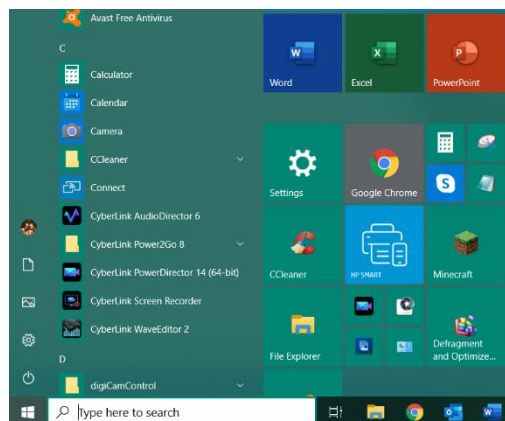


# District Guide to recording a video for your Church Facebook Page

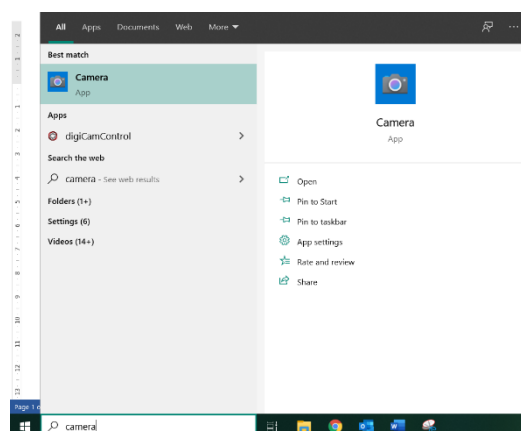
## Step one: How to record the video at home

### On a Windows Computer

1. Open the 'start' menu (bottom left – windows icon) and search for 'camera'.



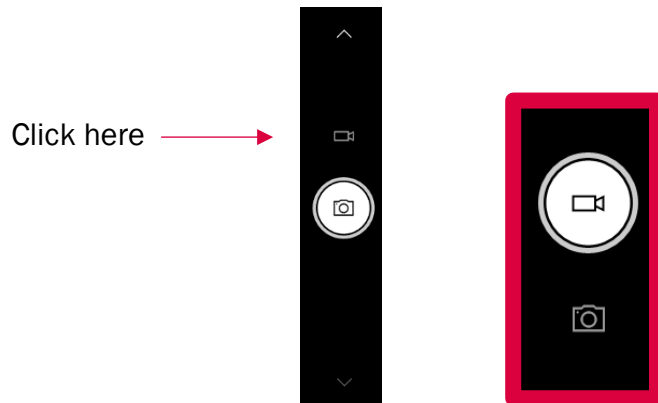
Or type directly in the search bar at the bottom of your screen (use the shortcut “windows key + S” to open the search bar if it’s not visible) and type ‘camera’



2. The camera application should open and look something like this. If this is the first time you are using it, then it may ask for your permission to access your location (you can click yes or no, it doesn't matter).



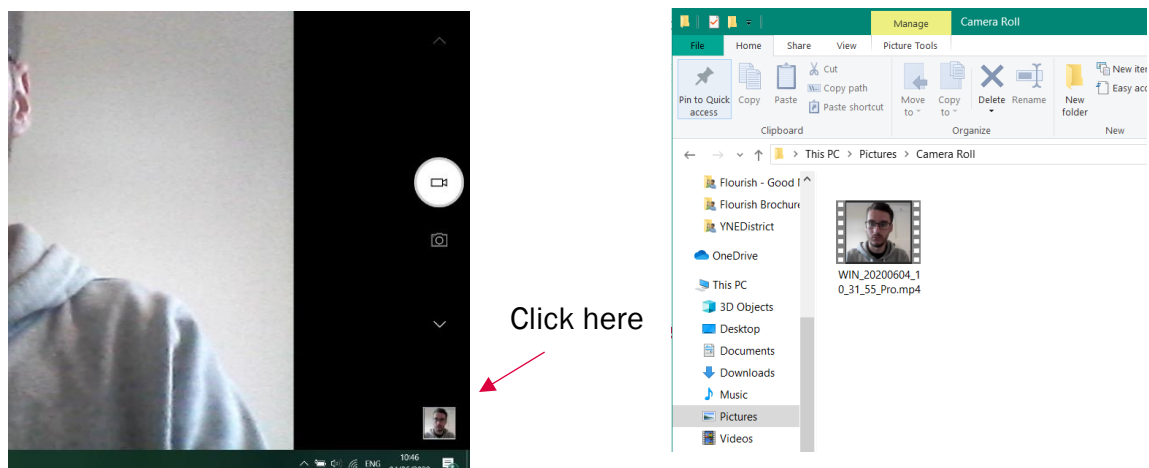
3. You will need to switch from 'photo' to 'video', by selecting the camcorder/video camera icon on the righthand side of the screen.



4. You are all set to go! You can now record your video by clicking again on the camcorder icon to start the video (when you hover over it will say "take video"). To stop recording the video just click the red stop icon.



5. To watch your video back, either click the square in the bottom right of your screen. Or open your files on your computer and navigate to "This PC" then "Pictures" then "Camera Roll".

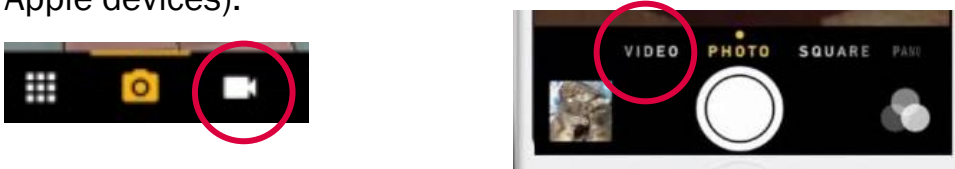


## On a phone or tablet

1. Open the 'camera' app on your phone or tablet. It should be on your home screen, but you might have to look under the full list of apps. It will be an icon of a camera (actual icon may look different depending if you're using Apple or Android – i.e. an iPhone / iPad, or a Samsung / LG / Google / Huawei or other brand).



2. Switch from 'photo' to 'video'. Again, this will vary depending on your device, but should be very straightforward, by clicking on the icon of a camcorder / video camera (on Android devices) or the word "video" (on Apple devices).



3. Depending how you plan to record, you may need to switch to your front-facing camera (so you can see yourself on the screen). Again, this will vary depending on your device, but should be very straightforward.



4. Prop up the camera. You may need to use a table, windowsill or a stand (such as a music stand if you have one). Ideally, make sure that your phone / tablet is in a **landscape** position.



5. You are all set to go! You can now record your video by clicking the record button to start and again to stop.
6. If you want to watch it back, take a look in your phone or tablet 'gallery' or 'cameral roll'.

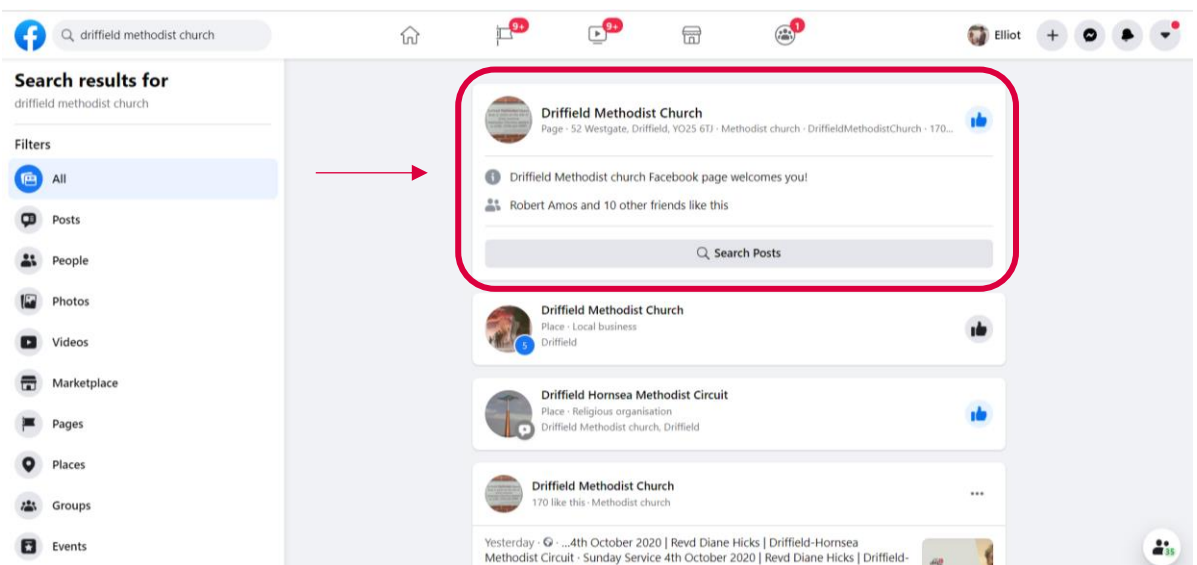
## Step two: How to upload the video to Facebook

Now that you have recorded the video and are happy with it, we need to upload it to your Church Facebook Page so it appears on the day/time that you want it to be released. It would be recommended to do this in advance, in case you encounter any issues, and don't wait until a few minutes before on the day to start uploading the video.

**Please note** – you will need to be added as an 'Admin' or 'Editor' of your Church Facebook Page in order to have access to upload the video yourself. This will need to be done by one of the existing Admins, so please speak to them in advance if this hasn't already been done. If not, the best option is to send your video onto someone who does have access and can upload the video for you.

### On a Windows Computer

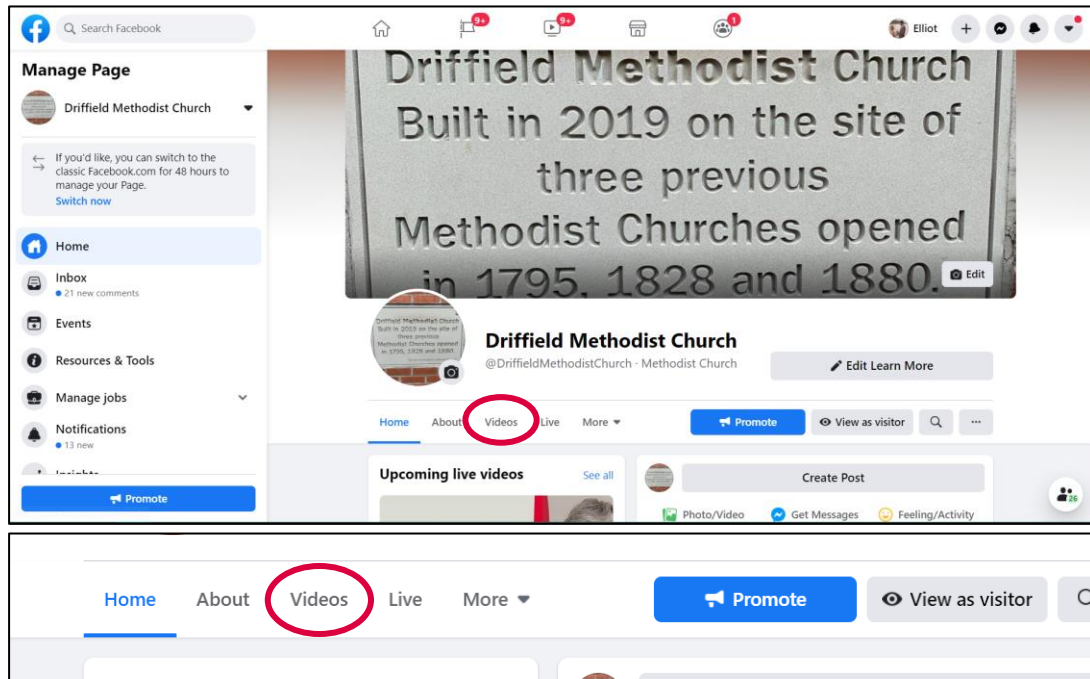
1. Open or login to Facebook ([www.facebook.com](http://www.facebook.com))
2. Navigate to your Church Facebook Page by searching "example Methodist Church" in the search bar.



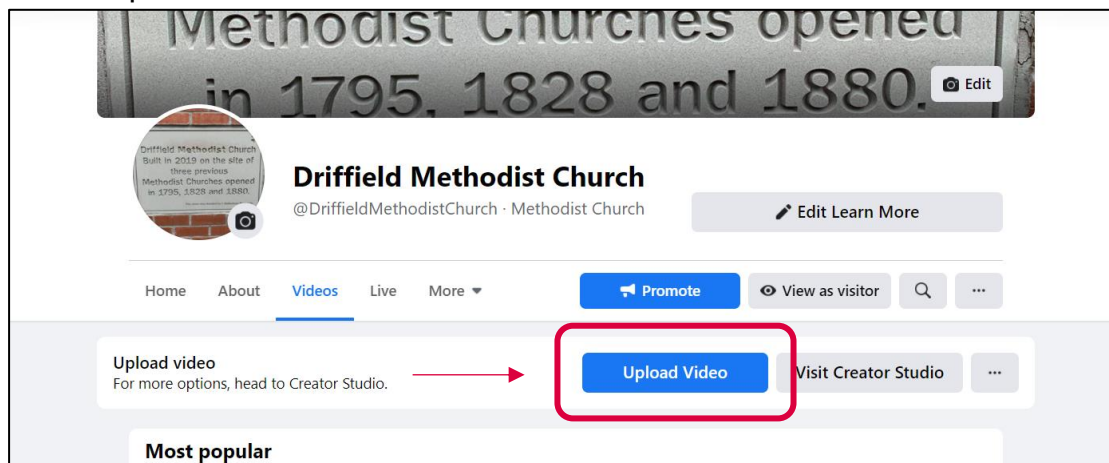
It should look something like this:



3. Click on the “Videos” tab near the top of the page (you may need to click “More” if it doesn’t appear in the horizontal list)

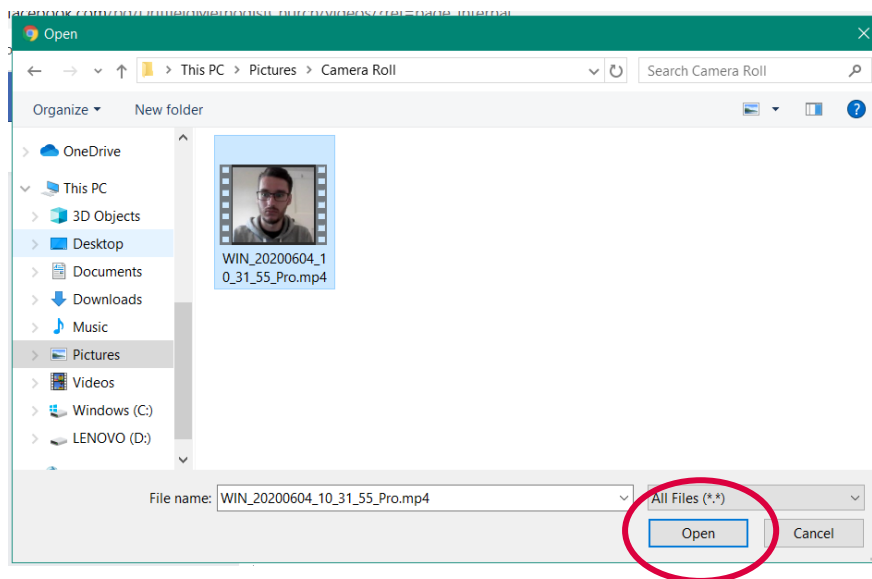


4. Click “Upload Video”

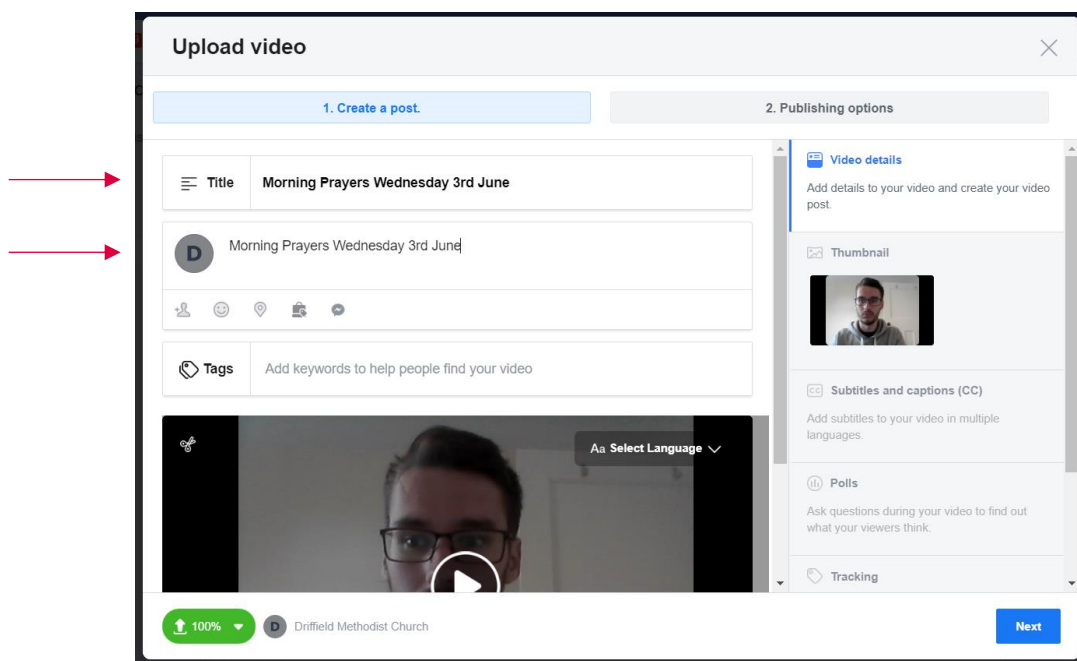


5. Select your video from your files. You might need to navigate to “This PC” then “Pictures” then “Cameral Roll” to find it. If you took multiple videos, make sure you upload the right one.

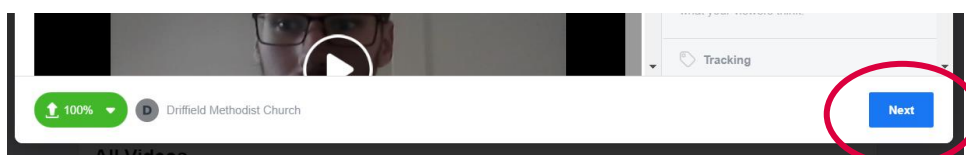
6. Click “Open” to upload the selected video to Facebook



7. A new window will open. It might look daunting, but don't worry – it's quite straightforward. Write a title and description for your video. You can put the same text in both the title and description boxes to make things easier.



8. Click “Next” in the bottom right-hand corner (blue button). You may need to scroll down to find it if it's not visible on your screen.



9. On the new screen, there are different options for posting the video: **Publish now**, **Premiere**, **Schedule**, **Backdate**, or **Save as draft**. The most useful of these are 'schedule' and 'premiere' – schedule releases the video on Facebook at the time/day that you chose, and premiere is the same except it appears 'as live', so on the first play through people can interact in real time. Just click in the circle next to your choice.

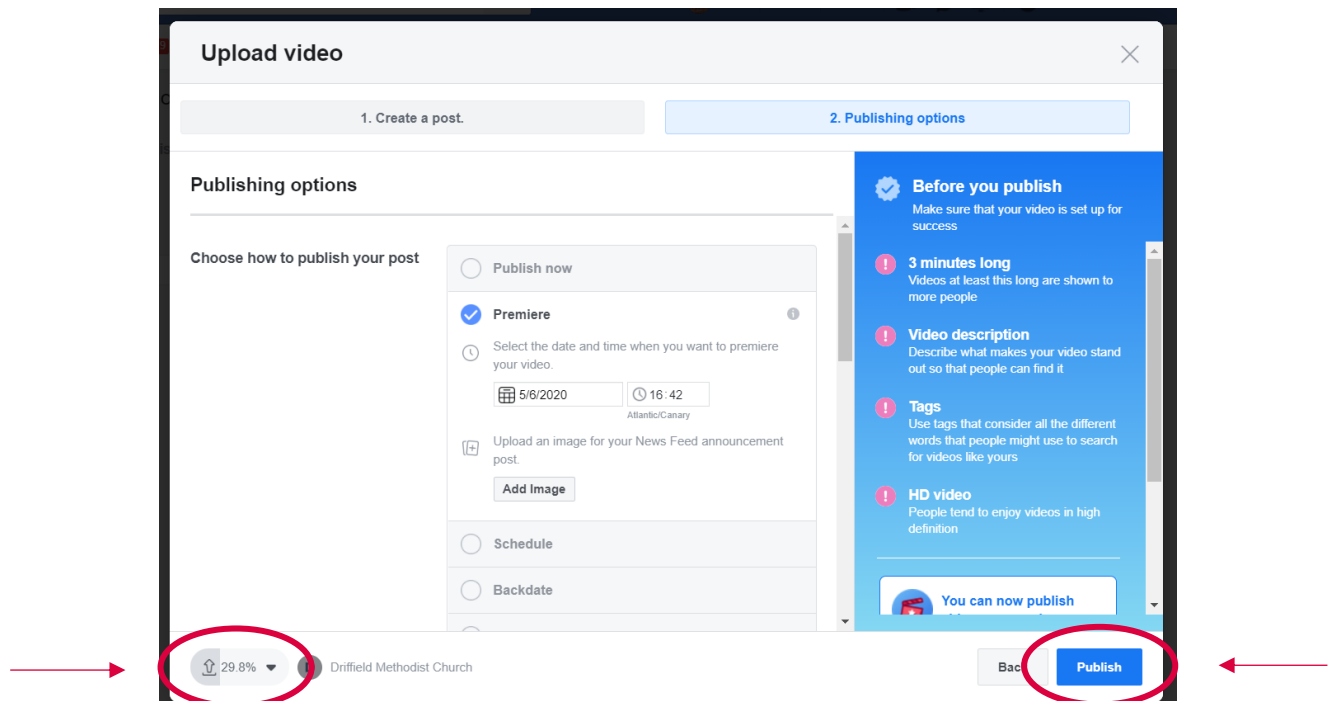
**Please note:** you can only premiere a video up to 7 days before your video will be released. If it is more than 7 days until your selected date, either wait to upload it nearer the time, or click "Schedule" instead.

The screenshot shows the 'Upload video' interface with two tabs: '1. Create a post.' and '2. Publishing options'. Under 'Publishing options', there are two sections. The first, 'Choose how to publish your post', has five radio button options: 'Publish now' (selected), 'Premiere' (highlighted with a red circle and a red arrow), 'Schedule', 'Backdate', and 'Save as Draft'. The second section, 'Choose where your post will appear', has two options: 'News Feed' (selected) and 'Stop News Feed distribution'. On the right, a blue sidebar titled 'Before you publish' lists tips: '3 minutes long', 'Video description', 'Tags', and 'HD video'. At the bottom right of the sidebar is a button that says 'You can now publish'. At the bottom of the main interface are a 'Back' button and a 'Publish' button.

10. Select the day and time that you want your video to be released.

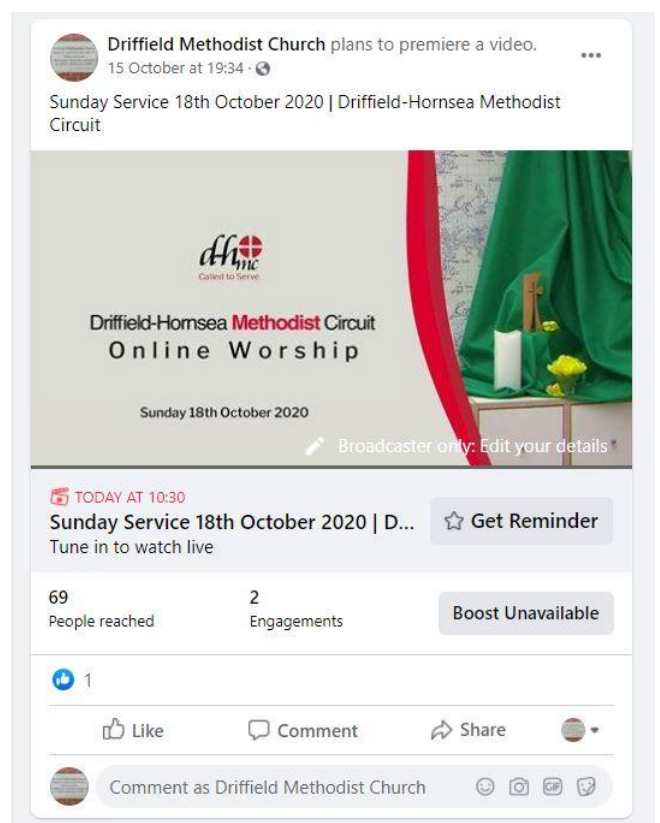
The first screenshot shows the 'Premiere' option selected with a blue checkmark. Below it, a clock icon is followed by the text 'Select the date and time when you want to premiere your video.' Below this text are two input fields: a date field showing '4/6/2020' and a time field showing '16:38'. A red arrow points to the date field. Below the date and time fields is a button labeled 'Add Image'. The second screenshot shows a calendar pop-up for June 2020. The calendar has a grid with days of the week (Sun to Sat) and dates (1 to 30). The date '4' is highlighted with a blue square. Above the calendar, the date '4/6/2020' is displayed in a text box, and the time '16:38' is displayed in a time picker.

11. Click “Publish” (or sometimes it says “save” or “schedule”) in the bottom right (blue button) and you’re done! You might need to wait until the video has finished uploading – you can see its progress in the bottom left of the window.



12. To check that you’re video has successfully been scheduled as a premiere just head to your Church Page feed (where you can see all the posts) and after a few minutes (you should receive a notification letting you know the video has finished processing and has been scheduled) a post will appear that shows the scheduled premiere.

**Please note:** this only applies to ‘premieres’ and if you simply ‘scheduled’ the video instead then you need to navigate to “Publishing Tools” in the left hand column, and to “Scheduled Posts” where you will see all the posts that are cued up waiting to be posted at a later date.



## On a phone or tablet

Whilst 'going live' on Facebook is a lot easier on a phone or tablet compared with a computer, scheduling a video on Facebook from a phone or tablet is more complicated, requires an additional app, and generally wouldn't be recommended. If you want to give it a go, you would need to download the 'Facebook Business Suite' app, however it would be recommended to use a computer instead.

One option is to transfer the video to a computer and follow the instructions above. There are multiple ways to transfer files from a phone/tablet to a computer – the easiest of which is usually by plugging in the wire that comes with the phone/tablet into your computer.

If you only have access to a phone/tablet, and prefer to pre-record the video rather than 'go live', then the only other option would be to publish the video immediately via the normal Facebook app instead of scheduling it for a later date.

For further information, help, or troubleshooting on uploading to Facebook, take a look at these resources:

[www.socialmediaexaminer.com/how-to-use-facebook-premiere-what-marketers-need-know](http://www.socialmediaexaminer.com/how-to-use-facebook-premiere-what-marketers-need-know)

[www.methodist.org.uk/about-us/coronavirus/tips-for-creating-video-from-home](http://www.methodist.org.uk/about-us/coronavirus/tips-for-creating-video-from-home)

[www.yorkshirenemethodist.org/digital-resources](http://www.yorkshirenemethodist.org/digital-resources)

[www.methodist.org.uk/digital](http://www.methodist.org.uk/digital)