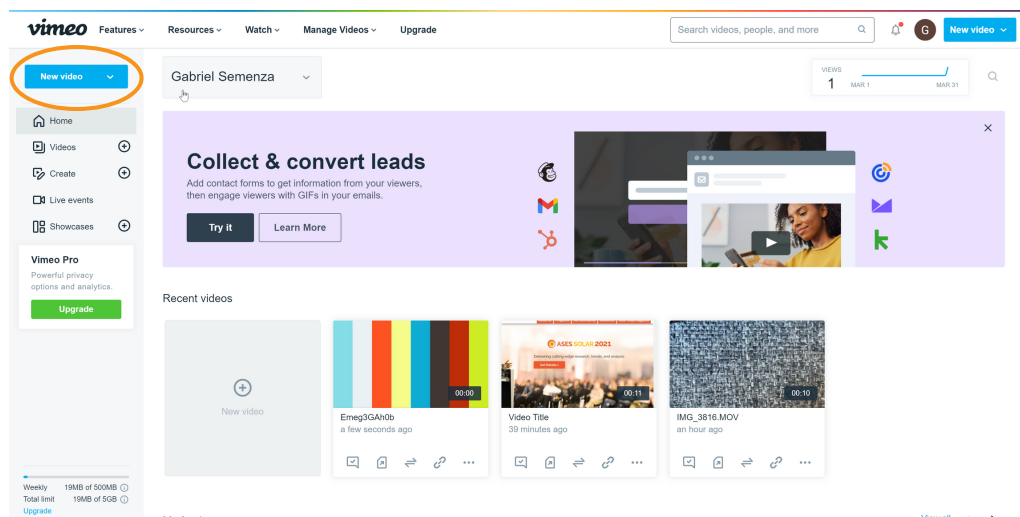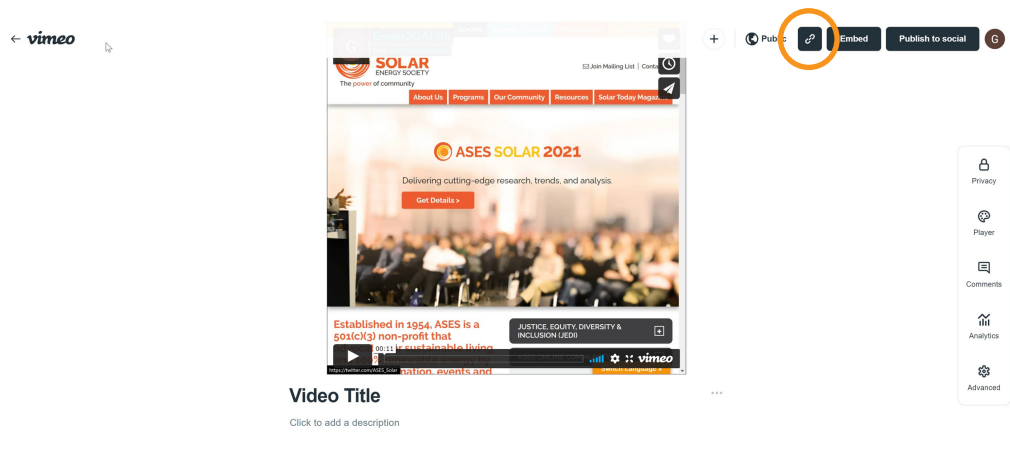## UPLOADING A VIDEO TO VIMEO

1) Go to **vimeo.com**, 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**

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 **nationalsolartour.org/signup** where you can sign up your Solar Site and share the link to your video!