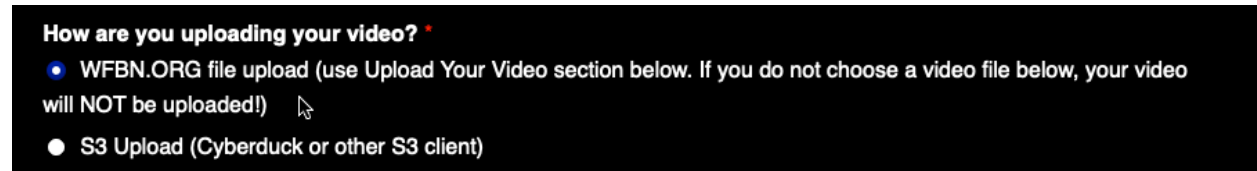


## Uploading through WFBN.org

- 1) Click the Upload Your Video link on WFBN.org
- 2) Fill out the form fields
- 3) Under the “How are you uploading your video?” section, select WFBN.org if not already selected.

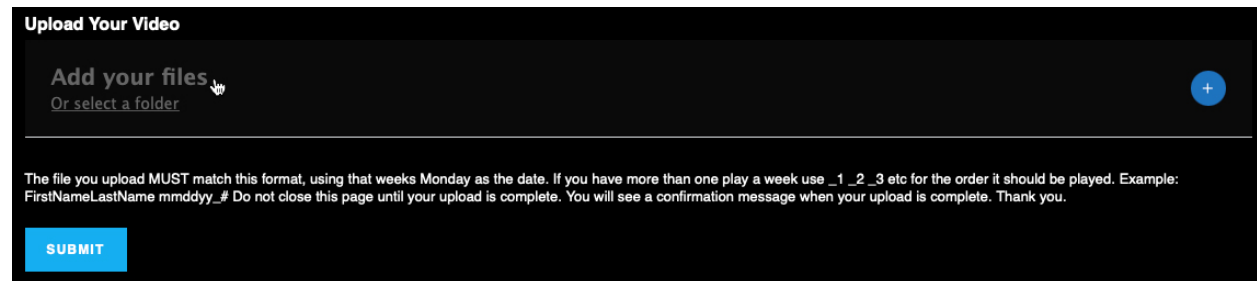


**How are you uploading your video? \***

WFBN.ORG file upload (use Upload Your Video section below. If you do not choose a video file below, your video will NOT be uploaded!)

S3 Upload (Cyberduck or other S3 client)

- 4) Under the Upload Your Video section, an uploading window should appear. Click “Add your Files” to add a file. If you are uploading a folder, click “Or select a folder”.



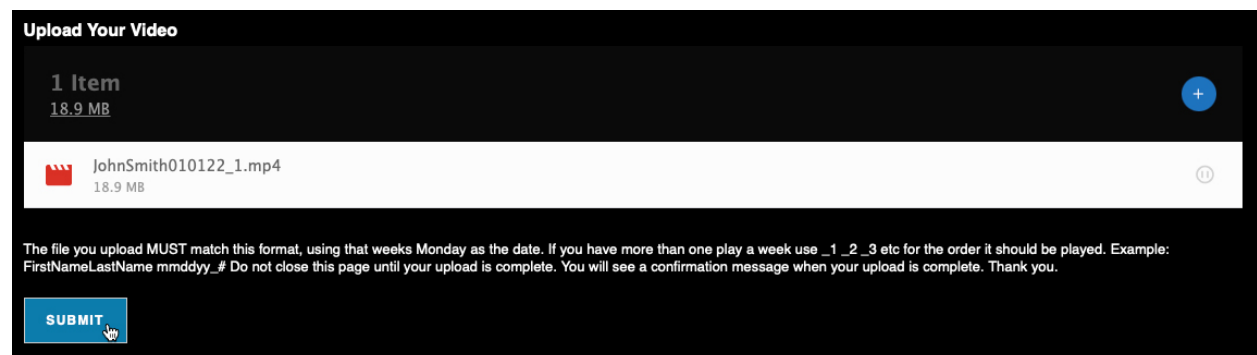
**Upload Your Video**

Add your files  
Or select a folder

The file you upload MUST match this format, using that weeks Monday as the date. If you have more than one play a week use \_1 \_2 \_3 etc for the order it should be played. Example: FirstNameLastName mmddyy\_# Do not close this page until your upload is complete. You will see a confirmation message when your upload is complete. Thank you.

SUBMIT

You can also click the plus sign in the blue circle on the right-hand side of this section, then click “File” or “Folders”. A dialog box will pop up letting you select the files you want to upload. Select your file or folder and then click the Upload button. You will see your selected file ready to upload.



**Upload Your Video**

1 Item  
18.9 MB

JohnSmith010122\_1.mp4  
18.9 MB

The file you upload MUST match this format, using that weeks Monday as the date. If you have more than one play a week use \_1 \_2 \_3 etc for the order it should be played. Example: FirstNameLastName mmddyy\_# Do not close this page until your upload is complete. You will see a confirmation message when your upload is complete. Thank you.

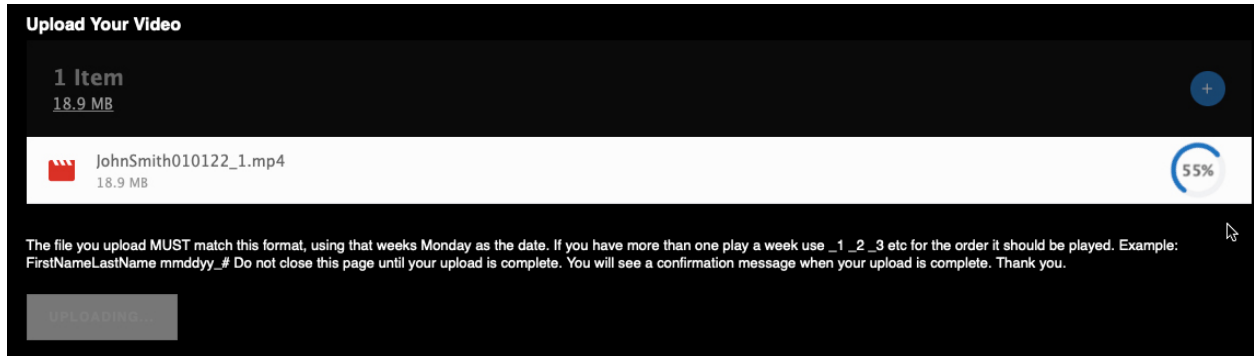
SUBMIT

Please note: The file you upload MUST match this format for the file name, using that weeks Monday as the date. If you have more than one play a week use \_1 \_2 \_3 etc for the order it should be played.

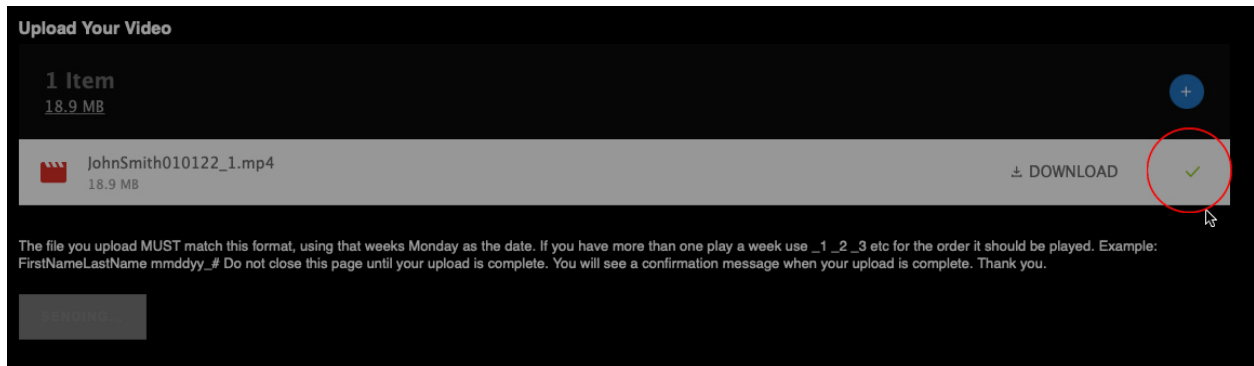
Example: FirstNameLastName mmddyy\_#

Example: JohnSmith010122\_1

4) Click the Submit button at the bottom of the form. You will see an upload indicator showing the progress of your upload as a percentage.



Do not close the page until your upload is complete. You will see a green checkbox when the upload has finished.



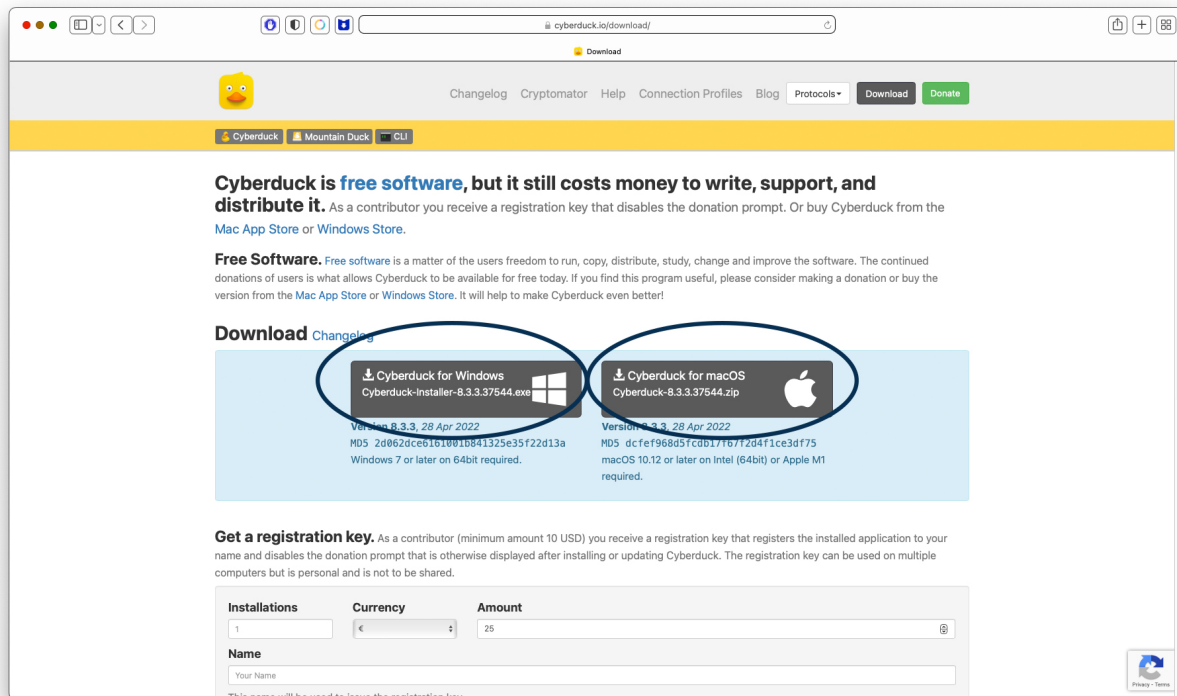
You will then be taken to a confirmation page when the form has successfully been sent.



## AWS S3 UPLOADING: through Cyberduck

A) Go to <https://cyberduck.io/download/>

B) Click on Cyberduck for Windows or Cyberduck for macOS depending on your computer type.



C) FOLLOW download prompts on computer.

D) Open Cyberduck on your computer.

E) To create a bookmark, click the + icon at the bottom left of the screen.



In the window that pops up, select “Amazon S3” from the pulldown menu at the top. 1: Enter a **Nickname** for your bookmark (“WFBN Uploads” is used in our example). 2: Enter **address** into **Server** field, the **Port** should be 443. Close the bookmark to save it.

WFBN Uploads

Amazon S3

1 Nickname:

Labels:

URL: <https://objects-us-east-1.dream.io>

2 Server:  Port:

Access Key ID:

Anonymous Login

Secret Access Key:

SSH Private Key:

Client Certificate:

▼ More Options

Path:

Web URL:

Download Folder:

Transfer Files:

Timezone:

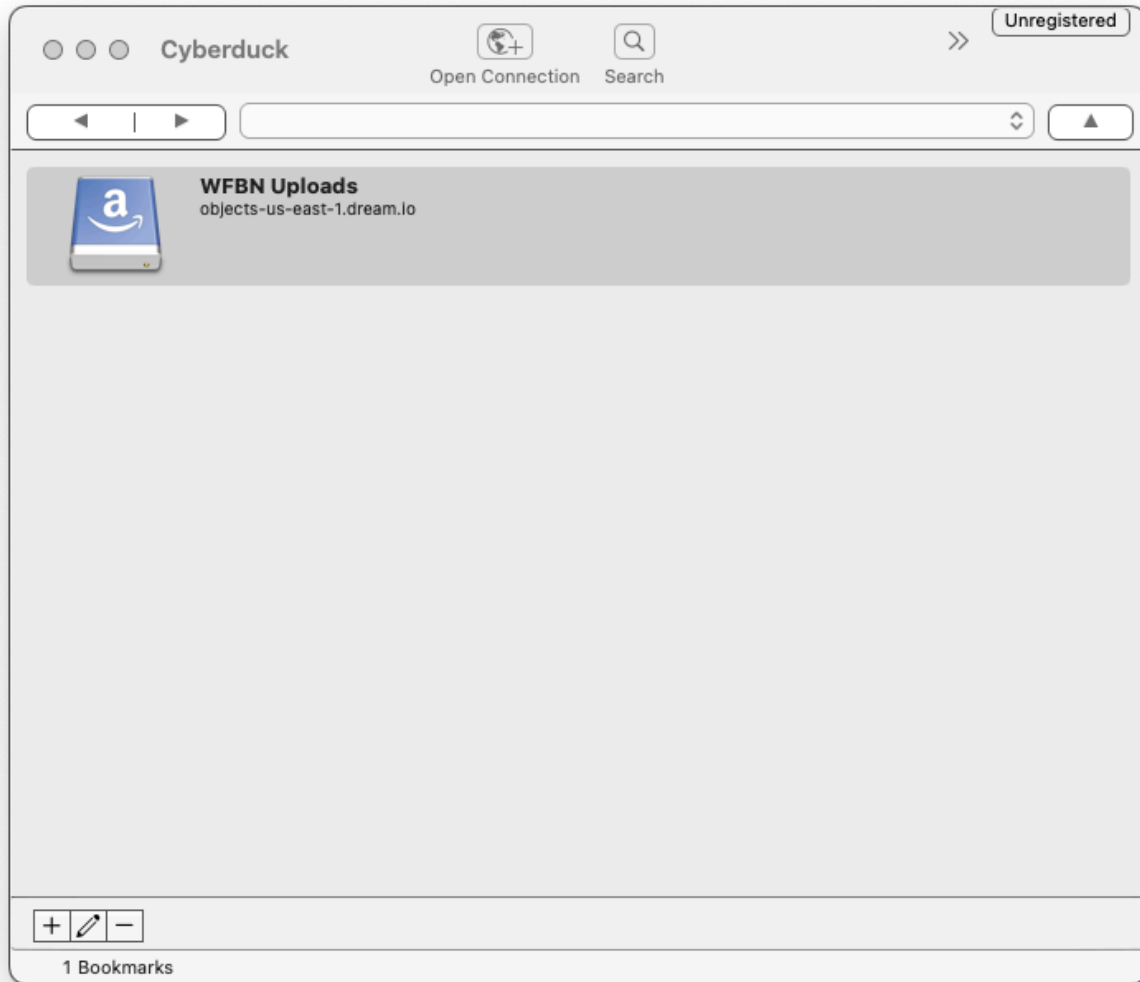
Encoding:

Connect Mode:

Notes:

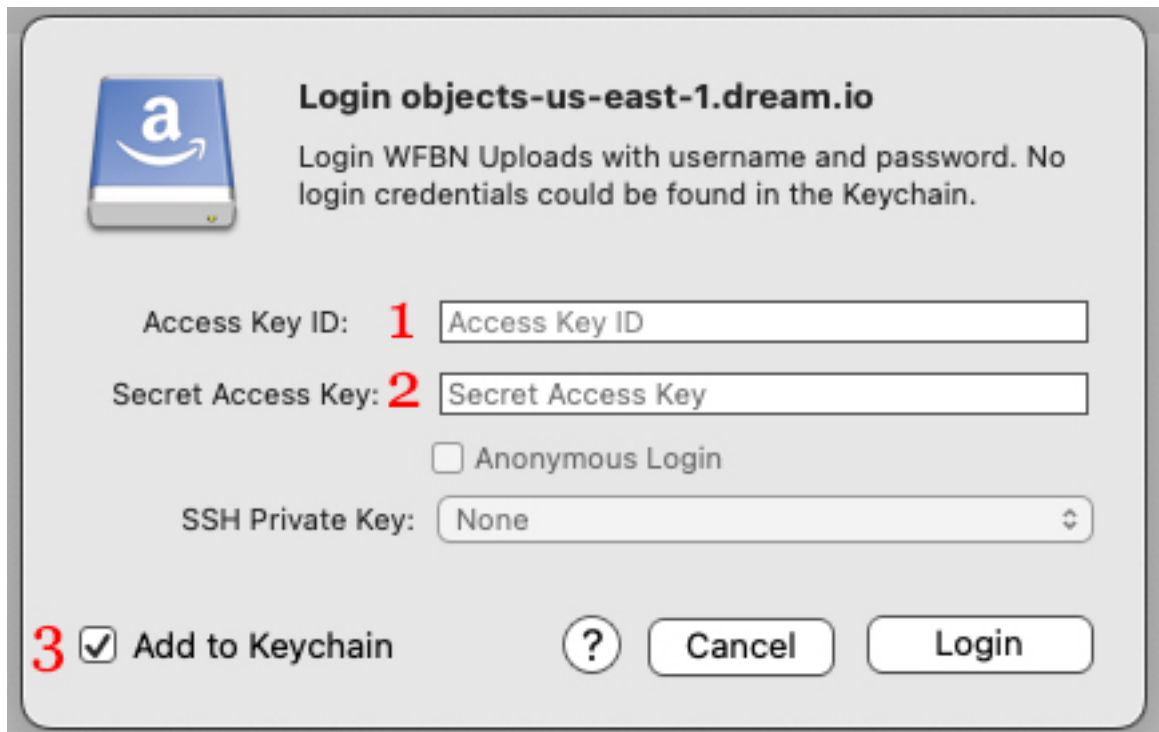
?

Double-click on your newly created bookmark.



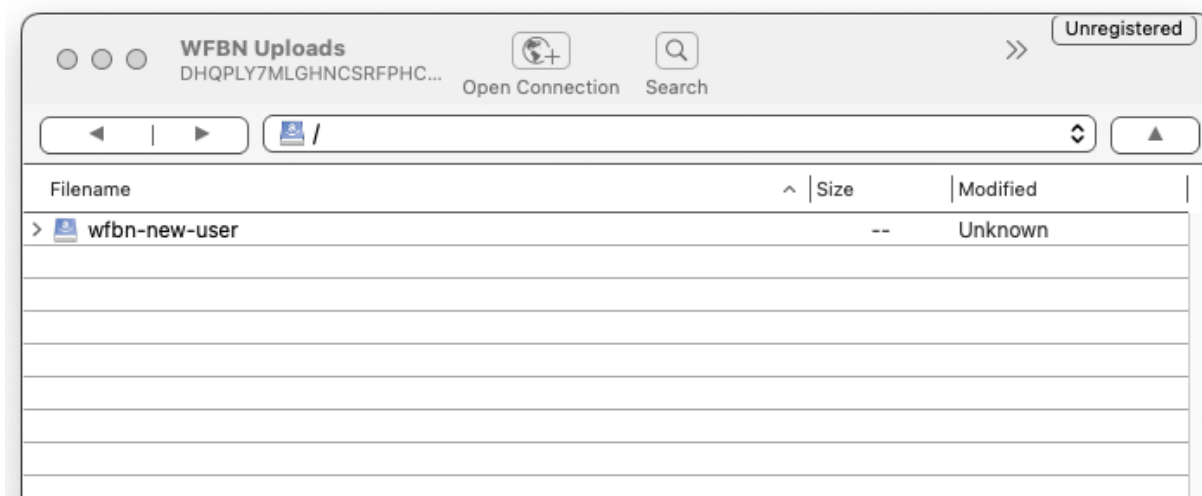
A window will appear asking for you to enter your **Access Key ID** and **Secret Key**.

1: Fill in your **Access Key ID**, 2: fill in your **Secret Access Key**, 3: If you want your Secret Access Key saved so you do not have to re-enter it: on a Mac **click** the “Add to Keychain” checkbox, on Windows **click** the “Save password” checkbox.



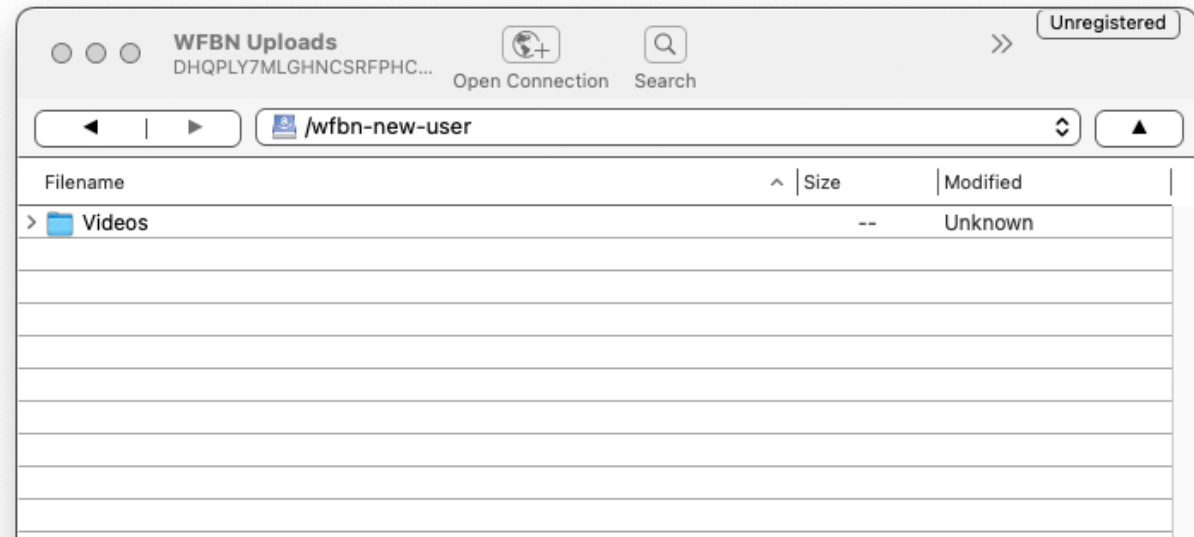
The image shows a login dialog box titled "Login objects-us-east-1.dream.io". It features the Amazon logo and a message: "Login WFBN Uploads with username and password. No login credentials could be found in the Keychain." Below this, there are three input fields: "Access Key ID" (with a red '1' next to it), "Secret Access Key" (with a red '2' next to it), and "SSH Private Key" (with a dropdown menu showing "None"). There is also an unchecked checkbox for "Anonymous Login". At the bottom left, there is a checkbox for "Add to Keychain" (with a red '3' next to it) which is checked. At the bottom right, there are three buttons: a help button with a question mark, a "Cancel" button, and a "Login" button.

F) Click the **Login** button to connect, it will connect and show you your user folder.

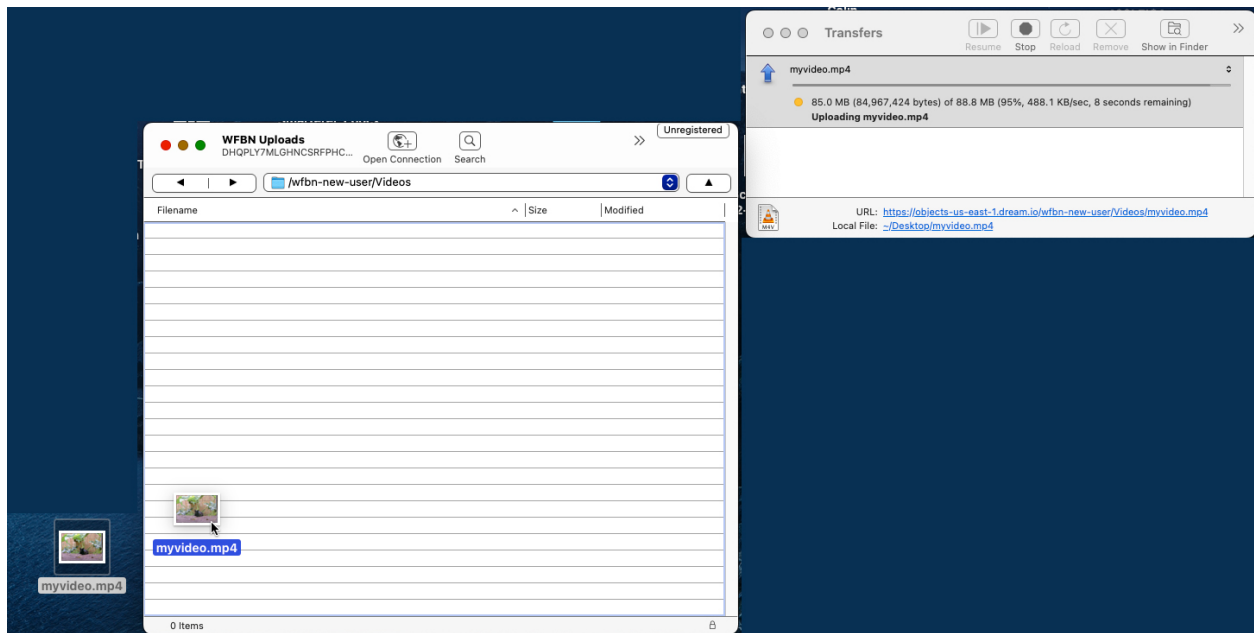


**Double-click** on the folder with your name.

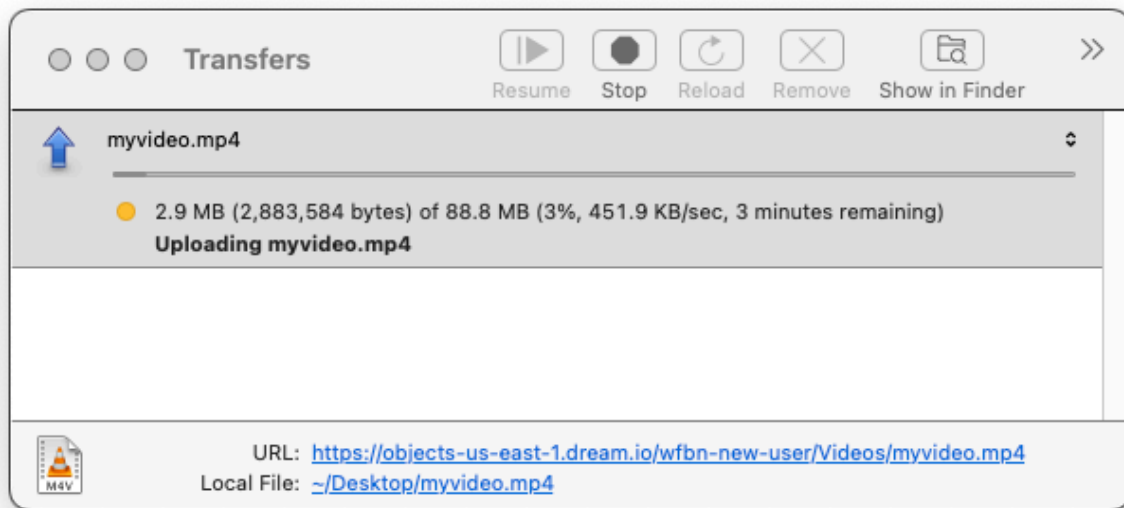
**Double-click** on folder Videos. You may also click the small arrow (>) next to the folder(s) to view their contents.



J) To upload your files, simply **drag and drop** them from the Finder (on a Mac) or the Desktop (on Windows) into the Videos folder. You can select and then drag and drop multiple files at once, if desired.



A **Transfers** window will appear showing your upload(s) with a progress bar.



If you do not see this window, go to the **Window** menu and select **Transfers**. When the upload is complete, your file(s) will show in the Videos folder and you are done. Close the window to disconnect.

