



## 2022 VIRTUAL FESTIVAL VIDEO CREATION AND UPLOAD GUIDELINES

### IMPORTANT NOTES:

Although the 'unlisted' videos will not be searchable by the general public on Youtube, we will be playing them for the adjudicator and with the other participants in the classes.

The waiver you completed when you signed into your MusicFestivalSuite profile gives permission for these videos to be shared. If you have any questions, please contact [help@highwoodmusicfestival.com](mailto:help@highwoodmusicfestival.com).

### VIDEO SUBMISSION PROCESS:

1. Record your video
  - a. Include the performers head and hands (and feet for piano)
  - b. To prove you have original copies of the music, have the closed book on your piano stand (closed, to show that it is memorized) or hold it up to the screen (other disciplines) at the beginning of the recording.
  - c. Videos must be recorded in one shot (no splicing or editing is permitted). Concert and recital classes containing more than one piece must be recorded in one continuous shot.
2. Upload your video to Youtube as an unlisted video
  - a. Title it with the entrant's name and piece title.
  - b. Upload each entry (class) separately as this will help us sort them for the adjudicator more easily.
  - c. When the video asks if it is made for kids, you can select 'no'. This is important because it allows us to sort the videos into playlists for our adjudicators.
  - d. During the final step of uploading, please ensure the video is 'unlisted' and not 'private' or we will not be able to watch it or share with the adjudicator.
3. Submit your video to the festival
  - a. Insert your video link in your MusicFestivalSuite profile by logging in [here](#) and clicking on 'registrations' from the menu. When you click on each individual registration you will see a video icon. Click on that button and scroll to the bottom of the page. Copy and paste your video code (only the last section of the Youtube link for sharing--see FAQ below).
  - b. If this process doesn't work for you, send your Youtube link to [help@highwoodmusicfestival.com](mailto:help@highwoodmusicfestival.com). The video must be already uploaded to Youtube--we will only be accepting Youtube links, not raw video files.
  - c. We cannot submit your video to the adjudicators unless the adult entrant or the parent profile connected to the minor entrant has completed the video release and waiver in their Music Festival Suite software.
  - d. A video to help walk you through this process can be found [HERE](#).
4. Submit your scanned music to the festival
  - a. Please scan your piece and save it with the entrant's name and piece title. Then email a pdf of this music to [help@highwoodmusicfestival.com](mailto:help@highwoodmusicfestival.com).

## **VIDEO SUBMISSION DEADLINES:**

Videos and scanned music must be submitted by midnight one week prior to your adjudication session.

## **FREQUENTLY ASKED QUESTIONS:**

**I'm trying to put my video link into my MusicFestivalSuite registration and it says 'video not eligible'.**

### **What do I do?**

This message will occur when one or all of the profiles linked to the registration have not completed the photo release and waiver. If the entrant is under 18, their parent will need to log into their parent profile and complete the waiver for themselves and for their child. Their teacher must also have completed the waiver.

Once all waivers have been agreed to, the video will be able to be linked.

**I copied a link into my MyMusicFestivalSuite registration page and it says 'error' and is not showing the video. What do I do?**

You most likely copied the complete Youtube link instead of just the video code (the last section of the link). For instance, when you click the 'share' button on your video's Youtube page you will get a link that looks like this: <https://youtu.be/vMhOUEEqi08>. When you put the code into your account's registration page, you only need to insert the last section ('vMhOUEEqi08').

### **What type of video will I need to submit?**

You will need to submit a YouTube link. When you upload the video, we suggest that you upload it as an 'unlisted' video as opposed to public or private. If you upload it as a 'public' video, anyone can search for it online. If you upload it as a 'private' video, our adjudicator will not be able to watch and evaluate it.

Video submissions can be submitted starting on February 15, 2021 and will be accepted until the deadline for each discipline.

For more information on creating and uploading your videos, see a tutorial video located [here](#).

### **How can I prepare for filming my video?**

Practice, practice, practice! Work with your teacher to be ready in time for your recording submission deadline, to ensure that you are putting your best work in front of your adjudicator(s), so that their feedback is truly pertinent to your level of ability!

To be eligible for awards, pieces must be performed by memory, but we do need to see that you have an original copy of the music. Students may either hold up the copy of the book to the camera before they begin or keep the closed book on their music stand if it is in view of the camera. Students may perform with their music open but will be eligible for adjudication only (no scholarships, awards or provincial recommendations).

### **Do you have any tips for creating these videos?**

There are no official rules for how your video is created. You can use something as simple as an iPhone video to something more complex as an external microphone and professional camera. You will not be penalized or receive favor for the quality of your video. That being said, there are a few things that will help your performance to be easier for the adjudicator to evaluate. One thing to keep in mind with the video angle is the 3 F's: face, fingers, and feet. If you can include a shot (especially for piano) where those three things are visible, it will be easier for the adjudicator to evaluate all aspects of the performance.

If possible, please film in 1080p HD so your video will have the best quality for our adjudicators to watch.

Plan to film your video at least a few days in advance of the submission deadline in case you have any technical difficulties in the filming or uploading process. Our help team can offer advice and help troubleshoot, but will need some notice.

The **videos must be filmed in one shot** (no videos that are spliced together will be allowed). Concert and recital classes must be one continuous video, not two or three shorter videos.

### **Where do I send or upload my video?**

Once you have uploaded your video to YouTube, you will log into your MusicFestivalSuite account--either the parent, student or teacher's account can access their registrations. You can click on the picture of the

video/camera and then insert the YouTube code (end of the Youtube share link) and click 'update registration'. Video links will only be able to be entered if all profiles linked to the registration have completed the photo release and waiver.

For more information on how to upload your videos, see a tutorial video located [here](#). If you have issues getting your YouTube linked into your MFS account, email [help@highwoodmusicfestival.com](mailto:help@highwoodmusicfestival.com).

**Where do I send or upload the score of my music?**

Please save a scanned copy of your music with your name and piece title. Submit a pdf of this to [help@highwoodmusicfestival.com](mailto:help@highwoodmusicfestival.com).

***More information about the schedule of online adjudication sessions and details about how to prepare for and access the links for these sessions will be provided on our website in early March.***