**Tech Tuesday Videos on Website SOP**

**Objective:**

The purpose of this SOP is to outline the process for selecting, documenting, and adding Tech Tuesday videos to the website. These videos aim to showcase the top most viewed content from YouTube, ensuring a diverse representation of tools and topics discussed.

**Frequency:**

This task is to be performed quarterly or semi-annually.

**Procedure:**

1. Select Top Most Viewed Videos:

* Review YouTube analytics for the quarter or period.
* Choose a selection of top-viewed videos, aiming for variety across tools featured.

2. Document Preparation:

* Create a Word document to list the following details for each selected video:
  + Title of Video
  + Date Video was Posted
  + Video Link
  + Video Bio
  + Video Transcription

3. Acquiring Video Transcription:

* Navigate to YouTube.
* Select the desired video for website inclusion.
* In the video description, click on "More."
* Scroll down to "Transcript" and select "Show Transcript."
* Copy and paste the transcript into the document.
* Edit the transcript as needed, considering the current format used on our site.

4. Adding Videos to the Website:

* Please view this video starting at 55 minutes 37 seconds for a detailed video process of how to upload videos to WordPress
* [Website Rebuild explaining 2023.mp4](https://provaltech.sharepoint.com/:v:/s/SalesMarketing/EdPDq3YTD5FNrhiG_fWizBsBSoApMb-Xsr3YRwilORDSWA?email=Kaitlin.Jones%40provaltech.com&e=foyWPb)