



HOW TO SUBMIT YOUR VIDEO ONLINE TO CAN TV

Submitting a video online is a two-step process.

STEP ONE:

Fill out and submit the [Video Submission Form](#) for each video file that will be placed into our shared Google Drive folder. This form can be used for multiple submissions. **Note:** receiving this form tells the Program Services Coordinators to look in your folder for a new video file.

Be sure to fill out the program description. What you write here will be used on our website, cantv.org and the program guide on the cable channels. Keep the description to one good sentence. This is your opportunity to entice the viewers to watch your video.

We recommend saving a bookmark for the Video Submission Form on your computer for easy access to it for your next video submission.

STEP TWO:

After you complete the submission form, copy and paste the corresponding video file into our shared folder in Google Drive. The folder is called "**Last name-First name_CAN-TV**" and can be found in the "Shared with Me" section of Google Drive (accessed by clicking on the 9-dot grid ☰ next to your log-in icon, then *Drive*, then *Shared with Me*).

New to using Google Drive? Here is a [video](#) to help guide you through the steps of submitting online.

The file format is **.mp4** with the settings: 1280x720, 16x9 aspect ratio, frame rate of 29.97 fps or 59.94 fps. Pick AAC audio. We still accept the **.mpg** file format.

If your computer creates **.mpeg** or **.m4v** files, renaming the extensions will allow them to work at CAN TV:

.mpeg rename to .mpg
.m4v rename to .mp4

If you have any questions contact the Program Services Department at 312-738-2845 or traffic@cantv.org.

We look forward to sharing your videos with Chicago.

(T134C)