

Instruction Guide for Submitting Videos to BPNA

This is an instruction guide on how to upload educational videos for BPNA teaching resources. Every video submission must be accompanied by a signed consent form.

Important Requirements

- You **must** use your BPNA Microsoft account (the account you use for course updates/development) to access and complete the submission form.
- Each submission form can include up to 10 videos, but all must relate to the **same patient and single consent form**.
- Download and complete the BPNA Video Consent Form (PDF): [BPNA Video Consent Form](#). The BPNA cannot accept any submissions without the relevant completed consent form.
- If you are uploading videos from **different patients**, you must complete a separate form submission for each patient.

Step 1: Prepare Your Files

Before starting the form, ensure you have:

- The video files (up to 10 per submission) ready to upload.
- The **completed, signed consent form** specific to the patient and videos you are submitting.
- A brief description of each video's content.

Step 2: Access the Microsoft Submission Form

- Login to your BPNA Microsoft account (firstname.lastname@bpna.org.uk). If you cannot remember your login/password, please email shortcourses@bpna.org.uk or call +44 (0)1204 526 002.
- Click the link below to open the submission form:
[BPNA Video Submission Form](#)

Step 3: Complete the Submission Form

- Enter all required details to ensure completion of submission.
- Upload your video files (up to 10 files per form).
- Upload the signed consent form corresponding to this set of videos.

Note: You can only submit **one form per patient**. If you need to upload videos for another patient, repeat this process with a separate submission.

Step 4: Confirmation

- After submitting the form, you will receive a confirmation email.
- BPNA will review the submission and follow up if additional information is required.

Support

If you have any difficulties accessing the form or uploading files, please contact:

BPNA Short Courses: shortcourses@bpna.org.uk

Telephone: +44 (0)1204 526 002