



# School Safety Center

## YouTube Link Submission Instructions

**Step 1:** Go to <http://www.youtube.com> and sign in/create an account – “sign in” button is at the top right of the screen. It will require a Google email account to log onto the site.

**Step 2:** Click the “create” button at the top right of the page. A drop down menu will appear, click the gray arrow (the “upload” icon). If you have uploaded a video to YouTube before, you will be brought to the uploading page. If this is your first time uploading to YouTube, you will be asked to “create a channel.” Once you have created a channel you will be brought to the uploading page.

**Step 3:** Follow the prompts on the uploading page regarding filling in the title, description, thumbnail and audience sections. Select the appropriate file by clicking the “select files to upload” button or drag and drop the appropriate file onto the screen.

**Step 4:** Your video will begin to process/load. Take time to fill in all information regarding your video submission.

**Step 5:** On the same uploading page, set the video to “UNLISTED” and then click the “share” button. The “UNLISTED” category will keep your video private except for those you share the link with. Your video is now ready to be submitted via email.

**Step 6:** To officially submit your video, an email must be sent to the OSSC at the following email address: [OhioSchoolSafetyCenter@dps.ohio.gov](mailto:OhioSchoolSafetyCenter@dps.ohio.gov). The subject line should read, “School Transportation Video PSA Submission.” Included in the body of the email must be your YouTube video link, submitter’s first and last name, names of students involved (if not the submitter), name of the affiliated Ohio school, grade level represented, and phone number. If multiple students are involved, please include all names. **Your video submission will be considered incomplete without this information.**

**NOTE:** While the YouTube link submission is preferred, if you are unable to submit your video via the above method please contact the [OhioSchoolSafetyCenter@dps.ohio.gov](mailto:OhioSchoolSafetyCenter@dps.ohio.gov) to discuss other submission options.

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Please be advised that video submissions may be considered a public record, as that term is defined in Ohio Revised Code Section 149.43. As a result, video submissions may be subject to public release if specifically requested by a member of the public, and by submitting a video you are consenting to such release.