



Since 1990 the Karate Connection has been on the leading edge of martial arts distance learning. Now, we've taken the next step in utilizing technology available to everyone. Now you can upload your test online! No more transferring your test to a DVD. No more fighting traffic to get to the post office or a shipping company before they close for the day. All you need is a Google account (which is free), and a broadband internet connection. The Karate Connection is using the private and secure servers at YouTube to help you get your next belt test to us quickly and efficiently.

Only the IKCA distance learning instructor team will see your test when it has been uploaded to the private and secure location the Karate Connection uses. Your test grading, critique and customized private lesson will be posted in the same way and you and only you will be able to view the results. Unless, of course, you want to share your progress with your family and friends.

All you have to do is follow our simple instructions and the process is virtually seamless.

Questions? Drop us an email at info@karateconnection.com

The IKCA Online Testing Process

1. Go to Google.com and click Sign In
 - a. If you already have an account, go ahead and sign in. Make sure you know your Gmail address associated with your account.
 - b. If you don't have an account, click "Create an Account" and follow the steps. This process will create a Gmail address for you. You'll need this address.
2. Once you have signed in to your account, you'll need to go to YouTube. There are two ways to do this:
 - a. Look at the icons in the upper right hand corner of the Google page. One of those icons is a group of nine squares. Select that icon and a box will appear with icons that will take you to different services. Select YouTube.

b. OR - Type www.youtube.com in the address bar of your browser. (If you do it this way you may have to sign in again using your Google account.)

3. Before you begin your video upload make sure you know where on your computer your test video is stored.

4. Look for the “Upload” button in the upper right hand corner of the page, it is a small bar with an upward pointing arrow, click on it.

5. These next steps are important, so pay close attention!

A. Click on “Select Files”. This is where you select your test video and then click on “Open” (double clicking on the video file will do the same thing). How long it will take to upload your test depends on the file size and your internet connection.

i. The next page that comes up allows you to select settings for the video while your video. You will be on the “Basics” tab for this page. Enter the title of your video as you want it to appear. *On the right hand side of the page, you’ll see the video link that you’ll send to us. Write it down or copy and paste it EXACTLY. Make sure you know where it’s at because you’ll need it later.*

Select the “More Options” tab. Make sure Disable Comments is selected. Under Additional Options deselect Allow embedding and Publish to the Subscriptions...

After you’ve finished with the information and settings on this page (hint: keep it simple), click “Next”.

ii. You can skip the second page “Video Elements”.

iii. The next page “Visibility” is very important.

- a. “Public” **DO NOT publish your test video as “Public”.**
- b. That leaves you two choices, either way is acceptable to us.
- c. “Unlisted” means that all you have to do is click “Save” and email us the video link (url) of the video. Anybody with the link will be able to view your video. You can send it to anyone you trust, but we’re not going to share it with anyone.
- d. “Private” adds an additional layer of security. This allows you share your video with specific email account. Meaning that the

recipient must be signed into that email account in order to view the video.

1. Select "Next".
2. Find your video and select the pencil (Details).
3. Select the three dots next to "Save" in the upper left hand corner; then select "Share privately"
4. Enter the email ikcatestevaluation@gmail.com then hit "Save and...".
5. When it returns you to the previous page, you're DONE with YouTube!

6. Go to IKCAstore.com, select the promotion package (digital or physical that you would like. Complete the form to submit your test, being sure to include the url of your newly uploaded video. Make sure the url is entered EXACTLY! If you send us the wrong address, we won't be able to find your test. Be sure use the Gmail address of your Google account. We're going to need that!

8. Once your evaluation is determined to be of passing quality, your video evaluation will be uploaded (not publicly) to YouTube. The remainder of your promotion package will be either emailed to you, or sent to you, depending on which promotion package you choose.

It's that easy!