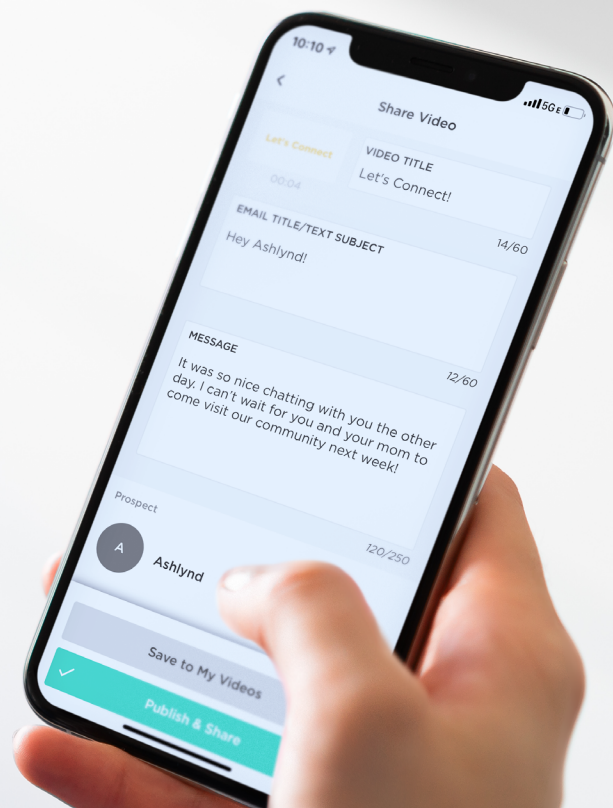




**Frequently Asked Questions:**

# Sharing Videos

a training guide by *oneday*



## How do I create and share a video?

- + Log in to the OneDay for Senior Living app on your mobile device
- + On the home screen, tap the teal + button on the bottom right-hand side of the screen
- + Tap "Create a Sales Video"
- + Sharing with a prospect or influencer: You will be prompted to either select a saved prospect, or add a new prospect by tapping the + icon in the top right-hand corner
- + Sharing with a resident and their family: You will be prompted to either select a saved resident, or add a new resident by tapping the + icon in the top right-hand corner
- + The OneDay app will automatically display your video options; tap the topic that resonates with the video you want to create
- + This will open your camera to begin recording
- + **Important details:**
  - You can flip the camera to record in "selfie mode." To do this, simply tap the circle with the arrow above the red record button.
  - You can also use a video that exists on your Camera Roll - outside of the OneDay app. Tap the film strip icon in the bottom left corner of the screen, then choose the video you want to bring into OneDay.
  - In the center of the screen, you may see prompts appear. If you have one of these prompts displayed in the center when you tap the red record button or upload a video from Camera Roll - this text will display in the video.
  - You can add your own prompt or hide the prompts if you prefer. Tap either of those options at the top of the screen. If you add a prompt, it will play before that clip you record.
- + To begin recording, tap the red record button. To stop, tap it again.
- + Once you stop recording, you have a few options:
  - Review clip - watch what you just recorded
  - Record another clip - capture another video that will play immediately after the one you just recorded
  - Delete clip & re-record - remove the clip you just recorded and try again
  - Save clip & edit video - move forward in the process
- + Once you've tapped "Save clip & edit video" you can edit the video or tap the green "Next" button at the bottom of the screen to proceed
- + On the Share Video screen, personalize the Email Title/Text Subject (optional)
- + Enter a comment that will be sent out with the video (optional)
- + Select which recipients from the list you'd like to send the video to
- + To send the video, tap "Publish & Share"
- + A confirmation message will appear; Press "Share" again
- + Once your video is uploaded you will receive a successful notification stating, "Video has been successfully shared"
- + Tap Ok to return to the home page

### How do I reshare a video to additional recipients?

- + Log in to the OneDay for Senior Living app on your mobile device
- + On the home screen, you can see all the videos you've shared
- + Under each video, there's a blue triangle with the word Share next to it
- + Tap the Share button under the video you want to send to additional recipients
- + Select "Share with others"
- + Personalize the Email Title/Text Subject (optional)
- + Enter a message that will be sent out with the video (optional)
- + Add a new prospect or resident and the additional recipients
- + To send the video, tap "Publish & Share"
- + A confirmation message will appear; Press "Share" again
- + Once your video is uploaded you will receive a successful notification stating, "Video has been successfully shared"
- + Tap Ok to return to the home page
- + Your recipient(s) will receive your video as a link and will be able to watch, comment, and engage

### How do I share a video from the Partner Portal? (Community User)

- + On your computer, open an internet browser and navigate to: [go.oneday.com](https://go.oneday.com)
- + Log in with your credentials
- + Click on the "Videos" box at the top of the screen
- + Once you have located the video you wish to share, click on the title of the video
- + Once you're video has been selected, click on the green share rectangle to the left of the chatbox
- + Highlight the link or click the copy button on the hyperlink/url that pops up
- + From here paste the link wherever it is necessary for how you want to share it

### How do I save individual clips on my mobile device?

- + You can save clips of a video before you have shared it.
- + On your OneDay app, tap the video you want to save to your camera roll.
- + On the Edit Video screen, tap the 3 dots to the right of the clip
- + Tap "Save clip"
- + The video clip will be saved to your device's camera roll

### How do I download a complete video to my computer?

- + On your computer, open an internet browser and navigate to: [go.oneday.com](https://go.oneday.com)
- + Log in with your credentials
- + When logged into the partner portal, if you're looking for a video sent to a prospect - click the prospects' square at the top; if you're looking for a video for a resident - click the residents' square at the top
- + Click the prospect or resident's name that's associated with the video
- + Click the button that says, "Download" on the right of the video you wish to save to your computer
- + This will save an MP4 of the complete video to your computer

## How do I embed a video on a website?

**Note: these instructions walk you through how to access the HTML code for the video.**

- + Log in to the Partner Portal
- + If you are a corporate admin:
  - Scroll below the analytics and in the "Videos & Engagement" section, click "Community"
  - Click the Community whose videos you want to see
  - Click the "Videos" box at the top of the screen
- + If you are a community admin:
  - Click the "Videos" box at the top of the screen
- + From there, click the title of the video you want to share
- + Click the green share rectangle to the left of the chatbox
- + The embed link is available by clicking on the <> logo to the right of the clipboard logo
- + Copy this embed code to your platform

## How do I share videos on social media?

- + Log in to the Partner Portal
- + On your computer, open an internet browser and navigate to: [go.oneday.com](https://go.oneday.com)
- + Login with your credentials
- + When logged into the partner portal, if you're looking for a video sent to a prospect - click the prospects' square at the top; if you're looking for a video for a resident - click the residents' square at the top
- + Click the prospect or resident's name that's associated with the video
- + Click the button that says, "Download" on the right of the video you wish to save to your computer
- + This will save an MP4 of the complete video to your computer
- + Navigate to the social media platform and upload the video as usual
- + This will allow the video to play automatically for viewers