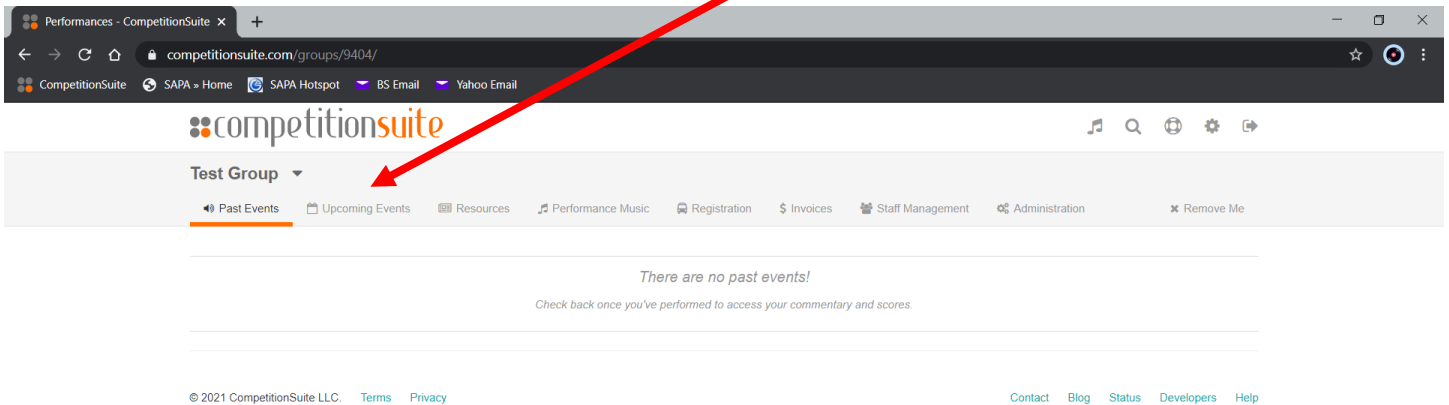
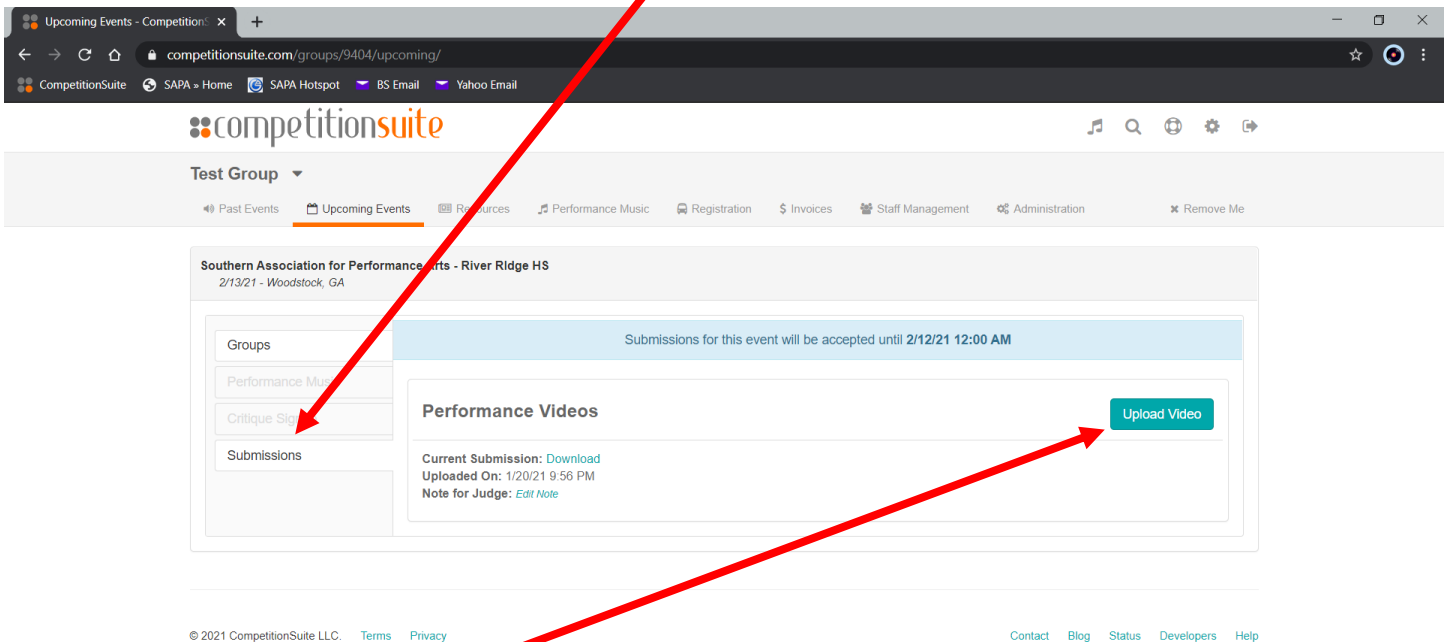


UNIT VIDEO UPLOADING INSTRUCTIONS

1.) Log into CompetitionSuite and select “Upcoming Events”

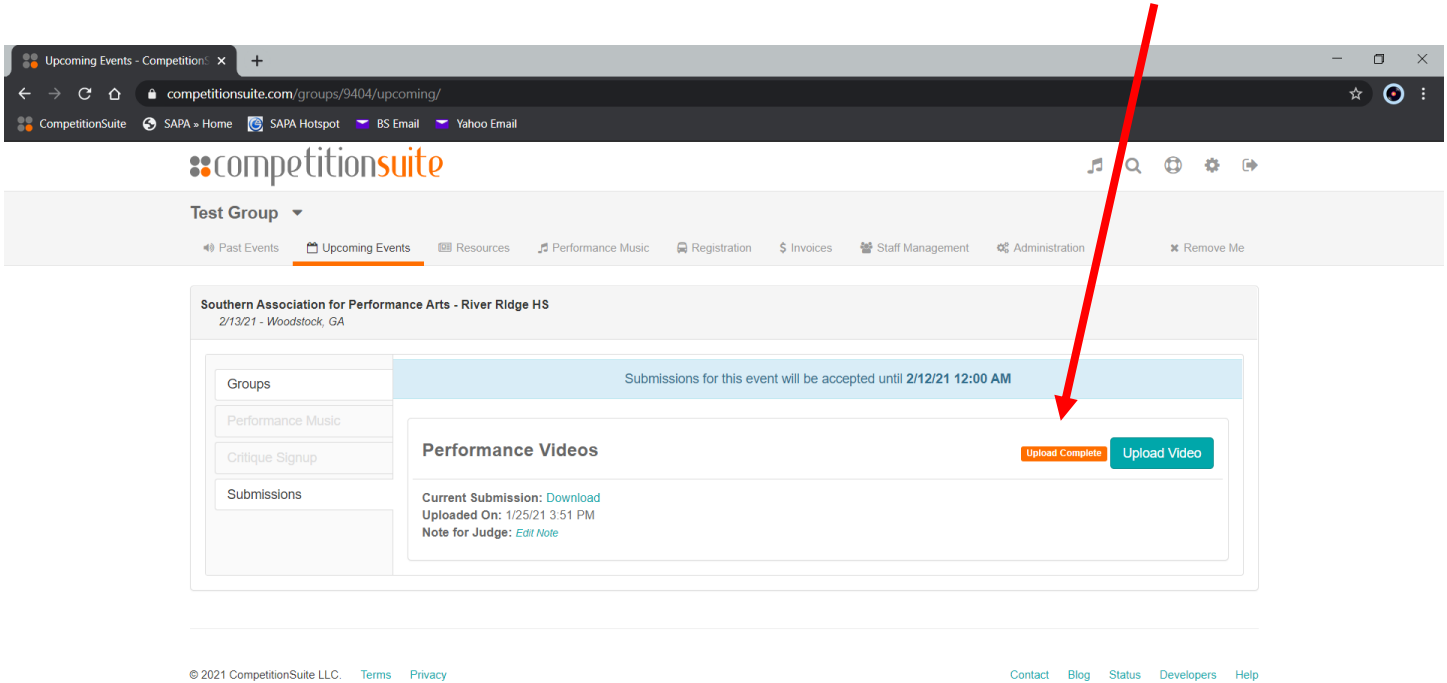


2.) Select the event and then select “Submissions”:

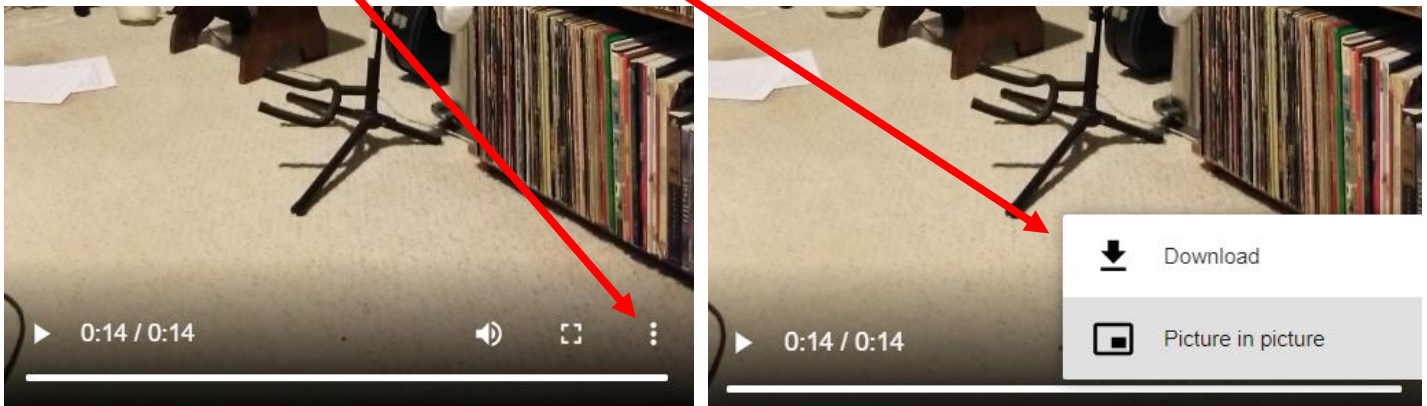


3.) Click on Upload Video. You will then navigate to your video and select it. Allowable file formats are MP4, MOV, WMV, AVI, and FLV.

4.) Once properly uploaded, you will receive an orange *Upload Complete* flag



5.) Once uploaded, clicking on Download will allow you to play your video and download it by clicking on the 3 dots



6.) In order to upload a different video for any given show, simply re-upload another video and it will overwrite the previous video. Only one video is allowed per show.

7.) **IMPORTANT!** Video uploading will be cut off at midnight on the Thursday before each show weekend.

8.) If you have any questions or trouble, please contact Chris Lowery at mediatech@sapaonline.net.