



**Digestive Disease Week®**  
**MAY 21-23, 2021 | DDW® VIRTUAL**

Guide to uploading content into LENND

**FREEMAN®**

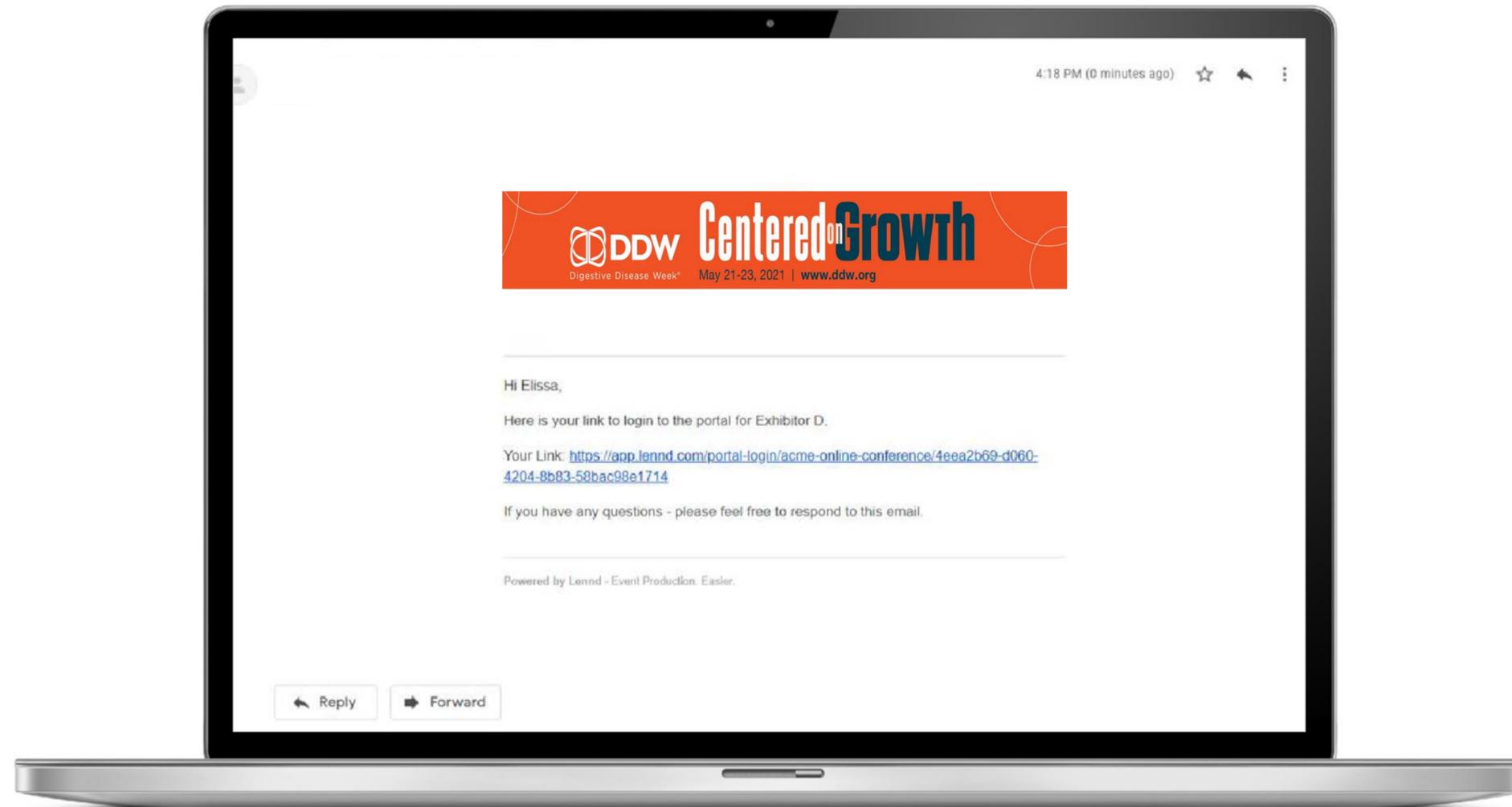
# Purpose

As an Industry Supporter, this guide will walk you through how to upload your showcase listing content through LENND.

The deadline to submit all showcase content in LENND is **April 28, 2021**.

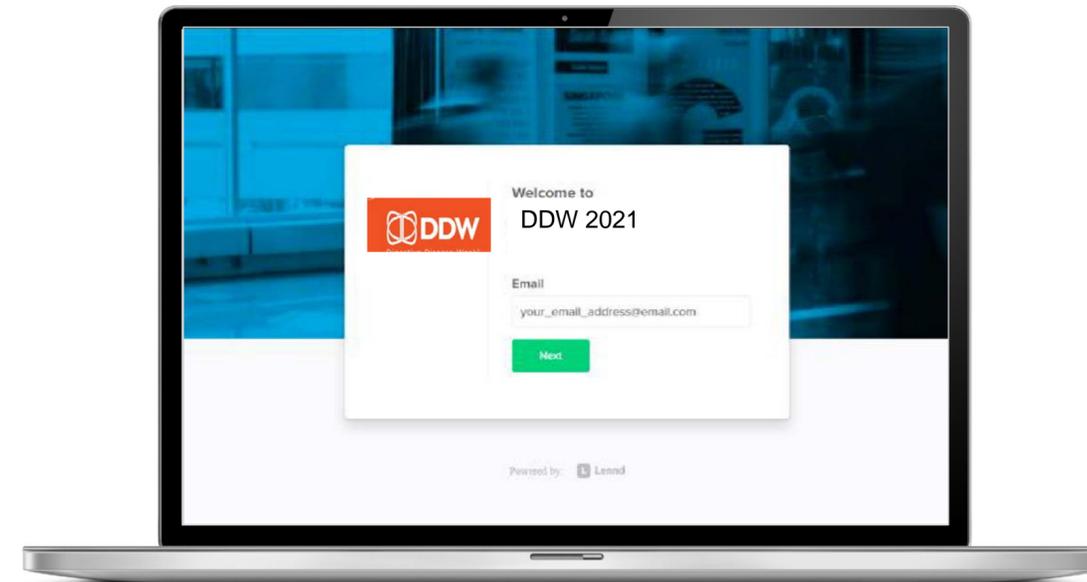
# How to Upload your Assets

1. An email will be sent to you from DDW with a link to start building your showcase –click the link in the body of the email to access the portal for your event

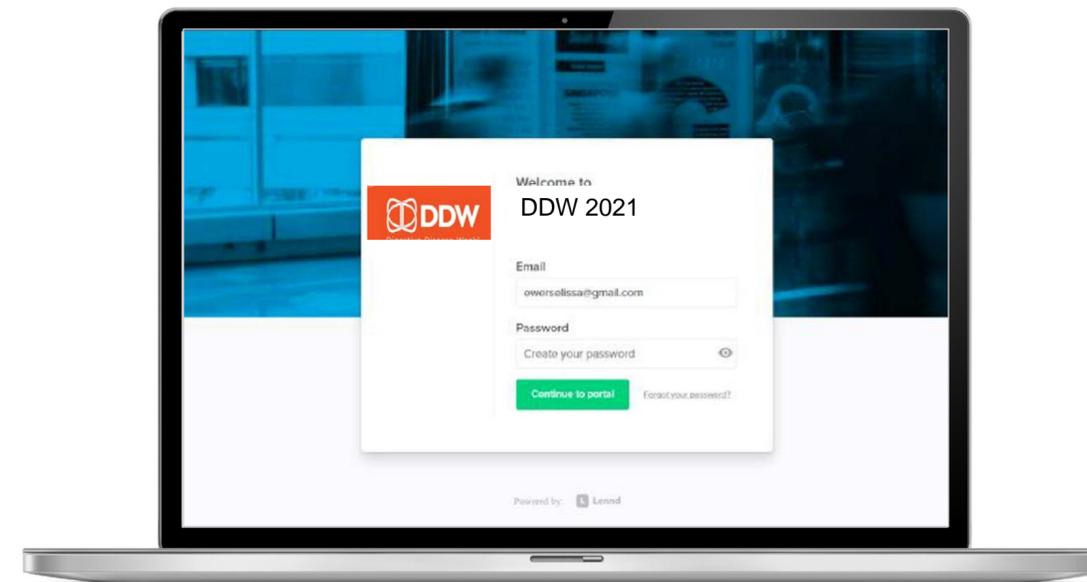


# How to Upload your Assets *(continued)*

2. When you land on the portal homepage, enter your email address and click “**Next**”

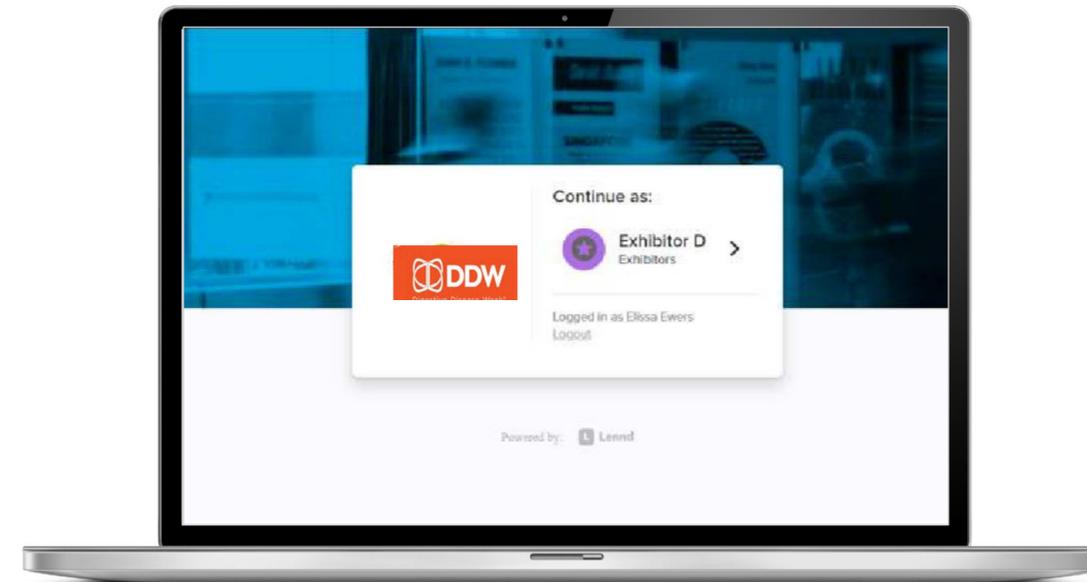


3. Create your account password and click “**Continue to portal**”

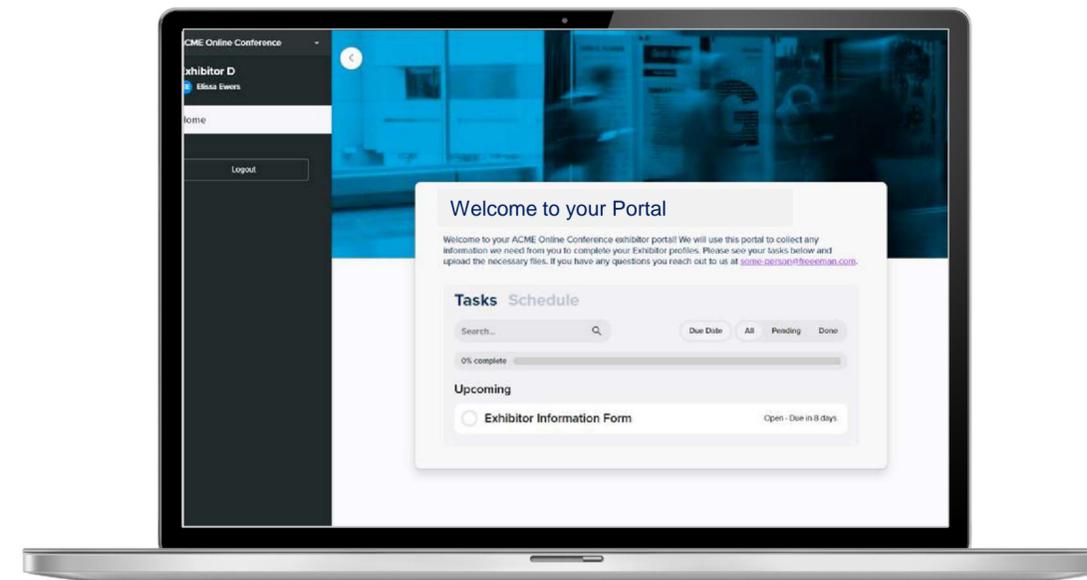


# How to Upload your Assets *(continued)*

4. The screen will show “**Continue as:**” and the name of your company –click your company name to continue

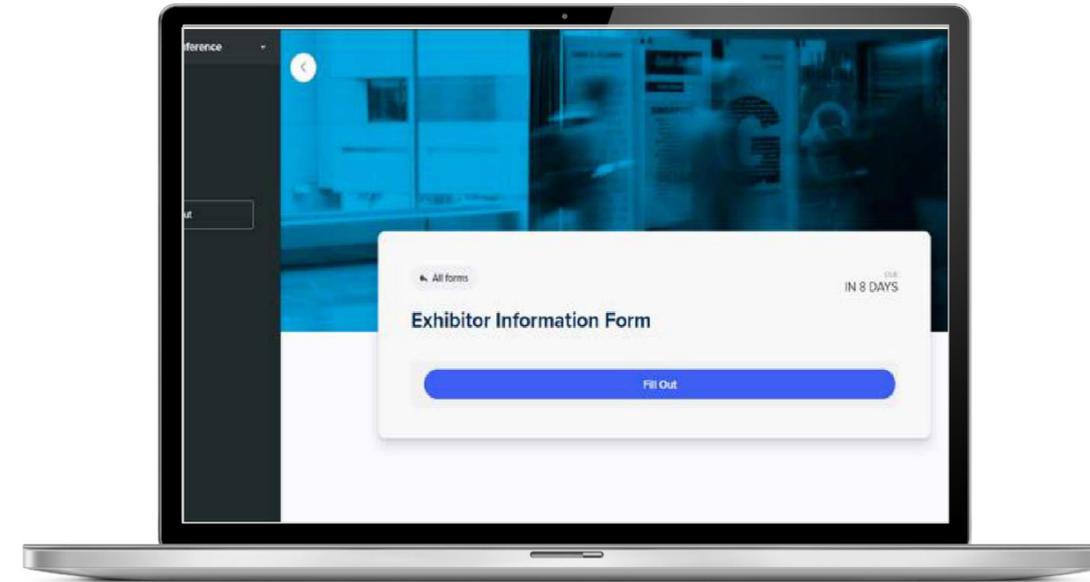


5. The portal homepage will show the list of tasks you have due for your event –click “**Exhibitor Information Form**” to submit assets needed for your Exhibitor Detail Page

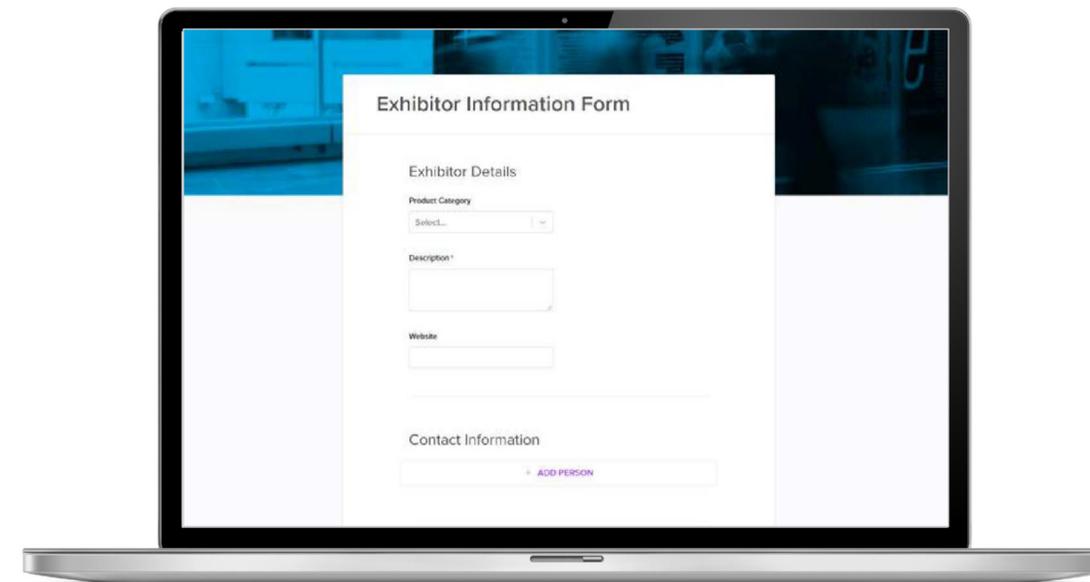


# How to Upload your Assets *(continued)*

6. Click “Fill Out”

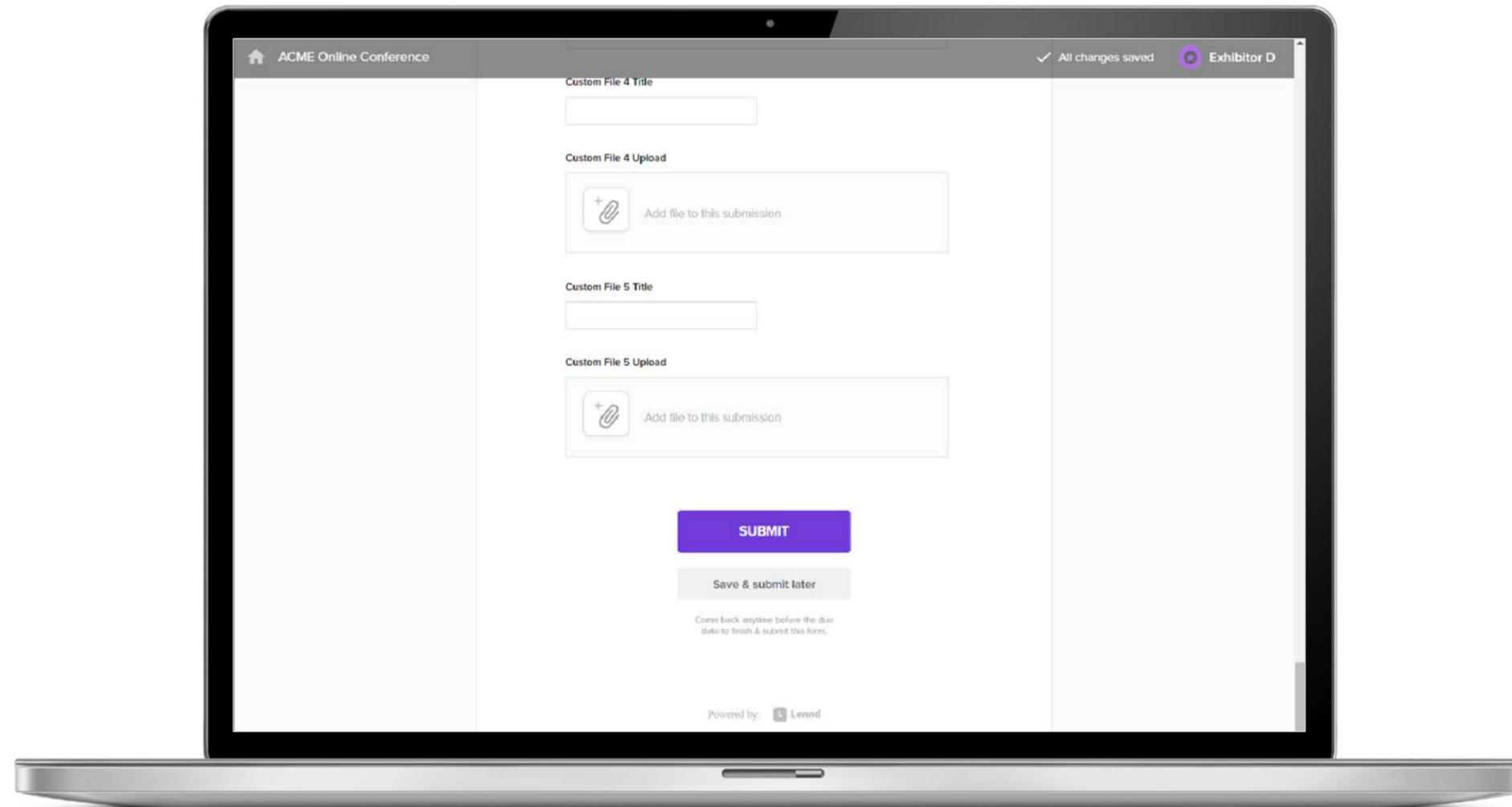


7. Fill in/select information for each field on the form



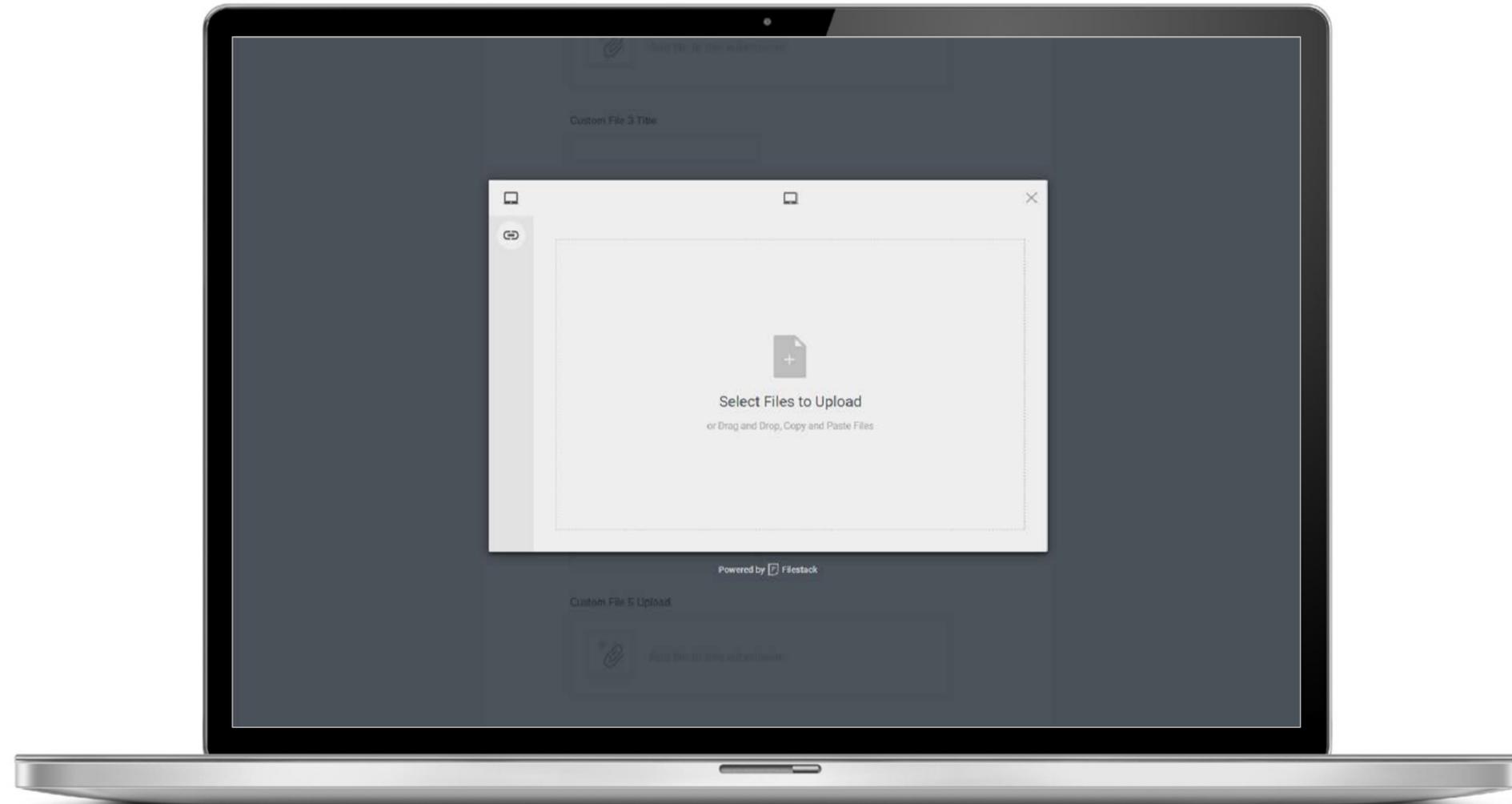
# How to Upload your Assets *(continued)*

8. You will be able to upload files to the form, including your company logo, description, hero image, and any content downloads for your Showcase Page –as you attach files, specify the file name in the “**Custom File Title**” box



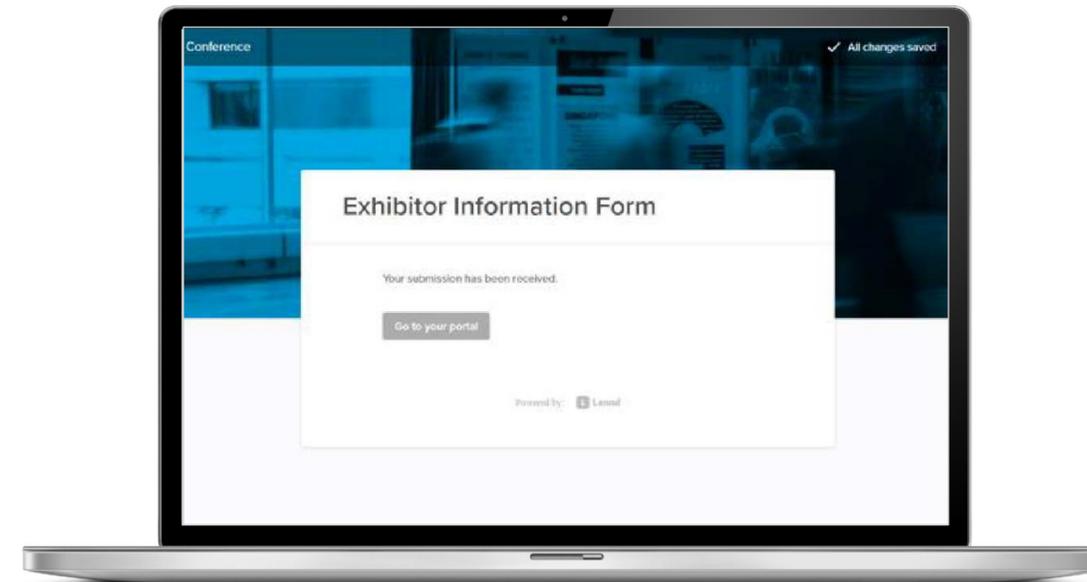
# How to Upload your Assets *(continued)*

9. You can either click to upload files or drag files directly from your desktop to upload

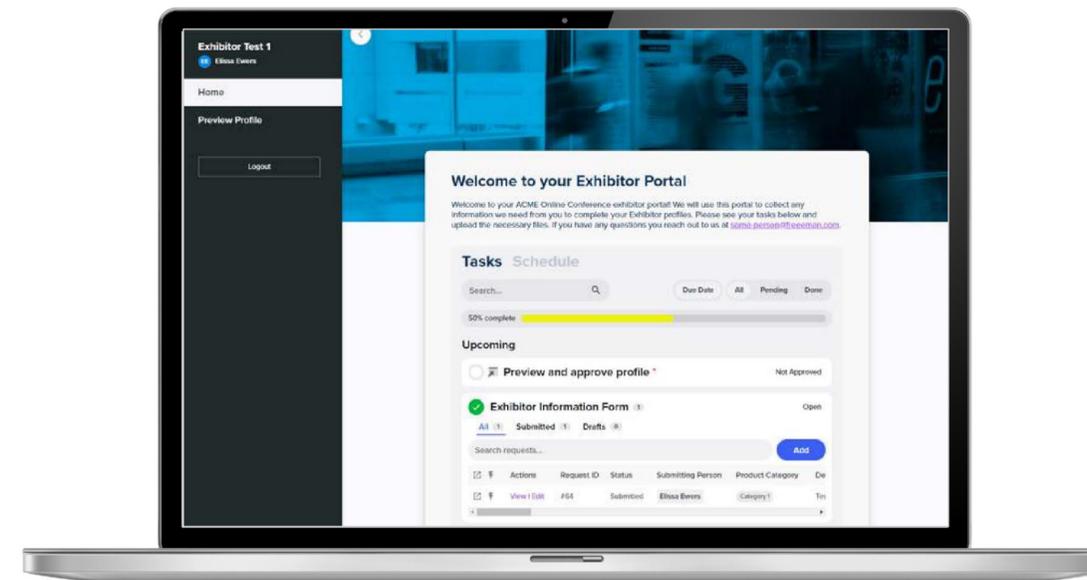


# How to Upload your Assets *(continued)*

10. Once you submit, you will see a confirmation message on your screen –click **“Go to your portal”**

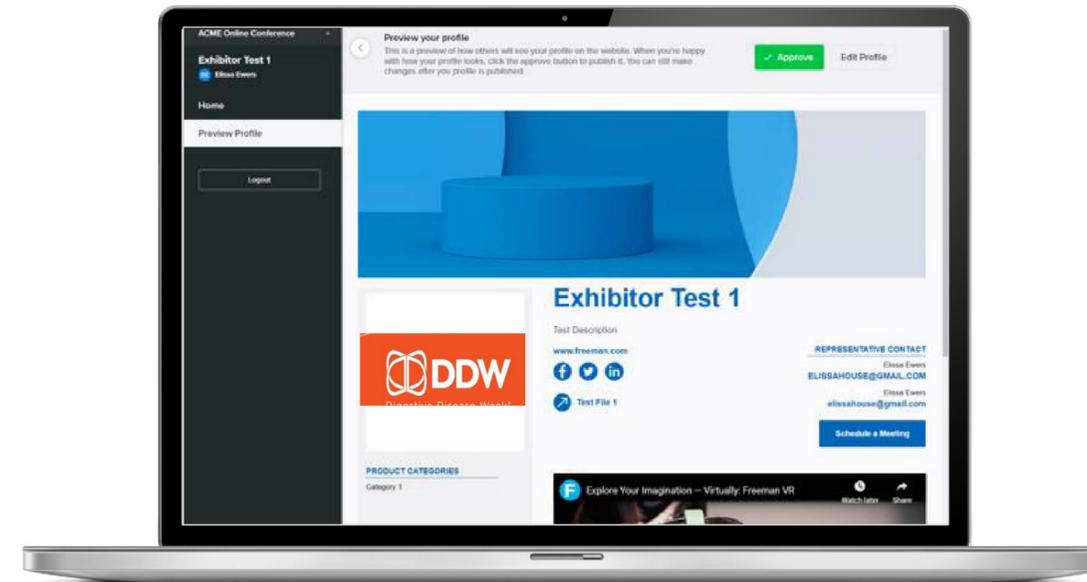


11. Once you return to the portal homepage, you will see your list of tasks again –if your completion bar is at 100% you are all set, if the completion bar is not at 100% once all fields have been completed, you will need to preview your page as a final step by clicking **“Preview and approve profile”**.

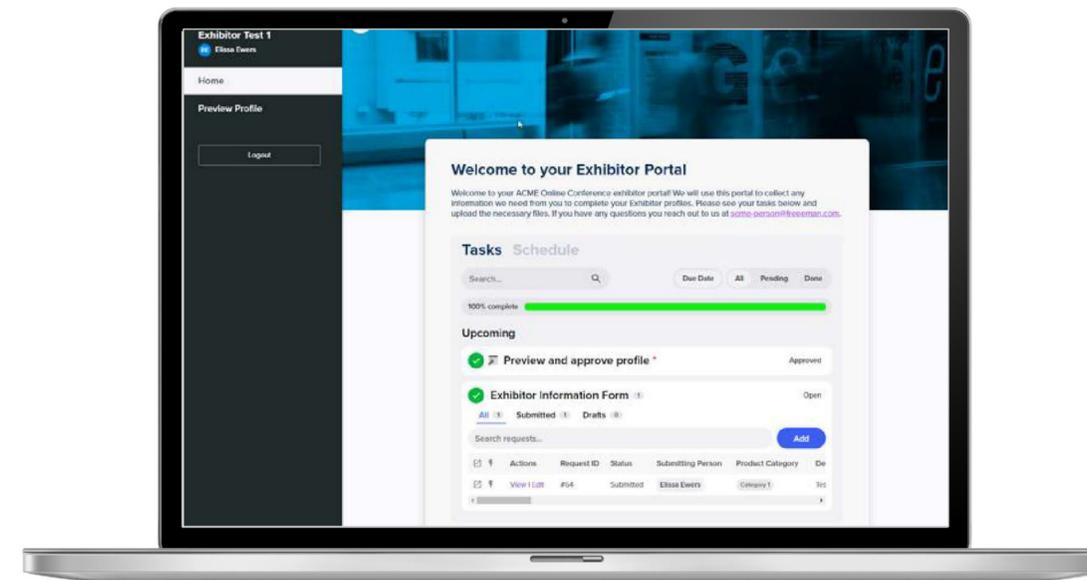


# How to Upload your Assets *(continued)*

- Carefully review your profile and click the green **“Approve”** button at the top of the page if you are satisfied (if you need to make edits, click **“Edit Profile”**).\*



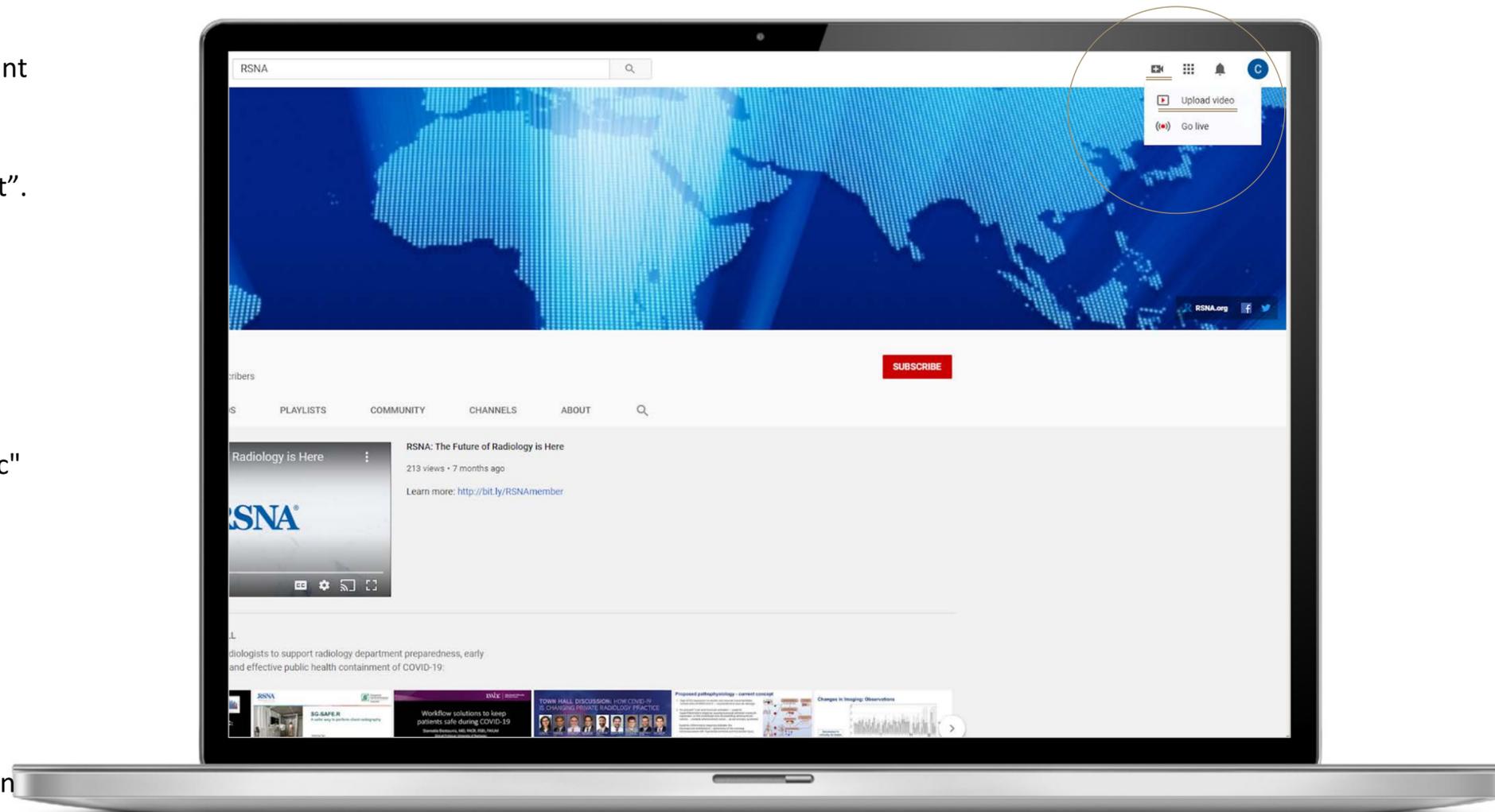
- Once you return to the portal homepage, you'll see your list of tasks again –if you have successfully completed all the necessary tasks for your event, you'll now see the completion bar at 100%



*\*Please note the general preview in LENND is used to test links, view copy layout, logos and graphics. It does not represent the final showcase page with the proper DDW-specific branding.*

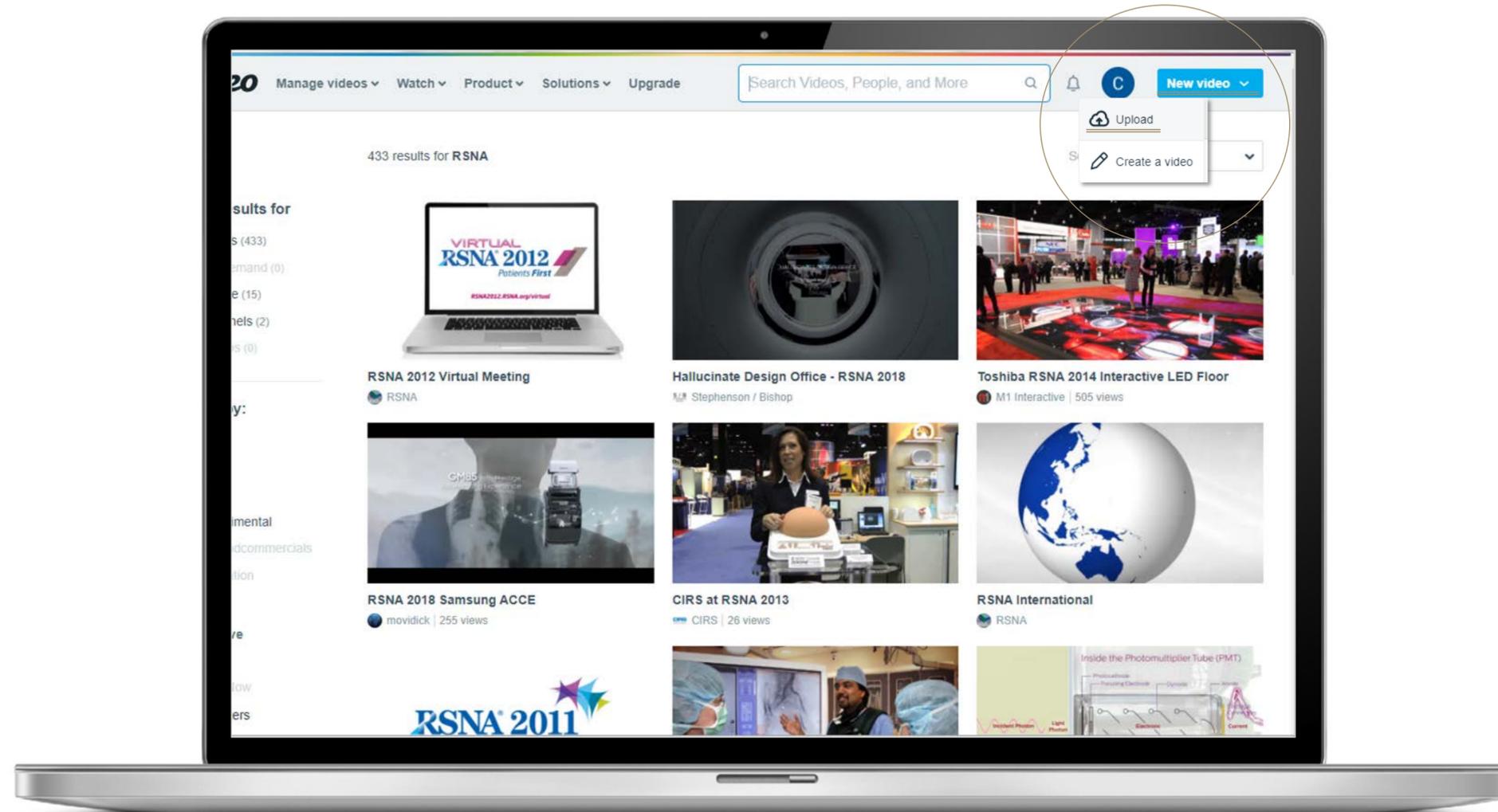
# Uploading a Video to YouTube

1. Navigate to [YouTube](https://www.youtube.com) in any web browser.
2. Make sure you are logged into your account. If you don't see your account thumbnail in the upper right corner, click "SIGN IN" and enter your Google account information.
  1. If you don't have a Google account, click "SIGN IN" then "Create account". You'll then be required to enter a valid email address and create a password.
3. Click the Create a video or Post button at the top right of the screen (looks like a video camera) then click "Upload video."
4. The video upload page should appear. Under "Select files to upload," click "Public" and choose a level of visibility for your video. Important: make sure your video is set to either "Public" or "Unlisted" so it can be viewed on your Exhibitor Detail Page.
5. Click the large arrow to choose the video file, or you can drag the video file onto the page.
6. While the video uploads, you can enter information like the name and description of your video.
7. Click "Publish" to complete the process (you can publish the video while it's still uploading or wait until the upload is complete). Your video won't appear online unless you click "Publish."
8. *Please note: once the video is uploaded, it will take a few minutes to process.*



# Uploading a Video to Vimeo

1. Navigate to [Vimeo](https://vimeo.com) in any web browser.
2. Make sure you are logged into your account.
  - If you need to create an account, click the “Join” button. You’ll then be required to enter a valid email address and create a password.
3. Click the blue New video button at the top right of the screen then click “Upload.” Once you click the upload link, you will be taken to the upload page.
4. Click the “Choose a File to Upload” button and this will launch an upload dialog box. Choose the file that you want to upload and then click on “Select.” As soon as you click the button, the video will start to be uploaded straight away.
5. While the video uploads, you can enter information like the name and description of your video.
6. To access the privacy settings of your video, click “Settings” under your video, then click the “Privacy” tab. Important: make sure your video is set to “Everyone” so it can be viewed on your Exhibitor Detail Page.
7. As soon as the video is uploaded, the video will then be processed. You can close this page if you want, and Vimeo will handle the conversion automatically. Vimeo will email you once the conversion has finished.



# Video Privacy

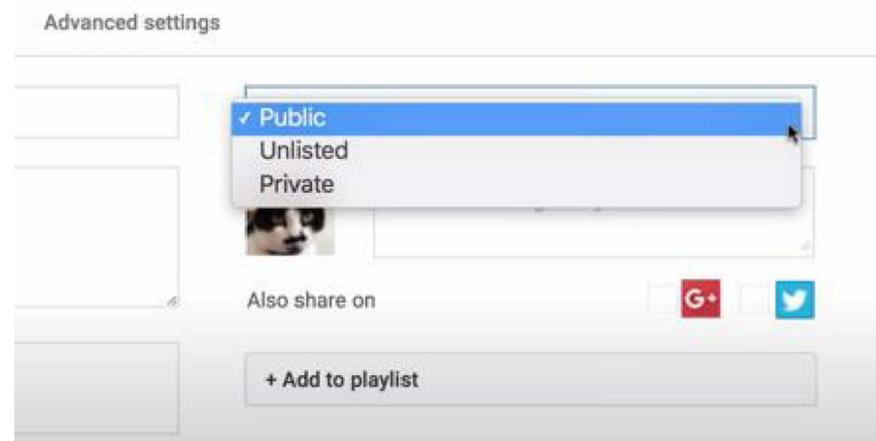
## YouTube

If you're hosting your video on **YouTube**, make sure your video is set to either **Public** or **Unlisted**. You can choose this setting either as you are uploading your video, or you can change it in the settings of your existing published video.

**Public videos** can be seen and shared by anyone. They are posted on your channel when you upload them and show up in search results and related video lists.

**Unlisted videos** can be seen and shared by anyone with the link. Your unlisted videos won't appear to others who visit the "Videos" tab of your channel page. They won't show up in YouTube's search results unless someone adds your unlisted video to a public playlist.

You can share an unlisted video's URL with other people. The people you share the video with don't need a Google Account to see the video. Anyone with the link can also re-share it.



## Vimeo

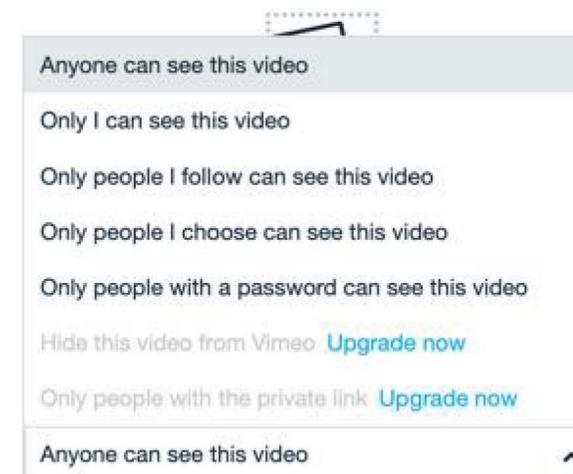
If you're hosting your video on **Vimeo**, make sure your video is set to **Anyone Can See This Video**. You can choose this setting either as you are uploading your video, or you can change it in the settings of your existing published video.

Videos with privacy settings set to **Anyone** can be seen by anyone and embed privacy set to **Anywhere** means that anyone can embed your video on an external website.

*Please note: if you have a higher tier paid subscription to Vimeo (Pro, Business, or Premium) you'll have a few more options to choose from:*

**Only people with the private link** is a semi-private setting that will make your individual video visible only to people who have the link. Your video's credits will be removed, and the video will be removed from any channels or groups. Please note that anyone with access to this link can share it with anyone else.

**Hide this video from Vimeo.com** will make the video unable to be accessed on the Vimeo website (unless you are logged in as yourself), but it still can be embedded on other websites.



# Questions?

For any technical questions regarding submitting your content to LENND, please email [DDWindustry@freeman.com](mailto:DDWindustry@freeman.com)