

# NATIONAL EISTEDDFOD OF SOUTH AFRICA®

## Guidelines and requirements for Video Recorded Entries

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# NATIONAL EISTEDDFOD OF SOUTH AFRICA®

## Guidelines and requirements for Video Recorded Entries

**Please note: Video entries will be adjudicated in various sessions and should reach the NEA Office before 16:00 on any of the submission dates. Please refer to the website ([www.eisteddfod.co.za](http://www.eisteddfod.co.za)) for details regarding these dates.**

### What is a video recorded entry?

- A VIDEO RECORDED ENTRY provides for the recording of any performance that would usually be performed on a stage (or suitable venue) in instances when the performance cannot be presented live in the presence of an adjudicator for the adjudication of the event.
- A Video recorded entry allows participants in remote areas where the adjudication of live performance is not possible with the opportunity to participate in the National Eisteddfod of South Africa.
- A Video recorded entry also provides an alternative solution for participation when live performances is not allowed or people might not feel comfortable with, as during the Covid-19 lockdown period.
- All videos should be recorded according to the guidelines as provided in this document.

### Submission of video recorded entries

Three options are available for the submission of the recorded performance:

- Electronic submission of a video link via a *YouTube* Channel.
- Electronic submission of a video link via Google Drive
- Submission of a video on a DVD or Flash Drive by courier service or delivered by hand.

#### Summary of processes:

##### Electronic submission:

- Various options exist for sharing a video electronically, however submission via **YouTube** is preferred due to the ease of sharing videos with adjudicators for adjudication purposes.  
(Videos shared by **YouTube** link *lives* in the *channel* of the sender, while other options like **WeTransfer** and **Dropbox** requires the time-consuming downloading of files to the NEA server.)
- Share your links (**ONE entry and entry form at a time!**) to [entry@eisteddfod.co.za](mailto:entry@eisteddfod.co.za) .
- Attach proof of payment with each entry.
- Refer to the **How to send your video with YouTube** section for instructions in this regard.

##### Submission by mail / courier services:

- Copy your video recording on a DVD / Flash disk
- Only ONE performance should be copied on a DVD. Use a separate DVD for EACH entry / recording.
- All DVD's should be clearly marked with the NAME & SURNAME of the participant(s) and the ENTRY NUMBER.
- DVD entries can be hand delivered / couriered to the address as provided in this document.

## Guidelines for recording the performance

- **IMPORTANT!** All submissions for the National Eisteddfod of SA should be recorded in the format as outlined below (see *recording your performance*). *No performances recorded at any other event (concert, show, etc.) will be accepted for adjudication.*
- A professional recording is not required. Any reference to “camera” includes both a traditional video camera or a smartphone, tablet or computer with video capturing facilities.
- Please note that NO editing of a recording is allowed, e.g. “tweaking” of intonation errors, etc.

### SETTING THE “SCENE”

- The camera position should represent the “*eyes of the adjudicator*”, without zooming in and out, moving around with the camera, changing of camera angles, etc.
- Position the camera where the full performance area as utilized by the performer, will be visible in the view finder or on the screen. If necessary, zoom in/out until this can be obtained and then leave the camera stationary.
- **Background:**  
Make use of a plain or neutral background as far as possible. Be aware of the contrast with the background, e.g. do not perform with a black costume against a black backdrop.
- **Lighting:**  
Please ensure that there is sufficient light on stage or wherever the performance is being recorded. Light should come from the front to prevent shades on the face(s). (Important: do not record in front of a window with the light coming from the back.) Refrain from using lighting effects when recording drama items. Lighting effects may be used when recording dance or contemporary music items as long as it does not affect the visibility of the performance. (It is difficult to adjudicate a performance that happens in the dark!)
- **Acoustics:**  
Acoustics refers to the *audibility* of the sound in the room where the performance is recorded. The *clarity* of sound is of particular importance when recording speech items. A large empty room or any room without absorbent material (e.g. curtains, carpets, and soft furniture) will create a considerable amount of reverberation (echoing caused by the deflecting of sound from one wall to another, thus creating a very “live” acoustical environment.) Although a level of reverb is often preferred for musical items, it is detrimental for clarity of speech and should be avoided.
- **Sound balance** (when applicable):  
Please ensure that the accompaniment (live accompaniment or recorded backing tracks) does not outshine the voice(s) when recording vocal and instrumental items. The recording should display a good balance between the voice/instrument and the accompaniment.

## Recording your performance:

- Prepare your *label*: You need the following:
  - One page per item - A3 or A4 size white paper
  - Thick black marker pen.
- Provide the following information on your label (please **print** clearly!)
  - Your NAME & SURNAME, Grade & School (where applicable),
  - ENTRY NUMBER and a
  - BRIEF DESCRIPTION OF THE ITEM (e.g. English Monologue, Vocal solo, Jazz, etc.)
- Prepare for your recording and hold this "label" up in front of the camera so that the detail is clearly readable in the view finder and keep it there. Start the recording by pushing the record button and hold it for a count of 10 and then pause the recording. Get rid of the white page and move into the starting position for your performance. Then push the record button again and continue with the performance until the end. Do not at all stop or pause the recording during your performance. If anything goes wrong, you need to start all over again, including holding up the "label".
- When using a traditional video camera, follow the procedure as required by your camera to import the recording from the camera to your computer.
- Rename the file to your {unique participant number} - {name} - {surname} – {item number}
- **Do NOT edit the video.**

## How to submit the video recording on DVD or flash disk / memory stick

### COPYING THE RECORDING ONTO DVD:

- Once the video has been imported, select the appropriate file, copy it and burn it onto an unused DVD.
- After the file has been burnt onto the DVD, eject the DVD and finalize it if it is requested.
- Check your DVD: Put the DVD back into the DVD drive to check whether the file was successfully copied on the DVD. If you can open and play the recording directly from the DVD with both image and sound, your recording is fine.
- If this step was completed successfully, clearly mark the DVD with the UNIQUE PARTICIPANT NUMBER, NAME & SURNAME of the participant(s) as well as the ENTRY NUMBER.
- Final step: Put the DVD in a proper cover, attach a copy of the entry form and proof of payment and put everything in a bubble envelop and deliver by hand or mail / courier to the address as provided below. More than one DVD can be included in one envelope if needed. You are advised to register the envelope and to email the tracking number to [entry@eisteddfod.co.za](mailto:entry@eisteddfod.co.za) together with a copy of the entry form.

### COPYING THE RECORDING ONTO FLASH DISK / MEMORY STICK:

- Insert your flash disk / memory stick and format if requested to do so.
- Select and copy the video file on your computer and paste into the flash disk / memory stick folder.
- Close the file if necessary and eject the media in the correct way. (Don't just pull it out as it can cause corruption!)
- Re-insert your flash disk / memory stick. Check if you can open and play the file (please check both image and sound!).
- If everything is fine, close the file and eject the media in the correct way.
- Final step: Put the flash disk / memory stick clearly marked envelope, attach a copy of the entry form and put everything in a bubble envelop and deliver by hand or mail / courier to the address as provided below. More than one flash disk / memory stick can be included in one envelope if needed. You are

advised to register the envelope and to mail the tracking number to [entry@eisteddfod.co.za](mailto:entry@eisteddfod.co.za) together with a copy of the entry form and proof of payment.

## Delivery / postal address:

- DVD entries can be hand delivered / mailed / couriered to the following address:

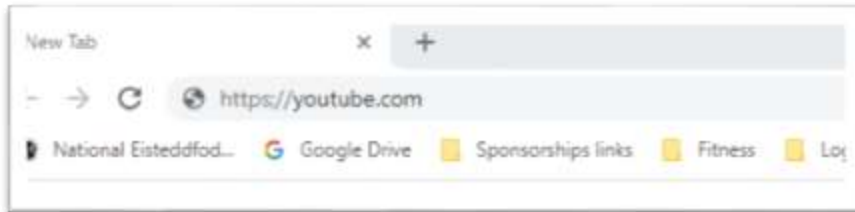
<i>By hand:</i>	<i>Couriered by Postnet:</i>
National Eisteddfod Academy Bergzicht Office Park, Block 3, Suite 15 Cnr Christiaan de Wet & Rooibok Str. Allen's Nek	<b>PostNet</b> Strubens Valley, Shop 22 Retail Crossing, Cnr. Nic Diederichs Boulevard & Hendrik Potgieter Dr. Wilgeheuwel, Roodepoort, 1724 Contact number: 011 475 0452 / 0481

## How to send your video to YouTube from your computer

### STEP 1: Create a YouTube account or proceed to Step 2 if you already have one

How to create a YouTube account:

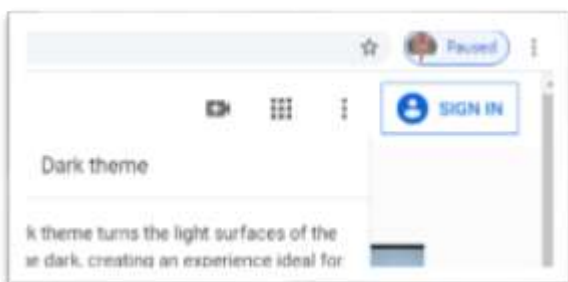
- 1) Open your internet browser and add <http://youtube.com> in the address line:



This will take you to the **YouTube** homepage:

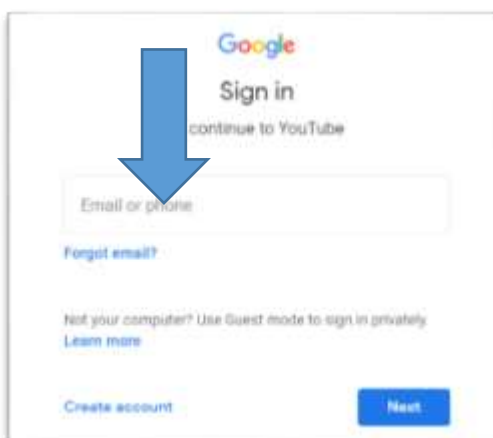


- 2) Click on the **SIGN IN** button in the right-hand corner of the page:



This action takes you to the Google “Sign in” page where you, if you do not have an existing Google account, now need to create one.

- 3) Click on the **CREATE ACCOUNT** button.



- 4) This brings up the “CREATE YOUR GOOGLE ACCOUNT” page.

Google

## Create your Google Account

to continue to YouTube

First name Last name

Your email address

You'll need to confirm that this email belongs to you

[Create a new Gmail address instead](#)

Password Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

One account. All of Google working for you.

[Sign in instead](#) [Next](#)

Important: keep record of the email address that you have used, as well as your password!

You can create a new Gmail address if you wish or you may use your existing e-mail address for this purpose. This will call up the following verification process:

Google

## Verify your email address

Enter the verification code we sent to A@Abc.co.za. If you don't see it, check your spam folder.

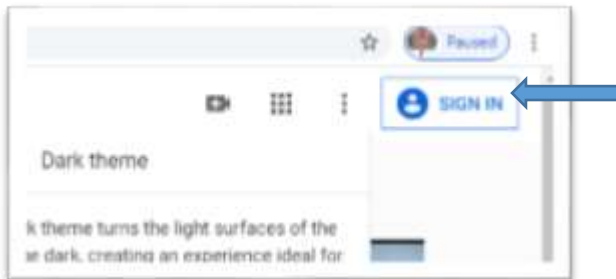
Enter code

[Back](#) [Verify](#)

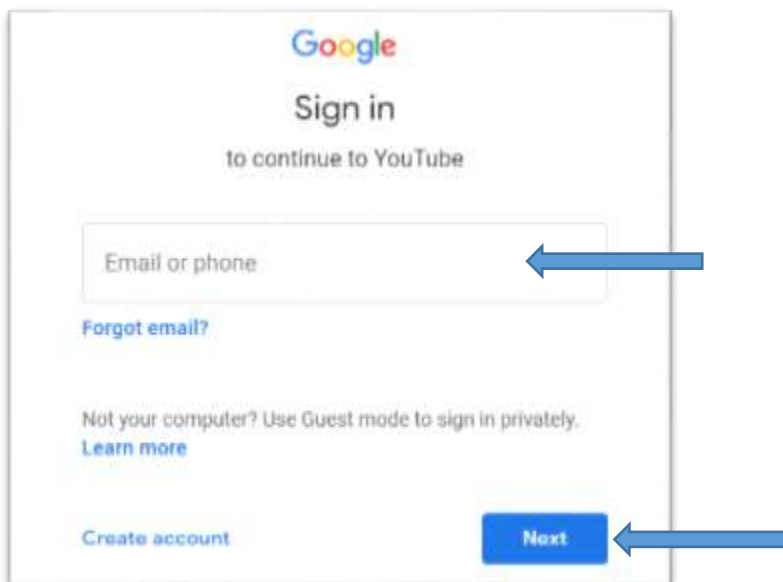
This email address will be your email address as used when creating the Google Account.

## STEP 2: Creating a YouTube Channel

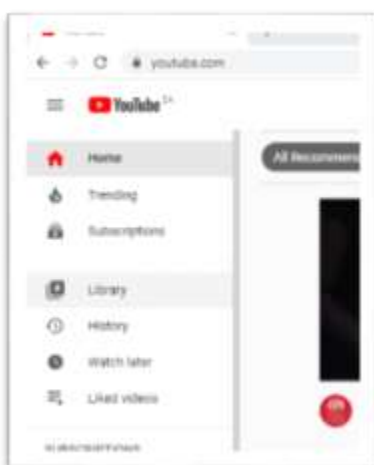
- 1) Sign in to your new YouTube Account or open your existing account: open your internet browser and add <https://youtube.com> in the address line. Open the page and then click on the SIGN IN button in the right hand corner of the page:



- 2) Enter the email address and password that was used to create your Google account.



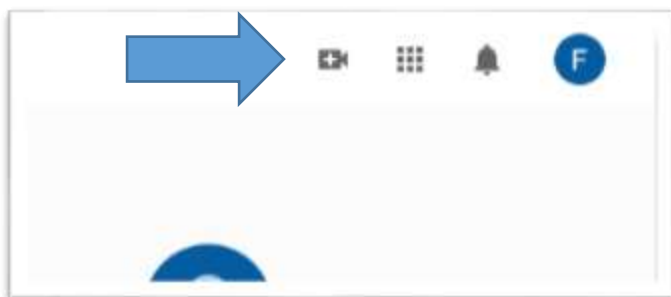
Signing in opens up the YouTube Homepage:



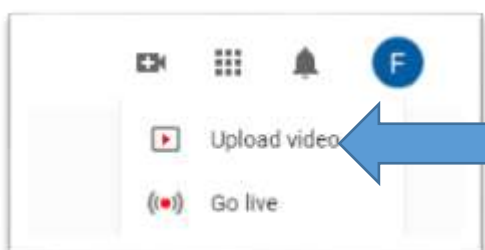
If you haven't used **YouTube** before, you now need to create a **YouTube Channel**. Any action that requires a channel, such as uploading a video, etc. will now prompt you to do so.



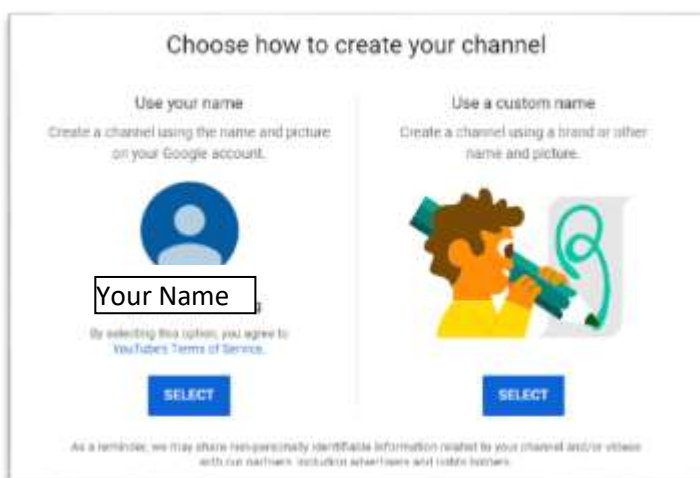
3) Clicking on the camera icon below may now prompt you to create a channel:



4) Click on Upload Video



5) Create a channel if required:



### STEP 3: Upload your video to your YouTube Channel

You are now ready to upload your video to your YouTube Channel. Before you proceed with uploading your video, please check if the following steps have been completed:

- Submit your entry ONLINE OR complete a copy of the hardcopy entry form. You will need a copy of this document in Pdf format.
- Pay your entry fees via EFT.
- Have a copy of the proof of payment in Pdf format ready.

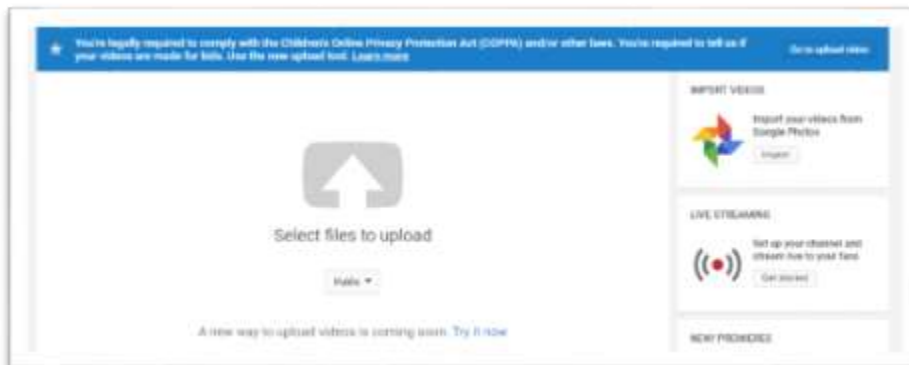
- 1) Once the channel has been created, you can now proceed with uploading the video by clicking on the camera icon in the right hand corner of the page.
- 2) If you are new to YouTube, you might also encounter a number of other steps:



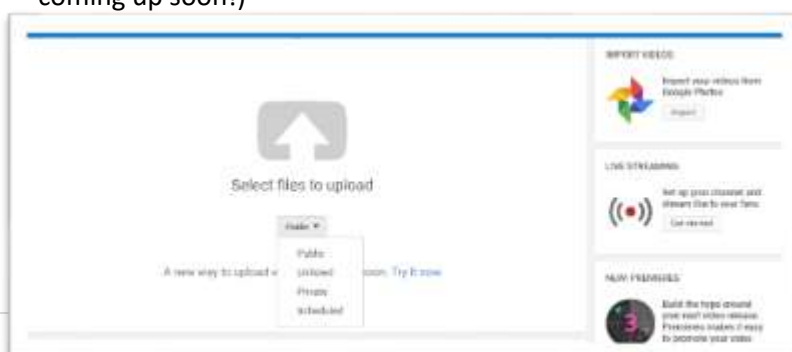
When you select the LEGACY UPLOADER, the following message will be displayed:



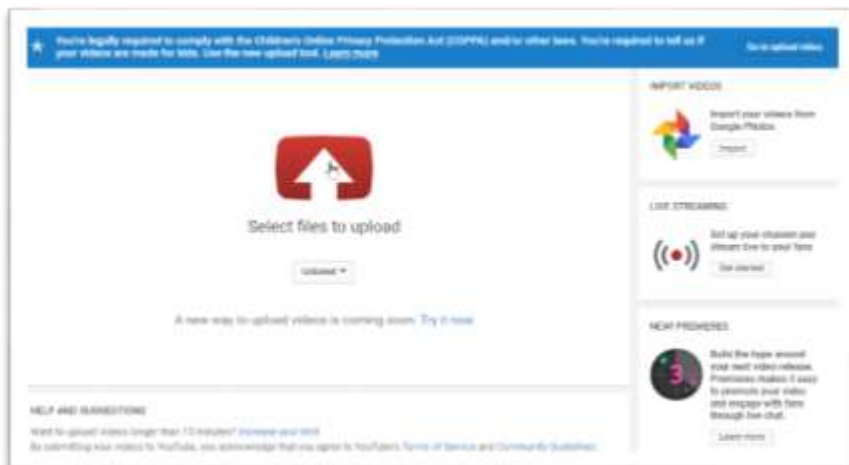
- 3) Click on SKIP. This will bring up the following page:



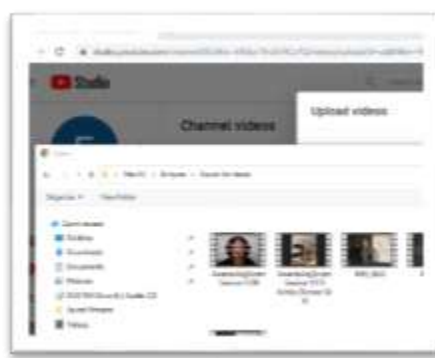
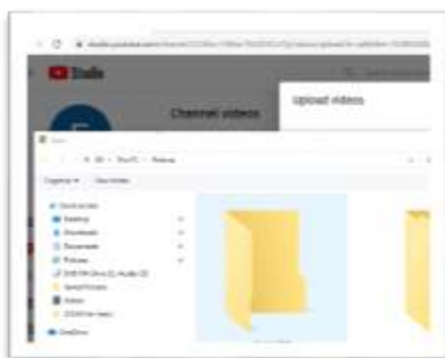
- 4) Click on the arrow next to the “Public” button in the middle of the page. This will open up a drop box with the following options: Public, Unlisted, Private and Scheduled.
- 5) Select the UNLISTED option. (This is IMPORTANT, however if you miss it here a next opportunity will be coming up soon!)



6) Click on “Select files to upload”.



This will now take you to your computer where you have to locate the folder with your videos.



7) Select the file that you want to upload and complete the details as required. Please note the guidelines and requirements as provided below:

IMG 0633

1 Details 2 Video

### Details

Title (required)  
IMG 0633

Description (optional)  
Tell viewers about your video

Thumbnail  
Select or upload a picture that shows what your video is about. [Learn more](#)

Playlists  
Add your video to one or more playlists. Playlists can help viewers discover your content. [Learn more](#)

Audience

10% uploaded 2 minutes left

NEXT

Add the following info as your video title:  
*Your Participant Number -  
Your Name & Surname -  
Item number*

Provide the full item description in the  
Description box. Where possible, also  
include the title of the song, poem, etc.  
*GROUP ITEMS: Please provide the names  
of all other group members here.*

IMPORTANT:  
For Large Group Entries  
provide the NAME of the  
GROUP as well as the  
NAME of the SCHOOL or  
STUDIO

Ignore the *Thumbnail* and *Playlist* and scroll down to the *Audience* section and select “Yes, it is made for kids”

The image shows the YouTube upload interface. The 'Audience' section is highlighted with a red box. A blue callout bubble points to the 'Yes, it's made for kids' option. The text inside the bubble says: 'Important: Click the bullet “Yes, it's made for kids.’

**Thumbnail**  
Select or upload a picture that shows what's in your video. A good thumbnail stands out and draws viewers' attention. [Learn more](#)

**Playlists**  
Add your video to one or more playlists. Playlists can help viewers discover your content faster. [Learn more](#)

**Audience**  
Is this video made for kids? (required)  
Regardless of your location, you're legally responsible for the content of your video.  
You need to answer this question.

☒ Yes, it's made for kids  
☐ No, it's not made for kids

▼ Age restriction (advanced)

[MORE OPTIONS](#)  
Paid promotion, tags, subtitles, and more

0% processed

NEXT

Please ignore the “Video elements” section.

The image shows the YouTube upload interface. The 'Video elements' section is highlighted with a blue circle. The text 'Video elements' is displayed below the section header.

IMG 0633

Saved as draft

Details Video elements Visibility

Video elements

8) If you haven't selected the visibility option before, you can do so now by selecting the UNLISTED bullet below. (Without selecting this option, we will not be able to view your video).

The image shows the YouTube upload interface. The 'Visibility' section is highlighted with a blue circle. The text 'Visibility' is displayed below the section header. The 'Unlisted' option is selected.

Details Video elements Visibility

**Visibility**  
Choose when to publish and who can see your video.

☒ Save or publish  
Make your video public, unlisted, or private

☐ Public  
Everyone can see your video.  
☐ Set as Instant Premiere

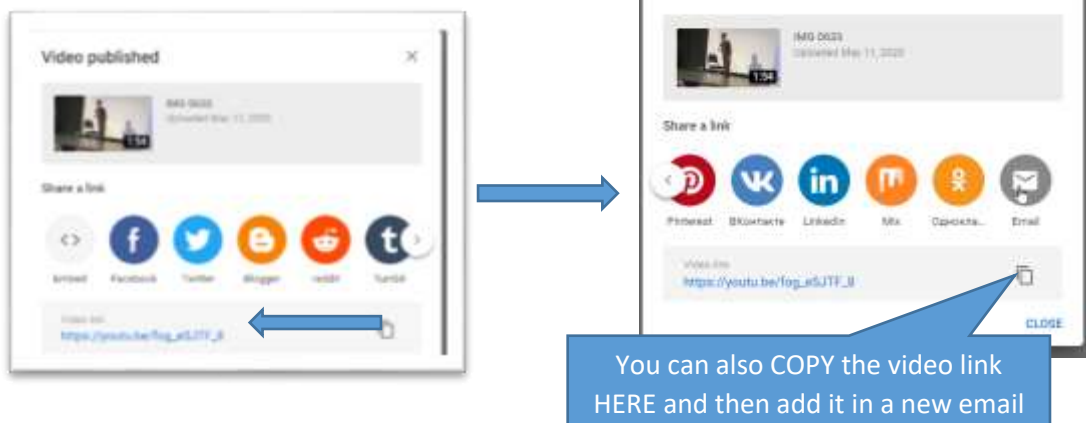
☒ Unlisted  
Anyone with the video link can see your video.

☐ Private  
Only you and people you choose can see your video.

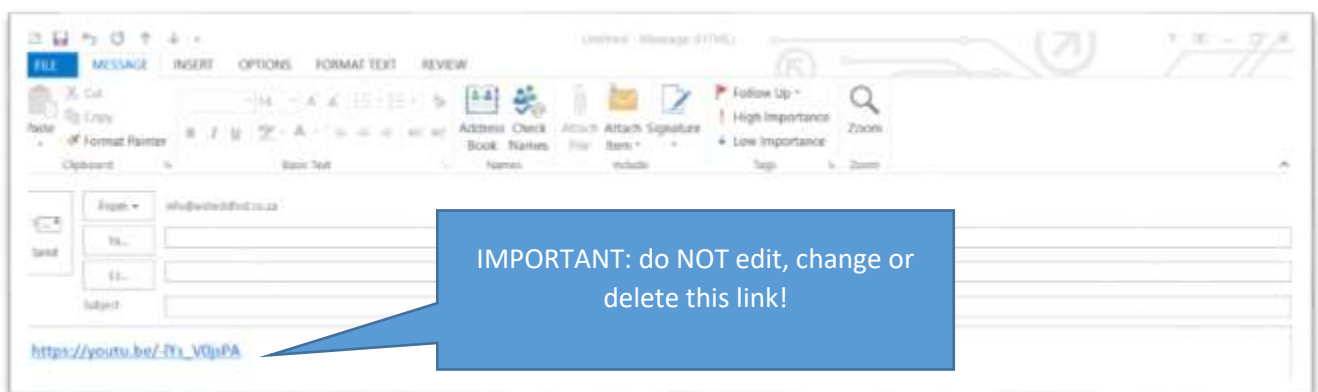
IMG 0633

Video link  
<https://youtu.be/f>

- 9) You will receive a **Video published** message with the following options as soon as uploading has been completed. You have now reached the final steps!



- 10) Click on the “>” to the right (next to the Tumblr icon) to bring the EMAIL icon into the view. Next click on the EMAIL icon to display a blank email message that contains the link to your video.



#### STEP 4: Submit your video link

- 11) Add the following information to the blank email that contains your video link:

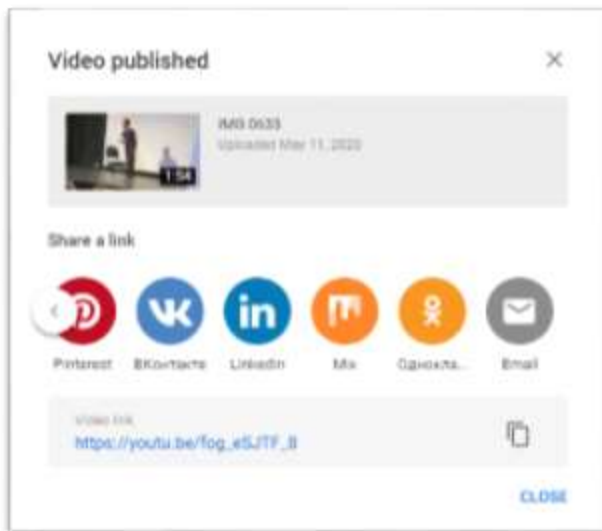
- In the “To” address add [entry@eisteddfod.co.za](mailto:entry@eisteddfod.co.za)
- In the “Subject line” add the following information in the format:

**[Number] – [Name] - [Surname] – [Item Number]**

- Unique participant number -
- Your Name & Surname -
- Your Item Number
- FOR LARGE GROUP ENTRIES ONLY:
  - Name of the Group & Name of School / Studio & Item number

- 12) Click on SEND to complete the process (for peace of mind, please activate the Delivery/Read requests on the OPTION button above. NB: This will eliminate the need to check if the mail was received or not!)

13) Finally click on the close button.



Your video is now uploaded to your Channel. Do NOT edit, change, move or remove this video. (You may still view or share it) If you do make ANY changes, the NEA will NOT be able to access or adjudicate your video with the link that you have emailed to [entry@eisteddfod.co.za](mailto:entry@eisteddfod.co.za).



# How to send your video to YouTube from your Smartphone

You need a Google Account to sign into YouTube. A Google Account works across all Google products (like Gmail, Maps, YouTube, etc.). If you have used any of these products before, you already have a Google Account.

To sign in, enter the email address you used for those products. If you don't have a Google Account, you are going to create one now.

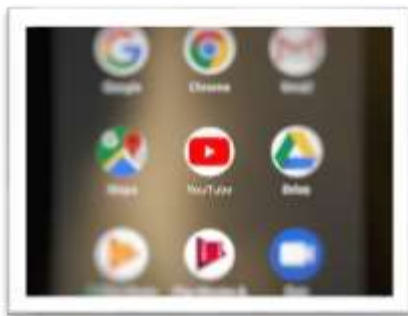
Here are a few important things to remember about Google Accounts and YouTube:


- You sign into YouTube with your Google Account. To sign in to YouTube, enter your Google Account email and password. After signing up for YouTube, signing in to your Google account on another Google service will automatically sign you in to YouTube.
- Deleting your Google Account will delete your YouTube data, including all videos, comments, and subscriptions.

*Courtesy of support.google.com*

## Creating a YouTube Account – Android Device

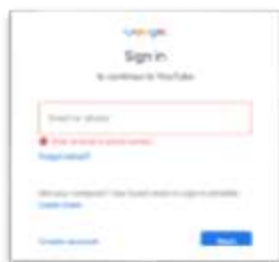
1. Open the YouTube app from your device




2. In the top right, tap the profile picture .



3. Tap Sign in using your google account credentials



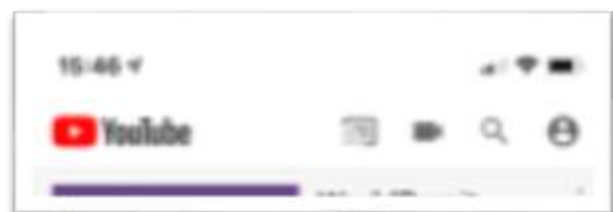
Tap Add account 

## Creating a YouTube Account – iPhone

1. Open the YouTube app.





2. In the top right, tap the profile picture .



3. Tap Sign in.

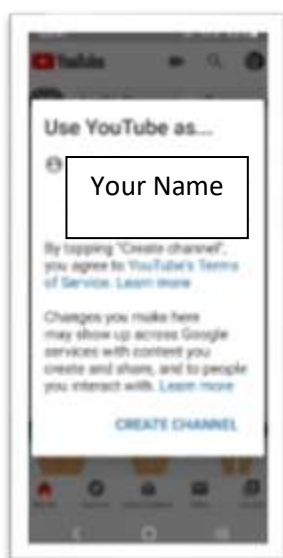



4. If you're already signed in with a Google Account, but want to make a new one:
5. Open the YouTube app.
6. In the top right, tap your profile picture .
7. Tap Switch account.
8. Tap Add account .
9. Once you've signed in to YouTube with your Google Account, you can [create a YouTube channel](#) on your account. YouTube channels let you upload videos, leave comments, and create playlists.

## Create YouTube channel-Android



*Follow these instructions to create a channel that only you can manage using your Google Account.*

1. Sign in to YouTube on your mobile device.
2. Try any action that requires a channel, such as uploading a video, posting a comment, or creating a playlist.
3. If you don't yet have a channel, you'll see a prompt to create a channel.
4. Check the details (with your [Google Account name and photo](#)) and confirm to create your new channel.



4. If you already have an Account, tap on your account name or Tap Add account .

If you're already signed in with a Google Account, but want to make a new one:

5. In the top right, tap your profile picture .
6. Tap Add account .



7. Tap Create account.



## Create YouTube channel on iPhone

Once you've signed in to YouTube with your Google Account, you can [create a YouTube channel](#) on your account. YouTube channels allows you to upload videos, leave comments, and create playlists.

*Follow these instructions to create a channel that only you can manage using your Google Account.*

1. Sign in to YouTube on your mobile device.
2. Try any action that requires a channel, such as uploading a video, posting a comment, or creating a playlist.
3. If you don't yet have a channel, you'll see a prompt to create a channel.
4. Check the details (with your [Google Account name and photo](#)) and confirm to create your new channel.



## Upload videos to your Android

### Process 1

- 1) Activate the phone's Wi-Fi. The best way to **upload a video** is to turn on the Wi-Fi connection.
- 2) From the Apps Menu screen, choose the Files app.



- 3) Select the **video** you want to **upload and** tap it for the menu options.
- 4) Select the **SHARE** tab on some devices you find the Share tab under **MORE** in the menu options, and choose **YouTube** from the menu.
- 5) Fill in the blanks to describe & Title the **video**



Add the following info as your video title: *Your Participant Number - Your Name & Surname - Item number*

Provide the full item description in the Description box. Where possible, also include the title of the song, poem, etc.

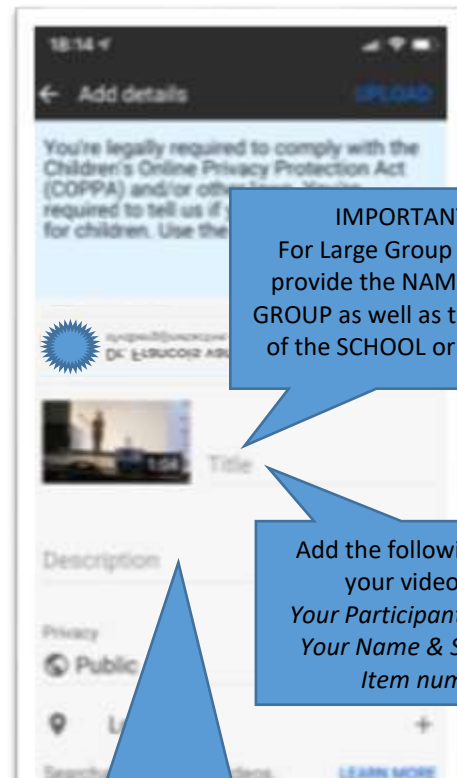
*GROUP ITEMS: Please provide the names of all other group members here.*

## Upload videos to your iPhone

1. Sign in to your channel on the YouTube app.
2. At the top of the app, tap the camera icon.
3. Select an existing video from your gallery.



4. Add a title (max 100 characters) and description (max 5,000 characters) to your video.
5. Tap Upload to finish.
6. Edit details



**IMPORTANT:**  
For Large Group Entries provide the NAME of the GROUP as well as the NAME of the SCHOOL or STUDIO

Add the following info as your video title:  
*Your Participant Number - Your Name & Surname - Item number*

Provide the full item description in the Description box. Where possible, also include the title of the song, poem, etc.  
*GROUP ITEMS: Please provide the names of all other group members here.*

Select the *Unlisted* option from the *Privacy* dropdown box.

- 6) Touch the **Upload** button or the send envelope on top ➡

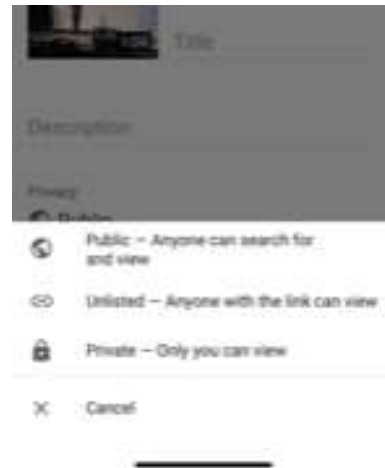
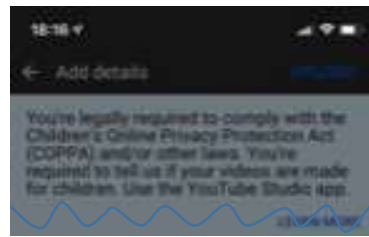
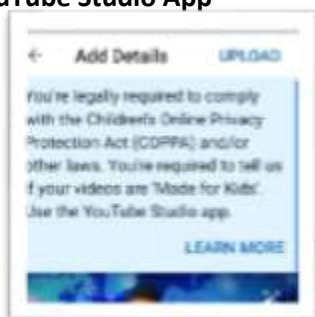
- 7) Edit details

Select the *Unlisted* option on the *Add details* screen



## Process 2

1. Activate the phone's Wi-Fi. The best way to **upload a video** is to turn on the Wi-Fi connection.
2. From the Apps Menu screen, choose the YouTube app.
3. Click on the **video camera** icon on top.
4. A list of all the videos on the device will popup
5. Select the video you wish to upload
6. Fill in the blanks to title, describe and privacy status of the **video**  
**Very important: PRIVACY** select Unlisted
7. Touch the **Upload** button or envelope sign on top ➡
8. You are legally required to comply with the Children's Online Privacy Protection Act (COPPA)
9. If necessary, download and open the **YouTube Studio App**



7. You are also legally required to comply with the Children's Online Privacy Protection Act (COPPA).
8. Download and open the **YouTube Studio App**



Select Made for Kids