



Holding a Speech Trek Competition on Zoom

December 12, 2020

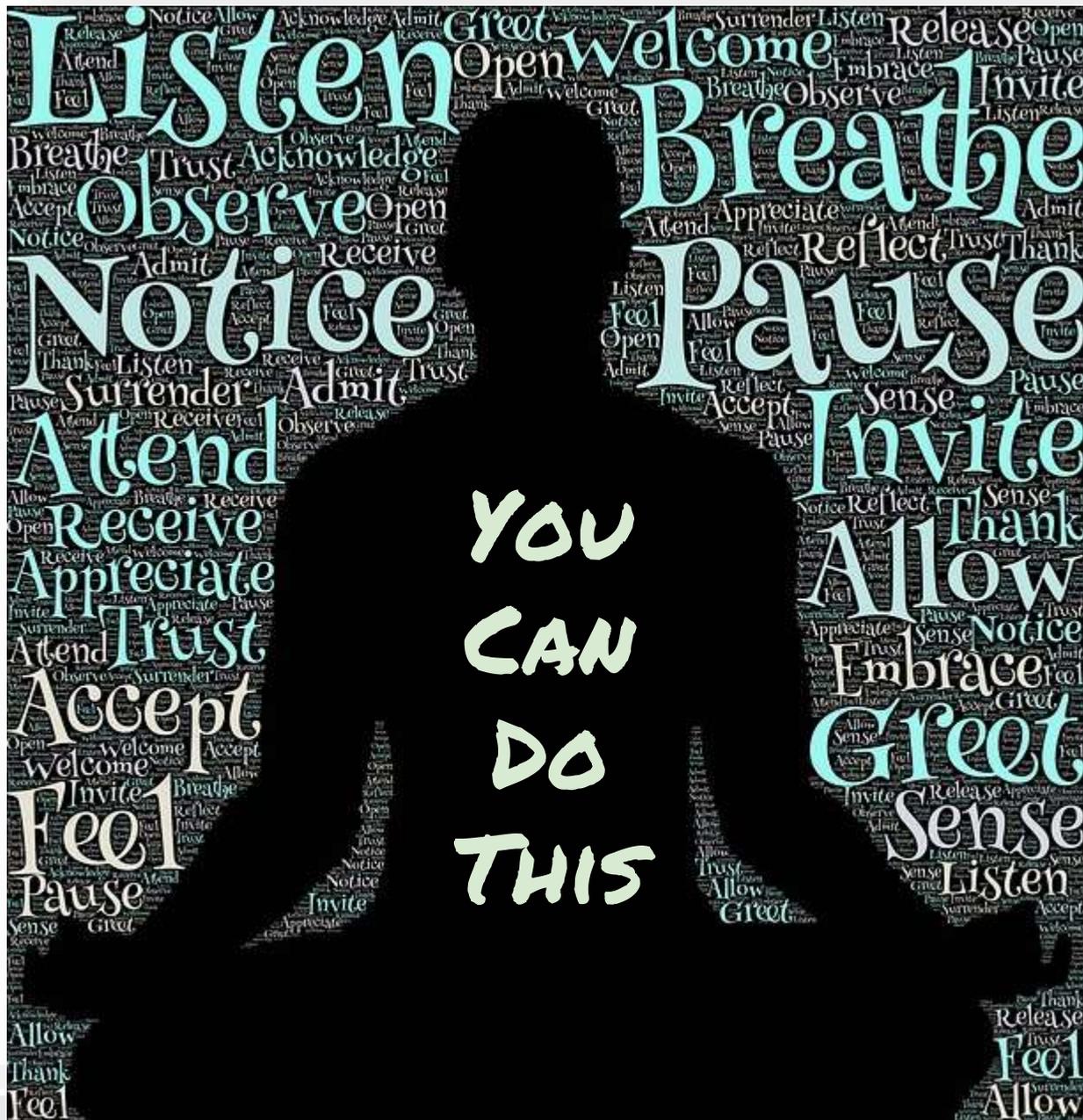


Speech Trek's New Logo!



AAUW California
Speech Trek

RELAX



[Link](#)



How Much Zoom Experience Do You Have?

Basic and Advanced Zoom training materials are available on the AAUW California website.



<https://www.aauw-ca.org/category/tech-tools/>



Managing the Room

Participants

- Students
 - Do you want your students to see the other performances? You can:
 - Keep them in the waiting room or let them join
 - Keep their video/microphone off when they are not performing
- Judges –
 - Do you want them to be anonymous?
 - Change their screen name before the students arrive.



Managing the Room

Technical support

- Time keeper
 - Keep your video on and mute the audio.
 - Use your phone to time.
 - Raise a colored piece of paper in front of your camera to designate time.
- Room manager
 - Let students, judges and audience into the room.
- Chief Judge
 - Receive scores from judges, identify and convey winner to MC.



Judging

- Use a physical ballot to record scores.
- Communicate scores to the Chief Judge via email or phone. Using Chat is risky.
- Plan an activity during the lull when scores are being tallied.





Recording the event

- Record to the cloud.
- Pause the recording between speakers.
- Download the recording to your desktop.
- Upload the recording to YouTube.



Where Can I Find the Recording?

Within your Account

1. Recordings
2. Cloud Recording
3. Change date range if needed
4. Search

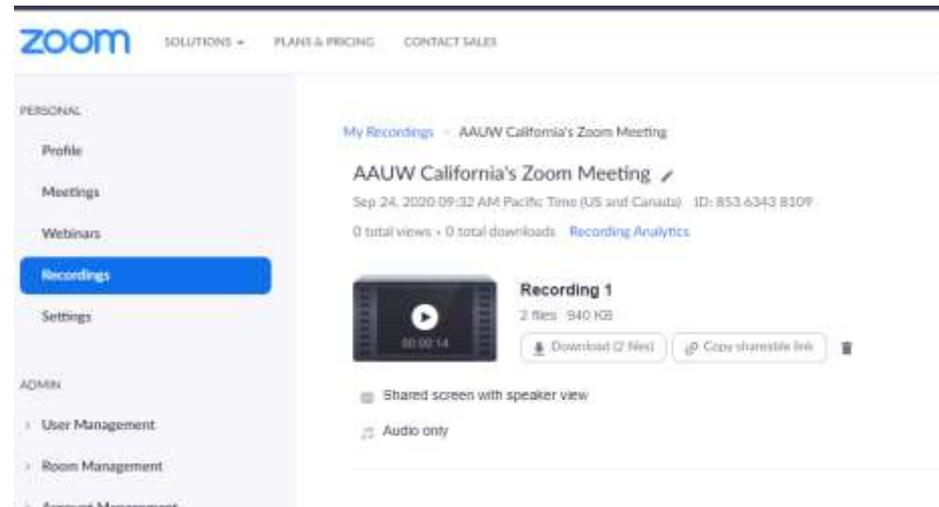
The screenshot displays the Zoom account management interface. On the left, a navigation menu is visible with the 'Recordings' option highlighted in blue and marked with a red circle '1'. The main content area shows the 'Cloud Recordings' tab selected, also marked with a red circle '2'. Below the tab, there are filters for 'From' (mm/dd/yyyy), 'To' (09/29/2020), and 'All Status' (marked with a red circle '3'). A search bar with a magnifying glass icon and a 'Search' button (marked with a red circle '4') is present. Below the search bar, a table lists recordings with columns for 'Topic' and 'ID'. The table contains several entries, including 'AAUW California's Zoom Meeting' and 'Show Me the Money: Fundraising Ideas For a COVID World'.

Topic	ID
AAUW California's Zoom Meeting	853 6343 8109
Show Me the Money: Fundraising Ideas For a COVID World	831 3219 5659
AAUW California's Zoom Meeting	892 5920 0400
Waging a successful GOTV campaign in the time of Covid	841 9740 9476
How to manage your Speech Trek contest on ZOOM.	853 9661 1328

How Do I Download the Recording?

Once you find the recording

1. Download the video. It contains the audio.
2. Download the audio (if desired to just post the audio).



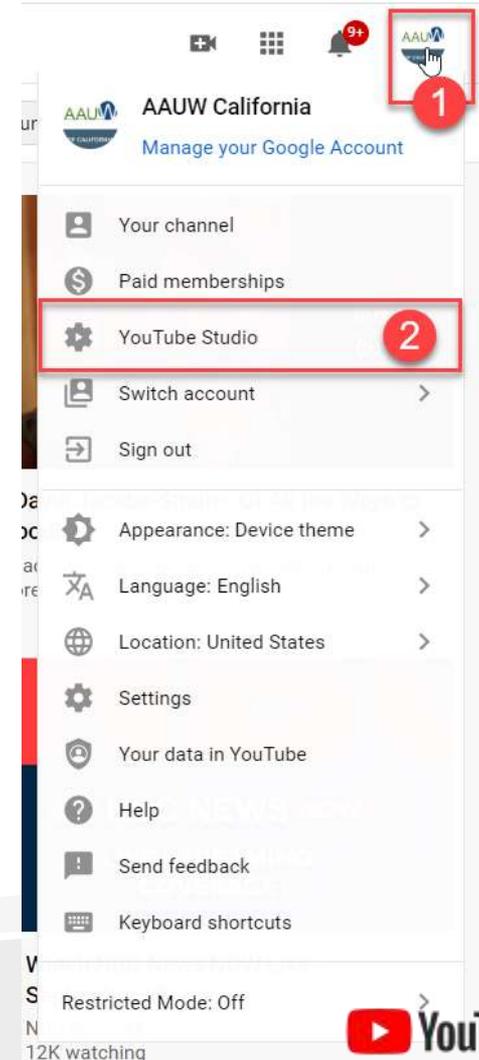
How Do I Upload My Video to YouTube?

Go to your YouTube Account

1. Choose your account in the upper right hand corner.
2. Choose YouTube Studio.

Need to create a YouTube account?

<https://www.dummies.com/social-media/youtube/how-to-create-a-youtube-account/>



How Do I Upload my Video to YouTube? (Continued)

From the YouTube Studio

1. Choose video.
2. Choose create.
3. Choose upload video.
4. Note: You can also edit a video from this screen.

The screenshot shows the YouTube Studio interface for the channel 'AAUW CALIFORNIA'. The left sidebar contains navigation options: Dashboard, Videos (1), Playlists, Analytics, Comments, Subtitles, Monetization, and Customization. The main content area is titled 'Channel videos' and shows a list of videos. The first video is 'Show Me the Money' (1:08:14) with a red callout (4) pointing to its thumbnail. The second video is 'Racial Injustice: Understanding It, Recognizing It, Talking About It' (1:27:56). Below the list is an 'Upload videos' button (3) and a 'SELECT FILES' button. In the top right corner, there is a 'CREATE' button (2) and an 'Upload videos' button (3). The bottom of the screen features a large upload icon and the text 'Drag and drop video files to upload' and 'Your videos will be private until you publish them.'

Submit a Video of the Winner

Using the YouTube studio

- Trim the video to create a video of ONLY the winning student video.
 - Remove pieces (students) you don't want to send to AAUW California.
- Save as a new video.
 - Note: This can take several hours to see active on YouTube.
- Send link to Marlene Cain for posting on YouTube. (spechtrek@aauw-ca.org)



Trimming a Video Using YouTube

Using the YouTube studio

- Edit your video.
- Choose “Trim”.
- Drag the beginning to the start of your speaker.
- Drag the end to the end of your speaker.
- Use “Save As” to save your new video.



Click [HERE](#) for a YouTube tutorial.

Navigate to Your YouTube Studio

1. Click on your account.
2. Choose YouTube Studio.
3. Choose Videos.

The image is a composite of three screenshots illustrating the navigation process:

- Mobile Account Menu:** Shows the 'AAUW California' account menu. A red box labeled '1' highlights the account profile icon at the top right. A red box labeled '2' highlights the 'YouTube Studio' option in the menu.
- Desktop Account Menu:** Shows the desktop version of the account menu. A red box labeled '1' highlights the account profile icon at the top right. A red box labeled '2' highlights the 'YouTube Studio' option in the menu.
- YouTube Studio Dashboard:** Shows the YouTube Studio dashboard for the 'AAUW California' channel. A red box labeled '3' highlights the 'Videos' option in the left-hand navigation menu.

Choose Your Video

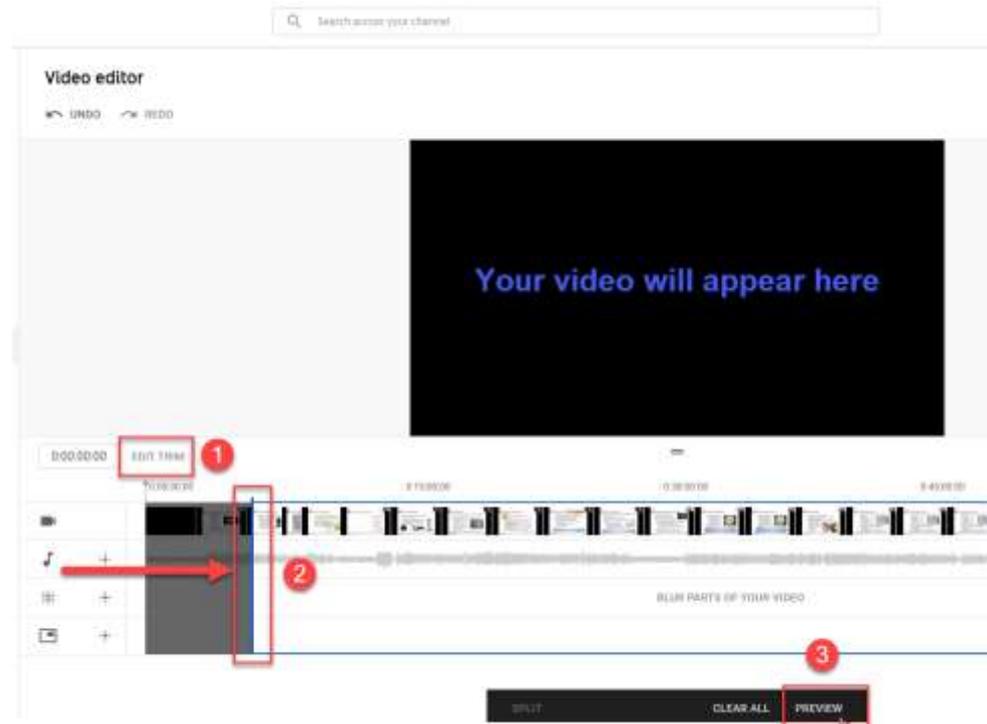
Click on the name of the video you want to edit.

The screenshot displays the YouTube Studio interface for the channel 'AAUW California'. The left sidebar contains navigation options: Dashboard, Videos (highlighted), Playlists, Analytics, Comments, Subtitles, Monetization, Customization, and Audio library. The main content area shows 'Channel videos' with tabs for 'Uploads' and 'Live'. A list of videos is shown, including 'Show Me the Money' (1:08:14), 'Racial Injustice: Understanding...', 'Speech Trek 101' (53:31), and 'Cultural Diversity, Education...'. A red arrow points to the 'Show Me the Money' video thumbnail, which is also enclosed in a red box.

Trim the Beginning of the Video

Once the video has loaded

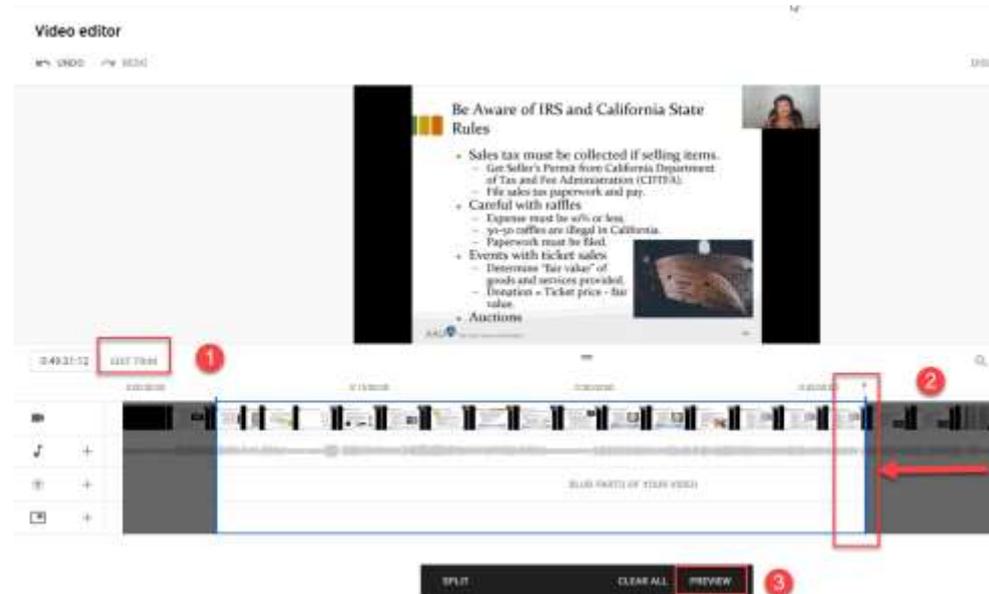
1. Click “Edit Trim”.
2. Grab the bar at the beginning of the video and drag it to where you want to begin.
3. Click “Preview”.



Trim the Ending of Video

Once the video has loaded

1. Click “Edit Trim”.
2. Grab the bar at the end of the video and drag it to where you want to end.
3. Click “Preview”.



Save the New Video

After your edits are final

1. Click ... in the upper right corner.

2. Click “Save as new”.

A new box will open

1. Insert the video name.

2. Decide how you want to save it.

3. Click “Save as new”.

The screenshot shows the YouTube 'Save as new' dialog box. It features a 'DISCARD CHANGES' button and a 'SAVE' button. A red box labeled '1' highlights the three-dot menu icon in the top right corner. A red box labeled '2' highlights the 'Save as new' option in the dropdown menu. A red box labeled '3' highlights the 'Title' input field containing the text 'Give it a new name'. A red box labeled '4' highlights the 'Save or publish' section, which includes radio buttons for 'Private' (selected), 'Unlisted', and 'Public'. A red box labeled '5' highlights the 'Delete original video' checkbox. At the bottom, there are 'CANCEL' and 'SAVE AS NEW' buttons, with the latter highlighted by a red box.



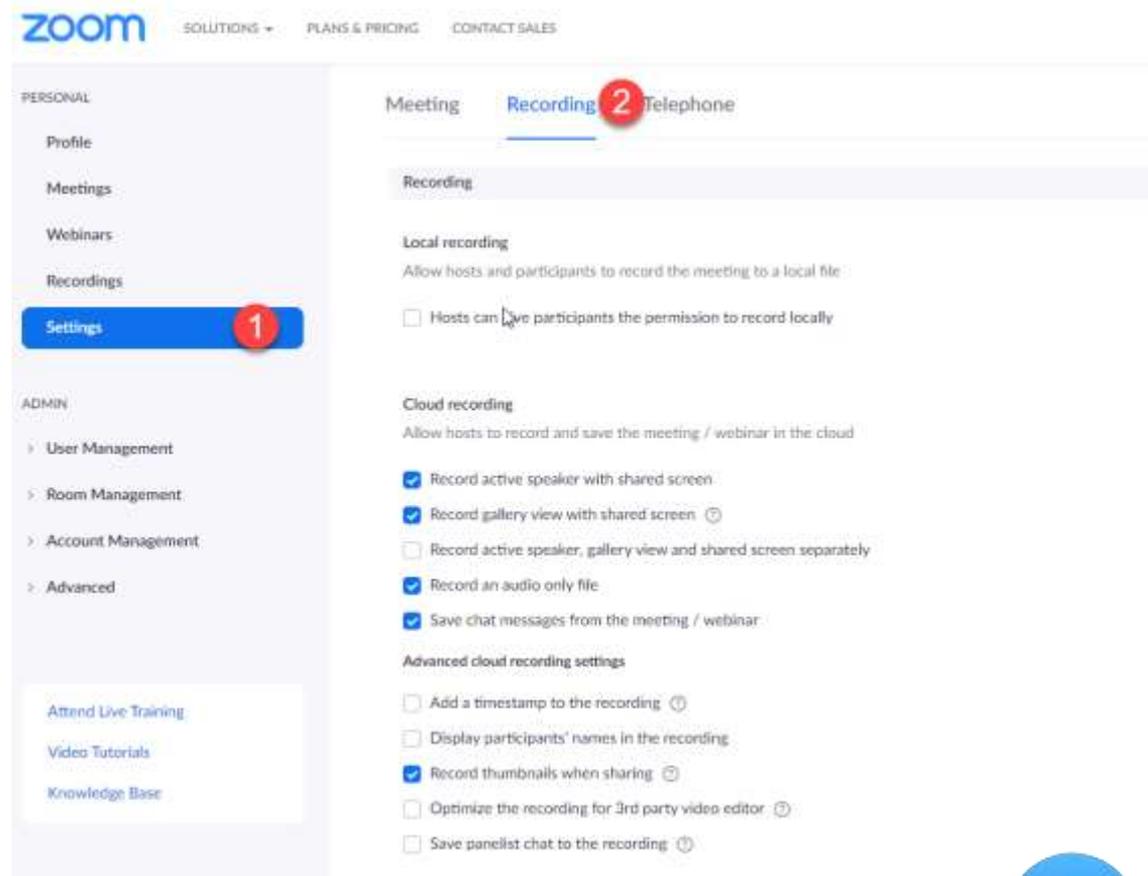
Zoom Settings to Consider

- Enable waiting room (this is the default)
- Require registration if you want to
 - know how many attendees will be joining
 - control who attends
- Turn participants video OFF
- Mute participants upon entry
- Chat
 - Allow meeting participants to send a message visible to all participants - turn off
- Screen sharing - host only

Where Do I Change Recording Settings?

Within your Account

1. Settings
2. Recording



The screenshot shows the Zoom account settings page. The left sidebar contains a navigation menu with 'Settings' highlighted and a red circle '1' next to it. The main content area is titled 'Recording' and has a red circle '2' next to the 'Recording' tab. The 'Recording' section is expanded, showing options for 'Local recording' and 'Cloud recording'. Under 'Local recording', there is a checkbox for 'Hosts can give participants the permission to record locally' which is unchecked. Under 'Cloud recording', there are several checkboxes: 'Record active speaker with shared screen' (checked), 'Record gallery view with shared screen' (checked), 'Record active speaker, gallery view and shared screen separately' (unchecked), 'Record an audio only file' (checked), and 'Save chat messages from the meeting / webinar' (checked). Below these are 'Advanced cloud recording settings' with checkboxes for 'Add a timestamp to the recording' (unchecked), 'Display participants' names in the recording' (unchecked), 'Record thumbnails when sharing' (checked), 'Optimize the recording for 3rd party video editor' (unchecked), and 'Save panelist chat to the recording' (unchecked).



Upcoming Webinars

1/11/2021	Title IX: Breaking Down Barriers 2020 A branch, college/university and school district perspective on how to be an advocate and activist for Title IX.
1/27/2021	Mentoring Women for Career Advancement Mentorship program for student members and young women members early on in their career who aspire to advance, and how to advance in their career.
2/24/2021	She Who Thrives Survives Learning what successful branches have to teach us.