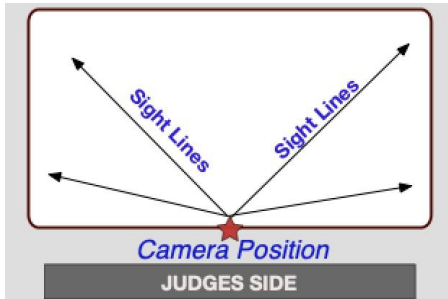


Virtual Testing Video Recording and Upload Instructions (as of 11/1/2024)

PLEASE READ THIS DOCUMENT BEFORE FILMING AND UPLOADING FOR BEST RESULTS

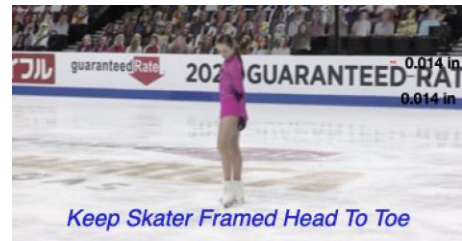
Shooting Location/Style

1. Videographer should **stand still** at center ice, higher up than the boards to capture all corners of the rink. Stand in a location to reduce obstructions as much as possible. Videographer stays in one place following the skater with the camera only. Keep camera steady.



2. **Zoom in** enough to have the skater fill a good amount of the screen but remain in focus. **IMPORTANT: Keep the skater head to toe in the center of the screen (i.e. the frame) when following them with the camera during their performance.**

Pro Tip: Recommend that videographer practice recording the test or at least some skating skills before actual test.



Camera/Phone Specs/Setup

1. Professional video cameras or cell phones with high-definition recording capability are acceptable.
 - a. If using a phone or tablet, film in **landscape mode** (turn the phone horizontally for a wide view) from the time you start recording.
2. Videos are preferred to be shot in 720p60 or 1080p60 for the best quality resolution. **Videos less than 720p will not be accepted for review.**
 - a. To adjust video settings on an iPhone, go to Settings/Camera/Record Video
 - b. To adjust video settings on an Android Phone, go to Camera Apps/Settings Options Icon (Gear Icon)/Video Size
3. Switch to Airplane Mode before recording
4. Make sure there is enough space available on your phone to record. We recommend at least 2GB of available space.
5. Clean your camera lens before you start recording

Recording Instructions

1. If available, mount your phone on a tripod or steady mount. If handheld, the videographer should follow the athlete with the camera as smoothly as possible.
2. Practice recording the video, preferably a full run through of the performance to get comfortable with the flow of the program. Watch it back and see how the recording looks and make adjustments accordingly for the final video.

3. ***REQUIRED*** Skater must hold up a placard that displays the skater's name, test being taken, host club, and test date (test date is the video submission deadline, which may or may not be the video recording date). It is strongly recommended that the skater also verbally announce name and test being performed.
4. ***REQUIRED*** Include a time stamp at the beginning of the video. Hold up a digital device (e.g. phone, smart watch) in front of the camera that shows the **month, day & time**.
5. Audio must be recorded on all tests (including Skating Skills tests). For Singles, Pairs or Free Dance tests make sure the music is loud enough for the officials to hear when they replay the videos during the judging process. We recommend you turn up the music when you record the program being skated on the ice. There is no specific penalty assessed if there is background music or noise during a SS test; although it is strongly recommended that any noise is minimal.
6. **IMPORTANT:** Keep frame clear of other skaters and try to minimize other background music or noise (Ex. other coaches speaking to students at boards). Alert others that you are recording.

Video Upload Instructions

Deadline: You may upload your submission anytime after you receive the email with the upload link. Uploading before the deadline is recommended so that any issues or errors can be fixed before the tests are sent to the judges. Note that the email with upload information and links will usually only be sent within 48 hours of the initial date that recording for the specified test session may begin.

REMINDER: Videos must be uploaded no later than the deadline for submissions designated on the EntryEeze registration.

File Name: All files **SHOULD** be renamed to reflect the skater/team name, level and discipline. Each video should be titled with Skater First and Last Name, Test Type/Level.

Example	Label (should match registration signup)
Bronze Skating Skills	Suzy Skater_Bronze_SS
Pre-Gold Singles	Sam_Skater_Pre-Gold_Singles
Skating Skills – Adult	Suzy_Skater_Adult Silver_SS
Singles – Adult	Sam_Skater_Adult Gold_Singles

Verification: The final submission by the athlete **MUST** be verified using the affidavit to be one continuous video and not edited to any extent (including intro and date/time stamp). Video submissions will not contain any editing, splicing and must be recorded from one angle. Any videos that are deemed edited will be automatically revoked and refunds will not be issued.

Confirmation: After you upload your video and documents via the link in the email from the test chair you will receive a confirmation from Google Docs that the submission was completed.

Upload Location

After you register for the test, but usually not until within 48 hours before recording of a test video is allowed to begin, you will receive an email with the location of the club's Google Drive to upload your forms and video.