

## Submitting Recordings for the 2020 Festival

### Summary of the procedure

- Make your recording - one per entry, no edits/cuts, one take (not necessarily the first)
- Upload it to the cloud platform of your choice
- Share it (check the privacy settings)
- Complete the online form with details of your entry and the URL

**Please note: because of the practical difficulties involved, performers will not be required to provide scores or scripts for their entries.**

### The Recordings

You must submit a **video recording (i.e. not audio only)** and it must be **continuous**. It is permitted to cut the few seconds at the beginning and/or end showing you starting and stopping the recording, if you wish, but **no other cuts or edits** to the performance itself should be made, even if you are performing more than one piece for the entry (in a recital class, for instance). This means that retuning, swapping instruments (e.g. treble to descant recorder), changing stools in piano duets and so on would be included in the video.

Only **one camera** should be used (i.e. no cuts to different shots). Obviously, you may wish to make more than one recording and send us the link to whichever you consider to be the best and there is no problem with this.

**Each entry should be a separate recording.** Do not include performances intended for more than one class in a single recording. So, if you've entered three classes, you will need to upload three recordings.

Please note that Woking Music Festival cannot be held responsible for any loss or injury incurred while recordings for submission are being made. This includes observing current social distancing guidelines.

It is likely that, unless accompanists are within the same household, a live accompaniment will be not possible. If backing tracks are to be used, a good quality track should be sourced. The balance between performer and backing must be appropriate.

If a professional accompanist is engaged, the appropriate fee should be agreed prior to the recording. The Festival is not involved in this.

You might like to include a short introduction with your name and the piece(s) you are performing. This is helpful but not essential, except in classes where the syllabus requires it.

We are grateful to the Sevenoaks Three Arts Festival for making available [this video](#) and [guide](#) they gave their entrants. They were prepared by the speech and drama adjudicator for that section, but the advice is also relevant for musicians. There are also online guides on self-recording on the internet. (Many of these are intended for online auditions where the requirements are different but much of the advice still holds good.)

We recommend recording in .MP4 format, if possible, as this creates the smallest files and is therefore better suited to uploading and downloading quickly. However, if your recording isn't in this format and you aren't able to convert it, don't let that stop you from submitting it.

The adjudicator will listen to each recording and make written comments on it. These will be sent back to the Festival and forwarded as soon as possible to the people who submitted the entries for distribution, as appropriate, to the performers.

## Uploading the Recordings

Please do **NOT** send the recording itself to us. We don't have the facilities for storing such files. Instead, upload the file to whatever platform you choose, share it and send us the link. We will not forward recordings to the adjudicators.

Most people will be using **Microsoft Windows**, if this is true of you and you have a fairly recent computer, there is a good chance you will already have an Outlook/Hotmail account with **Onedrive**. This is a copy of your "Documents" folder (although this can vary, depending on how it's been set up) on a server on the internet. It's secure and only you can access it. There is plenty of information online if you need help.

- Log into your Outlook/Hotmail account and go to Onedrive. You should see your files there.
- When you hover your mouse over the name of a file, you'll see three dots appear next to it.
- Clicking on this will bring up a number of options; one of them is "Share" which you should choose.
- From there you should click on the option at the top for "Anyone with the link can edit >".
- This will open up another window and you'll see that under "Other settings" the "Allow editing" box is ticked. You should click on this to untick it. This will ensure that no-one can change the file, they can only see/hear it.
- You might also like to set an expiration date (make sure you give the adjudicator time to see it!) and a password for added security (you'll have to send us the password, or the adjudicator won't be able to access it – see below).
- When you're happy, click "Apply." This will take you back to the previous window.
- Click on "Copy link" and, in the new window, and then "Copy." You can then paste this into the online form (details below).
- If you've got several files to share, you could paste the link into a notepad or word document – making sure you keep track of which link goes with which recording! – and paste them all in one go rather than going to and fro between browser windows.

If you don't have a Onedrive account, or can't find it, it's a simple matter to [create one](#).

Another place to upload your recording(s) is to **YouTube**. You will need to create an account if you don't already have one. When you have an account, it is a question of following the links and instructions on the site to upload your recording. Please be sure to set the video(s) to "unlisted" (**NOT** "private" as the video will then only be visible to you). Doing this will ensure that only those who have the links can view the files. They will not be discoverable by anyone else (by, for example, searching for your name or the name of the piece being performed).

These are two suggested places where your files can be uploaded, but there are others, e.g. **Google Drive** (see [here](#) for security information) or **Vimeo** (see [here](#) for security information). The principle of how files are uploaded and shared is similar in most cases.

Please do **NOT** use Wetransfer or other file transfer sites which don't allow the recordings to be played directly.

As long as the recording can be accessed by a link in an internet browser, it doesn't matter which you use. You are, of course, fully entitled to share that link with anyone you like, but the Woking Music Festival will limit access strictly to those who need to have it. It is anticipated that the adjudicators will view the recordings online; they shouldn't need to download them to their computers. However, in the event that they do for whatever reason (a slow internet connection causing excessive buffering, for example), they will delete them as soon as the adjudication process is complete.

### Giving Access to the Recordings

We strongly advise that you send the link to a family member or friend who uses a different computer, not logged on to your account, to check that other people can see the performance before forwarding it to us.

[Complete the online form](#) with the necessary information.

You **MUST** be over 18 to do this. Recordings of under-18s should only be submitted by a legal guardian, or a teacher or other adult with the legal guardian's permission.

The submission and entry IDs must be accurate as these will be used to link the recording to the entry.

If you have set a **password** on a recording, it should be e-mailed separately to the Festival ([info@wokingmusicfestival.org.uk](mailto:info@wokingmusicfestival.org.uk)), giving full details of the recording it relates to, especially, again, the submission and entry IDs.