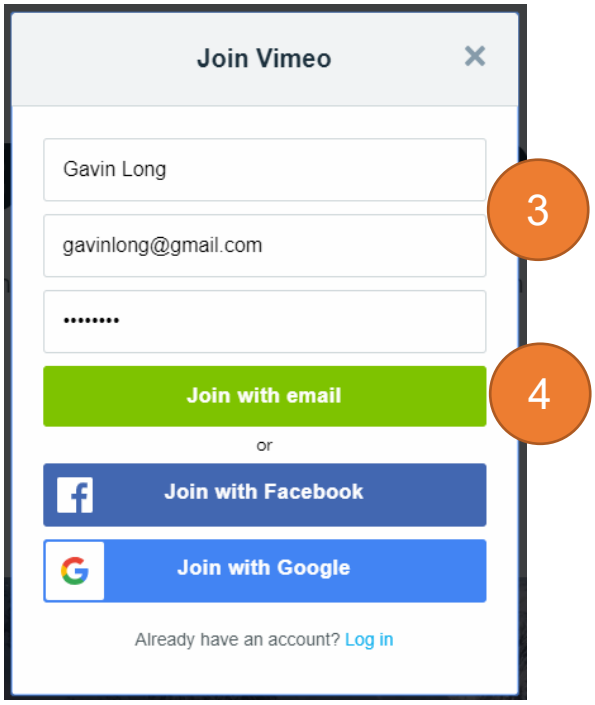
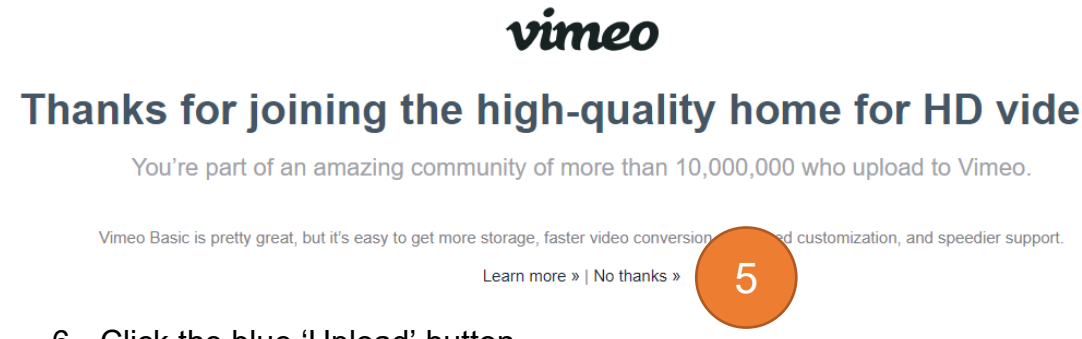
ACRRM User guide – uploading private videos to Vimeo

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.

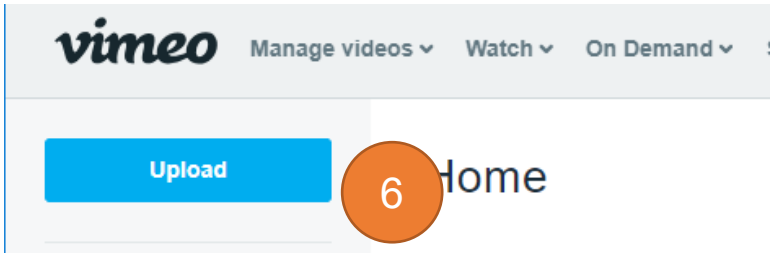
1. Create an account by going to https://www.vimeo.com
2. Click the 'Join' button
3. Enter your details
4. Click 'Join with email' (or use your social media account)



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



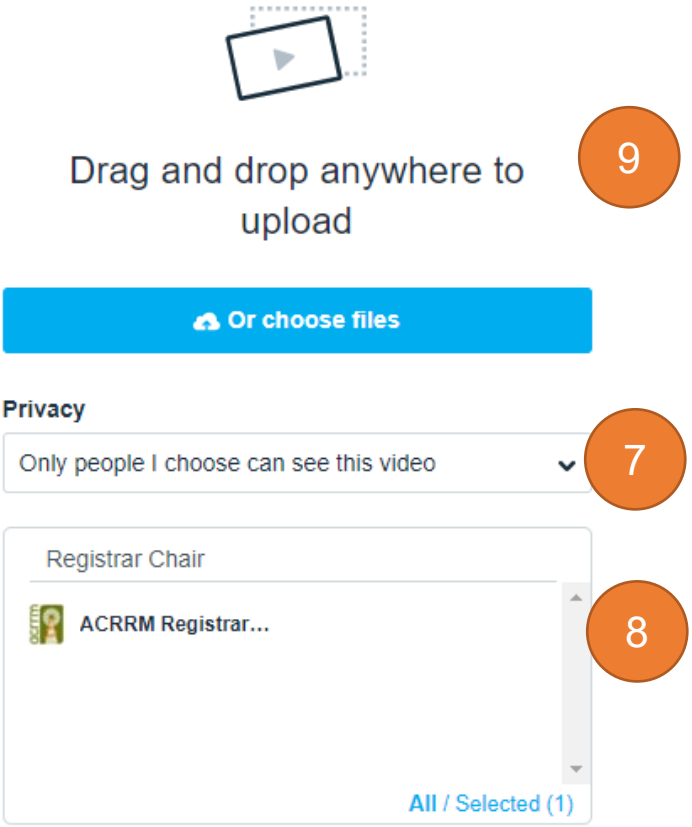
6. Click the blue 'Upload' button



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

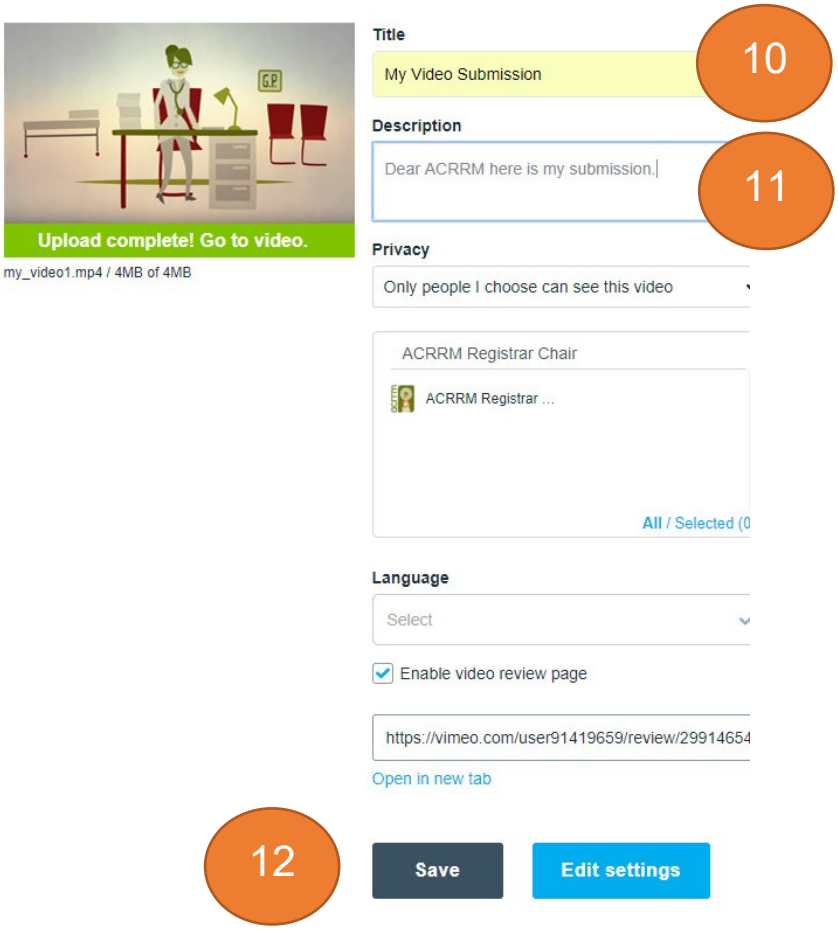
9. Drag your video file to the screen or click the blue ‘Or choose files’ button



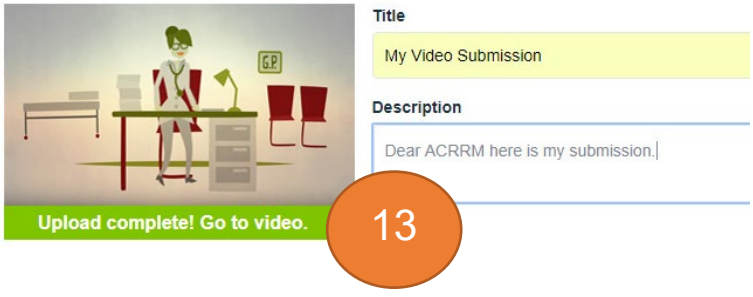
10. Your video will now be uploaded, if you are using a free account you may need to scroll down. Enter a Title

11. Enter a Description

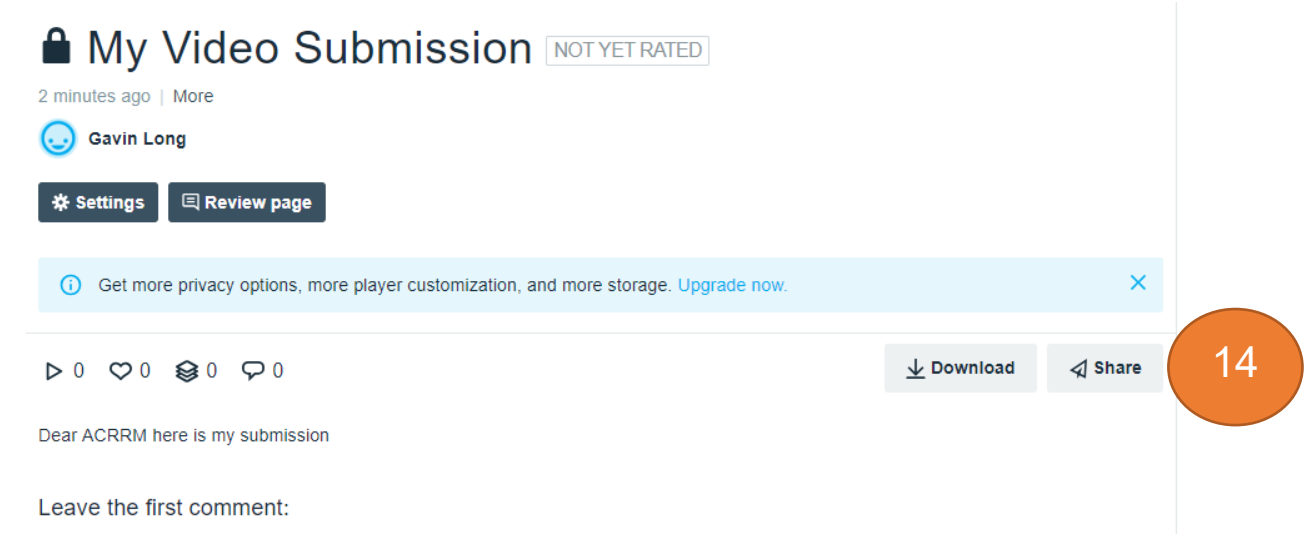
12. Click the ‘Save’ button



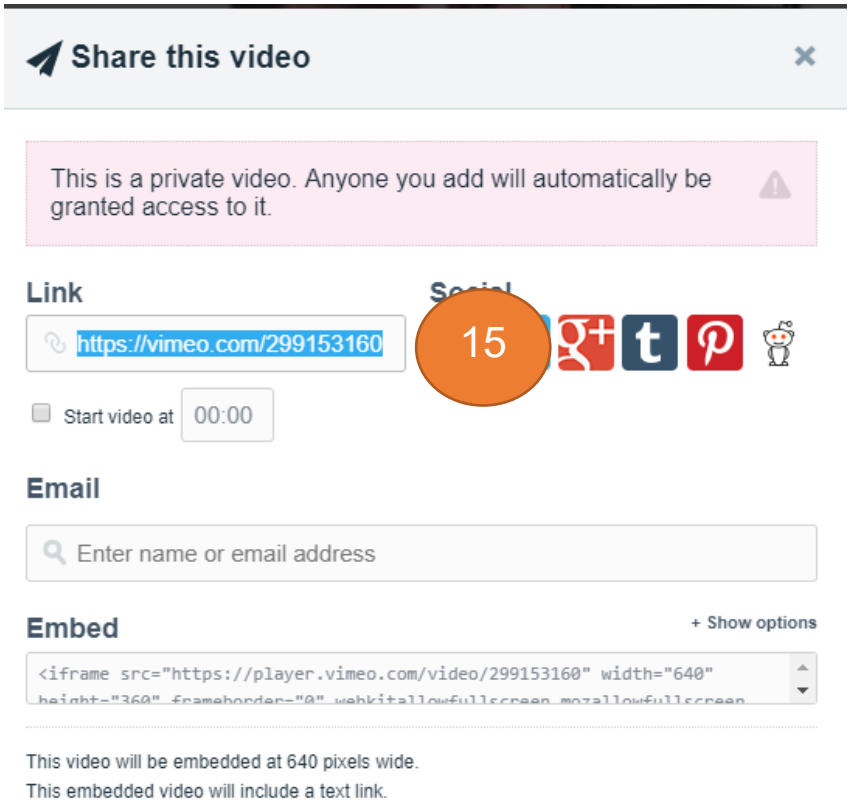
13. Click ‘Go to video’ in the green bar



14. Click the ‘Share’ button underneath your video



15. A window will popup, copy the Link



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