

## Hymns Video Submission Instructions 2023

- 1- Connect your cellphone/tablet/camera to the computer and download the video files.
- 2- Rename the video files to reflect your ChurchName/Area/AgeGroup/Team/ using this format:

+ **ChurchName\_Area\_AgeLevel\_Team.**

Ex: HolyVirginMary\_LosAngeles\_KG\_A

Ex: COCC\_Orange\_12\_B

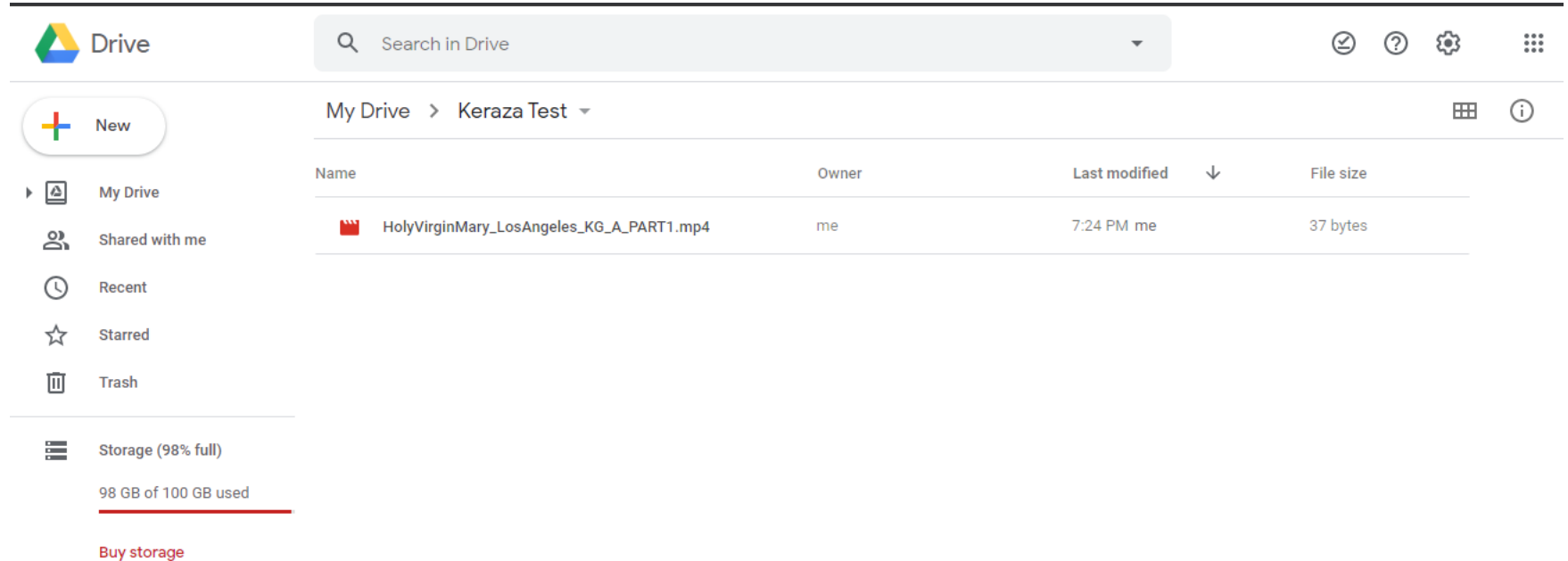
Ex: StAbanoubStAntony\_Norco\_34\_A

Ex: StDemiana\_Bakersfield\_56\_B


Ex: COCC\_Orange\_AdultArabic\_A

Ex: COCC\_Orange\_AdultEnglish\_B

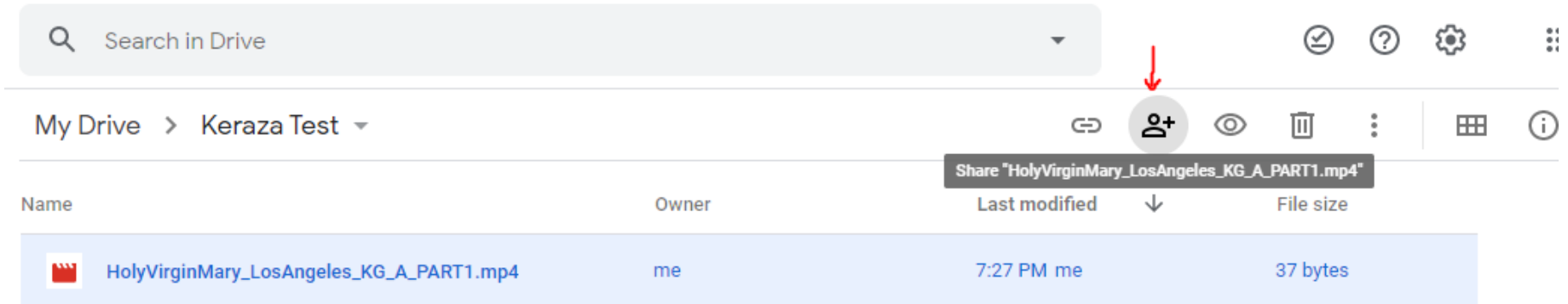
- 3- Upload the Video files to your **OWN Google Drive**. Ex: HolyVirginMary\_LosAngeles\_KG\_A



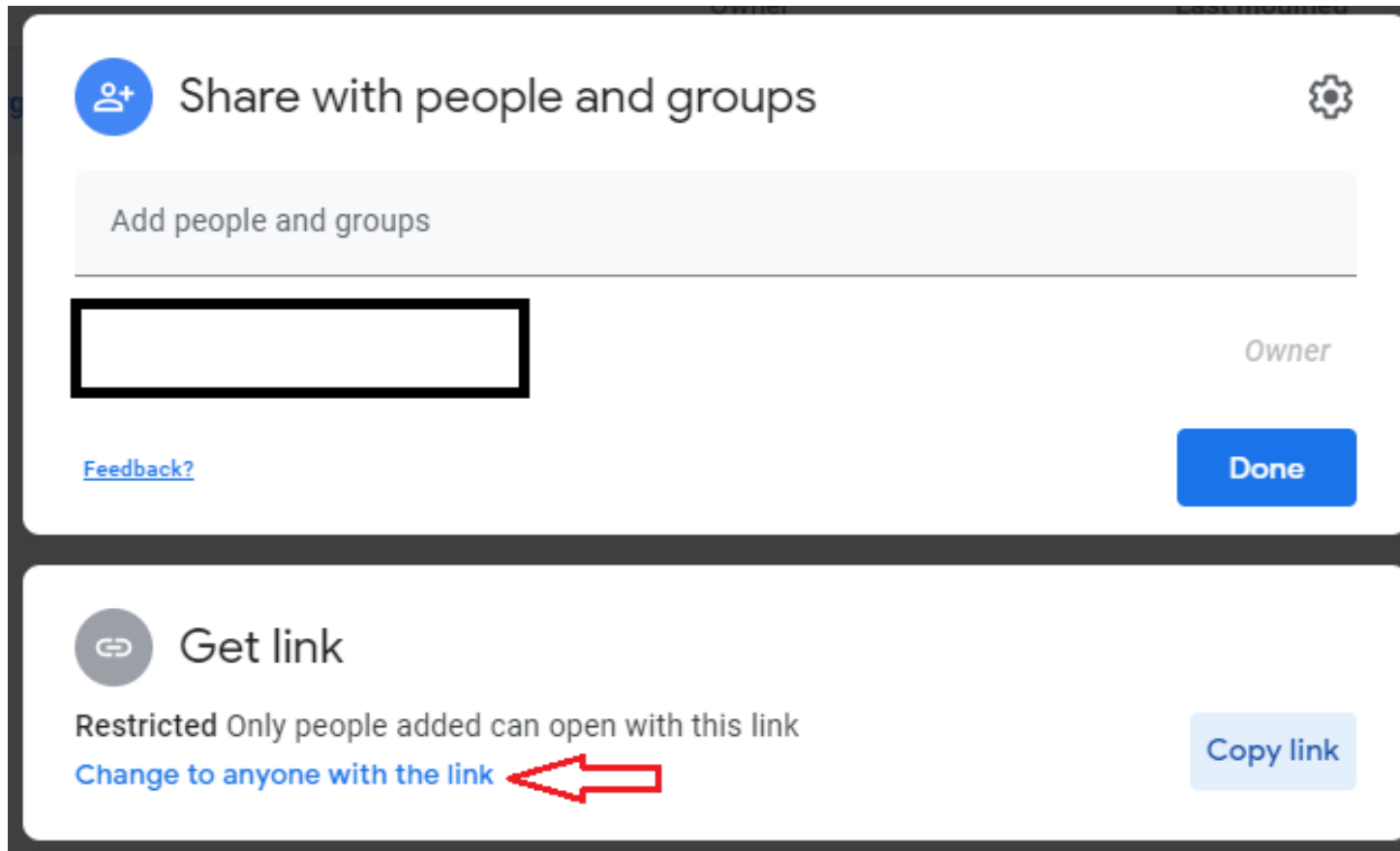
The screenshot shows the Google Drive interface. At the top, there is a search bar with the text "Search in Drive" and a dropdown arrow. To the right of the search bar are icons for a checkmark, a question mark, a gear, and a grid. Below the search bar, the breadcrumb path "My Drive > Keraza Test" is visible. The main content area displays a table with the following columns: Name, Owner, Last modified, and File size. A single file is listed: "HolyVirginMary\_LosAngeles\_KG\_A\_PART1.mp4" with owner "me", last modified "7:24 PM me", and file size "37 bytes". On the left side, there is a sidebar with a "New" button and a list of folders: My Drive, Shared with me, Recent, Starred, and Trash. At the bottom of the sidebar, there is a storage status indicator: "Storage (98% full)" and "98 GB of 100 GB used", with a red progress bar and a "Buy storage" link.

Name	Owner	Last modified	File size
 HolyVirginMary_LosAngeles_KG_A_PART1.mp4	me	7:24 PM me	37 bytes

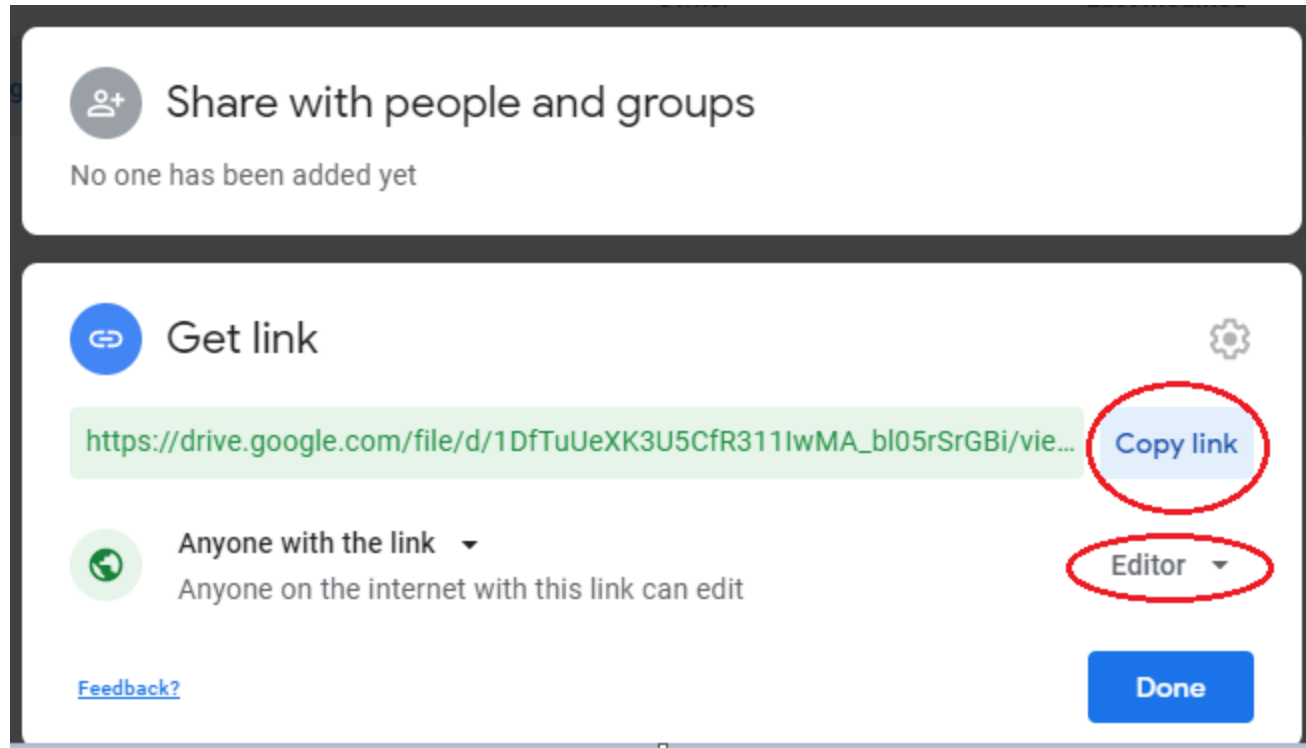
4- Select the video file and click on the Share icon



5- Click on “Change to anyone with the Link”



6- Change the permission to “Editor”, click “Copy Link” then click Done. and another Click on Done.



7- Fill out this form <https://forms.gle/yvd3BzYM9xR45pjQ9> and paste the Hymn Link in the “Hymns Link Field” and click submit.

A screenshot of a Google Form. The form has a title "Hymns Link" with a red asterisk indicating it is required. Below the title is a text input field containing the URL "https://forms.gle/C4bvQWkpp8UmDVza6". At the bottom of the form is a purple "Submit" button.

8- Send a confirmation email to [kerazahymnsla@gmail.com](mailto:kerazahymnsla@gmail.com) including the following:  
+ Name of the uploaded file. Ex: StDemiana\_Bakersfield\_56\_B.mp4

## **IMPORTANT RECORDING NOTES!**

- 1- You can use any camera/cellphone/tablet for recording.
- 2- Make sure you have **sufficient storage space** on your device.
- 3- If you are using your cellphone to record, it is better to put the phone into flight mode to avoid receiving any calls while recording.
- 4- Make sure you're not muting the mic while recording.
- 5- Use a quiet room for video recording (Lock the door, no noise & no interruption).
- 6- Every team should start the recording mentioning the Church Name / Age Group /Team and in the beginning of the recording
- 7- Video must be recorded **as ONE File Only**.
- 8- Hymns / Memorization should be recorded in the **same order** given in the test.
- 9- **Make Sure** to name the videos correctly. Ex: Mina\_Saad\_HolyVirginMary\_LosAngeles\_KG\_A. EX: HolyVirginMary\_LosAngeles\_KG\_A
- 10- Make sure to give yourself enough time to upload the videos.
- 11- For faster uploads, it is recommended to upload the videos from different locations (Church, Home,etc ...) at the same time.
- 12- Make sure to try/test all the recording/upload steps **before** the test day.
- 13- All the technical setup for video recording should be ready an hour or half an hour before the test (to prevent any technical issues when you start recording).
- 14- Church's contact person should be the primary contact before contacting the support team.
- 15- For any inquires before/during recording please contact the support team: [kerazahymnsla@gmail.com](mailto:kerazahymnsla@gmail.com)