

MFA Duo Policy and Guidelines in a Digital Environment

Competitors will record a video or combine two videos of their performance and provide a viewable link to their coaches. Coaches will upload this link in the **Entry Details** section on Tabroom (next to each entry, click **Edit** and paste the link in the **Link to performance video** box).

If you are uploading to YouTube, students/coaches should make sure that the video privacy is set to "UNLISTED" as opposed to "PRIVATE". Students may also record via Loom, upload a file to Google Drive, or some other method. But, students should make sure that their videos can be accessed/viewed by those who have the link.

Approved platforms

For merging your recordings, we recommend the following platforms:

- ShotCut ([How-to video on YouTube](#))
- OpenShot ([How-to video on YouTube](#))
- iMovie ([How to from Apple](#))

For hosting and sharing your video, we recommend:

- Loom ([How-to on YouTube](#))
- Google Drive ([How-to on Youtube](#))
- Vimeo ([How-to video on YouTube](#))
- Youtube ([How-to from Google](#))

Standards for recordings

The goal of these standards is to provide equitable experiences for all competitors and reflect the live competition experience within reason.

1. Competitors may not use green screens, virtual backdrops, or on-screen text. Backdrops of a solid color with no special markings may be used.
2. Competitors may not use professional equipment enhancements such as professional lighting kits or professional grade camera recording and audio devices during their performance.
3. Submissions or recordings may be edited only to the extent of combining 2 nonstop videos together. There should be no other editing of the videos.
4. The camera(s) being used must remain stationary throughout the entire performance. No zooming or panning is permitted.
5. Other individuals (including a coach) may be present while filming, but audience interaction (laughing, applause, etc.) must not be included in the performance.
6. Competitors may determine how close or distant the camera is set up in order to maximize both verbal and nonverbal communication.
7. If possible, it is recommended that students and judges remove items that may be distracting in the background.
8. Before starting the performance, one or both competitors should recite the tournament-specific statement of affirmation below:

This recording is made for the [insert tournament name] on [date of tournament]. My partner and I affirm that this recording has not been used for another tournament.

Troubleshooting

If you experience difficulties while trying to record your performance (for example, degraded audio or video quality), here are a few things to try:

- If using WiFi, move your device closer to your router.
- Record at a time when fewer users are accessing your household WiFi.
- Connect your device to your router via an ethernet cable.

Recording frequency

A competitor may **not use the same recorded performance for multiple tournaments.**

Submission process

Once your single video file is ready, upload it to an online hosting service as recommended above (YouTube, Google Drive, Loom, Vimeo, etc). The service you choose must offer the ability to produce a link that is public enough for any judge to access, yet not searchable.

It is the coach's responsibility to review the recording for compliance with the standards above.

The coach should then submit the link for the recording to Tabroom. To do this:

1. Navigate to the tournament.
2. If necessary, add your entry to the tournament.
3. In the entry details, look for the **Link to Performance Video** field and paste the URL to the video.

REMINDER: The link you provide in Tabroom *must* grant permission for *any* tournament official and judge to view the video. Tabulation cannot provide a list of specific people, so ensure you configure your shared link accordingly. If, at the time of competition, a judge cannot access your recording, it could result in disqualification. Tabulation staff will attempt to reconcile with the coach within reason without significantly delaying the tournament.

Follow tournament invitation for deadlines to complete these steps.

To learn more about what happens next and how asynchronous events work in tabroom, visit the [tabroom help docs page here](#).

Round procedures for asynchronous rounds

Competitors may attend the round when possible. Competitor attendance is not required. Competitors who are present may only introduce their name or code and their piece title(s) and author(s) prior to the recording being played. No other information may be provided to judges.

No observers are allowed at any time. Only students and judges assigned to a room may access that room on the virtual platform. Tab staff may appear in order to help the tournament to function.

Guidelines for judges in asynchronous environments

To ensure a more equitable experience for participants, ensure your decision-making process and **comments are related only to the content and quality of the performance**. Remember that the video quality of a student's performance or speech may be impacted by lighting, internet, access to equipment, and other family members' presence in the home.

To better understand how judging asynchronous events in tabroom works, [check out this tabroom.com help document here.](#)