



# How to Send Your Assets to TravelNevada

**NOTE!** If you already have an FTP client, ignore steps 1–3.

1. Go to <https://filezilla-project.org/> and download this free, trusted FTP program to your computer. (If you have a Mac, choose the “all platforms” button; if you have a PC, choose the “Windows only” button)



2. Install FileZilla
3. Open FileZilla
4. Fill out the fields at the top like so:

Host:	<input type="text" value="ftp.photoshelter.cor"/>	Username:	<input type="text" value="grantvideos"/>	Password:	<input type="password" value="....."/>	Port:	<input type="text" value="21"/>	<input type="button" value="Quickconnect"/>
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- ✓ Host: “ftp.photoshelter.com”
  - ✓ Username: “grantvideos”
  - ✓ Password: “grantvideos”
  - ✓ Port: 21
5. In the left pane, browse your computer and navigate to the location of the file you intend to upload.
  6. Click on the file so it is highlighted.
  7. Right click the highlighted file and choose “Upload”
  8. When the file has finished uploading, click the “Successful transfers” tab (at the bottom). If your file is listed, the video is now in our hands!
  9. Please fill out our [Photography & Video Assets Release Form](#).
  10. Email [sbombard@travelnevada.com](mailto:sbombard@travelnevada.com) (please CC [dblunden@travelnevada.com](mailto:dblunden@travelnevada.com)) to confirm that you have completed this process. *Thank you!*