Early Childhood Teacher and Leader of the Year Technology and Video Guidance

Thank you for your interest in applying for the Early Childhood Teacher and Leader of the Year Program. This document should provide you with technical assistance as you complete your online application. If you have any questions that are not answered in this document, please contact earlychildhood@la.gov.

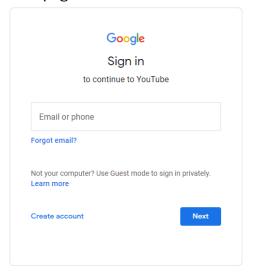**Video How-To**
Your teaching video can be recorded on a computer, cell phone camera, video recorder, or other recording device. What matters most is that the candidate is able to be seen and heard in the video.

Video Guidance:
Video Recordings can be difficult to upload because of their size. To save your computer, phone, or camera energy and space, upload your video to Youtube, and share your Youtube link in the provided space on the application.

To upload a video to Youtube, you will need to create an account, by clicking "Sign In" at the top right side of the page. You will be taken to another page that looks like this:

and you will need to click "Create Account." Once you follow the subsequent prompts and are logged in, you will click the circled button below, "create" then "upload video."

Upload video

From this point, you will select the video from your computer or phone and upload. Once it is uploaded, please save with the naming convention, "TOY__First Name__Last Name___2026" and ensure it is set to "public." Once you have completed the uploading process, you will copy and paste the URL into the online application text box. Double check that you have copied and pasted the correct video link before submitting.

Consent Forms
For all consent forms, scan and save as one complete PDF instead of individual files for each child, family, staff member, or candidate. You can do this by scanning all signed copies into one PDF by using a scanning machine or combining files on your computer using Adobe. If you need technical assistance with this, please contact earlychildhood@la.gov.