Euro Challenge Vimeo User Guide

Creating a Vimeo Account

*You **MUST** create a NEW Vimeo account that is unique to your Euro Challenge team. Even if students, teachers or schools already have accounts, a separate account must be created to ensure that the judges will not be able to identify your school.*

Step 1: Go to https://vimeo.com/.

Step 2: Open an account: A faculty advisor (**NOT** a student) **must** create the Vimeo account. Enter your First and Last name, email address and a password ("Account Password") on the Sign Up page then click **"Join".** The "Account Password" is case sensitive.

*The name on the account should **NOT** contain the name of your school, your town or state.*

Step 3: Select an Account Type: You **MUST** select **VIMEO BASIC** (Vimeo's free account). Vimeo Basic is the ONLY account type permitted for the Euro Challenge.

On the page "Thanks for joining the high-quality home for HD videos!" click on **"Continue Basic"**. This will take you to your Vimeo Home Page. When you subsequently log in, you will go directly to your Home Page.

Step 4: Complete Registration: After opening an account, you will receive an email asking you to complete registration. Click on **"Complete Your Registration"**. You will **NOT** be able to upload a video unless you complete this step. You **MUST** complete your registration on the same device you use to set up the account.

DO NOT connect your account to any of the social media accounts of anyone on your team or your school. Your account must not be associated with anything that could identify your school or display your video to the public.

Uploading your Video

To submit the video presentation, it must first be uploaded to your Vimeo account

Step 1: Log in: Log in and click the **"Upload"** tab on your Home page

Step 2: Upload your Video: Select **"Choose a Video to Upload"** and select the video file you would like to upload from your computer. **DO NOT** upload the video using the other options (Dropbox, Mobile Apps or Desktop Apps). Once you choose the file containing the video, select **"Upload Selected Videos".**

*Your video will **NOT** be immediately available for viewing even after you have uploaded it. All uploaded videos must first be converted, so there may be a delay between the time you upload your video and the time you are able to view it. If your video has been set to Vimeo's recommended guidelines (https://vimeo.com/help/compression), this conversion process should not take more than an hour. Compression Tutorials for popular video editing programs can be found at https://vimeo.com/help/faq/uploading-to-vimeo/compression-tutorials.*

Step 3: Create a Video Title: While your video is uploading or converting, you need to create a video title. Enter the title of your video under the **"Basic"** tab and then click **"Save Changes"**. The title of your video **MUST** be: **Euro Challenge 2015 Team #**.

*After creating a title, **DO NOT** enter any information in the description, tags, select a language, content rating or credits tabs.*

Step 4: Create Privacy Settings: While your video is uploading or converting, you must also select your privacy settings**. Click on the "Privacy" tab and under Privacy Settings,** select the following answers to the four questions asked and click **"Save Changes".**

a) "Who can watch this video?" SELECT: **"Only people with a password"** and enter a password ("Viewing Password") for viewing the video. The "Viewing Password" is case sensitive.
b) "Where can this video be embedded?" SELECT: **"Nowhere".**
c) "Who can comment on this video?" SELECT: **"No one".**
d) "What can people do with this video?" SELECT **"Download the video"** (DO NOT SELECT "Add to their collection").

*The **"Viewing Password"** chosen **MUST** be different than the **"Account Password"** created in Step 2.*

*Your video **MUST** have the above privacy settings, otherwise it will be public and other schools will be able to view it.*

DO NOT make any changes in the "Collections', "Advanced" or "Upgrade" tabs.

Accessing your Video

Step 1: Find the Video: After your video has finished converting, place your mouse over "Videos" on the ribbon at the top, and click on **"My Videos"**.

Step 2: Watch the Video: Click on the uploaded video, and press the play button. Be sure to watch your video all the way through to check the audio and video quality before submitting it.

Replacing your Uploaded Video

Step 1: If you make changes to your video or decide you need to replace your uploaded video file before you have submitted it, click on **"Settings"** under the video, and then select the **"Video File"** tab.

Step 2: Select **"Replace this Video"** and choose the video file you want to upload from your computer. This will automatically begin the upload. You may replace it at any time prior to submission.

*Your video will need to convert again when you replace the file, so it will **NOT** be immediately available for viewing. When your video is available for viewing online, you will receive an email.*

Submitting your Video

Once you have uploaded your **FINAL** video to Vimeo, you **MUST** email the video link **AND "**Viewing Password", created in Step 4a, to both your regional coordinator **AND** w!se (see Appendix 1 of the Competition Guide for contact information) before the required deadline.

Once both the video link and password have been submitted, your submission will be officially entered into the competition.

Frequently Asked Questions

The following questions are selected from the Frequently Asked Questions page in Vimeo Help Center. For additional questions, please go to https://vimeo.com/help/faq or https://vimeo.com/help.

Why can't I access the Vimeo website?
If you are unable to access or watch videos on the Vimeo website, it may be because the site is blocked on your browser. Many schools block certain websites on school computers, so you may not be able to access the site when on a school computer. If this is the case, you will need to upload your video using a computer outside of the school. If no one on your team has access to a computer, check out a local library to use a computer there.

Why is my video taking a long time to upload or not uploading at all?
In general, the amount of time it takes to upload a video to Vimeo is outside Vimeo's control. If your upload is slower than expected it could be because of lower overall upload speeds provided by your Internet plan, the time of day or peak hours of usage with your Internet Service Provider, increased traffic on your local network, or incorrect network, firewall, or router settings. If possible, try uploading your video at another time, or using a different internet connection.

Why is my video taking a long time to convert/not converting successfully?
If your video is taking a long time to convert, it may be because video conversion has been temporarily backed up on Vimeo. Whenever this happens, Vimeo quickly works to speed up the process, and the system usually catches up within a few hours. If this is the case **DO NOT** replace or re-upload your file as this will move your conversion request further back in the line. If your video isn't displaying correctly once it's uploaded or there is an error message after the conversion process, it may be because the uploaded video includes a video or audio codec that Vimeo does not support. Be sure to re-compress your video so that it matches the Vimeo Video Compression Guidelines, which can be found at https://vimeo.com/help/compression.

Why is my video choppy when I try to watch it after I upload it?
If your video has choppy quality when you play it, it may be because the video is not fully buffered. Buffering preloads your video so if your internet changes while watching the video, the video playback will not be affected. Your video will be buffered when the play-bar at the bottom of the video is light-gray. If your video is choppy when you play it, pause the video to let the video buffer, then try playing the video again. Also try closing other browser tabs and windows, switching to another browser and ensuring you have the latest version of Flash running on your computer.

Why is my video's color different when I watch it after I upload it?
If your video's color is different after you have uploaded it, this may be because of player decoding variation. There is some normal variation in the way videos look across different video players and internet browsers, but to minimize these effects, make sure you're using the most up-to-date browser and Flash. Another problem may be the hardware used to interpret your video. To disable hardware-accelerated decoding, read Vimeo's help article here: https://vimeo.com/help/faq/watching-videos/playback-issues#what-is-hardware-accelerated-decoding-and-how-do-i-disable-it. If you're still having color variation issues, contact Vimeo directly at https://vimeo.com/help/contact, with a link to your video and a description of the places in the video where the color variation is especially apparent.

Why does the audio of my uploaded video not match the picture?
The first step to ensure that the audio of your video matches the picture is to be sure you've compressed your video by following Vimeo's Video Compression Guidelines at https://vimeo.com/help/compression. Some common causes of mismatched audio are that your source file may be out of sync, there may be variation between decoding technologies, your video may be encoded with a variable frame rate, or your video contains multiple edit list entries. Try the following to solve the problem: double-check to ensure that your video is perfectly in sync before uploading it to Vimeo and that you have followed the recommended Compression Guidelines, make sure both your browser and Flash are up-to-date, make sure you are using a constant frame rate and use the "Export" feature of your video editing software instead of "Save" or "Save As". If you're still having problems with the audio matching the picture, contact Vimeo directly at https://vimeo.com/help/contact with the link to your video and a description of the places in the video where the loss of sync is especially apparent.

Why are there black bars around my video when I play it on Vimeo?
The width of Vimeo's video player is 960px. Videos that display at a narrower width will have boxes on either side to create an overall width of 960px.

Why is the aspect ratio different on my uploaded video?
Vimeo uses square pixels when converting videos, so you will need to export your videos with square pixels and manually set your aspect ratio to 853x480 for widescreen DV or 1280x720 for high definition. Read Vimeo's Compression Guidelines at https://vimeo.com/help/compression for more information.

Why is there no sound when I play my uploaded video?
If you're having problems with your audio, try exporting your video again according to Vimeo's recommended compression settings at https://vimeo.com/help/compression.

Why has the end of my video been cut off?
If your video is cut off on Vimeo, it's usually because of corruption with the source file. First, try watching your original source file on your computer to ensure that it plays back without any issues. If everything looks good, re-upload the file and see whether the new version is still cut off. If it's still a problem, export a new version of the file from your video editing software and upload the new file to Vimeo. (Keep in mind, you can delete videos uploaded during the week, to return that uploading space to your account.) If you're still having this problem, contact Vimeo at https://vimeo.com/help/contact.