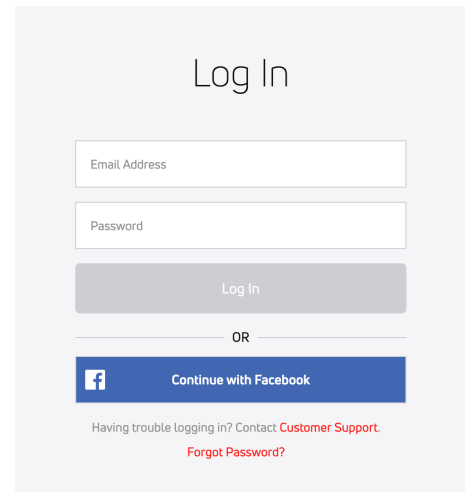


VIRTUAL UPLOADER INSTRUCTIONS

1. LOGIN TO YOUR FLOMARCHING ACCOUNT

- A. Login to your FloMarching account.
- If you have not created a FloMarching Account, [CLICK HERE](#)

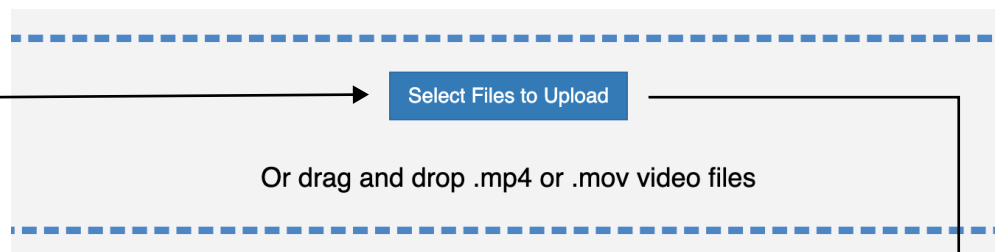
B. Use the link provided in your email from WGI or check your event web page to access the Virtual Uploader during your upload window.



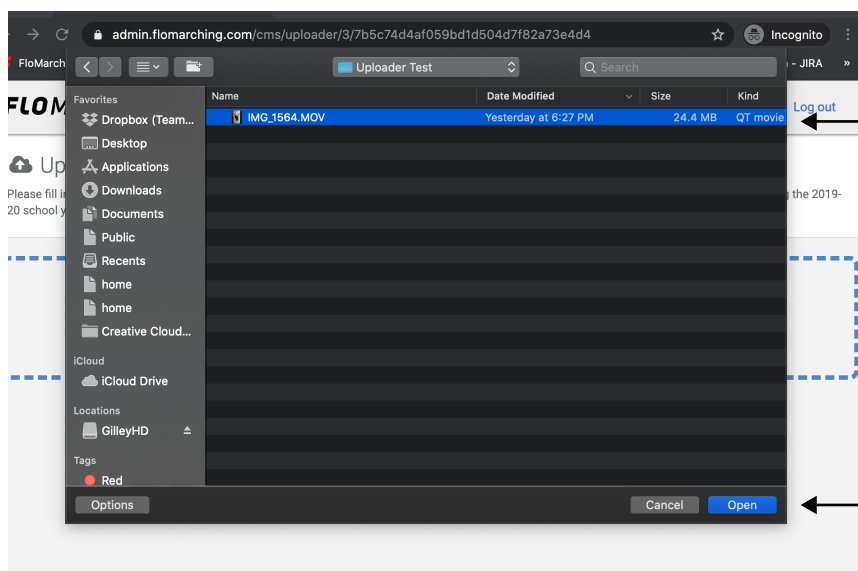
2. SELECT THE VIDEO YOU WISH TO UPLOAD

Scroll and find the blue *Select Files to Upload* button or use the "drag and drop" feature to upload the video you wish to submit.

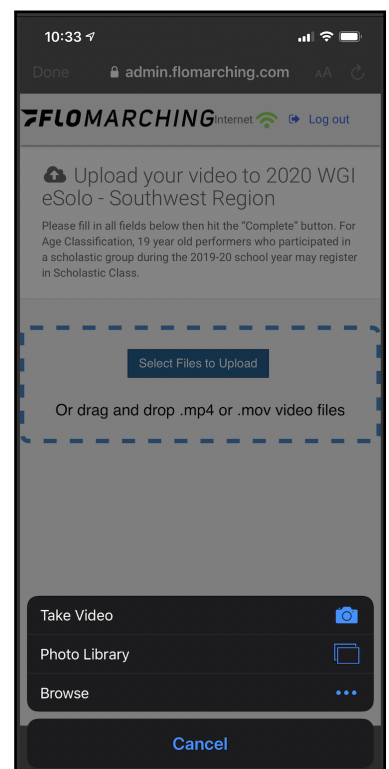
You can use your mobile device to upload your video as well.



Desktop



Mobile



3. FILL OUT YOUR INFORMATION

A. Please enter the Title of the video using this naming convention: Group Name - Show Title
(Use your Group Name as shown on your Director Dashboard.)

The screenshot shows the FLOMARCHING submission interface. Annotations include:

- A box around the **Title** field containing "Smithville HS - Water Lilies".
- A box around the **Plain Text Description** field containing "Dayton, OH, USA".
- A box around the **Metadata** section, which includes fields for Competition Status, Level, and Division, each with a "Search For Category" input.
- A box around the **Debugging Information** section, which displays technical details like VideoKey, FileName, File Size, File Type, JobId, and PipelineId.
- A box around the **Complete** button at the bottom right.

At the bottom of the form, a message states: "Your video is ready to be submitted. Please ensure you've filled out all fields on the form above, and press the 'Complete' button."

B. Enter a brief description here. (Please list your hometown (City, State, Country).)

C. Select the appropriate Metadata tags for your submission.

*These will vary depending whether your submitting a Group, eShowcase, Solo, or Ensemble video
More information on the next page

D. Review your information to ensure everything is correct.

(Once you click complete, you will not be able to make changes to your title or the Metadata tags.)

E. Click on the Complete button to submit your video.

4. UPLOAD COMPLETE

The screenshot shows the "Upload confirmed!" page. It features a thumbnail of the video, the title "Smithville HS - Water Lilies", and the status "Active - Published". A "Preview" button is located at the bottom left.

This preview link will *not* work. Look for a confirmation email in your inbox for a preview link. Be sure to double check your junk or spam folder

METADATA/TAGGING INFORMATION

GROUP VIDEOS

Competition Status: Choose whether you're submitting as Competitive or Non-Competitive/Exhibition

Level: Choose your class. Select from the list of WGI Classes only (ignore all other options)

Division: Choose either Color Guard, Percussion, or Winds (ignore all other options)

Metadata

Competition Status

Level

Division

eSHOWCASE VIDEOS

Division: Choose either Color Guard, Percussion, or Winds (ignore all other options)

Metadata

Division