



VIRTUAL TESTING RECORDING AND UPLOAD INSTRUCTIONS

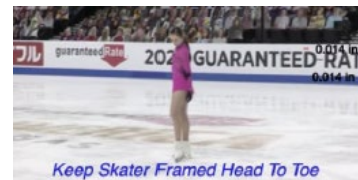
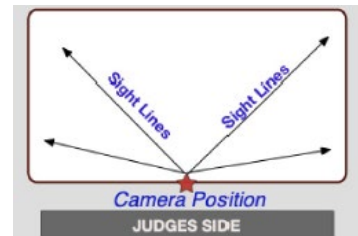
PLEASE READ THIS ENTIRE DOCUMENT BEFORE FILMING OR UPLOADING YOUR SUBMISSION

TEST REGISTRATION

Before submitting your test video, you must first register for the test session. Registration for SFSC Virtual Test Sessions can be found on Entryeeze. Once registered, you are ready to film and submit.

SHOOTING LOCATION REQUIREMENTS

1. The videographer should be positioned at center ice, higher up than the boards, and able to capture all corners of the rink. Choose a location which reduces visual obstructions as much as possible. Skater must remain visible from head to toe for the entire performance.
2. The videographer must follow the skater to keep them in frame and in focus throughout the test, and should zoom in enough to have the skater fill a good amount of the screen for the entire performance.



VIDEO CAMERA REQUIREMENTS

1. Professional video cameras or cell phones with high-def video recording capability are acceptable.
2. Videos must be filmed in landscape mode (horizontally). Non-landscape videos will not be accepted.
3. Videos are preferred to be shot in 1080p60 but must be a minimum of 720p60. Videos less than 720p will not be accepted.
 - 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.
4. If using a phone or tablet, switch device to Airplane Mode to avoid interruptions or alert popups.
5. Make sure there is enough space available on your device's memory to record the entire test. We recommend at least 2GB of available space.
6. Clean your camera's lens before you start recording.

FILMING REQUIREMENTS & INSTRUCTIONS

1. Include a time stamp at the beginning of the final video. Hold up a phone in front of the camera that shows the date and time.
2. Announce the skater and test being performed or hold up a copy of the test paper in front of the camera prior to the start of the test.
3. Music should be easy to hear and recorded live. 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.

- a. Skating Skills Tests (formally Moves in The Field) should not have any music playing during the test.
4. Camera movement should be steady and smooth.
 - a. If available, mount your phone on a tripod or steady mount.
 - b. If handheld, the videographer should follow the athlete as smoothly as possible.
5. Keep frame and ice clear of other skaters and make sure there is no other background music, noise, or distractions (Ex. other coaches speaking to students at boards).
6. Record a test video of the performance to get comfortable with the flow of the program. Watch it back and see how the recording looks. Confirm that you meet all Camera and Filming Requirements. Make adjustments accordingly for the final video. The final video must be continuous and unedited.
7. **PROCTOR:** A Proctor must be present during filming and **will need to sign your Virtual Test Affidavit** (see “Required Forms”) at the time of filming. Please note that athletes are responsible for choosing a proctor and for coordinating all logistics ahead of time. The proctor must be an impartial person of authority (i.e., rink management, skating school director, club board member, local skating official for example) but may NOT be a coach/choreographer who has worked with the athlete, a training mate, or a parent/guardian (of the athlete or of their training mates).

TESTING AND VIDEO/FORM UPLOAD PREPARATIONS

Deadline: We encourage you to complete and submit your video and all required forms as soon as possible after you register. Plan for the unexpected. With the possibility of rink closures, schedule changes, and busy ice, it is important not to wait until the last possible date to record your performance.

One Continuous Video: Video submissions must be a single continuous shot, may not contain any editing or splicing, and must be recorded from one angle. Any videos that are deemed edited or altered will be automatically revoked and refunds will not be issued. The final submission by the athlete MUST be accompanied by the Affidavit Form certifying it to be continuous and unedited.

File Naming: All files **MUST** be renamed to reflect the skater/team name and must include test information. Refer to the naming standards below for examples. Each video and form submitted should be titled to include the Skater’s First and Last Name, Level, & Event.

Test Type Example	File Label Example (should match your registration information)
Solo Pattern Dance	Suzy Skater_Silver Solo Dance_Tango
Solo Pattern Dance – Adult	Suzy Skater_Silver Solo Dance_Tango_Adult21 Suzy Skater_Silver Solo Dance_Tango_Adult50
Partnered Pattern Dance – Standard	Suzy Skater_Silver Partnered Dance_Tango
Partnered Pattern Dance – Adult	Suzy Skater_Silver Partnered Dance_Tango_Adult21 Suzy Skater_Silver Partnered Dance_Tango_Adult50
Partnered Pattern Dance – Standard (Pandemic Partner)	Suzy Skater_Bronze Partnered Dance_Tango_PANDEMIC PARTNER
Partnered Pattern Dance – Adult (Pandemic Partner)	Suzy Skater_Silver Partnered Dance_Tango_Adult21_PANDEMIC PARTNER Suzy Skater_Silver Partnered Dance_Tango_Adult50_PANDEMIC PARTNER

Free Skate – Standard	Suzy Skater_Pre-Silver_Freeskate
Free Skate – Adult	Suzy Skater_Adult Gold_Freeskate_Adult21
	Suzy Skater_Adult Gold_Freeskate_Adult50
Free Skate – Pairs	Suzy Skater_Senior Pairs_Freeskate
Free Dance – Standard	Suzy Skater_Senior_Free Dance
Free Dance – Solo – Standard	Suzy Skater_Solo Senior_Free Dance
Free Dance – Solo – Adult	Suzy Skater_Solo Senior_Free Dance_Adult21
	Suzy Skater_Solo Senior_Free Dance_Adult50

UPLOAD INSTRUCTIONS & LOCATION

Video: Videos of the Test should be uploaded to the Skater's file sharing platform of choice (Google Drive, Dropbox, Box, One Drive, etc.). Skaters must provide a link to this shared file to the Test Chair. File sharing settings should be set to allow anyone with the link to view and download the files – your files will be viewed and downloaded by the Test Chair as well as by Testing Officials.

It is preferred that Skaters place their videos and all required forms (see below) into one folder for each test submitted and that a link to that folder be shared with the Test Chair. If multiple tests are being submitted, there should be a separate folder and link created for each test.

Required Forms: When submitting each video, you must also complete and upload scanned copies of all required testing forms with that video. The required forms are listed below and can be downloaded from the Test section of the SFSC website (link: <https://www.shakerfsc.org/testing/>)

- **Affidavit for Virtual Test Submission Form**
- **Name and Likeness Release and Consent Agreement Form**
- **Standard Permission Form** (if your Home Club is not SFSC)

Deadlines & Incomplete Submissions: Videos and Forms may only be uploaded one time and must be uploaded no later than 11:59pm the day before the test date. Any submissions made with a missing or unformatted video or with missing or incomplete accompanying forms will not be accepted.

SUBMITTING YOUR TEST

After you have:

- (1) renamed and upload your test video to your shared folder
- (2) completed and uploaded ALL required forms to your shared folder
- (3) set the sharing settings for your shared folder to be viewable to all

Please email a copy of the link to your shared folder to the Test Chair, and CC your coach.

Test Chair E-mail: shakerfsc testing@gmail.com

Once all videos and required accompanying forms are confirmed and verified by the Test Chair, the Test Chair will forward your submission and links to the Test Officials for Judging.