

UPLOAD DATES:

**Junior Metro
MARCH 21**

Documentary WeTransfer Instructions

Go to <https://wetransfer.com/>. Use the free version, no need to create an account.

1. Click on the + symbol to upload (“add”) your video file.

NOTE: The file must be under 2GB. If you have a larger file, consider using your video software or a free online service to reduce the size.

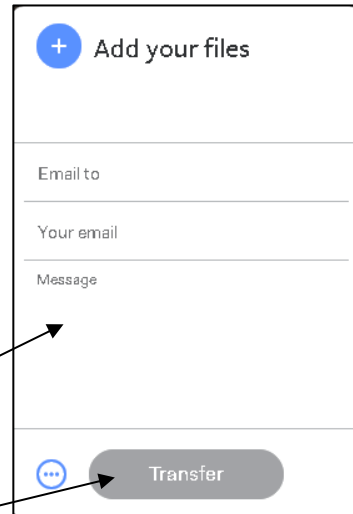
2. Email to: chicagohistoryfair@gmail.com

3. Enter an email address.

We recommend you DO NOT use a student email address —instead use a teacher, parent, or personal email (if you have been given permission).

4. In the MESSAGE field, type the following:

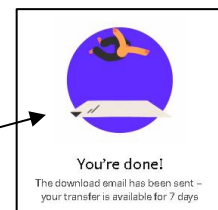
YOUR FIRST & LAST NAME(S)
SCHOOL NAME
“Group” or “Individual”
“PROJECT TITLE”



The screenshot shows the WeTransfer web interface. At the top, there is a blue circle with a white plus sign and the text 'Add your files'. Below this are three input fields: 'Email to', 'Your email', and 'Message'. At the bottom right, there is a grey button with the text 'Transfer' and a blue speech bubble icon to its left. Arrows from the instructions point to the 'Message' field and the 'Transfer' button.

5. Click TRANSFER.

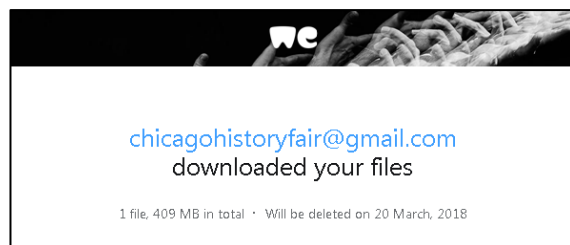
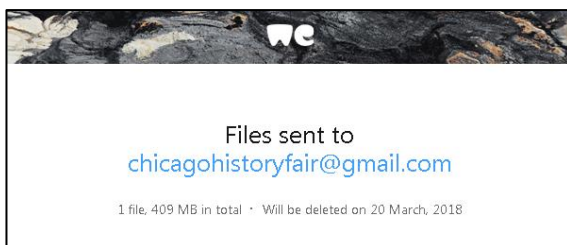
The transfer can take approximately 5 minutes, depending on your internet connection. When complete, you will see this message on your screen.



6. You will receive two emails:

- The first is a confirmation that the file was sent.
- The second is a confirmation that we have downloaded the file.

** NOTE: If you entered a student email address, you may not receive this notification email.*



Thank you for sending us your documentary! We look forward to seeing you at the Fair. **Remember to bring your Summary Statement Form & Annotated Bibliography!**

Questions? Email the documentary manager at chicagohistoryfair@gmail.com.