

ACRRM User guide – uploading private videos to Vimeo

The following guide is a step by step process of creating a Vimeo account, uploading a video and privately sharing the video with a recipient.

1. Create an account by going to <https://www.vimeo.com>
2. Click the 'Join' button
3. Enter your details
4. Click 'Join with email' (or use your social media account)

Join Vimeo

Gavin Long

gavinlong@gmail.com

.....

Join with email

or

Join with Facebook

Join with Google

Already have an account? [Log in](#)

5. When prompted, either sign up for a plan or click 'No thanks' to continue for free

vimeo

Thanks for joining the high-quality home for HD videos!

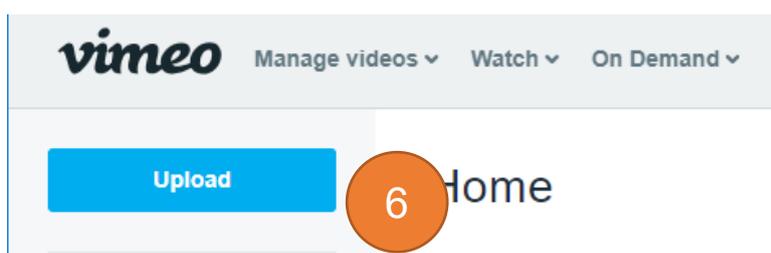
You're part of an amazing community of more than 10,000,000 who upload to Vimeo.

Vimeo Basic is pretty great, but it's easy to get more storage, faster video conversion, and customization, and speedier support.

[Learn more »](#) | [No thanks »](#)

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6. Click the blue 'Upload' button



7. A new window will appear, from the Privacy dropdown select “Only people I choose can see this video”
8. Type ACRRM Registrar Chair and select the search result
9. Drag your video file to the screen or click the blue ‘Or choose files’ button



Drag and drop anywhere to upload

9

 Or choose files

Privacy

Only people I choose can see this video

7

Registrar Chair



ACRRM Registrar...

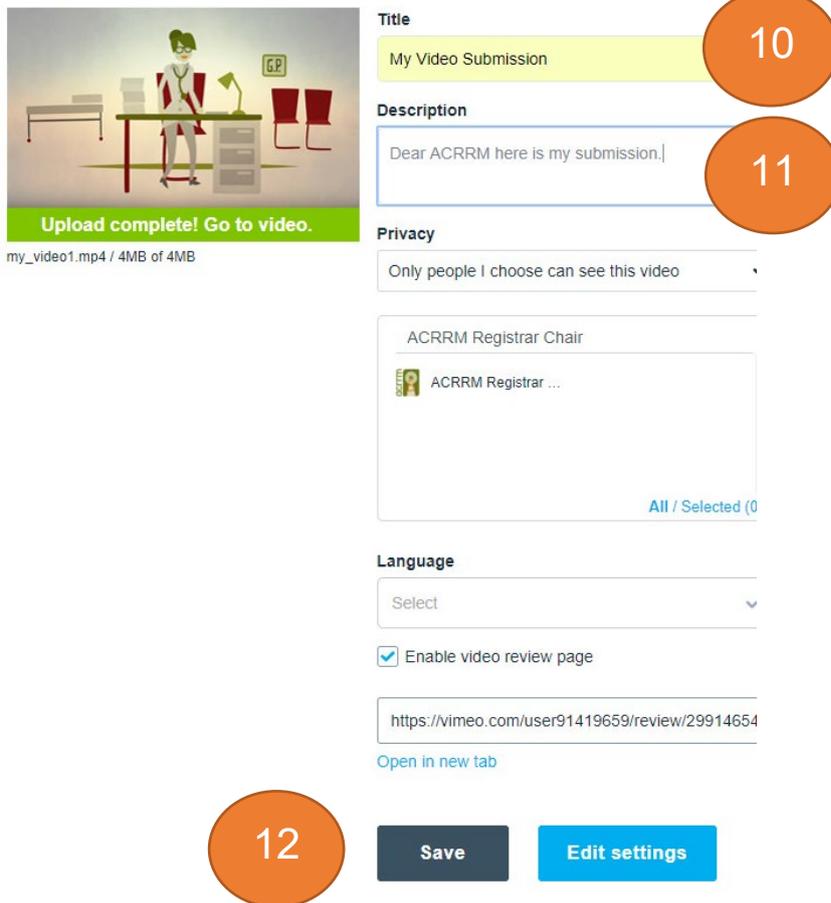
8

All / Selected (1)

10. Your video will now be uploaded, if you are using a free account you may need to scroll down. Enter a Title

11. Enter a Description

12. Click the 'Save' button



The screenshot shows a video upload interface. On the left is a video thumbnail of a person at a desk with a 'G.P.' sign, and a green bar at the bottom that says 'Upload complete! Go to video.' Below the thumbnail is the text 'my_video1.mp4 / 4MB of 4MB'. To the right are several form fields: 'Title' with the value 'My Video Submission' (annotated with a circle '10'), 'Description' with the text 'Dear ACRRM here is my submission,|' (annotated with a circle '11'), 'Privacy' set to 'Only people I choose can see this video', a group selection box for 'ACRRM Registrar Chair' (annotated with a circle '12'), 'Language' set to 'Select', a checked checkbox for 'Enable video review page', and a URL 'https://vimeo.com/user91419659/review/29914654' with a link to 'Open in new tab'. At the bottom are 'Save' and 'Edit settings' buttons.

13. Click 'Go to video' in the green bar



This screenshot is identical to the previous one, but with a circle '13' placed over the green bar at the bottom of the video thumbnail, which contains the text 'Upload complete! Go to video.'

14. Click the 'Share' button underneath your video

My Video Submission NOT YET RATED

2 minutes ago | More

Gavin Long

Settings **Review page**

Get more privacy options, more player customization, and more storage. [Upgrade now.](#)

▶ 0 ❤️ 0 📦 0 💬 0

Download **Share**

Dear ACRRM here is my submission

Leave the first comment:

14

15. A window will popup, copy the Link

Share this video

This is a private video. Anyone you add will automatically be granted access to it.

Link

<https://vimeo.com/299153160>

Start video at 00:00

Email

Enter name or email address

Embed + Show options

```
<iframe src="https://player.vimeo.com/video/299153160" width="640" height="360" frameborder="0" webkitallowfullscreen mozallowfullscreen
```

15

16. Email this link to RegistrarChair@acrm.org.au