



**4-H PUBLIC PRESENTATIONS PROGRAM**  
**RECORDED VIDEO DIVISION**  
**FREQUENTLY ASKED QUESTIONS**

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**Q: What are some guidelines I should be aware of?**

A: Participants must be in the 8th through 13th grade (or one year after high school) as of September 2020. Participants are encouraged to give their presentation at least once before submission and to re-record their qualifying county presentation video based on recommendations from their judges. This is good practice. **Please dress appropriately for a state event, appearance is important!**

**PARTICIPANTS MUST REGISTER FOR THE STATE PRESENTATION EVENT IN ZSUITE BY THE DEADLINE.**

Once registered for the event in ZSuite, participants will receive video submission instructions.

Judging is done according to the Danish system as follows:

Excellent (90-100)  
Blue

Very Good (80-89)  
Red

Good (79 & below)  
Yellow

All participants will receive their score sheets, certificate, and their Danish ribbon via USPS mail after the conclusion of the scoring period.

Presentations will need to be submitted by the date listed on the State Presentations website. Judges will then have 2-3 weeks after the end date to evaluate submissions.

In order to participate in the State 4-H Public Presentation Program, youth **must be a registered 4-H member by Jan. 1<sup>st</sup> of the current year** and must score an Excellent at the county level.

## Video Criteria

**Q: Should I film in front of an audience?**

A: Filming in front of an audience is **NOT** required for a virtual 4-H Public Presentation. We recommend presenting in front of family, if you would like to present to an audience! As long as there is no background noise and the camera can record the presenter/presentation clearly, feel free to try this method.

**Q: How do I incorporate audience questions into my virtual presentation?**

A: The audience question portion is **NOT** required for this division. Presenters will receive points for ending their presentation by asking if the audience has any questions regardless of if no one is able to respond. We recommend filming in front of a live audience (your family members) in order to practice responding to questions.

**Q: How long should the presentation be?**

A: Presentations must be between **8-15 minutes** long. Videos that are under or over time will result in score deductions. YouTube may not allow you to submit a video that is over 15 minutes long, so if you are experiencing trouble with the submission process, please make sure you are within these time constraints before trying a different method.



**Q: Can I do my presentation more than once?**

A: We recommend practicing your presentation at least once before creating a final submission. Please note that each participant may only submit **ONE VIDEO** to be judged.

**Q: Can I edit my video?**

A: We ask that any video submitted be filmed in one shot. This means that videos should not show evidence of editing including splicing and rearranging clips to produce one video. The only exception is in the case where you need to move location for the presentation to continue (i.e. moving from an inside room to a barn, shooting range, kitchen, etc).

**Q: I recorded my club presentation. Can I submit this video?**

A: Sure. If you have already recorded your club level presentation and would like to submit it, please do. Check the video to make sure the recording quality was sufficient.

**Q: Can I submit my qualifying county presentation video?**

A: Yes. If you want to submit the same video you recorded for your county presentations contest, feel free. However, we do suggest re-recording based on the feedback you receive from your county judges to obtain the best possible score at the state level.

## Video Submission

**You must register for the event in ZSuite to gain access to the video submission form.** Please check your email periodically once registration has been completed. If you are having trouble with registration and/or the submission form, please contact [nj4h@njaes.rutgers.edu](mailto:nj4h@njaes.rutgers.edu) for assistance.

**Q: How do I upload my video?**

A:

- 1) Log into your account on [www.youtube.com](http://www.youtube.com). If you do not already have an account, please work with your parents to create one.
- 2) Once you are logged in, you will see four icons on the top right corner of the website screen. Click on the camera icon and select "Upload video."
- 3) You will be brought to a screen that allows you to either drag and drop and file from your desktop or upload a file from your documents. Once you have selected your file, please give it a title (name of your presentation) and a description. Please include your **Name, County, Grade, Presentation Type, and Presentation Title** in your description.
- 4) Once this is done and the upload is complete, you should see a link to your video on the right-hand side of the screen. Copy this link and paste it into the submission form provided **once you complete the registration form.**



- 5) After this is complete, you will see a few options for video settings/restrictions. Make sure you select the “unlisted” setting for your video. This ensures no one can find your presentation video unless they have the link. If you do not mind your video being made public, you can skip this step. **Please make sure you do not select the “private” setting, or you will be the only person able to see your submission.**
- i Unlisted = Anyone with a link can see your video
  - ii Public = Anyone on the internet could see your video
  - iii Private = Only **YOU** can see your video
- 6) Once you have established all the settings and controls you want to, make sure to save your video and submit your link.

**Q: Can I submit my video through my phone?**

A: Yes! YouTube can be accessed on smartphones. To submit a YouTube video via smartphone/tablet:

- 1) Make sure you are logged into your YouTube account from your device.
- 2) Select the camera icon in the top right corner of the app screen.
- 3) Grant YouTube permission to access your camera roll, and then select the video you would like to upload
- 4) Make sure to title your video and give an appropriate description (Name, County, Grade, Presentation Title, and Presentation Type)
- 5) After this is complete, you will see a few options for video settings/restrictions. Make sure you select to make your video “unlisted.” This ensures no one can find your presentation video unless they have the link. If you do not mind your video being made public, you can skip this step.
- 6) Once you have established all the settings and controls you want to, make sure to save your video.
- 7) Allow your video to upload. You may have to refresh your page once it’s complete.
- 8) You should see three little dots towards the right side of your video. Click on this and select the “share” option. You can now e-mail the video’s URL link to yourself. Please make sure you do this whether you make your video unlisted or public and make sure to copy and paste it into your registration form for your county to have access.

**Q: I am having trouble uploading my video. What can I do?**

A: Try out these tips on uploading your video.

- Make sure all the required information is filled out
- Check the file type
- Check the file size
- Try uploading the file on a different device
- Make sure you are connected to a good internet source



- DO NOT refresh the page while uploading the video
- Try a different browser
- Make sure your video is not over 15:00 minutes long

**If you are still having issues, and have tried submission through YouTube, please contact [abigail.kesely@rutgers.edu](mailto:abigail.kesely@rutgers.edu) before registration closes.**

**Q: Can I submit a video more than once?**

A: No. Each participant is allowed one video submission. Please do not submit multiple registrations with new videos, as only your first submission will be processed. Make sure the video you upload into the Video Submission Form is your finalized presentation *before* you submit it.

**Q: How do I know if my video was submitted correctly?**

Please test the link prior to submission to ensure that it was submitted correctly. The State 4-H Office staff will also check each link before they send it to the judges for review. We will contact you if there is an issue with your video.

## **After Submission**

**Q: When will I receive my results?**

A: The judges have 2-3 weeks to judge virtual presentations. An email including a PDF of your score sheets will be sent out by the first week of August.

**Q: What happens to my video after I submit it?**

A: Video links will be shared with the judges. They will complete the Public Presentations Score Sheet for your type of presentation. The State 4-H Office will send you a copy of your score sheet(s) after the judging period ends. If you would like to remove your video after the contest, we ask that you please do not do so until **AFTER** you have received your score sheet. If you remove or change the privacy settings on your video before it is judged, you may risk losing your entry.

**Q: What if I do not receive my results?**

A: If you have not received your results after the first week of August, first check your spam folder, as score sheets will be sent via email. If you still do not see your results, please contact your county 4-H office or [abigail.kesely@njaes.rutgers.edu](mailto:abigail.kesely@njaes.rutgers.edu).