

Instructions to upload the programmes on Google Drive and sharing your entry

1. Create an email account on gmail.com (if haven't created earlier). Then login into your gmail account.

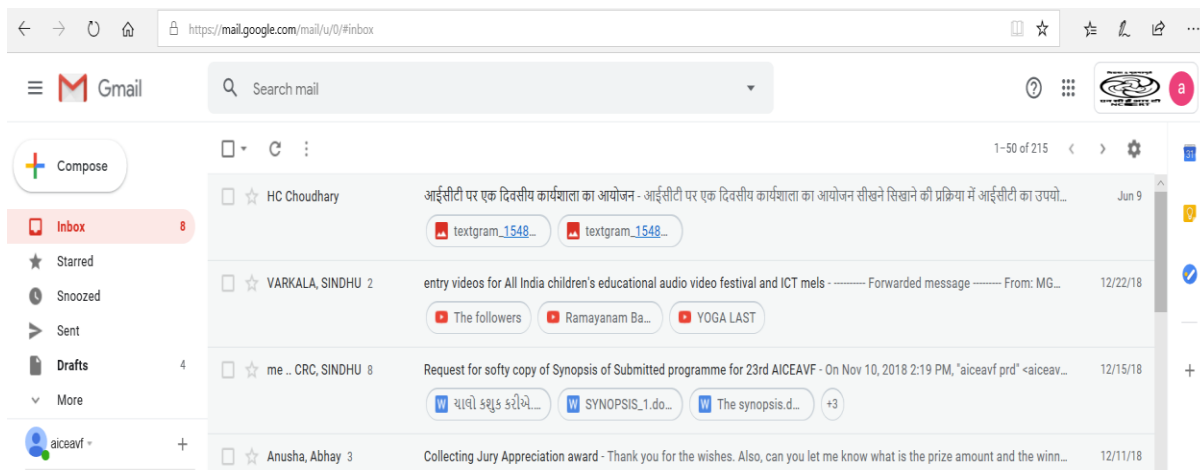


Image 1: Gmail account

2. Open the Google Drive as shown in Image 2 & 3 by clicking on the 9 point square at the top left of mail account. A window will appear in which the icon of Google Drive will be visible.

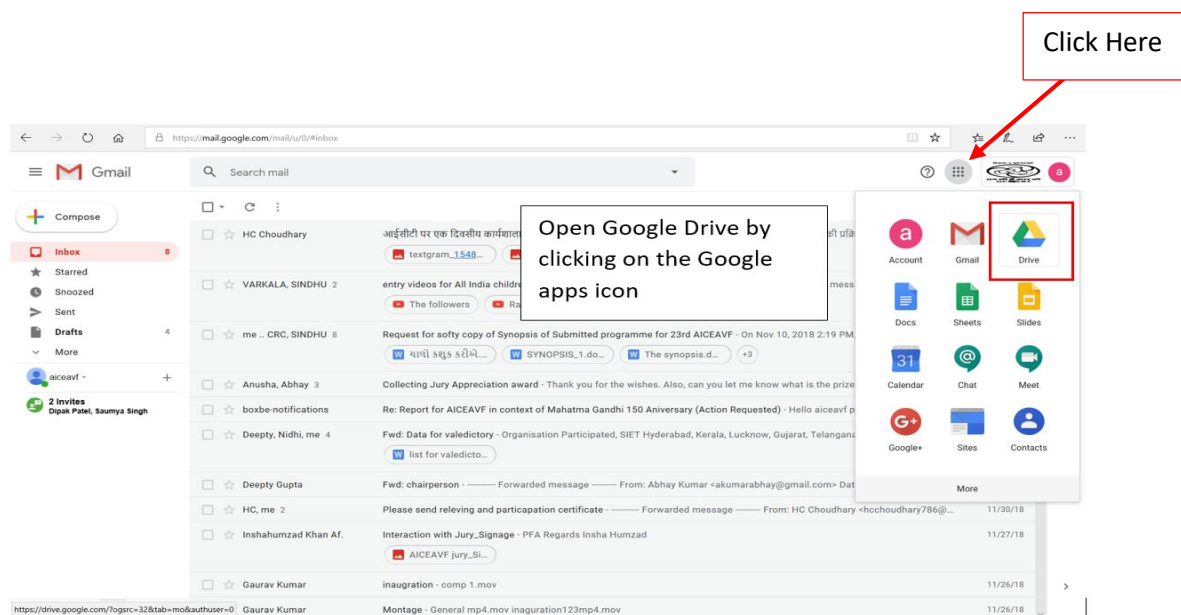


Image 2: How to open Google Drive

This will how your Google Drive will appear

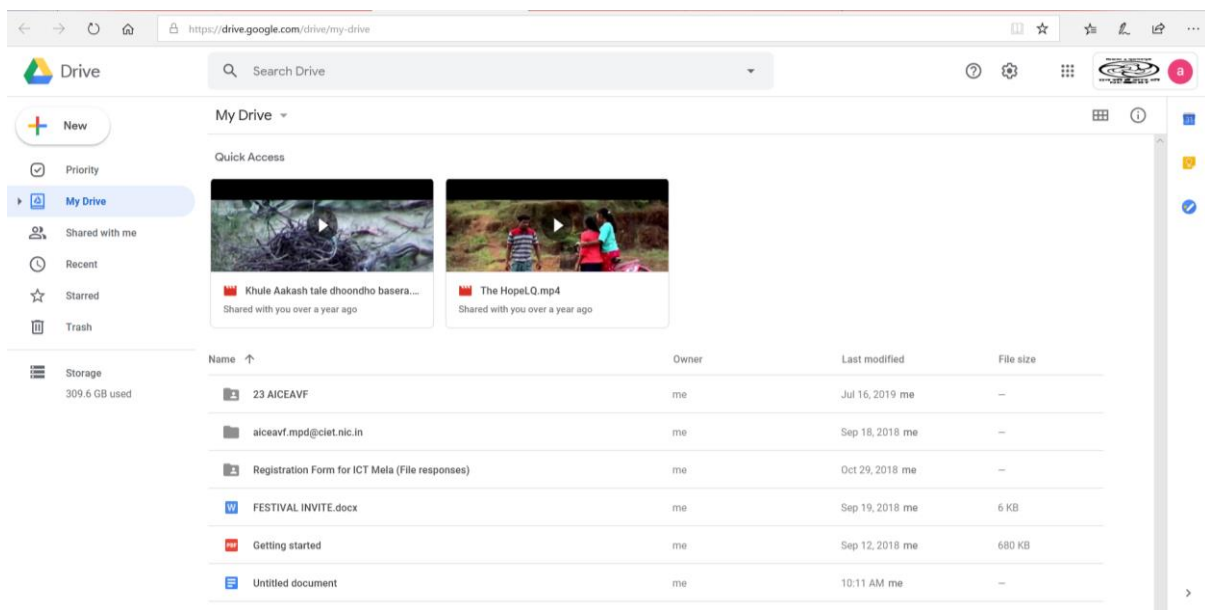


Image 3: Google Drive

3. Click on 'New' on left side of window. A window will appear in which name the folder as "24 AICEAVF" and click on 'Create' as shown in image 4 & 5.

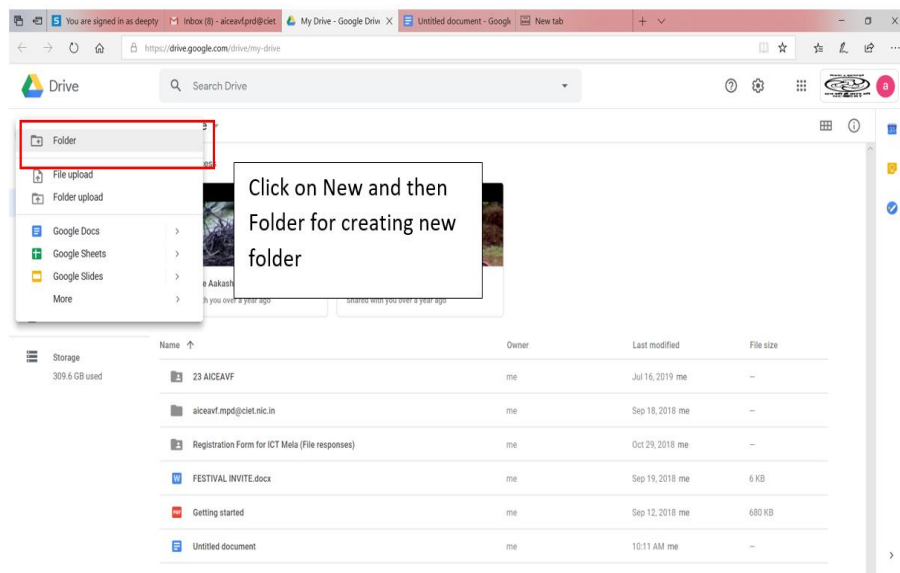


Image 4: How to Create Folder in Google Drive

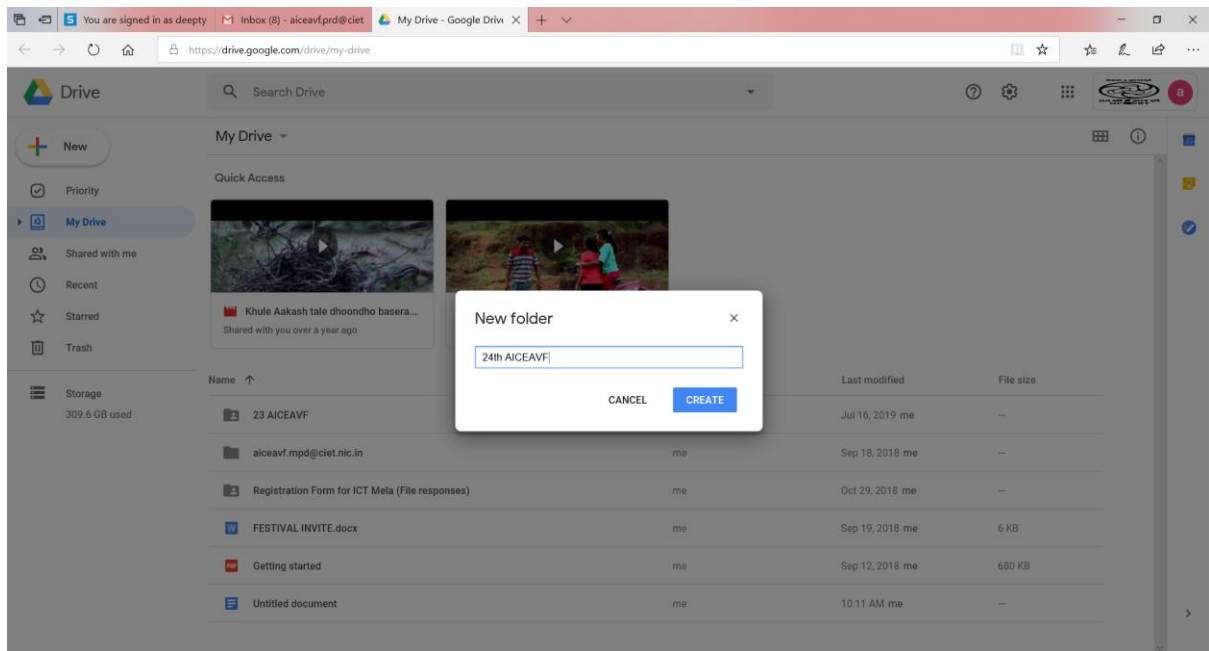


Image 5: Renaming of Folder in Google Drive

4. Open the festival folder and click “New” and then ‘File Upload’ and Upload File (Your Programme/Entry). (Please remember if you have more than one entry you can upload all the entries in this folder. Also name the file as the ‘Title of Programme’ before uploading/Rename in Google Drive).

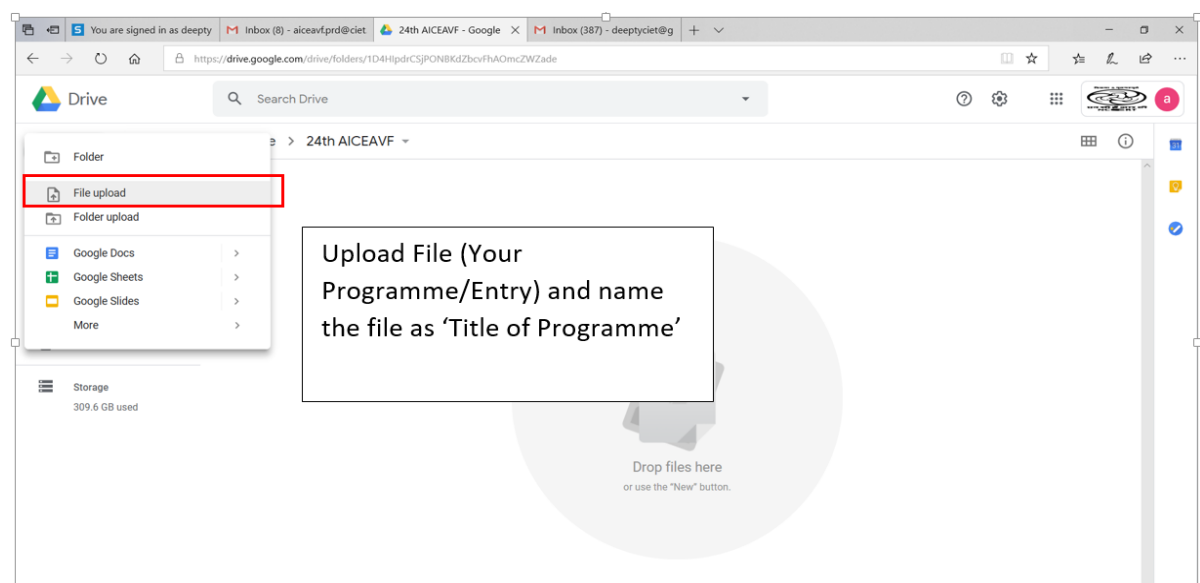


Image 6: How to upload the programme/ Entry on the created folder

5. Select the file from your system (shown in image 7) and wait for few minutes for uploading (image 8).

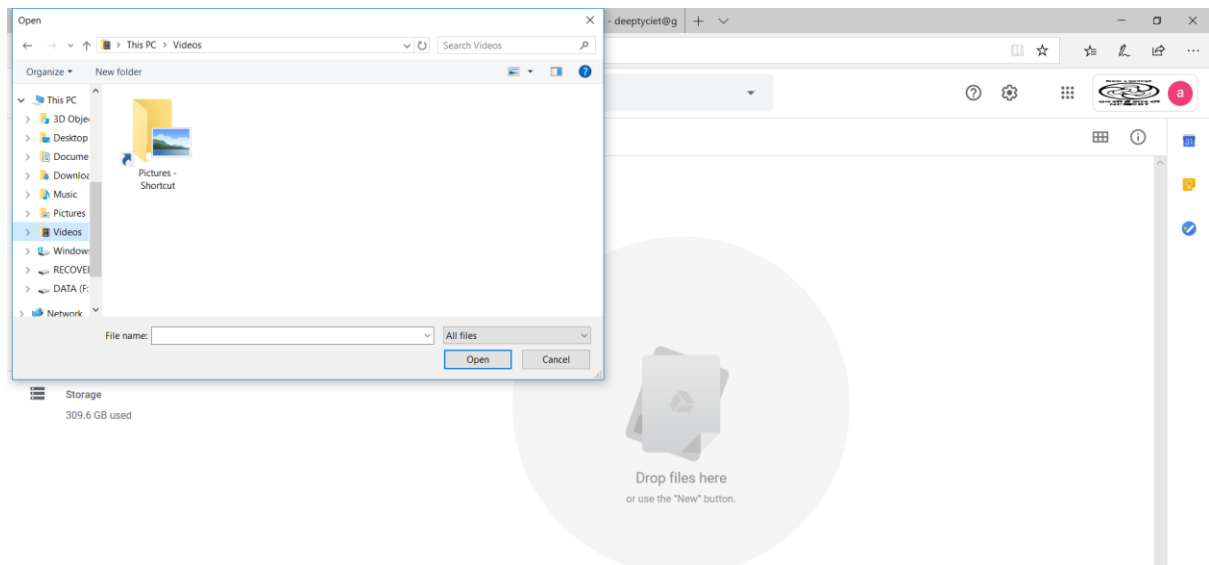


Image 7: Selecting file from your system

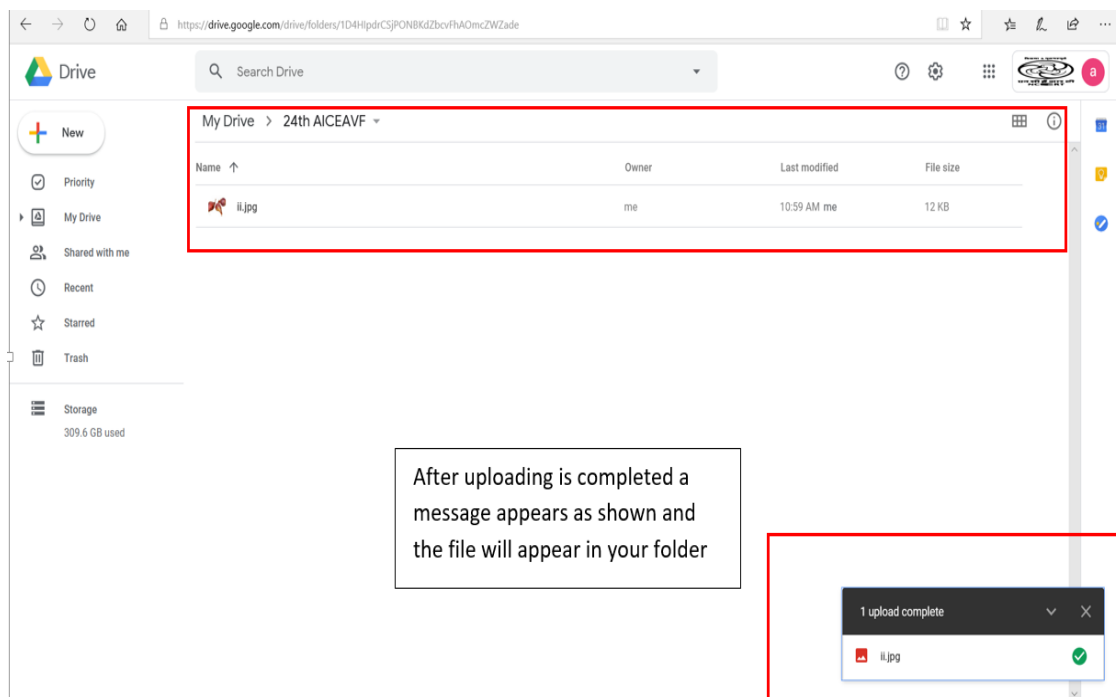


Image 8: Final Uploaded Programme

6. After uploading all the entries, Right Click your festival Folder in your Drive as shown in image 9 and click to “Share”.

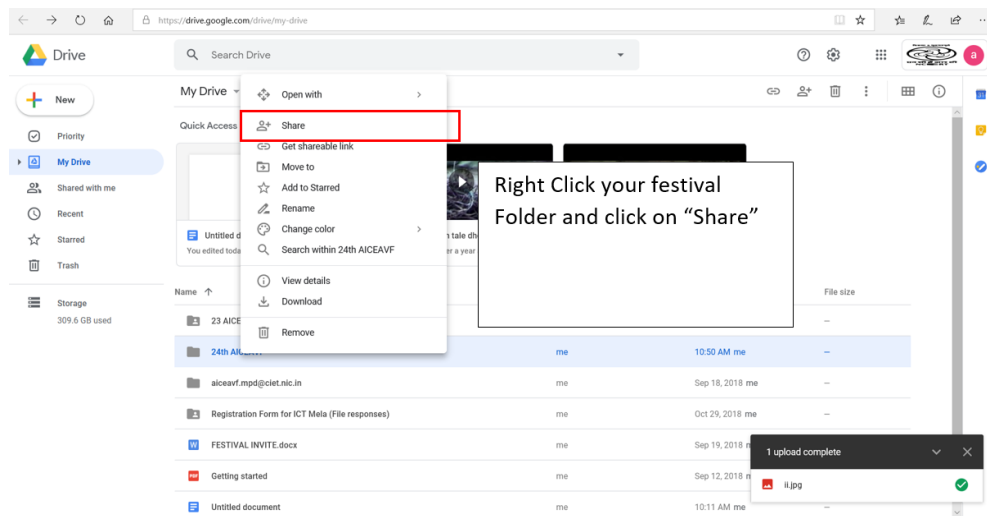


Image 9: Sharing the folder

7. A window opens up and asks for email id. In this window enter the email id of festival i.e. aiceavf.prd@ciet.nic.in. (A precaution needs to be taken: Give the editing rights to this email id as shown in image 10).

Then “Add Note” and write the details of programmes like ‘Title of Programme’ and ‘category’. Also write your complete details like Name, contact No, Organisation etc. in message box and at last click on “send”.

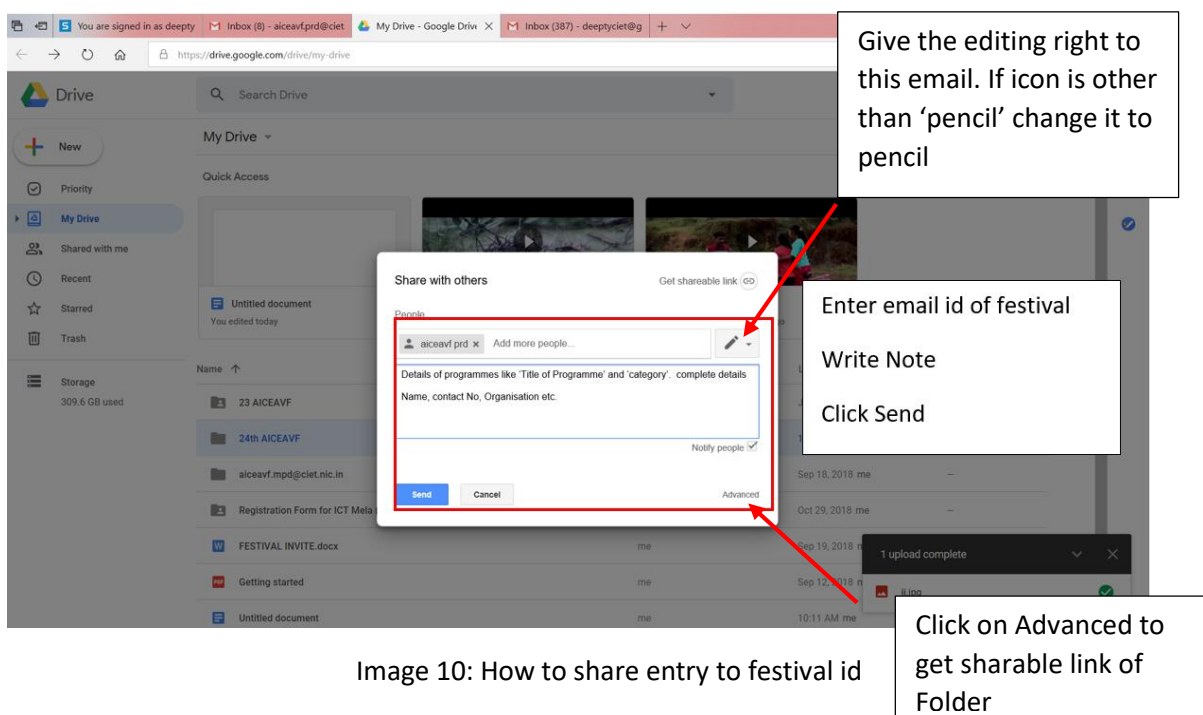


Image 10: How to share entry to festival id

8. Then click on “advanced” in the above dialogue box (image 10) and you will get the link to share. Copy this link and paste it in the online form of the festival and submit the form.

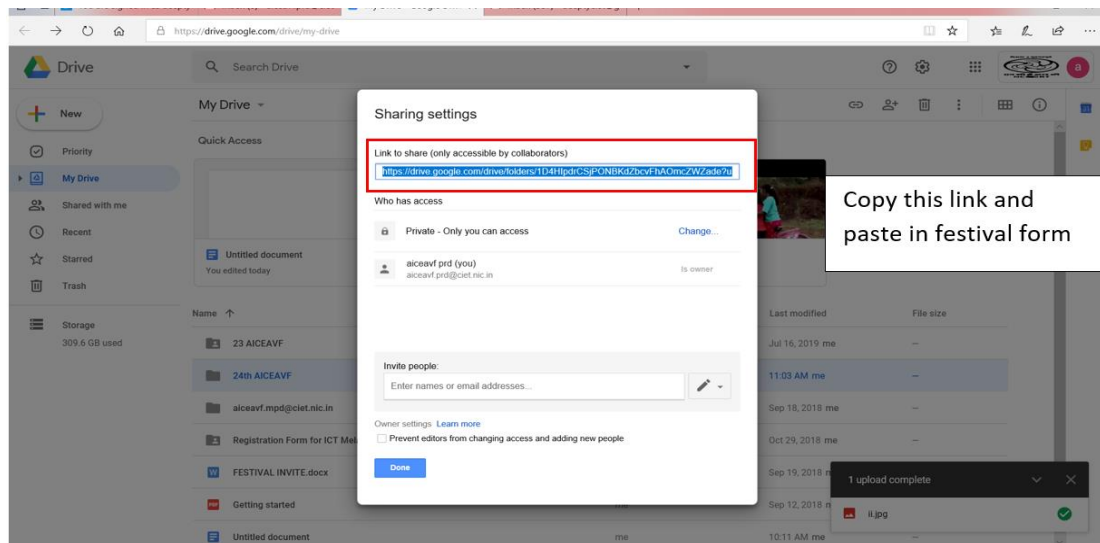


Image 11: Copying the link of drive

Uploading on You Tube and sharing your entry

1. Sign in into your gmail account and click on the 9 point square at the top left of mail account. A window will appear in which the icon of You Tube will be visible and a new tab will be opened as shown in Image 1.

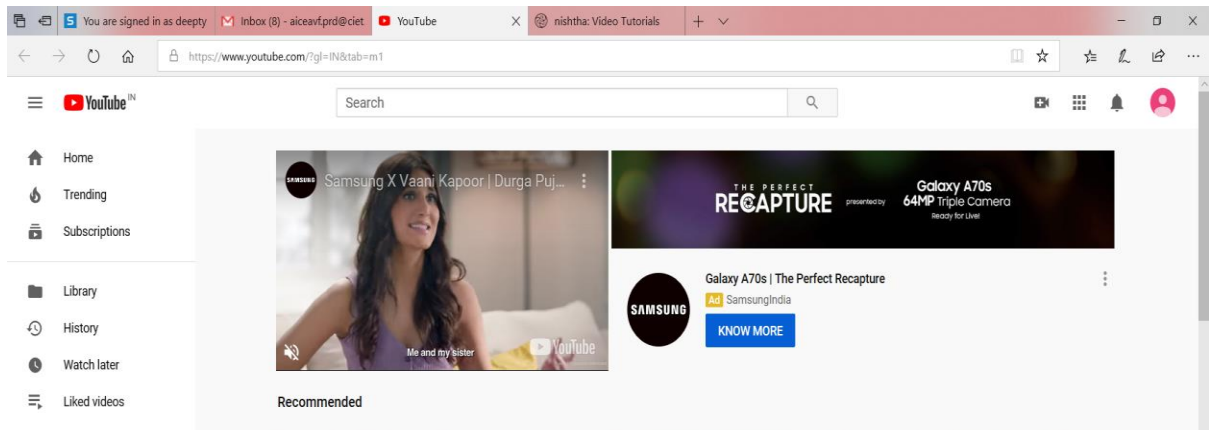


Image 1: You Tube account

2. Click on 'Upload Video' (Image 2(a) & (b)) and select the file to upload the video by selecting the file from desired location (Image 3). Video will be started uploading and it will take time.

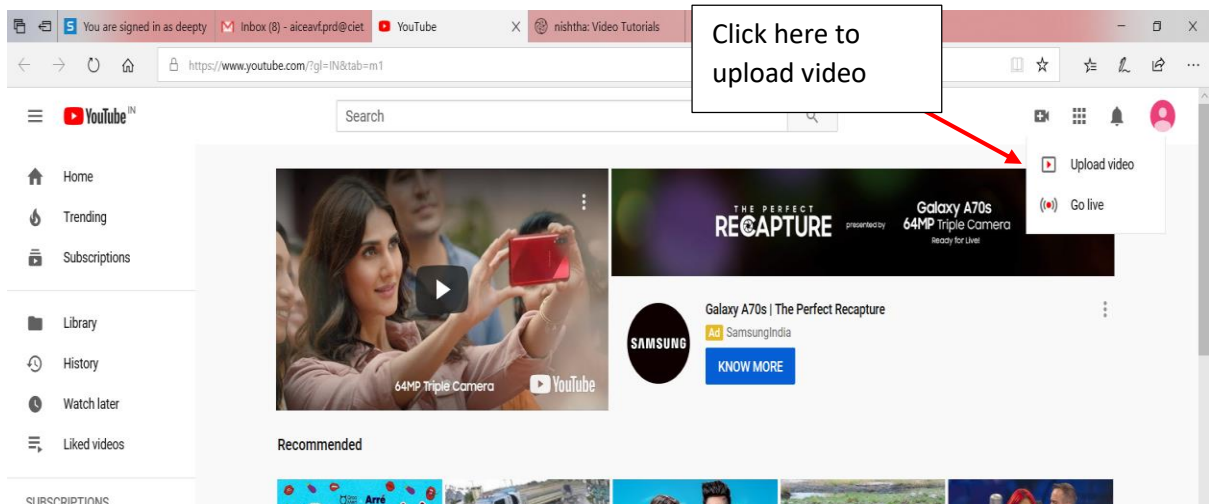


Image 2 (a): Upload the video

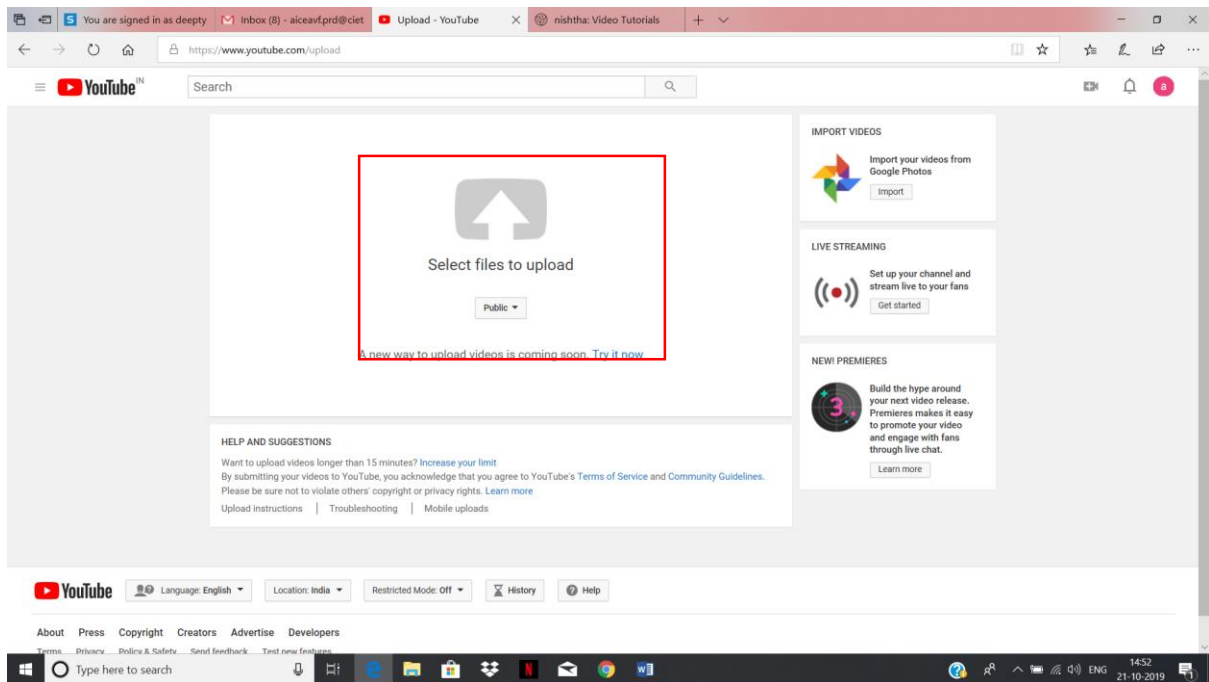


Image 2 (b): Upload the video

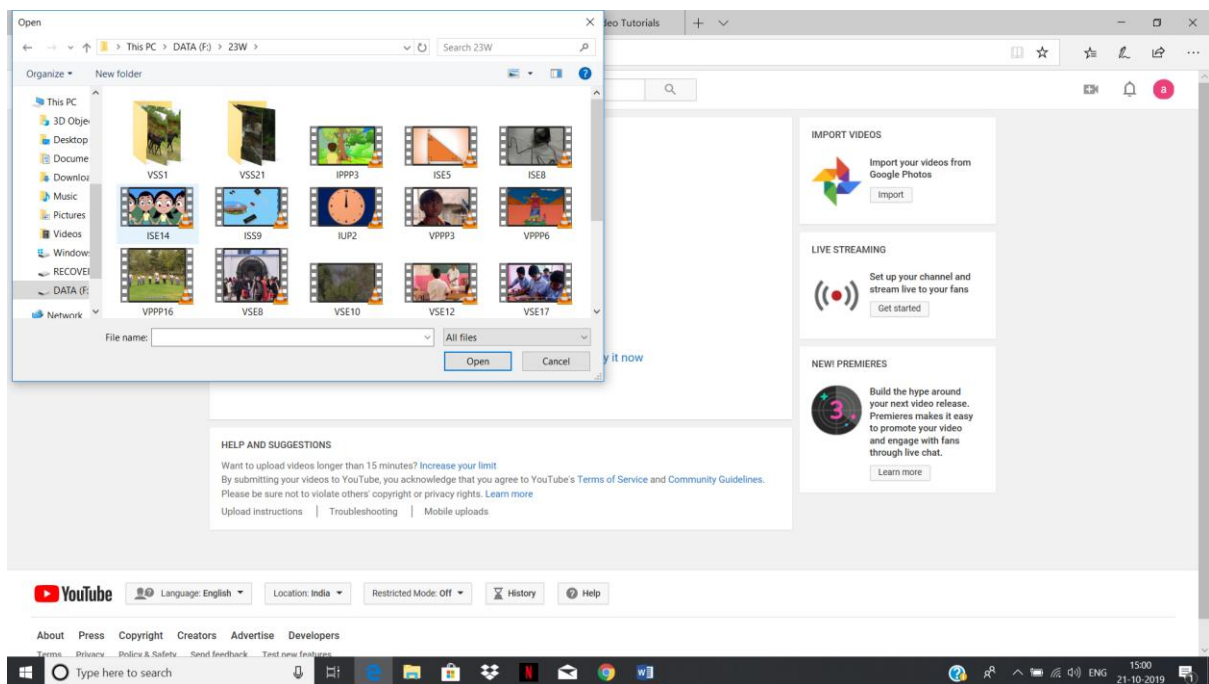


Image 3: Selection of video from desired location

3. Edit the basic details of video like Title and Description of the video (image 4) in which the details of the entry can be mentioned.

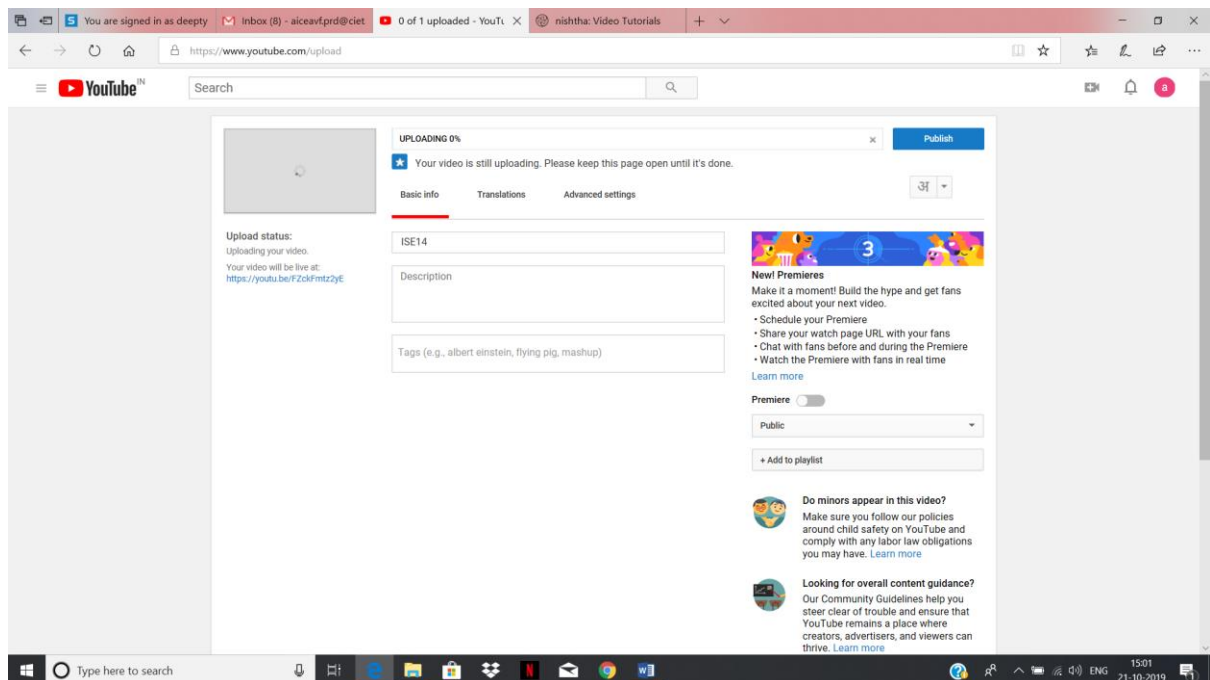


Image 4: Editing the description of video

4. Click on 'advanced settings' (image 5) and make two important changes. Select license and ownership rights to 'Creative Commons Attribution' and category to 'Education' (Image 6 & 7)

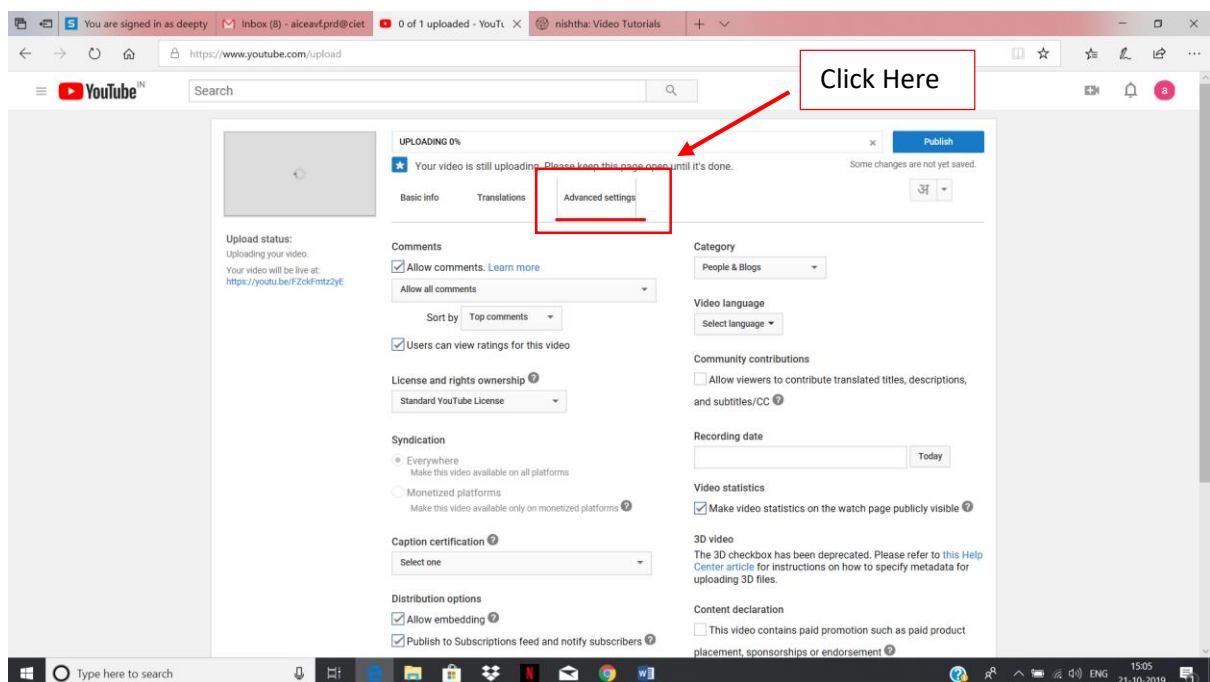


Image 5: Advanced Settings

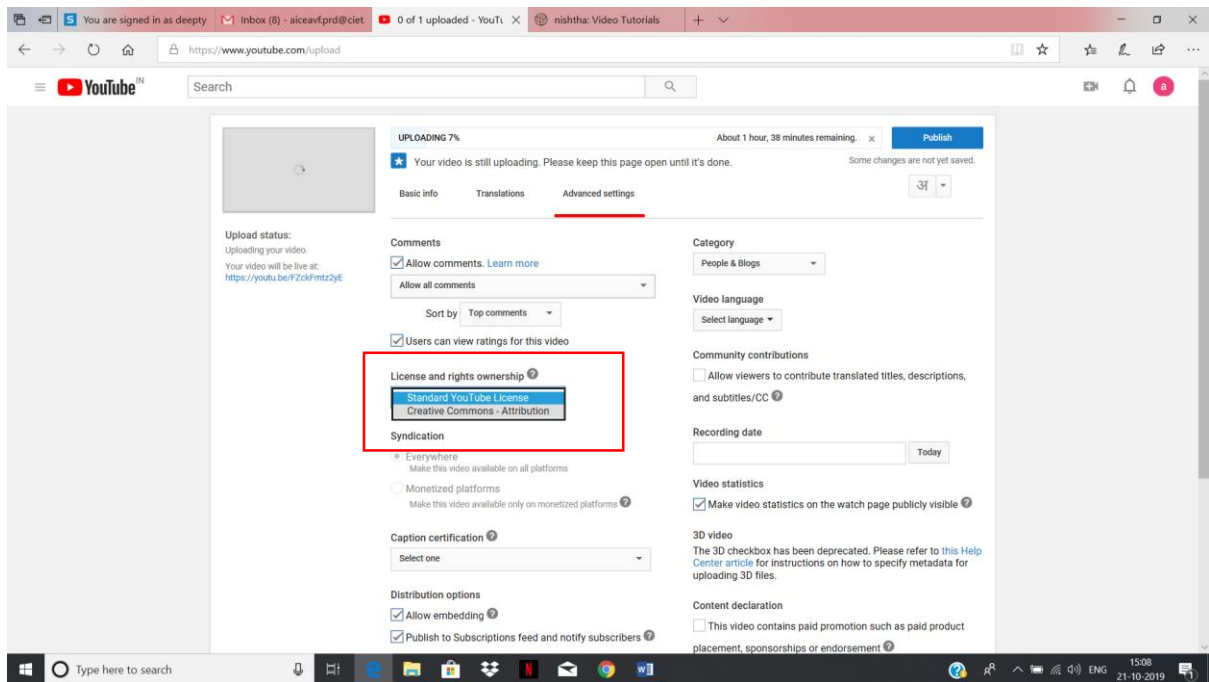


Image 6: Change license option

5. After the video is completely uploaded as shown in progress bar, click on 'Publish' (image 7).

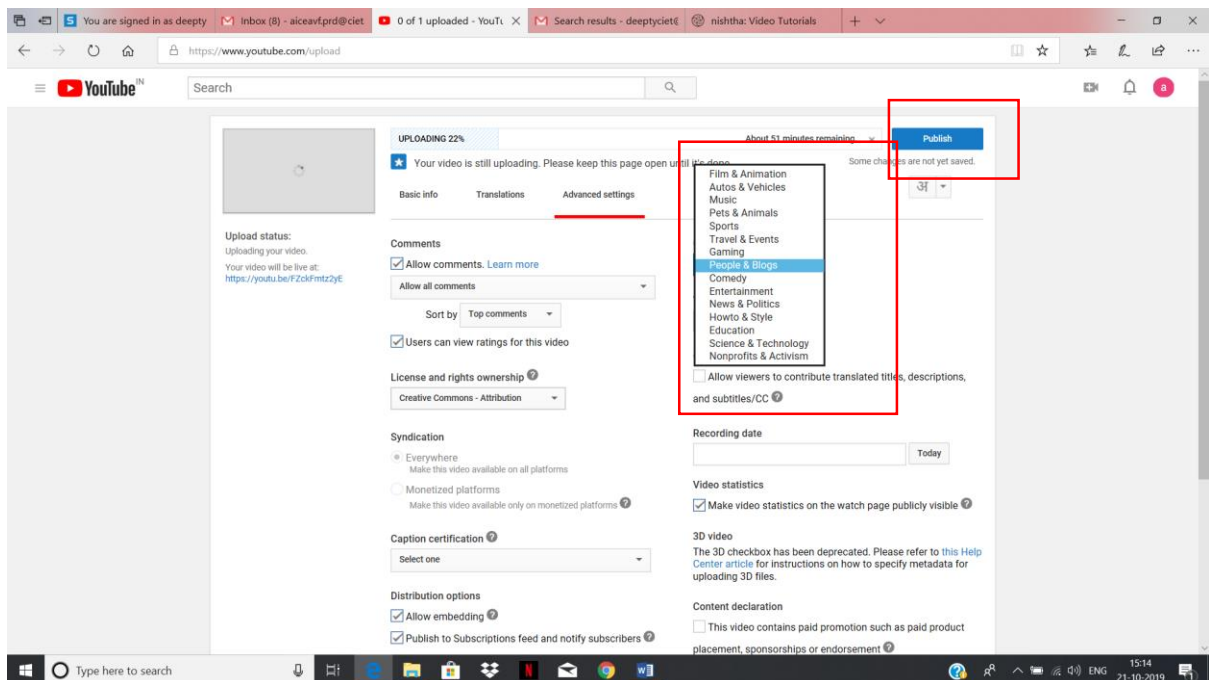


Image 7: Change category of video

6. After publishing a window will appear showing the URL of the video (image 8). You can copy the URL of your video and paste it in Entry form and submit.

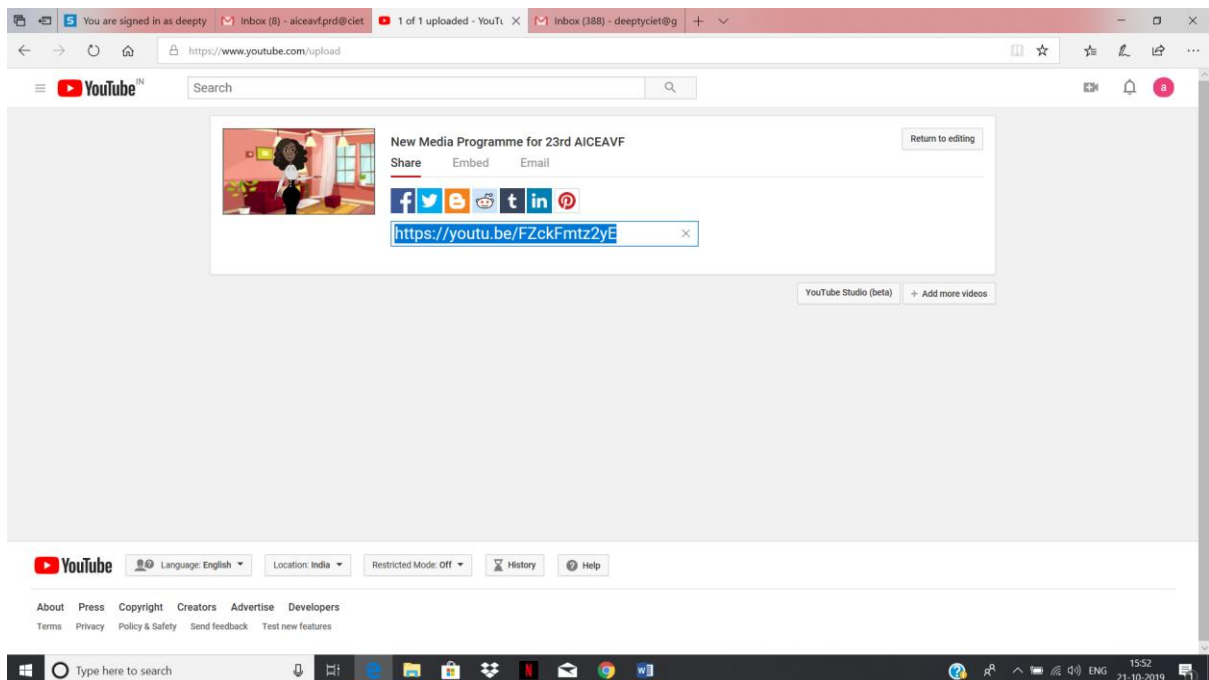


Image 8: Sharing the URL of the video