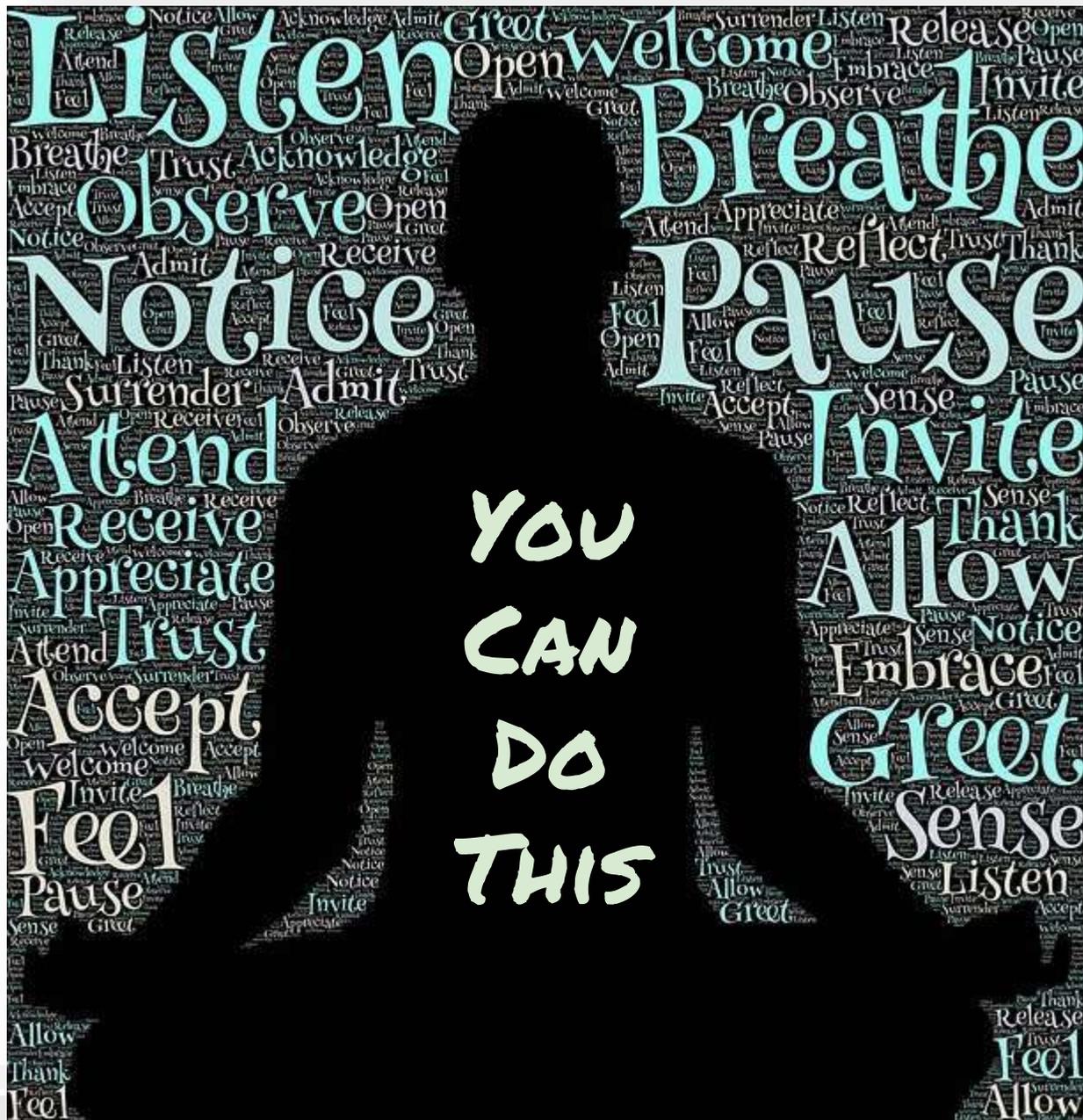




Holding a Speech Trek Competition on Zoom

October 1, 2020

RELAX





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/>

Preparing for a Virtual Contest

What's Different

- Managing the participants
 - Students
 - Judges
 - Technical team
- Communicating with judges
- Creating the video

What's the same?

- Recruiting your participants
- The contest “rules”



Schedule a practice session with your judges and technical team to work out the technology details.

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

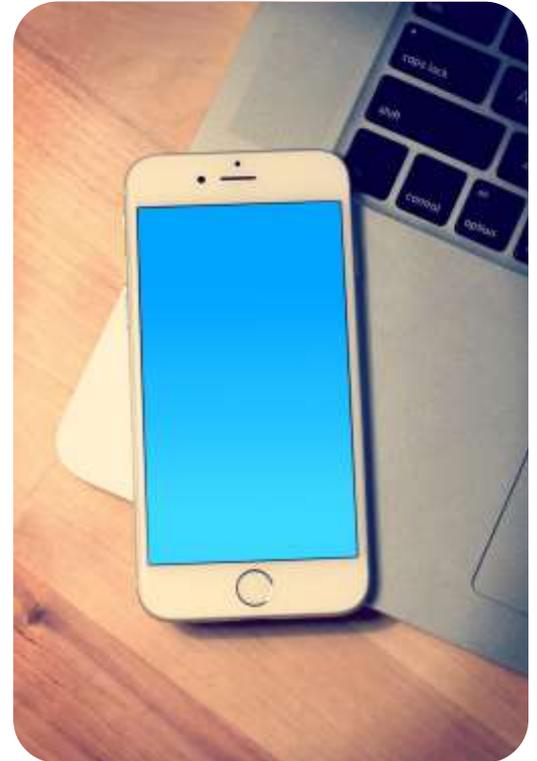
Technical support

- 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

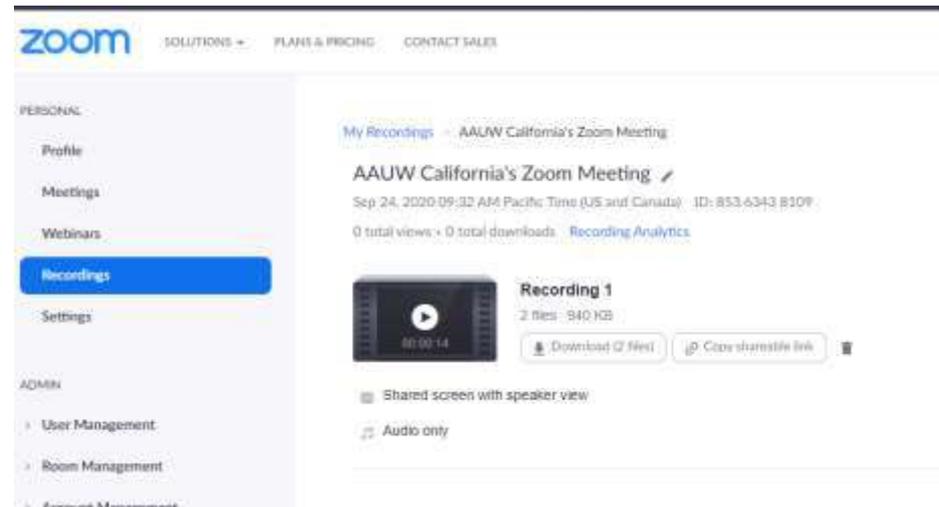
1. Recordings
2. Cloud Recording
3. Change date range if needed
4. Search

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).



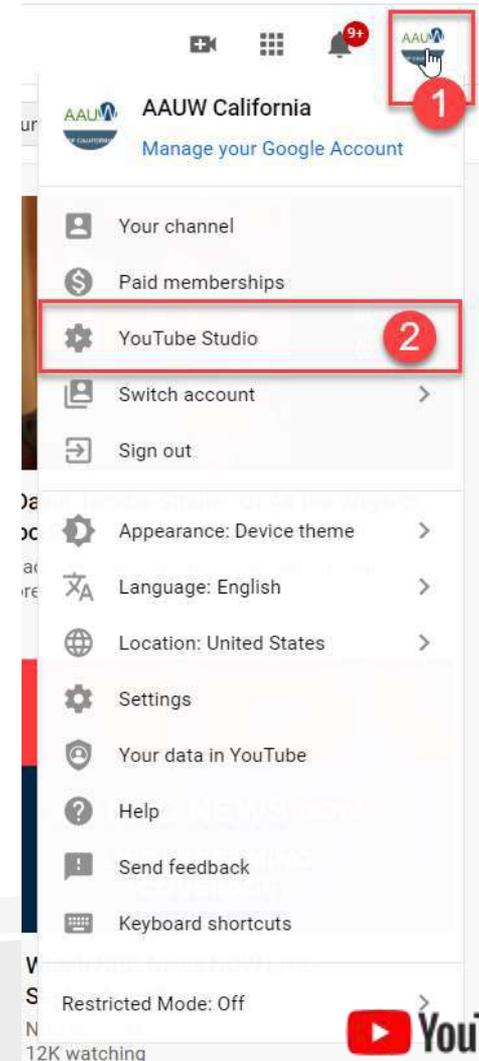
How Do I Upload My Video to YouTube?

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 a channel named 'AAUW OF CALIFORNIA'. The 'Channel videos' section is active, displaying a list of videos. The 'Videos' tab in the left sidebar is highlighted with a red circle and the number 1. The 'CREATE' button in the top right corner is highlighted with a red circle and the number 2. The 'Upload videos' button is highlighted with a red circle and the number 3. A video thumbnail in the list is highlighted with a red circle and the number 4. The video list includes titles like 'Show Me the Money: Creative and Fun Facts' and 'Racial Injustice: Understanding It, Recognizing It, Talking About It'. The interface also shows a search bar at the top, a 'SELECT FILES' button at the bottom, and a 'Drag and drop video files to upload' prompt.

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

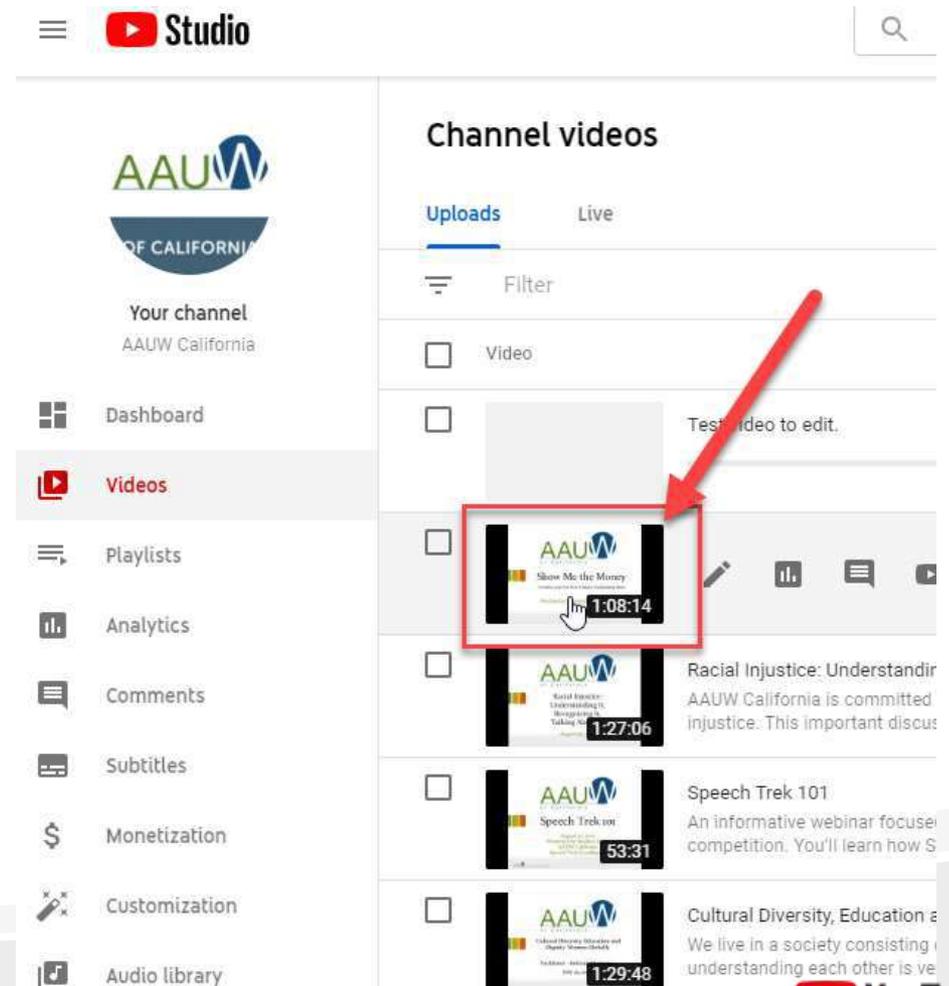
1. Click on your account.
2. Choose YouTube Studio.
3. Choose Videos.

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.

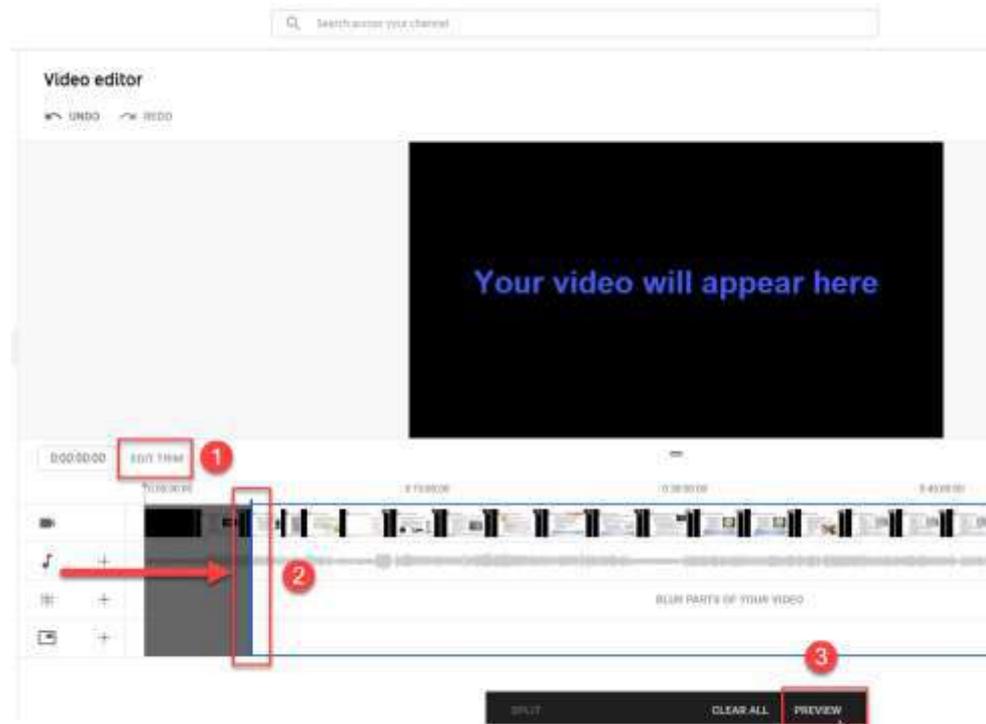


The screenshot displays the YouTube Studio interface for the channel 'AAUW of California'. The left sidebar contains navigation options: Dashboard, Videos (highlighted), Playlists, Analytics, Comments, Subtitles, Monetization, Customization, and Audio library. The main content area shows a list of channel videos under the 'Channel videos' section, with 'Uploads' selected. A red arrow points to the video titled 'Show Me the Money' with a duration of 1:08:14, which is highlighted with a red box. Other visible videos include 'Racial Injustice: Understanding...', 'Speech Trek 101', and 'Cultural Diversity, Education and...'. The video thumbnails feature the AAUW logo and titles.

Trim the Beginning of the Video

Once the video has loaded

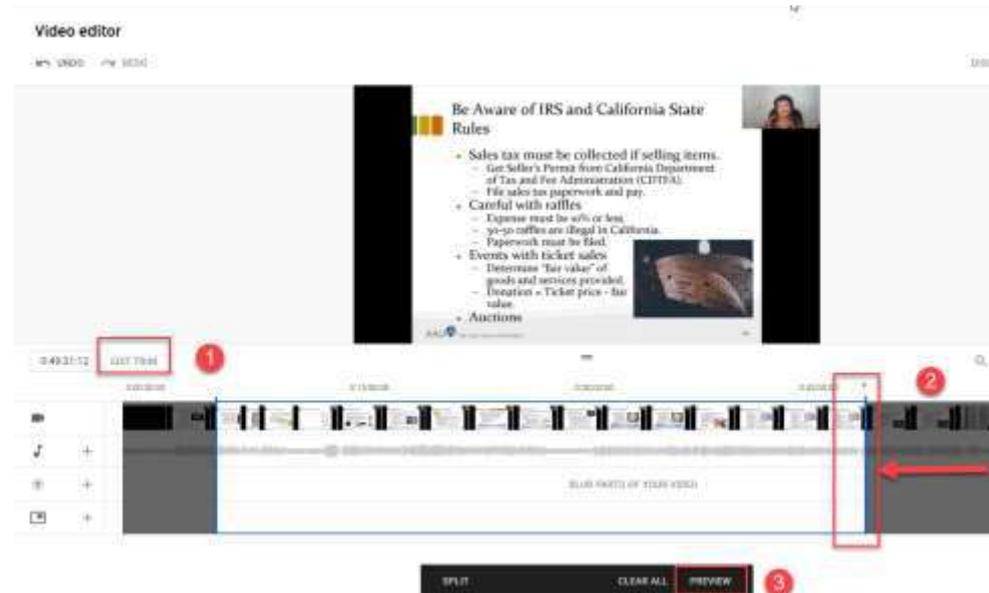
1. Click “Edit Trim”.
2. Grab the bar at the beginning of the video and drag it to where you want to begin.
3. Click “Preview”.



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, a blue 'SAVE' button, and a three-dot menu icon (1). The menu is open, showing 'Save as new' (2), 'Revert to original', and 'Keyboard shortcuts'. Below the menu is a 'Title' field containing 'Give it a new name' (3). The 'Save or publish' section (4) has radio buttons for 'Private' (selected), 'Unlisted', and 'Public'. A 'Delete original video' checkbox is also present. At the bottom, there are 'CANCEL' and 'SAVE AS NEW' buttons (5).



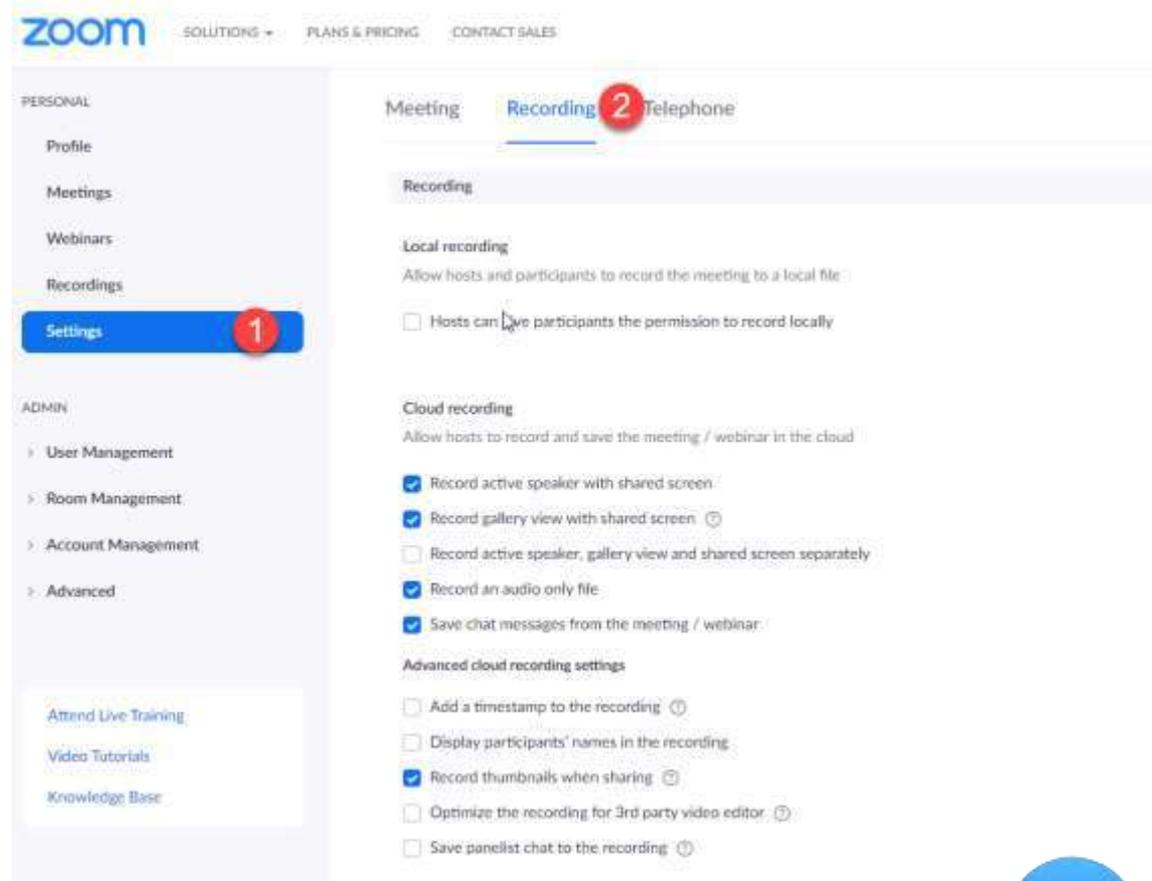
Zoom Settings to Consider

- 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 interface. The left sidebar contains a navigation menu with 'Settings' highlighted and marked with a red circle '1'. The main content area is titled 'Recording' and marked with a red circle '2'. It includes sections for 'Local recording' (with a checkbox for 'Hosts can give participants the permission to record locally'), 'Cloud recording' (with several checked options like 'Record active speaker with shared screen'), and 'Advanced cloud recording settings' (with options like 'Add a timestamp to the recording' and 'Record thumbnails when sharing').



Upcoming Webinars

<p>10/10/2020 10/24/2020</p>	<p>AAUW Funds Meet our 2020-21 AAUW California Fellows/Grant recipients at a virtual "luncheon" which will showcase their studies and goals for the year!</p>
<p>10/12/2020</p>	<p>Increasing Gender Diversity on the Boards of Nonprofit Organizations There is a serious gender gap, particularly for women of color, on the governing boards of higher education and healthcare institutions ("eds and meds"), which are among the most powerful and consequential of our nonprofits. Explore the story behind the numbers, discuss why we should care, and consider what you and other stakeholders can do to effect change. Our speakers co-authored a recently published national study on this subject and are members of the Philadelphia-based Women's Nonprofit Leadership Initiative, which has been working since 2012 to change the numbers in their area.</p>
<p>10/28/2020</p>	<p>Why Public Policy Matters This workshop is for branches whose members are doing no or little public policy work; who do not have a public policy chair or committee; and who want to learn how to encourage members to engage in public policy projects, how to garner ideas for projects, and how to use PP to attract new members.</p>