Video Publishing Guidelines

Due to WordPress video size restrictions and Google’s algorithm, we publish all videos on the site through embedded YouTube links. The videographers should send you videos already formatting for YouTube, but if they do not, please remind them of the formatting guidelines and have them resend you the content.

Uploading to YouTube:

* Log onto the OnDenver YouTube account
	+ Email: OnDenverSite@gmail.com
	+ Password: Localcontentbylocalpeople
* Click the upload button at the top right.
* Drag the video into the box and ensure Public is ‘selected’
* Name the Video
* Put ‘Video by: Artist’ in the description
* Ad 5-10 relevant tags
* Click ‘Custom Thumbnail’ and add the JPG provided by the videographer
* Click publish
* Copy the provided link

Embedding on Site:

* Go to Wordpress dashboard
* Click ‘New’ then ‘Post’ on the dropdown menu
* Add the title
* Click ‘Add Media’
* Click ‘Insert from URL’
* Paste YouTube link
* Click ‘Insert into Post’
* Under categories, click ‘Video of the Day’
* Add the provided JPG as the featured image
* Add 5-10 relevant tags
* Click ‘Publish’
* Click ‘All Posts’ on side menu
* Hover over the post and click ‘Quick Edit’
* Under the ‘Author’ dropdown, select the videographer’s name
* Click Update