**To get videos up on your site**

**Step 1)** Download & Fill out this document and then

**Step 2)** Send the form, video, & cover image in a single email to ivyoptic@yahoo.com

If you have multiple videos, duplicates this form, fill them out & send each on separate emails with the provided video and cover image for each form.

(\*) means this information is required

Cover images are not required

**The Form: Fill out the bullet points below**

* \*Video Title:
* Publisher: (credit the person or company responsible for distributing this video)
* Description:
* Viewers: (anyone can watch or members only)
* Enable comments on videos: (yes/no)
* Enable download: (yes/no) (facebook, vimeo, and youtube videos cannot be downloaded)
* Video pricing downloads: (Free to download or pay to download, how much) (you cannot sell facebook, vimeo, or youtube videos)
* Connect to a channel: name the channel