

How to submit your PDF and Video file:

- 1) Name your pdf file *Last_First_Application.pdf* [obviously replace Last and First with your name]. Name your video file *Last_First_Video*.
- 2) Follow this link <https://bit.ly/UGTA2024> to the CLAS system and log in with your CWL. After this first time you can log in at <https://clas.ubc.ca/prod> .

You will land at the Upload page. (If not, choose Add New from the left menu)

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CLAS

Add New

Shared Media 0

My Private Media 2

Current Usage: 6677Mb

Select Media

Upload a file

Record Video

Record audio

Site*

POLI Video Contest 2023 2022W

Upload file from

Computer

Sharing to

Leave private until I share them

Choose file

Video, Audio, Image, PDF (max 2GB)

Title

Less than 100 characters

Description

You confirm that all material you have uploaded into CLAS complies with the [CLAS Terms of Use](#), the relevant UBC policies, and applicable privacy and intellectual property laws.

Please read the required Privacy statement: [EXPAND+](#)

Please read and complete the required Copyright statement: [EXPAND+](#)

Please confirm the copyright authorization(s) that apply to the uploaded material(s), from the list below:

* With the permission of Copyright Holders:

The use of this material in CLAS has been authorized by the copyright holder(s) in one or more of the following ways: [EXPAND+](#)

* The use of the materials falls within the [Fair Dealing Exception](#):

* The material is in the [Public Domain](#):

* Other (please retain records to confirm copyright authorization):

Upload

Choose More Files

3

5

- 3) In the box that says “Leave private until I share them”, change this to “General Assignment Hand-in...” 3

- 4) Click “Upload file”, find your pdf, and upload. 4

- 5) Click the *With the permission of the Copyright Holders and change it to Yes. 5

- 6) Click the Choose More Files button at the bottom and repeat the upload process with your video file.