



ADDING A VIDEO CLIP TO YOUR ACTIVITY GROUP PAGE

OUTLINE

- A Group Leader or delegate with the correct user profile can add a video to their web page by following the instructions on the following pages
- The user will need to set up a Google Docs account associated to a Google Mail account
- Once a Google Mail and Google Docs account is set up a video can be uploaded into Google Docs and set to share.
- Once shared a URL link is given by Google Docs which can then be set as a link from text in the group page
- *N.B. If you already have a cloud storage system you use then this may have the sharing facility and you need not set up a Google Docs account*
- This instruction cannot cover all cloud storage systems, but will concentrate on Google Docs

CREATING A GOOGLE MAIL ACCOUNT

If you do not already have a Google Mail account, then visit [this link](#) which will allow you to do so

Once the Google Mail account is set up you have access to a cloud document store which allows both sharing of documents and/or access to your docs from any device you happen to be working on.

So now you have created your Google Mail account – log in to it and we will go from there

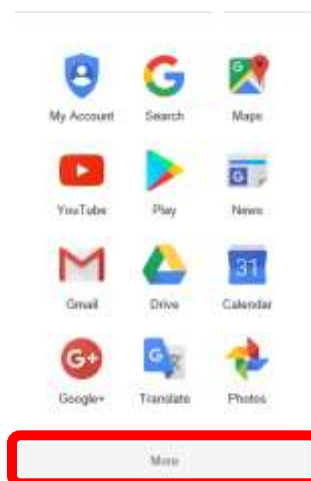
Now go back to the main Google page at <https://www.google.co.uk/>

UPLOADING A VIDEO

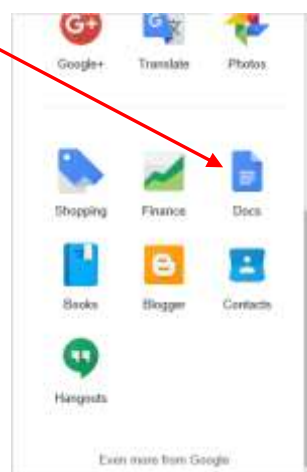
On the google home page click on the icon of 9 small squares



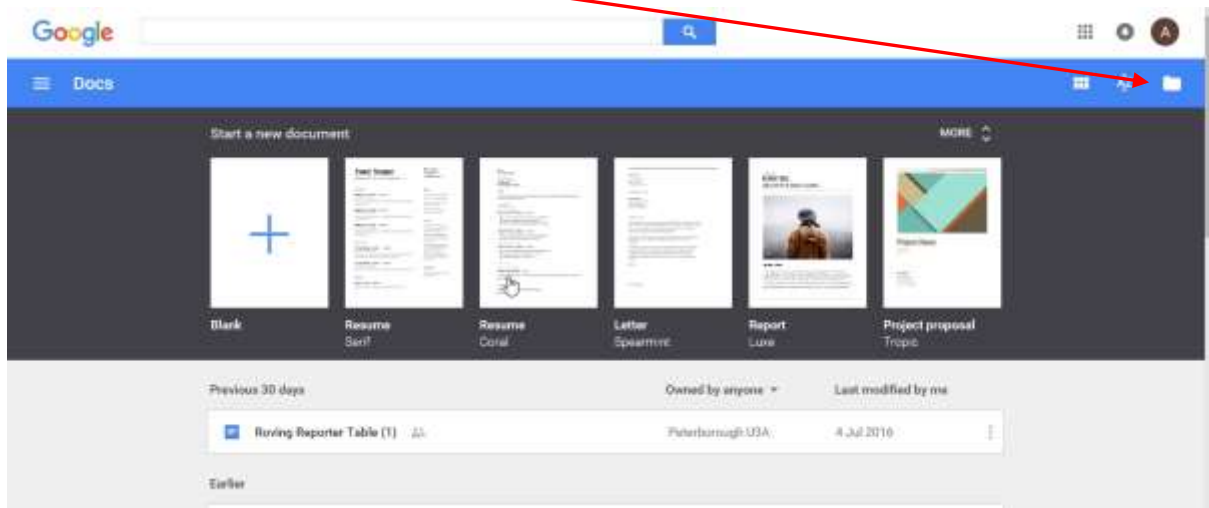
A menu system of icons will appear. Go to the bottom of the list and click "More".



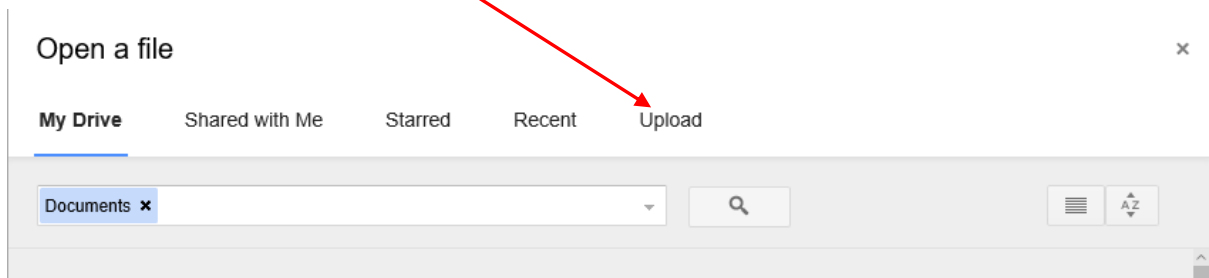
select "Docs" from that new list



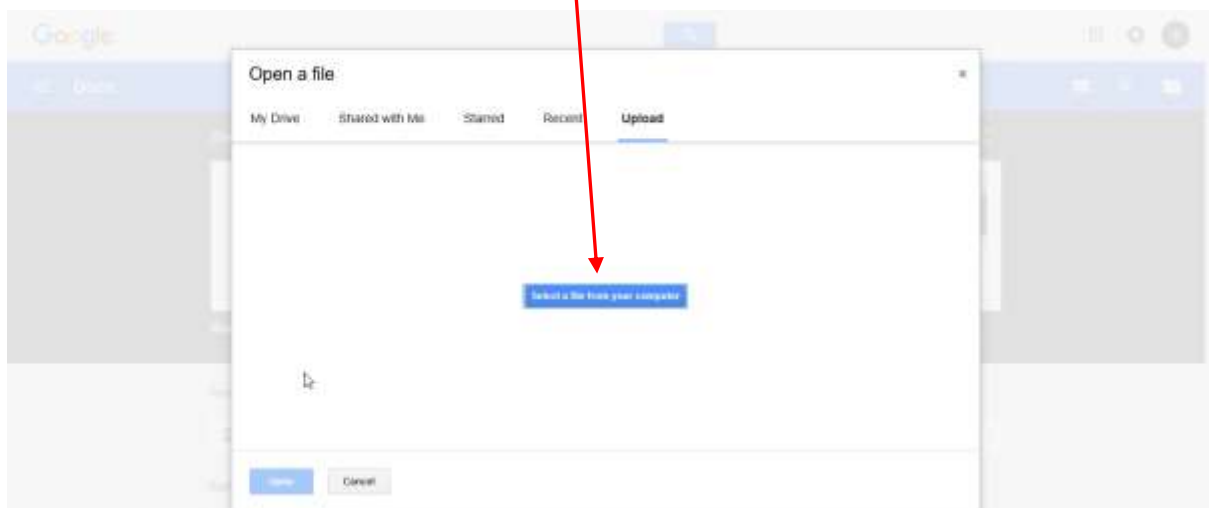
On the new page click on the “Folder” icon at top right



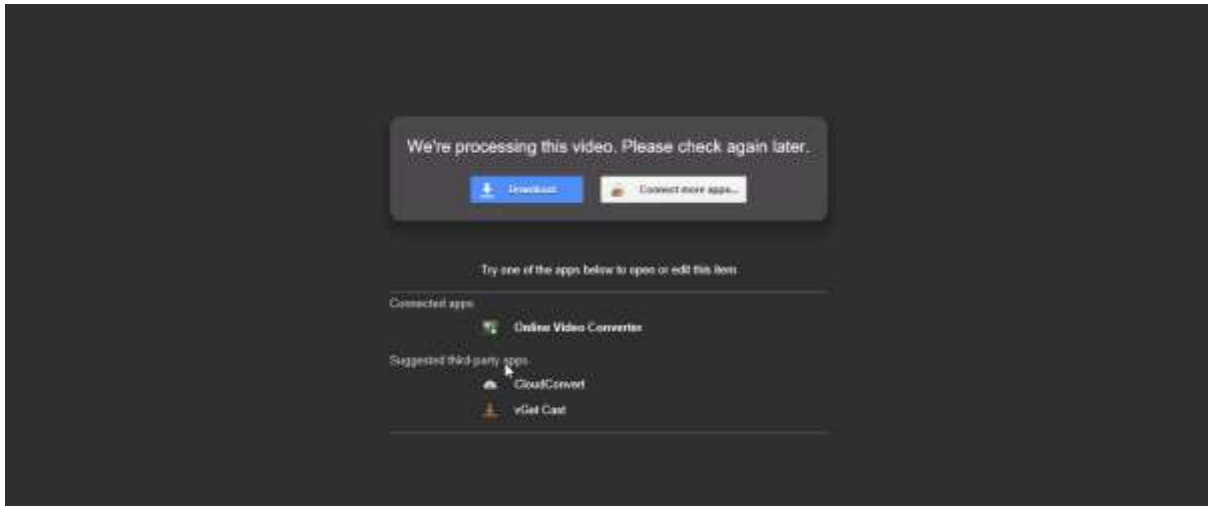
On the new window click on “Upload” on the menu system of the page



When presented - click on the “Select a file from your computer” button



- You will be presented with a window to navigate through your file system
- Locate your saved video – click on it once and then click “Open”
- A bar with “Uploading” will appear. This may take some time to disappear depending on the file size
- After some time the screen shown below will appear

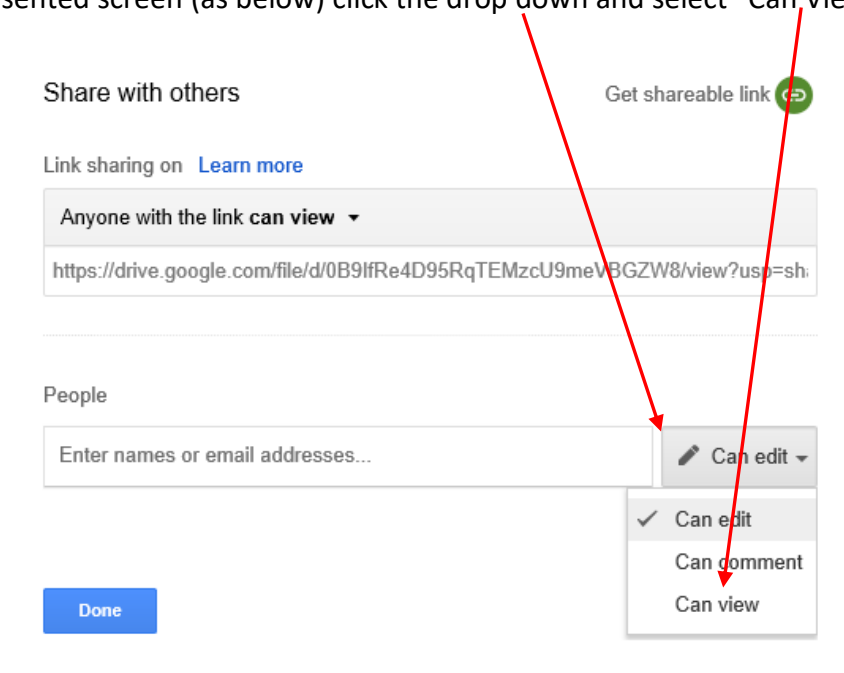


Move your cursor to the top of the page and another menu bar appears

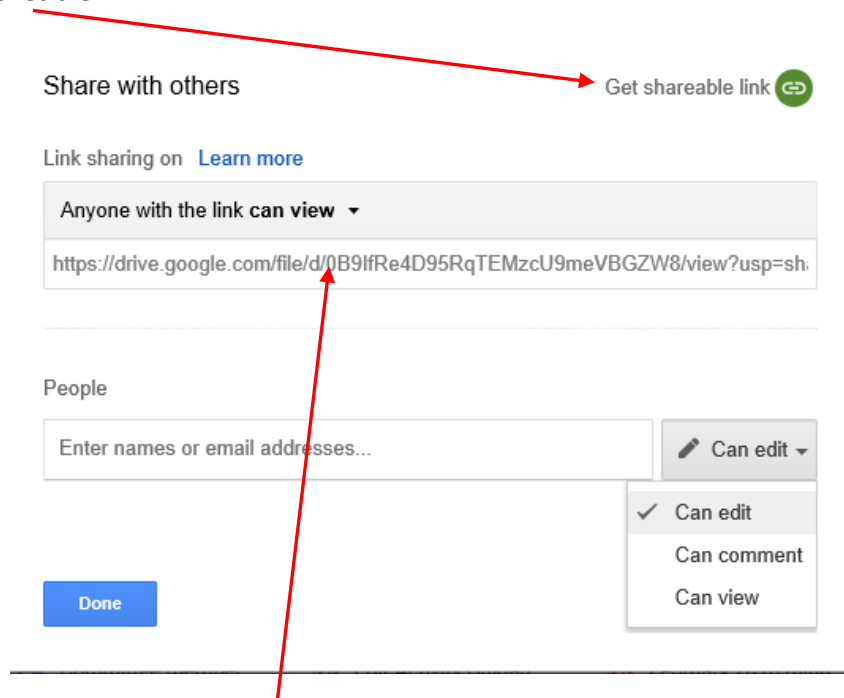
From that new menu bar select the “Share” icon and click



From the presented screen (as below) click the drop down and select “Can View”



Click "Get shareable link"



Highlight and copy (Ctrl + C) the link given

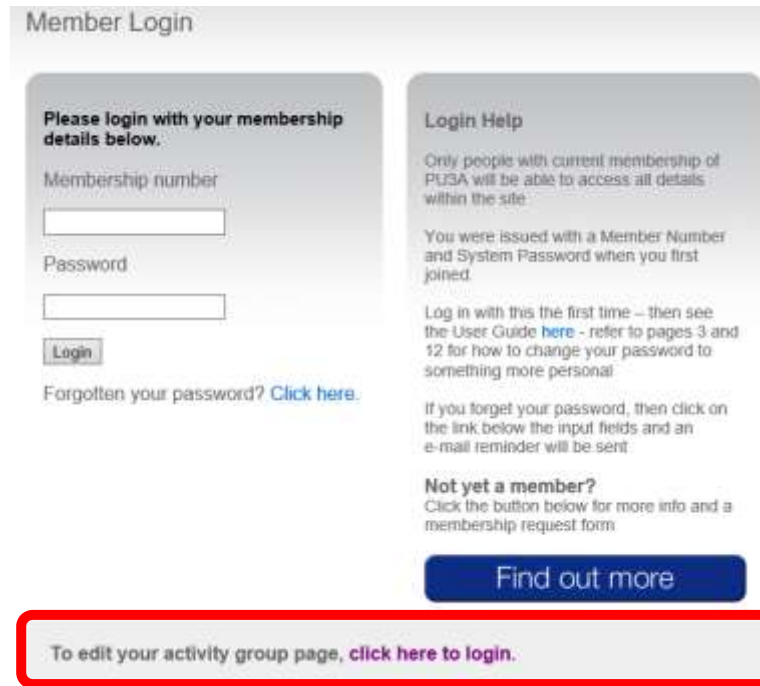
Click the "Done" button in bottom left of screen

That completes the Uploading and Sharing part of the process.

However, ensure you paste the copied link from the previous screen either straight into the place you wish to link to the video (in the Group page) or into a Word document (or other such word processor) for later use.

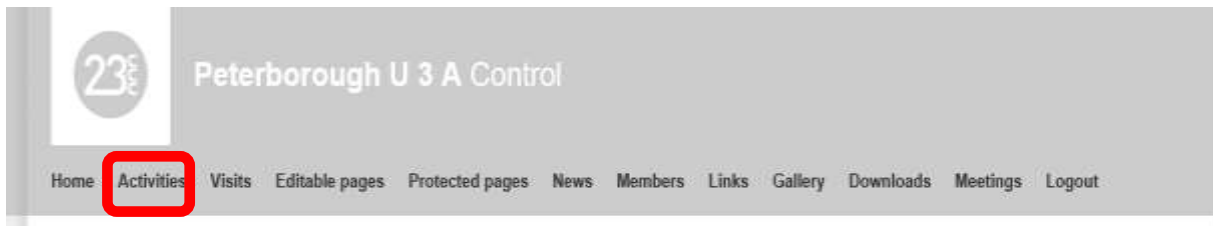
SHARING THE VIDEO LINK IN THE PU3A GROUP PAGE

Log into the PU3A website as the Activity Leader using your normal Membership number and password using the link at the bottom of the Login Page as below



The screenshot shows the 'Member Login' page. On the left, there is a login form with fields for 'Membership number' and 'Password', a 'Login' button, and a link for 'Forgotten your password? Click here.' On the right, there is a 'Login Help' section with instructions for new and existing members. At the bottom right, there is a blue button labeled 'Find out more'. At the bottom center, a red-bordered box highlights the text: 'To edit your activity group page, click here to login.'

Once logged in click on Activities as below



Select and click the Edit button



Once in the Group Page editor refer to the document [here](#) to add a sentence or two about your video and make the link to the video stored in your Google Docs store (or other cloud storage).