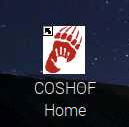
Central Okanagan Sports Hall of Fame kiosk

**Do not connect the Raspberry Pi to the internet, updates may break the program**

1. On your computer, transfer the new videos onto a USB drive. Follow the “Year – Name.mp4” naming convention for all new videos.
2. Plug a USB keyboard and mouse into the Raspberry Pi (small computer in the podium) and press Alt+F4 to close the program.
3. Plug your USB drive into the Raspberry Pi. Wait a few moments until your drive shows up on the desktop (e.g. “8.2 GB Volume” in the image below, although the name may be different.)
4. Copy your new video files into the “Videos” folder on the desktop.
5. Double-click the “Video\_Index.csv” file on the desktop to open it, then add new entries for your new videos at the top of the file. The format of each line is “Year, Name, Keyword1, Keyword2, etc.”. The keywords can be the sport, category, award, names, or anything else you think a user may search for to find this video. You can include as many keywords as you’d like, but should specify at least one.
6. Save the “Video\_Index.csv” file and close it.
7. Remove your USB drive from the Raspberry Pi.
8. Restart the program by clicking the KMS logo on the desktop:
9. The newest videos should show under the search bar
   * If not, go back and make sure the filenames have been added correctly and that the name and year in the “Video\_Index.csv” match the name and year of the “Year – Name.mp4” video file(s).

