



## TUTORIAL TO UPLOAD THE PRESENTATION VIDEO on IWEDA Conference Management Web Page

There is 3 main step for webinar participants to be able to upload the presentation video. **The main requirements** for all participants to be able to upload this are **participants should already be registered and submitted the articles** and the article status should be **accepted**. You will have better experience in accessing this using PC/Laptop/ Tablet (Desktop Mode) instead of from your smartphone. Below are the 3 main steps:

1. Check the Article status acceptance in IWeDA 2021 : Conference Management System's Page (link : <https://confbeam.org/2021/iweda/kfz/kfz-page/home.php> )
2. Uploading Presentation Video to Youtube (<https://www.youtube.com/> )
3. Copy and Paste Video ID in IWeDA 2021 : Conference Management System's Page (link : <https://confbeam.org/2021/iweda/kfz/kfz-page/home.php> )

Each step will be explained in the section below :

### a. CHECK THE ARTICLE STATUS ACCEPTANCE IN IWEDA 2021

1. Go to IWeDA 2021 : Conference Management System's Page and login using your Account (link : <https://confbeam.org/2021/iweda/kfz/kfz-page/home.php> ). To login, please use the information (login email and login ID) that is already approved by the administrator, and this notification is already sent on your email. Kindly check the inbox or spam folder in your email account. After **fill in the login email and login ID**, do not forget to **fill in the security code** that is displayed on your screen. And then, Click **Login as a user**.
2. After successfully login, you will see the **user menu** page that contains your profile and its necessary information ( photo, name, participation, User ID, institution, education, postal address, phone number, fax number, and info)
3. Click **My Submission** that is located right next to the user menu text. Inside the My submission page, click **Switch to Desktop Full Mode**.
4. In Desktop Full Mode, your screen will display the status **login as user** containing all its necessary information ( Logout, Home/Status System, Submission Summary, Abstract,



My Files, Review Result, Presentation Video, Online Q &A Forum, Ifory System, Autodoc Sample, Desktop/ Mobile, Socmed Image, User Statistic, Abstract Statistic, Abstract List, Paper List, Feedback, Server Time, Contact). In this page (Desktop Full Mode), you will also see the **My Profile** section, located below all log in as user information.

5. Click **Abstract**, to check your article status. Check the acceptance status in the **abstract review result**. You will see the decision, and comments ( if any) and also 3 buttons those are Get Letter of Acceptance, Get Letter of Invitation and Get Certificate.
6. If your article status is **accepted**, then you can access the **presentation video** section.
7. Click **the presentation video and submit my video** in the blue text below the presentation video list. You will see **My Presentation Video**, and its instruction written below. On this page, you should be able to see the Title of your article, Abstract Status, and a warning: **you can submit the video, only if the status of your abstract is accepted**, and below you should be able to see a box to drop your **video ID**.
8. Before paste the Video ID, you should already upload the video on Youtube. Below is the instruction to upload your video on Youtube.

#### **b. UPLOADING PRESENTATION VIDEO TO YOUTUBE**

1. Please note that you have to **prepare the video presentation on your PC/Laptop/Tablet** in mp4, or avi format or equal, and the video should already be ready to upload.
2. Open your browser ( for best result, you can use Google Chrome), and **go to Youtube** (<https://www.youtube.com/>).
3. Click **sign in** using your Google Account to access Youtube. After successfully signed in, click **your videos** in the left sidebar below your Youtube account in desktop mode.
4. You will enter **your channel** (with a youtube studio icon above your profile photo- desktop mode)
5. Click **create** icon to upload a video located on the right side of your Youtube Page. (The Create Icon is a red camera Icon with a plus sign inside )
6. **Choose your presentation video** from your PC/Laptop/Tablet. Click **Open**. You will see the youtube screen uploading your video. The video will be uploaded and wait until 100% finished.



**In this video window ( the name of your video will appear in the left sidebar),** you will see options to customize your video.

1. You can Select thumbnails and playlists (or ignore the playlist if you have not created one). You can choose audience and age restriction (if any). You can click show more if you want to add more information. After customization finish, click **next, or back** if you want to edit previous information. If you click next, You will arrive at the **Checks** section,

If you click next, You will arrive at the **Checks** section,

1. the page of **check visibility** will appear- **click next**. You can make your video **public, unlisted, or private**, example Choose Unlisted - only people with the shared link can open. After finishing this section, you can click **save**.
2. The page will change its display and show the video link, the video ID is located behind the youtube name. Example :

<https://youtu.be//ABCxyDEzzFg>

From the link above, **the video ID** is **ABCxyDEzzFg**

This is the first method to copy the video ID.

1. The second method to copy the video ID is you can go to your Youtube account page. Click my videos, and click the video you want to copy. The page will you're your youtube video, search **share** text located right below the video. After you click share, it will be shown your **Video ID**. Example :

<https://youtu.be//ABCxyDEzzFg>

From the link above, **the video ID** is **ABCxyDEzzFg**

**You can copy this Video ID and go back to Presentation Video ( My Presentation Video)'s Page** located inside IWeDA 2021 : Conference Management System's Page (link : <https://confbeam.org/2021/iweda/kfz/kfz-page/home.php> )

1. Note: You can **delete video ID**, and re-upload with the new one as long as the web administrator still opens the access.



### c. UPLOADING THE PRESENTATION VIDEO TO YOUTUBE

1. **You can copy this Video ID and go back to Presentation Video** ( My Presentation Video)'s Page located inside IWeDA 2021 : Conference Management System's Page (link : <https://confbeam.org/2021/iweda/kfz/kfz-page/home.php> )
2. After successfully accessing the My Presentation Video, **paste the video ID**, inside the box of Video ID.
3. Wait for a few seconds, **if you put the right Video ID, below the Video ID, it will show the Youtube Video Thumbnail of your presentation video.**
4. If the Video ID is not correct, you will not be able to see the video thumbnail, please contact the web administrator.

*Contact of IWeDA 2021 Web Administrator :*

***Nimas Sekarlangit, S.T., M.T.***

IWEDA 2021 Web Administrator

Phone Number : +62 81 2121 6868 0

Email : iweda@uajy.ac.id