

Instructions for the Club Directory Video Message

Each club/organization is now required to create and upload a link to a video message on Media Space. The purpose is to share more information about your club/organization to prospective members so they can see if they would be interested in joining. This is especially useful if you don't currently have a website or use any social media to promote your club/organization. This video message is a requirement in the annual club/organization registration process through Student Senate and must be completed by SEPTEMBER 15 in order to receive recognition. The video message media link will be published on the [public club/organization website](#) which is visible year round.

Requirements

Create a 2-minute video that captures the following information:

- Who the person is who is recording the video message? (name, officer role, major, etc.)
- What is your club/organization about? What are typical things that your club/organization does throughout the year?
- Why should someone want to join your club/organization?
- Does anyone need previous knowledge or experience to join your club/organization?
- How can a new member get more information and/or join your club/organization?

All videos must be uploaded to Media Space which all WSU students have access to at <https://mediaspace.minnstate.edu/>. Do not upload anything to YouTube or any other channel.

Instructions

1. You may record a video on your phone or laptop or you can use Kaltura Capture. Just make sure it is an .mp4 or a .mov file if you do not use Kaltura Capture.
2. Follow these instructions for uploading an external video file to Media Space: [How to upload files with the Media Upload tool](#)
3. If you want to record your video using Kaltura Capture, follow these instructions: [How to record using Kaltura Capture](#)
4. Once you are finished, follow these instructions for sharing your Media Space link: [Sharing a MediaSpace file Link](#)
NOTE: Make sure your video link is set as UNLISTED.
5. Copy and past your Media Space file link to the Video Message field on your Club Directory. Make sure you test it!!

If you have any questions or need additional help, please email tl@winona.edu. If you have general questions, please email Tracy Rahim at trahim@winona.edu.