

## STELLENBOSCH EISTEDDFOD

### Virtual participation

#### A. 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 piano and organ, 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.
13. It will be in participants best interest to adhere to standard performance etiquette during recordings.

#### B. Filming instructions (Music & Drama)


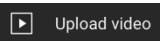

1. Artworks may be submitted as either a PowerPoint or Google Slides presentation or as a YouTube video (see YouTube instructions above).
2. YouTube videos of artworks may not exceed 3 minutes.
3. It is the teacher/participant's responsibility to ensure that artworks are displayed in the best possible way.

#### C. Uploading videos to YouTube

Videos must be uploaded<sup>1</sup> to YouTube and **published as "unlisted" videos**. This will eliminate any formatting issues. Only persons provided with the link can view unlisted videos.

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<sup>1</sup> Participants or their parents can also publish their recordings as unlisted videos on YouTube and send you the links to be submitted on the Eisteddfod's entry portal.


1. Sign in to YouTube Studio. (If you don't have a YouTube account, you would have to create one first.)
2. In the top right-hand corner, click CREATE  and select .
3. Select the file(s) to be uploaded.
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, copy the link where you can easily access it.
6. Detailed information on how to upload videos to YouTube can be found [here](#).
7. More information on how to share a video can be found [here](#).
8. **NB:** There's a limit to how many videos can be uploaded each day. To increase your daily limit, please read this [article](#).

#### D. Uploading video links to the Eisteddfod's entry portal

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

5. Attach a copy of the sheet music/drama text or the art slideshow **as a single PDF** by following the instructions under "Upload Files".
6. When the upload has finished, tick the declaration box and click "Submit".
7. 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.

***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.***