

WFSC Virtual Testing Instructions

1. **READ THIS ENTIRE DOCUMENT BEFORE REGISTERING & RECORDING**
2. **WATCH THE SAMPLE RECORDING BEFORE RECORDING**
3. **REGISTER FOR VIRTUAL TEST SESSION USING ENTRYEEZE**
4. **DETERMINE WHO WILL BE THE VIDEOGRAPHER & PRACTICE VIDEOTAPING**
5. **PRINT ALL DOCUMENTS (2 for Members & 3 for Non-Members)**
6. **COMPLETE NAME & LIKENESS RELEASE AND CONSENT AGREEMENT**
7. **COMPLETE THE PERMISSION FORM TO TEST AWAY FROM HOME CLUB**
8. **VIDEOTAPE SKATER ~ Rule 4101**
Required: DIGITAL Time/Date Stamp AND Skaters Name, Test, Level, and Home Club
9. **COMPLETE PERFORMANCE AFFIDAVIT IN THE PRESENCE OF PROCTOR**
10. **FOLLOW UPLOADING AND RENAMING INSTRUCTIONS**
11. **SEND ALL DOCUMENTS & UNLISTED YOUTUBE LINK IN 1 EMAIL TO TEST CHAIR**
12. **WAIT FOR TEST RESULTS**

Sample Recording - YouTube link: <https://youtu.be/A2KiS8ZcBOU>

Please watch the following YouTube video prior to recording as a sample of some does and don'ts and read this document in its entirety.

Register for Virtual Test Session:

Register for the Virtual Test Session on Entryeeze

<http://www.entryeeze.com/> → Find A Test Session → use Zip Code 67213 (25 miles)

DOWNLOAD Required Documents Found on the Entryeeze ANNOUNCEMENT page:
2 documents for members & 3 documents for non-members

<https://comp.entryeeze.com/Membership/Welcome.aspx?cid=275>

Performance Affidavit document: REQUIRED

The video submission by the athlete **MUST** be verified using the **PERFORMANCE AFFIDAVIT** to be one continuous video and not edited to any extent. Video submissions will not contain any editing or splicing and must be recorded from one angle. Any videos that are deemed edited will be automatically revoked, and refunds will not be issued. **Submit with all other documents & Unlisted YouTube video link.**

The most common questions regarding the Affidavit:

Multiple Tests Submitted: **Q:** If submitting more than one test for this Virtual Test Session, does the skater need a new form for each test? **A:** Yes. Each test submitted should have its own Performance Affidavit for clear and concise record keeping.

Videographer: **Q:** Who can be the videographer? **A:** The videographer may be anyone allowed rinkside per your rink regulations; examples include a coach, proctor, an instructor at the rink, or a

parent. When selecting the videographer, select an individual who knows the test pattern well and will do the best recording. Read the requirements below, keeping in mind that the skater must remain in the video frame from head to toe while the videographer zooms in clearly when the skater moves further from center ice. It can be beneficial for the videographer to practice recording the skater multiple times before the day of the test recording.

Test Proctor: Q: Who can be the Test Proctor? **A:** In order to guarantee the integrity of the virtual test environment, skaters must confirm a proctor for their performance. The proctor must be an impartial person of authority (i.e. rink management, skating school director, or local skating official/judge) but may NOT be a coach/choreographer who has worked with the skater, training mate, or a parent/guardian (of the skater **or** any training mates). Skaters are responsible for choosing the proctor and setting up the logistics. Proctors must watch the test, verify that the full performance was completed on the date and time indicated in the athlete's recording as a single continuous recording, and complete the Performance Affidavit, which verifies that the submitted video has not been altered and is the stated performance.

Name & Likeness Release and Consent Agreement: REQUIRED

Submit a completed Name & Likeness Release and Consent Agreement. **Submit with all other documents & Unlisted YouTube video link.**

Permission Form To Test Away from Home Club: REQUIRED for NON-Members

If you are not a member of the Wichita Figure Skating Club, complete and submit the Permission Form to Test Away from Home Club. **Submit with all other documents & Unlisted YouTube video link.** Alternatively, a Club President may send the Test Chair an email stating the skater is in good standing and has permission to test.

The 3 forms: **Performance Affidavit, Name & Likeness Release and Consent Agreement, and Permission Form to Test Away from Home Club**, can all be found on the Entryeeze Announcement page for the Virtual Test at <https://comp.entryeeze.com/Membership/Welcome.aspx?cid=275>

Camera/Phone Specs/Setup

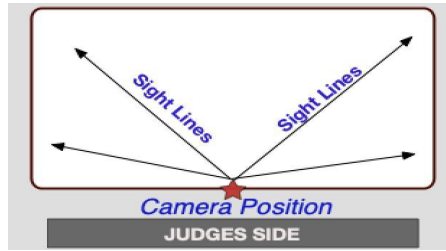
1. Professional video cameras or cell phones with high-definition recording capability are acceptable.
 - a. If using a phone or tablet, film in **LANDSCAPE** mode (turn the phone horizontally for a wide view).
2. Videos are preferred to be shot in 1080p60 but must be a minimum of 720p60. Videos less than 720p will not be accepted for review.
3. Switch to **Airplane Mode**. Check battery life before beginning recording.
4. Make sure there is enough space available on your phone to record. We recommend at least 2GB of available space.
5. Clean your camera lens before you start recording.

Video Format

Video files have various formats that are indicated in the file title. This is automatically added when the video is created. MP4 files work best. If you have saved your file in another format, there could be some loss of resolution (blurry). WAV files are often low resolution and will result in an unclear picture. AVI files (often the default on a Mac computer) should be changed to MP4.

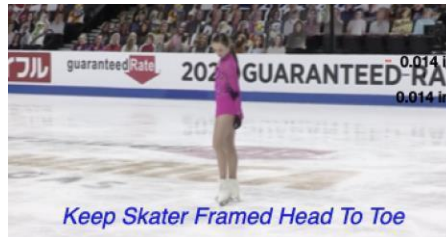
Videographer Recording Instructions

1. The videographer should stand at center ice, with the camera elevated above the boards AND glass when applicable, to capture all corners of the rink. Stand in a location to reduce obstructions as



much as possible.

2. If available, mount your phone on a tripod or steady mount. If handheld, the videographer should follow the athlete as smoothly as possible.
3. Zoom in enough to have the skater fill a good amount of the screen but remain in focus. IMPORTANT: Keep the skater head to toe in the center of the screen (i.e. the frame) when following them during their performance. **Do NOT cut off the skater's boots or blades.**



4. Record a test video, preferably a full run-through of the performance, to get comfortable with the flow of the program. Watch it back to see how the recording looks and make any necessary adjustments for the final video.

Skater/Coach/Proctor Recording Instructions

1. **The video MUST include a date and time stamp at the beginning** by holding up a phone or device in front of the camera that shows the date and time. **State the date and time when holding up the phone.** Videos that do not include the date/time stamp will not be accepted.
2. Skater Introduction options **before or after** the Date & Time Stamp:
 - a. Coach: The test skater's coach is not allowed to communicate with the skater during the virtual recording and may not be on the ice.
Skater Introduction Options:
 - b. Skater: Skater stands in front of the videographer and loudly/clearly states the **REQUIRED** info (USFS 4104):
 - **Name,**
 - **Test,**
 - **Level,**
 - **Home Club**
 - Additional info that may be stated, but not required include membership number, and partner, if applicable.
 - c. Test Form: Proctor, Coach, or Videographer may state or hold up a test form (top portion completed with skater information). While holding up the form, **announce the skater's name, test, level, and home club.** Test forms can be found at USFS Members Only → Skater Journey → Testing → Test Forms. Use a clipboard to hold the test form or tape it to the glass for stability.

<https://www.usfigureskating.org/members-only/skater-journey/testing/forms>

3. Make sure the music is **LOUD** enough for the officials to hear when they replay the videos during the judging process for all tests requiring music. We recommend you turn up the music louder than usual when you record the program being skated on the ice.
4. If you are recording a **Moves in the Field** test, it is best to ask the other skaters and coaches on the ice **not to play music in the background** or that the volume is very, very low so the judges will be able to hear the skater's edges on the video.
5. **IMPORTANT:** Remind the videographer to keep the frame clear of other skaters, paying particular attention not to cut off the skater's boots or blades. Zoom in clearly when the skater moves away from center ice but not so much that the video becomes blurry. Practice! Practice! Practice videotaping!

Video Upload Instructions

UNLISTED YouTube Link:

Videos should be uploaded to YouTube. **Videos must be named according to the examples provided below**, and the YouTube video must be **UNLISTED** so that judges can access the video from the link. Videos must remain UNLISTED and accessible to the test chair for 30 days after receiving results.

Skaters will provide the YouTube link to the video. Video-sharing settings **MUST** be set to allow anyone with the link to view and download it. **Submit the Unlisted YouTube video link with all other documents.**

Deadline: Skaters are encouraged to complete the video recording and upload it as soon as possible after they register. Videos cannot be accepted after the deadline, regardless of the circumstances.

REMINDER: Video links must be submitted by the deadline stated on Entryeze.

File Name: All files **MUST** be renamed to reflect the skater/team name, level, and discipline. Each video should be titled with **Skater First and Last Name_Level_Event (Test)**.

| Example | Label (should match registration signup) |
|------------------------------------|--|
| 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 |
| Free Skate – Standard | Suzy Skater_Novice_Freeskate |
| Free Skate – Adult | Suzy Skater_Adult_Gold_Freeskate_Adult21 Suzy Skater Adult Gold Freeskate Adult50 |
| Free Skate – Pairs | Cain-Leduc Senior_Pairs_Freeskate |
| Moves In The Field – Standard | Suzy Skater_Novice_MovesInTheField |
| Moves In The Field– Adult | Suzy Skater_Adult_Gold_MovesInTheField_Adult21 Suzy Skater Adult Gold MovesInTheField Adult50 |

| | |
|---|--|
| Moves In The Field – Pairs | Cain-Leduc Senior_Pairs_MovesInTheField |
| Free Dance – Standard | Davis-White 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 |
| Figures are NOT testable via Virtual Test Sessions | |

Virtual Test Session Video & Document Submission:

Tests can be submitted any time before the deadline.

Email WFSCtesting@gmail.com the UNLISTED YouTube link and ALL documents.

You are encouraged to CC: your coach and yourself.

Confirmation Email:

You WILL receive a confirmation email after the test chair has confirmed the video link works and all documents have been received.

Results:

Results of the test will be returned to the skater and coach within one to two weeks following the deadline. If, for any reason, there is any delay in the results, the virtual test chair will contact the skater and coach.

Questions about WFSC Virtual Testing email: WFSCtesting@gmail.com