

STELLENBOSCH EISTEDDFOD

Virtual participation: Music, Drama, Visual Art & Design

Filming instructions (Music & Drama)

1. Any suitable recording device (e.g. smartphone, laptop, tablet) may be used.
2. Audio and video must be recorded simultaneously.
3. The camera should be static and the resolution set to 720p.
4. Either landscape or portrait view is acceptable, provided that all performers (and musical instruments, where applicable) are clearly visible to enable an overall sense of performance. (Be careful not to perform in front of a light source.)
5. Recordings should be made in a quiet room, although the teacher and/or participant can choose where the performance takes place.
6. No pre- or post-production may be applied.
7. Check sound levels prior to recording in order to avoid any distortion.
8. Disable any function that could suddenly change the sound of the recording or introduce unwanted effects.
9. Categories requiring the performance of two or more pieces (e.g. Concert Programme) must be recorded as one, continuous performance to simulate a live performance.
10. Except for pianos and organs, all other musical instruments must be tuned.
11. Tuning before the performance does not have to be recorded.
12. Any subsequent re-tuning during the performance should be included in the recording.

Video submission instructions

Videos will be uploaded to YouTube and published as "unlisted" videos. This will eliminate any formatting issues. Only persons provided with the link can view unlisted videos.

1. Sign in to YouTube Studio. (If you don't have a YouTube account, you would have to create it first.)
2. In the top right-hand corner, click CREATE  > Upload video.
3. Select the file(s) you would like to upload. (You can upload up to 15 videos at a time.)
4. Be sure to click Edit  on each file to edit your video details and to publish them as **unlisted** videos.
5. Once the video has been published, you need to copy the link and save it where you can easily access it.

(Tip: The participant or participant's parent can also publish the recording as an unlisted video on YouTube and send you the link that needs to be entered into the Eisteddfod's entry portal.)

Detailed information on how to upload videos to YouTube can be found [here](#). More information on how to share a video can be found [here](#).

Uploading video links to the Eisteddfod's website

1. Log into your Stellenbosch Eisteddfod account.
2. Click "Dashboard" and go to Step 3: View entries and upload submissions.
3. Select the participant whose video you would like to upload.

4. Find the participant's Youtube link on your device and paste it into the field ("Enter YouTube link") at the bottom of the page:

Enter YouTube link

Upload Files



Drop a file here or click to upload
Maximum upload size: 10MB

Submit

5. Attach a copy of the sheet music/drama text by following the instruction under "Upload Files".
6. When the upload has finished, tick the declaration¹ box and click "Submit".

Submitting art works

1. Artworks may be submitted as either a PowerPoint or Google Slides presentation or as a YouTube video (see YouTube instructions above).
2. YouTube videos of art works may not exceed 5 minutes.
3. Log into your Stellenbosch Eisteddfod account.
4. Click "Dashboard" and go to Step 3: View entries and upload submissions.
5. Select the participant whose video or slideshow you would like to upload.
6. Find the participant's YouTube link (if applicable) on your device and paste it into the field ("Enter YouTube link") at the bottom of the page:

Enter YouTube link

Upload Files



Drop a file here or click to upload
Maximum upload size: 10MB

Submit

7. If you will not be uploading a video, attach the slideshow by following the instruction under "Upload Files".
8. When the upload has finished, tick the declaration (see Footnote at the bottom of this page) box and click "Submit".
9. It is the teacher/participant's responsibility to ensure that artworks are displayed in the best possible way.

The Stellenbosch Eisteddfod will not share any video or presentation with any person outside the organisation or upload it to any public social media website.

¹ By submitting the video, you declare that

- a) the video being submitted is the participant's work,
- b) the recording has not been edited,
- c) the video recording is not older than 60 days, and
- d) the parent's/guardian's permission (for participants younger than 18 years) to submit the recording, has been obtained.