# Adding a Video URL to a Fair Entry entry.

Families will not have the option to add the URL for their video at the time they create the entry. We are suggesting that they upload the video to a Box folder using a link we provide. If they are comfortable uploading to YouTube, they certainly can and then provide you the link.

Steps to follow

1. Family will upload the video to the link provided from the county.
2. Family will create the entry in Fair Entry. Multiple entries may be created at one time and submitted.
3. Once the entry has been approved in Fair Entry, county staff will need to enter the link from the Box file into the Video URL field on the entry.

Getting the URL from Box

1. Log into uofi.box.com. Locate the recently uploaded files. The Updated column header can be clicked to sort based on the Updated Date.
2. Recently uploaded files will show with the file name. Further to the right of the name column will be an information icon 🔵 . If you hover over this icon, it will show what the person uploading the file typed in the File Description box. Our recommendation will be that they include the Exhibitor name and Class Number/Name.
3. When you hover over the name of the file, to the far right will be three options. The three dots bring up more options such as Trash or Sync. The middle option will show Create and Copy Shared Link. Select that option.
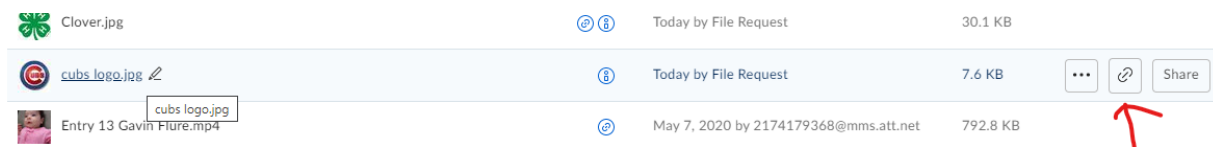

4. You should see the current Shared Link. Below that option it shows Invited People only. Click the drop down next to that and change to people with the link. This will allow anyone with the link (such as the Judge) to view the file without needing a Box account.
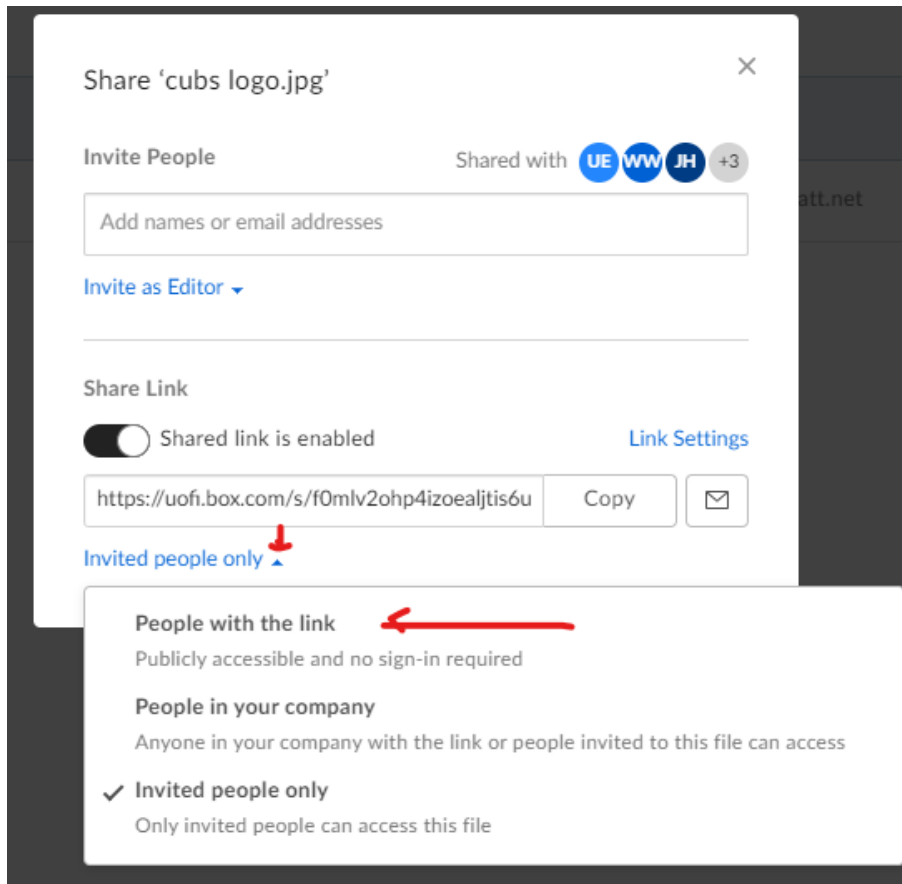
5. Click Copy next to the link to copy the link to your clipboard. Click X in the upper right to close the dialog box.

6. Go to Fair Entry and click on the Entries tab.

7. Locate the correct entry. Click View next to the entry to edit the entry. You can search be Exhibitor name, or scroll through the Hierarchy to get to the desired Department/Division/Class.

8. Click on View next to the Entry you wish to add the URL.

9. At the bottom of the entry will be a section titled Entry Details. Click Edit on the right side of that line.

10. Paste the link you copied from Box into the Video URL field.

Optional after adding link to exhibit

After you have added the link to the exhibit, you could rename the Box file by clicking on the Pencil icon next to the name. Suggestion would be rename to Exhbitor Name Entry XXXX