you'll be brought to a page with all the videos you've created and uploaded to YouTube.
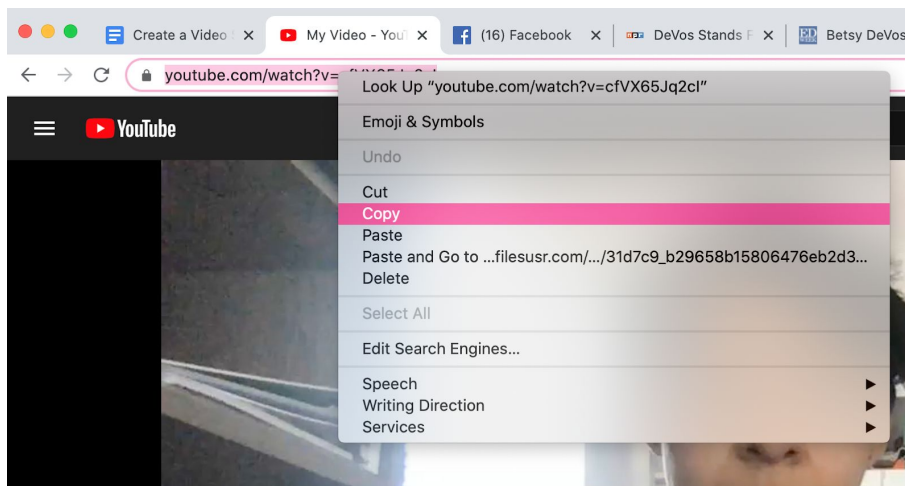

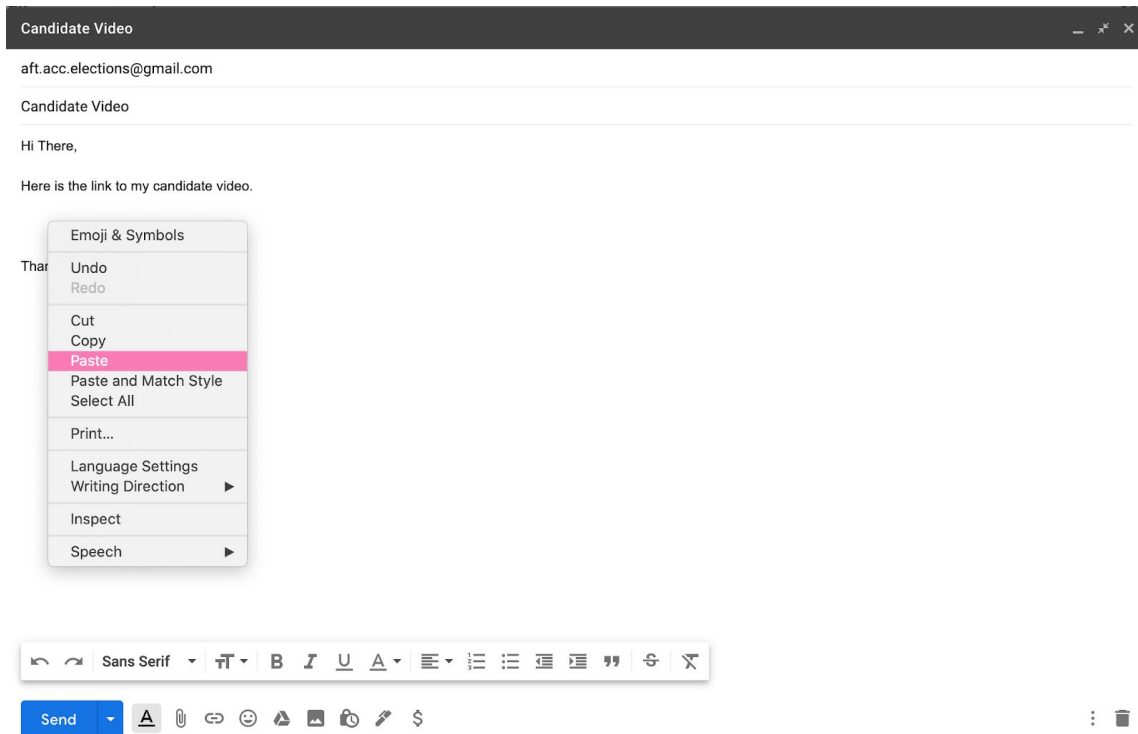22. Click on the video you uploaded from Screencast-O-Matic.

23. Click on the address bar to highlight the URL (which starts **youtube.com/watch?**...) at the top of the browser.
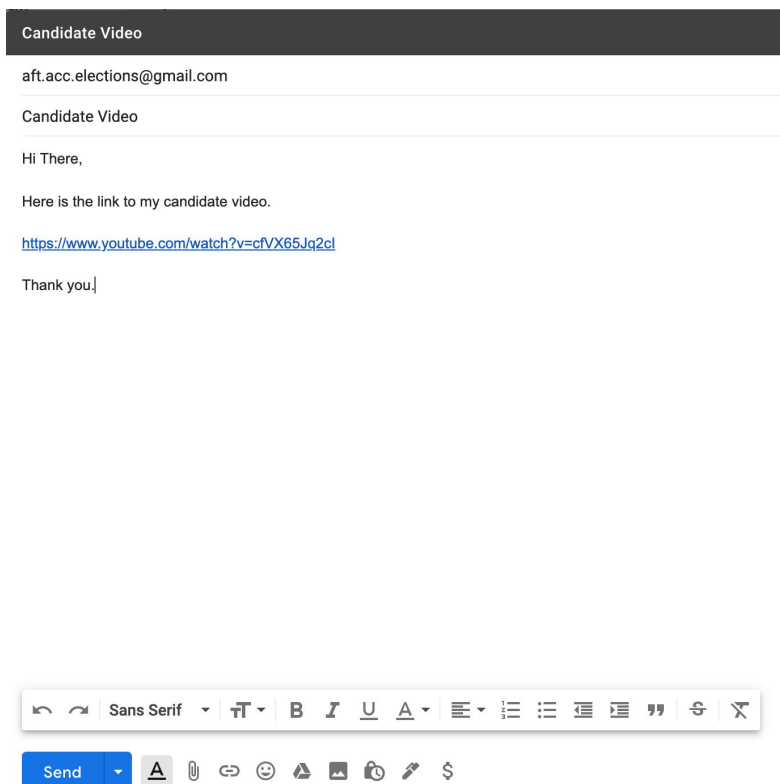

24. Right click and choose 'Copy.'

25. Go to your email and sign in. Address your email to **aft.acc.elections@gmail.com**. In the subject box, write 'Candidate Video.' Then right click in the message box and choose 'Paste.'

26. Send your email.

27. Done.