

## Guide to Submitting Video Evidence by Link

Video files can be large. If you are unable to upload your performance video directly with your application, you may provide a link to the video using **Google Drive or YouTube**.

You do not need to both upload the video file and provide a link. If you provide a working link, this can be used instead of uploading the video directly.

Your video should **not be made publicly available**.

Before submitting your link, check that:

- the correct video has been linked
- the complete performance is included
- the picture and sound play correctly
- the performer can be identified
- Let's Go will be able to access the video
- the video will remain available while your application is being processed and, if required, moderated.

Keep your original video file until Let's Go confirms that your evidence has been received and can be accessed.

### Option 1 – Google Drive: Restricted sharing

**This is our preferred option because access is limited to the people you specifically authorise.**

1. Upload your video to Google Drive.
2. When the upload has finished, select the video and choose **Share**.
3. Leave **General access** set to **Restricted**.
4. Under **People with access**, add:

[letsgomusicnz@gmail.com](mailto:letsgomusicnz@gmail.com)

5. Set the permission to **Viewer**.
6. Select **Send** or **Share**.
7. Copy the link to the video.
8. Paste the link into the video evidence field in your Let's Go application.

When you use Restricted sharing, only the Google accounts you have specifically authorised can access the video. Let's Go will access the file using [letsgomusicnz@gmail.com](mailto:letsgomusicnz@gmail.com).

Please do not remove this access until Let's Go confirms that your application and any required quality assurance or moderation processes are complete.

### **If your school or organisation prevents external sharing**

Some school or workplace Google accounts restrict sharing with people outside their organisation.

If you cannot share the file with [letsgomusicnz@gmail.com](mailto:letsgomusicnz@gmail.com), you can either:

- use a personal Google Drive account, or
- use the **Anyone with the link – Viewer** option described below.

### **Google Drive alternative – Anyone with the link**

If restricted sharing is not practical, you may change **General access** to:

#### **Anyone with the link – Viewer**

This means Let's Go can open the video without needing to sign in to a particular Google account.

However, be aware that **anyone who obtains the link can view the video and may be able to forward the link to someone else**. The video is not advertised publicly, but access is controlled by possession of the link rather than by a specific person's email address.

If you use this option:

1. Select **Share**.
2. Under **General access**, select **Anyone with the link**.
3. Make sure the permission is set to **Viewer**, not Editor.
4. Select **Copy link**.
5. Test the link in a private/incognito browser window to make sure it opens without asking for permission.
6. Paste the link into your Let's Go application.

Only share the link with people who need access to your performance evidence.

### **Option 2 – YouTube**

You may also upload your video to YouTube.

When uploading the video, set its visibility to:

## **Unlisted**

Do **not** select **Public**.

An Unlisted YouTube video does not normally appear in YouTube search results or on the public videos section of your channel. However, **anyone who has the link can view the video and can forward the link to someone else.**

Unlisted is therefore not the same as Private.

If you are not comfortable with anyone who receives the link being able to view it, use the **Restricted Google Drive** option instead.

To submit an Unlisted YouTube video:

1. Upload the video to YouTube.
2. Set **Visibility** to **Unlisted**.
3. Allow YouTube to finish processing the video.
4. Copy the video link.
5. Test the link in a private/incognito browser window to make sure it can be viewed.
6. Paste the link into your Let's Go application.

## **Do not alter the performance**

You may compress your video to make the file smaller, but the performance itself must remain unchanged.

Do not:

- cut or splice the performance
- rearrange sections
- speed up or slow down the video
- replace or alter the audio
- remove parts of the performance
- otherwise change the substance of the evidence.

If you need to reduce the file size, you can use the **Let's Go HandBrake Guide**.

## **Keep your video available**



Do not delete the video, remove Let's Go's access, or change the sharing settings until Let's Go confirms that your application and any required moderation or quality assurance processes are complete.

If Let's Go cannot access the link you provide, we will contact you and ask you to update the sharing settings or provide the evidence another way.