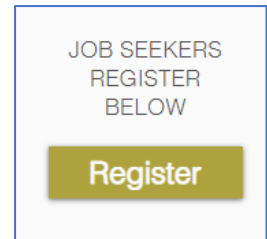


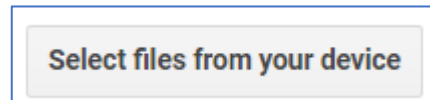
How to Upload Your Video to Second Chance Tucson

1. Complete your video recording and verify that it is exactly how you want it to be.
2. Save it to a location you know how to access on your device or a flash drive, if needed. **Your full name must be the name of the file.**
3. Go to www.secondchancetucson.org and click on Re-Entry Job Fair, choose Job Seekers.

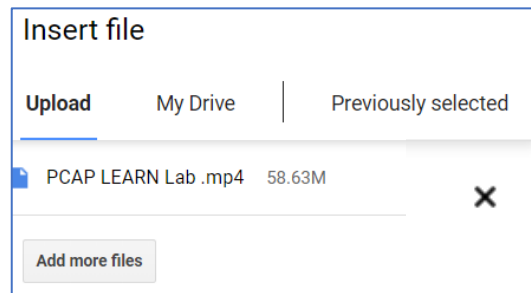
4. Click “Register” button.
5. Answer all the questions fully so we know who you are, how to contact you, and how to best place your video with employers.



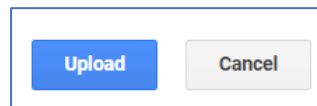
6. The final step is to upload your video. Click “Add File”.
7. You can “drag and drop” your file if you are on a device that allows it, OR Click “Select files from your device” button. A window will open into your device storage.



8. Navigate to the location of your file.
9. Double click or tap the file icon.
10. You will see the name of your file and its size on a list under the Upload tab. If the wrong file was selected by mistake, you can click the X on the far right and select your file again.



11. Click “Upload” button at the bottom of the page.



12. Understand that once uploaded and submitted, you cannot edit the file.
13. The window will return to the page where you entered your information. There is one more opportunity to remove the file before you submit by clicking the X next to the file name.
14. Click “Submit” button. You’re done.
15. Questions? Need Help? Email us at info@secondchancetucson.org