

WeVideo: Create and add people to projects

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How to set up a [WeVideo](#) project and add members to give other people permission to edit it.

Before you start, you will need access to the following:

- [a Bryn Mawr WeVideo Account](#)

Create a project

📺 Watch WeVideo's [Creating Projects video tutorial](#) (Note: WeVideo is redesigning their interface, so some interface elements may not match the video exactly.)

1. Log in to WeVideo.
2. Click **Create new** 📁, and select a project type:
 - **Video** (create an edited video using the **Full-Featured Editor** or **Simplified Editor**)
 - **Recording** (record a screencast and/or webcam video)
 - **GIF**
 - **Podcast**
3. Give your project a **Title**.
4. Click **Save**.

You will see the editor controls for the type of project you've chosen -- see our [WeVideo: Video and podcast editing basics](#) guide and the [WeVideo Academy video tutorials](#) for instructions on how to use them to record or add and edit content.

Add project members

Add people to the project to enable them to view and edit it with you. (People who do not have WeVideo accounts will need to set one up, but they can create few accounts if they not eligible to join Bryn Mawr's license.)

1. Log into WeVideo.
2. Click **Projects**, then click a project title to open it.
3. Click **Add Members to Project** and choose the appropriate option:
 - **Add All Members** -- add **everyone** with a BMC WeVideo account. (Not recommended!)
 - **Select members/groups** -- pick from a list of people with BMC WeVideo accounts.
 - **Invite with link** -- get an invitation link that works for **anyone**; recipients who don't have WeVideo accounts will be prompted to create one when they click it and can create a free personal

account if not eligible for Bryn Mawr's license.

4. Click **Project Settings** and choose a collaboration mode:

- **Personal** -- other members can view your project but not edit.
- **Collaborative** -- members can edit, including working on the same videos **simultaneously**.
- **Shared** -- members can edit, but only one person at a time can make changes to a video.

Note: If you aren't certain, choose **Personal** or **Collaborative**, as you can convert to different mode later if needed. **You cannot convert a Shared project to another when in collaboration mode.**

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

Phone: 610-526-7440 | [Library and Help Desk hours](#) ☐

Email: help@brynmawr.edu | [Service catalog](#) ☐

Location: Canaday Library 1st floor