



My 4-H Story

Technical Guidelines

All Submissions for My 4-H Story must be made available to all viewers, including electronic submissions. If you wish to use a program not outlined in these guidelines, please contact your club leader.

Internet Based Stories

Internet Based Stories are stories in which a connection to the internet is necessary for viewing. Examples include YouTube, Prezi, and Google Services.

A direct URL/link to the story must be provided. In addition, the story must be made completely public so anyone with the link is able to view the story.

YouTube

Uploading Video: Select either “Public” or “Unlisted” in Privacy Settings
Unlisted will make video accessible only with a direct link (Recommended)
Public will allow the video to be searched from YouTube’s search bar

Pre-Existing Video: Navigate to video. Select “Video Manager”. Click on Globe icon for pre-existing video. Under “Basic Info”, change privacy to either “Public” or “Unlisted”

Direct Link: Navigate to video. Click “Share”. Copy Link and Paste in a Document.

Prezi

Privacy: Navigate to home page with created presentations. Click on “. . .” on the presentation being changed. Click “Set Privacy”. Verify “Collaborators and Clients” is selected.

Direct Link: Hover over presentation, Select “>”. Click “Share View Link”, Click “>” next to link. Copy Link and Paste in a Document.

Google

NOTE: If the story is a Google Doc, please print and submit to your club.

Privacy: Navigate to story in Google Drive. Right Click on story, select “Share”. Change setting to “Anyone with the link CAN VIEW”.

Direct Link: Navigate to story in Google Drive. Right Click on story, select “Share”. Copy Link and Paste in a Document.

Electronic Stories

If the story is typed in a word processing program (such as Microsoft Word or Google Docs), please print and submit to your club.

If the story is a Power Point (or Google Slides), print and submit previews of all slides in addition to providing the electronic copy either by direct link or a method listed below.

All Other electronic stories should be submitted to your club by one of the below methods. All attached hardware will be returned to submitter. **Always verify the files are attached before submitting.**

USB

Ideally, submitted stories should be the only file in USB / Thumb Drive. If not possible, write file path and attach to final submission. Example File Path: “4-H” > “My 4-H Story.jpeg”

Place USB / Thumb Drive (with file path if applicable) in plastic bag and submit it to your club.

CD-R

Ideally, submitted stories should be the only file in CD-R. If not possible, write file path and attach to final submission. Example File Path: “4-H” > “My 4-H Story.jpeg”

Place CD-R (with file path if applicable) in a disk holder and submit it to your club.

Submit your 4-H Story as described above to your club by your club’s deadline!