

How to send your finished video AND 'Sign-off' form to Wiltshire Music Connect

Once you've finished and exported (and checked) your finished video and the Sign Off form covering permissions etc...

Go to <https://wiltshiremusicconnect.wetransfer.com/> *apologies in advance but we have no control over the advertising!*

1. If its asks you to accept cookies, please do
2. **Select your final exported video from your computer** from your computer and **add it using the + symbol** on the top of the table to left of WeTransfer screen
3. Then add your **completed Assoc Promo Video Sign off Form** in the same way
4. Below that, you will see that it already shows the following recipient email address victoria.moore@wiltshiremusicconnect.org.uk
5. Add **your current email address** in the box below Victoria's
6. In the **message box please state your name** and that this is your promotional video
7. Click **TRANSFER**
8. It may then tell you it is sending a **verification code** to your email address – of so, **wait to receive the code by email and then enter it and click VERIFY**
9. Once the transfer has started you will see a **rotating % counter** in motion and you can leave it to do its work **BUT don't close the window, switch off or put your computer to sleep!**
10. Depending on the size of your file and connection speed, **this may all take a while (maybe 5-10 mins for a 3 minute file?)**. *Best not to be doing a Zoom call at the same time!*
11. When the **transfer is complete you will see a "You're done" message** on screen, you will get an email conforming the transfer.
12. When, in turn, **someone at the Wiltshire Music Connect end downloads it you will also get an email**. Don't worry if this isn't immediate, Wiltshire Music Connect has a WeTransfer Pro account and files will be downloaded in batches at appropriate times of the week.

THE END