## ASES NATIONAL

## HOW TO: Upload a video on VIMEO

## UPLOADING A VIDEO TO VIMEO

1) Go to <u>vimeo.com</u>, click **NEW VIDEO** in the upper right-hand corner and then hit **UPLOAD**.

2) Fill out your information to either create an account or log in with a previous account. Note: A Google/Gmail account can be used.

3) Once you are logged in, click **OR CHOOSE A FILE** and select the correct video file.

4) For those already logged into Vimeo, click the **NEW VIDEO** button on the left side of your screen and then find **UPLOAD** 

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5) Now that your file is uploading, you can edit its title underneath the image of your video and add a description.



6) Click the LINK button to copy the web address to your published video. This button can be found at the top of the screen, to the left of the EMBEDDED button. Note: for those with Vimeo subscription plans, be sure to set your privacy settings to public.

**7)** Finally, go to **<u>nationalsolartour.org/signup</u>** where you can sign up your Solar Site and share the link to your video!