

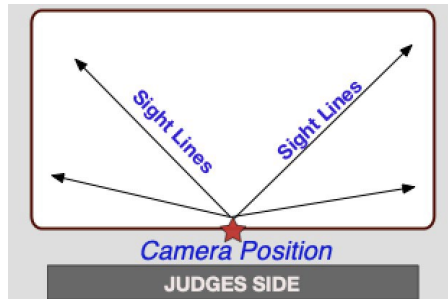
# Virtual Testing Video Recording and Upload Information

**PLEASE READ THIS DOCUMENT BEFORE FILMING AND UPLOADING FOR BEST RESULTS**

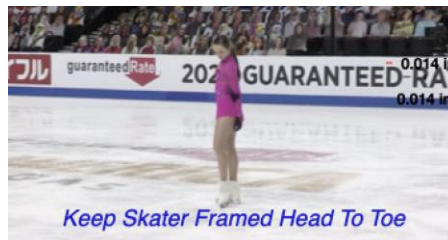
Questions? Please email [testscommittee@usfigureskating.org](mailto:testscommittee@usfigureskating.org)

## Shooting Location/Style

1. Videographer should stand 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.



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 during their performance.**



## 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).
2. Videos are preferred to be shot in 1080p60 but must be a minimum of 720p60. 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.
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 as smoothly as possible.
2. Include a time stamp at the beginning of the video. Hold up a phone in front of the camera that shows the date and time.
3. Announce the skater, home club and test being performed or hold up a sign showing this information legibly.
4. If possible, record a test video to get comfortable with the flow of the program. Watch it back and see how the recording looks and adjust accordingly for the final video.
5. Do your best to 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. Moves in the field tests should not have any music playing during the test.
6. **IMPORTANT:** Keep frame clear of other skaters and make sure there is no other background music or noise (Ex. other coaches speaking to students at boards). There may not be more than eight other skaters on the ice during a skater's test.

## Video Upload Information

**Deadline:** We encourage you to complete your video and upload as soon as possible after you register. This gives more time to re-submit should your video be rejected for any reason.

**REMINDER:** Videos may only be uploaded one time and must be uploaded no later than *the published deadline*.

**Verification:** The final submission by the athlete MUST be verified using the affidavit to be one continuous video and not edited to any extent. 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.

**\*\*Proctor\*\*** To guarantee the integrity of the virtual test environment, athletes must confirm a proctor for their performance. The proctor must be an impartial person of authority (i.e. rink management, skating school director or local skating official) but may NOT be a coach/choreographer who has worked with the athlete, training mate or a parent/guardian (of the athlete or any training mate). The Proctor can also be the videographer as long as they meet the requirements noted above.

**Confirmation:** After you upload your video, please send a confirmation email to the Virtual Test Chair, Valerie Lewis [virtualtestchair@sunvalleyfsc.org](mailto:virtualtestchair@sunvalleyfsc.org) and CC your coach.

## Upload Location

Videos and forms should be uploaded to <http://entryeeze.com/> by the deadline for the Virtual Test. For Sun Valley FSC Members, log in to your account and locate the "testing" tab for uploads. For Non-Members, you should have received an email with a link to upload upon registration/payment. If you don't see an email, check your spam/junk folder, and please add [admin@entryeeze.com](mailto:admin@entryeeze.com) to your trusted senders list, whitelist, or contacts list to ensure that the emails from the system do not go to your junk/spam folders. If you still don't see an email, contact [virtualtestchair@sunvalleyfsc.org](mailto:virtualtestchair@sunvalleyfsc.org) to have the link re-sent from EntryEeze. Please note that the email is sent to the parent/skater's email address that was provided in registration. If a coach will be uploading the video/forms, then the email containing the link can be forwarded.

## Timeline

EntryEeze admin will format all videos/forms so that the test chair can send all the information to the judges at one time. Processing takes approximately 24 hours. Once the judges have the videos/forms, they should return results within one week.