



Specific Instructions for 2021 BCPA November Mini-Gathering Competitors Grade 2 and 1 and Intermediate

Preparing for Your Live Recordings and Submitting Your Recorded Videos

Please carefully read and follow these instructions to have a smooth experience in preparing and submitting your videos for the competition. BCPA's intention during this pandemic is to make the competition experience closer to that of what you would experience at in-person competitions.

1. First, please review the Orders of Play for your events located on the BCPA website [here](#). For each event, the submitted videos will be presented to the assigned adjudicator for the event in this order.
2. **If you are entered in the Piping events**, find your name on the order of play for that event and identify the **Adjudicator Chosen Tune(s)** for your music performances (based on the tunes you submitted that appear in the Submitted Tunes cell). You are required to perform these chosen tune(s).
3. Make sure that you prepare your video recording device and performing environment to meet all the defined requirements in the [Information Guide](#).

A link to those details is in the registration confirmation email you received and also noted in the Information Guide. The Information Guide contains instructions to assist you in preparing a good quality video. We strongly recommend that you review these instructions (on Page 6 of the Information Guide) as they represent a very good compilation of guidance based on past experiences of recording high quality solo piping and drumming performances.

4. Review the Orders of Play document and note your performance date and time (all in Pacific Time) in an event and the associated Zoom Meeting Link Platform that you should join at that time on that date (you are permitted to join 5 minutes before your assigned time).

NOTE: The Orders of Play show these platforms colour coded for easy identification of the competitor's performance date & time and respective Zoom Meeting Link for the platform.

The Passcode to enter any of the designated Zoom Meeting Link Platforms is **MGNov2021**

Note: You must use a different device than your video recording device to join the Zoom Meeting.

You will be automatically placed into a Waiting Room and a BCPA Digital Steward will admit you to the meeting at your assigned time.

NOTE: When you are in the Waiting Room there will be a list of instructions on screen for you to read. Please review them carefully as the BCPA Digital Steward will briefly confirm your understanding of them when you are admitted to the meeting at your assigned time and then you can begin your performance.

5. The BCPA Digital Stewards, with their mobile phone numbers, are assigned as follows:

Platform	BCPA Digital Steward Name	Mobile Phone Number
Platform 1	Ernie Mix	+1-778-861-7840
Platform 2	Alex MacDonell	+1-778-227-8857

Please contact them if you are encountering problems in advance of your performance or to get feedback on how well the performances are running to the schedule. Text message is preferable to a phone call and should start with the letters **BCPA**. Please respect the number of times you contact the steward.

(Note: The assigned adjudicators who will later adjudicate your submitted YouTube performances will be published on the BCPA website on Wednesday November 3)

6. On entry to the meeting, the BCPA Digital Steward will briefly confirm your understanding of the instructions, ask you to turn on your video recording device, you introduce your performance with the required details, conduct your performance (respecting BCPA rules on tuning time), turn off your recording device, acknowledge the BCPA Digital Steward and exit the meeting.

7. During your performance if there is a loss of the Zoom meeting connection, keep performing. Your video recorded performance is the most important element here. Also, if during your performance you make significant mistakes or go off the tune, please try to complete your performance and not breakdown.

8. After you complete your event performance, you have up to 8 hours after you finish your event performance to upload to YouTube your event performance, appropriately titled according to the Information Guide. Ensure that your video links are marked as Unlisted or Public otherwise they will not be adjudicated.

9. Then, promptly go to the [Submit Video Details](#) link and enter in the YouTube link for the video and details of the performance AND your November Mini-Gathering Competitor Number (found in the first column of the Orders of Play). Before you click the SUBMIT button on the form, please ensure that the YouTube link is correct for the performance details you are submitting. **Ensure that you have COPIED and PASTED the YouTube link into the form; DO NOT MANUALLY TYPE IN THE CHARACTERS OF THE YOUTUBE LINK as this is prone to entering incorrect characters for the link.**

10. You will receive a confirmation email for your submitted video details. Please carefully review it, check that the YouTube link plays the correct video for the performance, and click the “Edit your response” link to correct any errors and resubmit.

11. Repeat above Steps 9 and 10 for your other events performances videos.