

# National Broadcast Media Submission Guide

## Church of the Living God (C.W.F.F.) National Organization

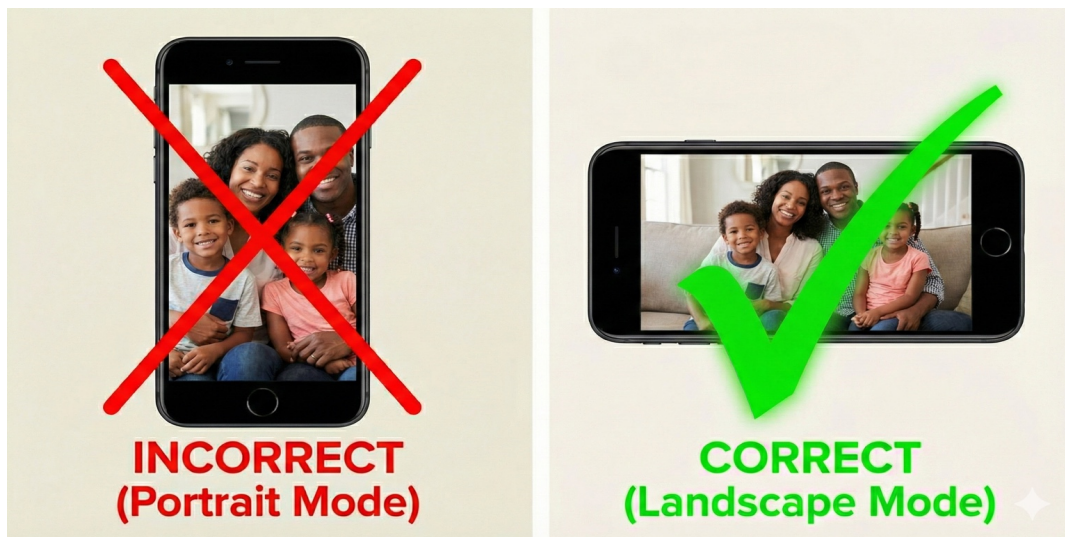
Thank you for participating in our upcoming National Broadcast events. To ensure your video is featured without technical issues, please follow these logical steps to record and upload your media.

### Part 1: Recording Best Practices

*Before you press record, please ensure your setup follows these guidelines for the best quality.*

#### 1. The Golden Rule: Turn It Sideways!

**Crucial:** Please hold your phone horizontally (Landscape mode), **not** vertically (Portrait mode). This ensures your video fills the television screen during the broadcast without black bars on the side.



#### 2. Check Your Lighting

Record in a well-lit room. Position yourself so that the main light source (like a window or lamp) is **facing you** (behind the camera). Do not sit with a bright window behind your back, or you will look like a dark shadow.

#### 3. Audio Quality

Choose a quiet location. Turn off televisions, fans, or loud background music. Speak clearly and project your voice toward the phone/recording device.

### Part 2: Sending Your Media

Once you have recorded your media, you must send it to the Tech Team. Please choose **Option A** for photos/short clips, or **Option B** for longer/larger videos.

**THE DESTINATION EMAIL IS ALWAYS: upload@cotlgtech.org**

### ***Option A: Direct Email (Small Files)***

**Use this for:** *Photos, documents, or very short video clips (under 15 seconds).*

1. Open your Email app on your phone or computer.
2. Draft a new email **To:** upload@cotlgtech.org
3. **Subject Line:** Please follow this format: [Event Name] - [Your Name/Church Name].  
*Example: Christmas Special - Dea. John Smith, Temple 5*
4. **Attach File:** Attach your photos or video from your gallery.
5. **Send:** If you receive an error saying the "File is too large," you **must** use Option B below.

### ***Option B: WeTransfer (Large Files)***

**Use this for:** *Full greetings, songs, sermons, or high-quality video files.*

WeTransfer is a free, secure tool that allows you to send large video files without creating an account.

### ***Step 1: Open WeTransfer***

Open a web browser and go to: **<https://wetransfer.com>**

### ***Step 2: Upload Files***

If asked to sign up, click "**I just want to send files**" or "No thanks."  
Tap the big **Blue Plus (+) Button** that says "Upload files."  
Select your video.

### ***Step 3: Enter Delivery Details***

**Email to:** upload@cotlgtech.org

**Your email:** Enter your personal email.

**Title/Message:** Enter Event Name + Your Name/Temple Name.

### ***Step 4: Verify and Transfer***

1. Click **Transfer**.
2. Check your email for a **6-digit code**.
3. Enter the code back into WeTransfer.
4. Keep the browser open until it reaches **100%**.