



# Maryland Future Business Leaders of America

## 2022 State Leadership Conference

### Virtual Performance Setup Instructions

**Instructions:** Thank you for participating in the Maryland FBLA Virtual Performance Events for the 2022 State Leadership Conference. All videos links and any other materials (if required) must be submitted to Maryland FBLA by the chapter advisor through the Blue Panda system by the deadlines listed on the Maryland FBLA website.

In order to participate in the virtual competitive events program, you will need access to the following materials:

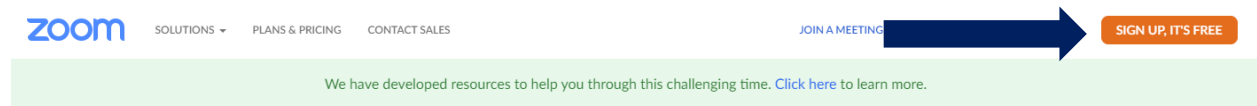
1. Internet-enabled Computer or Laptop (with access to a webcam and microphone) per Team Member
2. The Zoom (FREE!) software (or comparable platform) installed on all computers
3. Access to YouTube in order to submit an unlisted video for scoring. **Your video MUST be uploaded to YouTube as an unlisted video. Any other sites or formats will not be accepted!**

Below you will find procedures/best practices on how to participate in the virtual performance events. If you have any questions on the best practices outlined below, please send an email to alan.rzepkowski@mdfbla.org.

#### **Procedure for Recording Your Video Submission:**

Maryland FBLA recommends using the Zoom (FREE!) platform to record your video submission.

**Step 1: Create Your Zoom Account** – Visit the Zoom website at [www.zoom.us](http://www.zoom.us). On the homepage, you will see a link to Sign Up (using the orange button on the top right corner of the screen labeled “SIGN UP, IT’S FREE”)

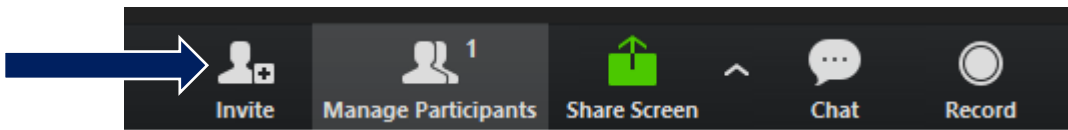


From here you will be guided through the sign-up process. If you require any assistance during the sign-up process, please ask for support from your parent or guardian.

**Step 2: Host A Meeting** - Once signed into Zoom, you can host a meeting with your team members (if in a team event) or host a meeting as an individual (if in an individual event) using the menu option at the top right of the page.



Once you are in the meeting, you can invite your team members using the invite button at the bottom of the Zoom window. You can invite them by providing them the link or sharing the meeting code.





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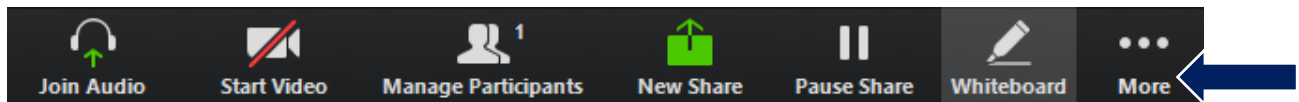
**Step 3: Share Your Screen with your Presentation (if your event has a presentation)** - If your event has a presentation, the meeting host can use the share screen button at the bottom of the page to share the presentation on the screen so that the judge can view your presentation.



**Step 4: Set up your Video Recording** – Make sure you are in the right view by clicking the two rectangle to show all team members (if in a team event) along with the presentation (if your event has a presentation).



Now you are ready to start recording your presentation. Using the “More” button on the top of the screen, select the option to Record (alternatively, you can press ALT+R). From here, all that is presented on the meeting will be recorded.



When you have completed your video, please use the “More” button on the top of the screen and select stop recording (alternatively, you can press ALT+R).

Now, you can end the meeting using the End Meeting button on the “More” menu. This will activate the video conversion process that will convert your video to MP4. You can find this finished file on your desktop which you will then upload to YouTube (steps below).

### **Procedure for Posting Your Video to YouTube (UNLISTED):**

**Your video MUST be uploaded to YouTube as an unlisted video. Any other sites or formats will not be accepted!**

Step 1: Log into YouTube – Visit [www.youtube.com](http://www.youtube.com) and sign in using your gmail, google account, or school email.

Step 2: Upload Your Video - On the top right hand of the screen, find the “Camera with a Plus” icon, and select Upload Video.



From here, follow the prompts to provide the information necessary to upload your video file (MP4).

Details Page: You will be prompted to provide the following pieces of information:

- Title (Your Event Name + School Name)
- Description (Team Member Names)
- Audience (Select “Yes, it’s made for Kids”)



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Video Elements Page: No Actions Necessary

Visibility: Under Save or Publish, select "Unlisted" (**THIS IS VERY IMPORTANT**).

Before clicking Save, you will have the option to copy your video link using the "copy" icon. Save this link as you will need this to upload using the form link provided at the top of this document.

Video link

<https://youtu.be/hFXA2u3CI0E>



Finally, click Save so that the video can begin processing.

### **Procedure for Submitting Your Video Submission using Blue Panda:**

The chapter advisor will submit the video link from your YouTube unlisted video in the Blue Panda system.