

Instructions to submit video to ALA National Headquarters

### Step 1: Find a quiet room with good lighting.

If shooting during the day, take advantage of natural lighting. The window should be in front of you, not behind you. Make a test video with lights off and with lights on to find the best lighting.





## Step 2: Hold phone horizontally

This is necessary for consistency for the final video.

#### **Step 3: Record Message** Remember to smile.



# Phone instructions:

**Step 5: Submit video** Tap "Send a file?" and then add your video

### Step 6: Add a message and click next

Step 7: Email to: jdonovan@alaforveterans.org

### **Step 8: Click "transfer"** You're done! Thank you!

## **Desktop directions:**

**Step 5: Submit video** Drag video to "add your files."

Step 6: Email to: jdonovan@alaforveterans.org

Step 7: Enter your email and message

Step 8: Click "transfer" You're done! Thank you!

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