

Sending in your video:

How do I send files?

Just go to wetransfer.com

+ Add your files Click on the + sign and add the files you want to send, or, select a folder to upload.

Email to Type in this email address: auxiliarmkt@uga.edu

Your email Type in your own email.

Message Write a short message including your name and title/position within Auxiliary Services or UGA.

Transfer Then, simply hit the Transfer button and you're done. It's simple, secure and free to use.

... Click on the option button to change the way you send transfers - this will allow you to email a link to auxiliarmkt@uga.edu after uploading your file(s).

Video tips:

- ☐ Shoot the video in landscape (horizontal) mode.
- ☐ If you don't have a tripod, keep your phone/camera as still as possible. This could include propping it up with something (leaning it against a stack of books on a table, for example) rather than someone holding it.
- ☐ Avoid using the zoom function, which tends to make lower-quality video.
- ☐ De-clutter the area within the frame of the video. No piles of papers, laundry, dishes, etc.

Lighting tips:

- ☐ Make sure the room is well-lit, especially with natural light, if possible.
- ☐ Position yourself so the light source is hitting your face (for example, don't stand with your back to a window or light).
- ☐ Avoid using flash lighting.

Audio tips:

- ☐ Eliminate as much background noise as possible, such as the TV in the other room, the HVAC, an overhead fan. The audio will pick up more background noise than you realize.
- ☐ If possible, avoid larger, open rooms with high ceilings, such as a great room, to decrease the amount of echo.
- ☐ You can also help reduce echo by being in a room with carpet (not wood floors).
- ☐ You may fumble your words — it's ok, just keep going as if you were talking to a specific person.