

VIDEO CONTEST INSTRUCTIONS

SFUPS VIDEO CONTEST:

- You may submit up to **two edited videos** per person, per contest. This is in addition to the still photo competitions. Your video must be shot underwater with any video camera, camcorder, DSLR or GoPro, and must consist of 90% underwater footage. No pool or aquarium video unless specified. There should not be anything in the video that could identify yourself as the author. See “HOW TO SUBMIT YOUR VIDEO” below.
- **Video length** is indicated in each contest description. These are maximum times. Your videos may be shorter. The allowed length may vary for each contest and will be strictly enforced.
- After entering your video in the contest on sfups.org, you must also **send your video** file to Tom Poff via WeTransfer.com. Send to **audiovisual@sfups.org**. This step is necessary to facilitate showing the winning videos at the monthly meetings and holiday party. Winning and placing videos that are not received will not be shown.
- **Video editing** can be done according to the videographers’ personal style and may include any or all of; color corrections, transitions, slowing down or speeding up, music, narration. Note that editing is NOT required except where specifically mentioned in a category description.
- **NOTE: Entering the contest is a two step process. 1. Enter the URL via the SFUPS website. 2. Send your video file to audiovisual@sfups.org. Sending your video file to audiovisual DOES NOT enter you in the contest.**

CONFIGURE YOUR VIDEO:

- Your video must be uploaded to your own VIMEO account. After uploading your video, make sure it is set to **Public**. Privacy settings can be found by clicking the padlock icon on the top right of the menu for your video on the right of your desktop screen. If you are returning to edit the video, go to your video **Library** then click on the thumbnail for the video to bring up this menu.
- Your video must be configured so that your **identity is hidden**. This includes making sure the end screen does not display your name. We are now enforcing this rule – any entry that displays the author’s name will be disqualified. If your video is submitted within 24 hours of the deadline, we will notify you if you need to change your settings. The process is different for free and paid Vimeo accounts.

FREE VIMEO ACCOUNTS:

- Free Vimeo accounts offer few options for customizing the player. To hide your name, we suggest one of the options below:
 - Make a dedicated free Vimeo account for your SFUPS videos under another generic name, for example, “SFUPS Member.” This way your identity is hidden without having to change your existing account.
 - Change the name on your existing free account for the week of the contest to a generic name such as “SFUPS Member,” then change it back after the contest is over.
 - Change the privacy settings of any other videos on your existing account to **Private** for the week of the contest, to ensure the player does not display an end screen prompting the viewer to watch more videos on your account.

PAID VIMEO ACCOUNTS:

- Paid Vimeo accounts are available from \$12/month and give you more control over the player. You can change your settings for your SFUPS video and hide your identity without changing the way your other videos appear.
- Click on the thumbnail for your SFUPS video in your video **Library** to change your settings for this video **only**.
- Access the advanced settings by clicking the gear icon at the bottom of the menu on the right on the home screen of your video, then click the **Advanced Settings** button in blue that appears at the very bottom right corner of the screen.
- You will be in the **General** section of the menu on the left-hand side of a new screen. Here you can add the title of your video and add a thumbnail by uploading a file or selecting a frame from your video.
- To hide your identity, click the **Embed** option from the menu on the left. From the list of sliders that appear in blue, make sure the following are turned **OFF** (grey):
 - Like
 - Share
 - Profile picture
 - Byline
 - Show Vimeo logo
- Make sure the following are turned **ON** (blue):
 - All controls (Playbar, Volume, Speed controls, Fullscreen)
 - Embed
 - Title
- Finally, click the **Interaction Tools** option below **Embed** from the menu on the left. Click the pencil icon in the **End Screen** section. From the dropdown list that appears, select **Thumbnail**. Do NOT use “loop” as this will not display correctly on SFUPS. Click the blue **Add** button, then **Save**.
- These features can also be accessed by clicking the **Player** icon below the padlock on the main menu for your video, then changing the **Appearance** and **End Screen** settings.

HOW TO SUBMIT YOUR VIDEO:

- Go to the “Enter and Vote” dropdown under the “Contest” tab on the SFUPS website to choose the appropriate contest. You must be logged in with your email and password. Click on “Submit Entry” located in the blue bar.
- Fill in the Submission Title – This must match your video title. Do not include your name as this field is visible to voters.
- Enter your video’s URL with its unique 9 digit number that looks like this:
<https://vimeo.com/123456789>
- Click on “Save” – wait until a box appears with the confirmation message “Contestants Successfully Added.” This will be your only confirmation. You will NOT receive a confirmation email.
- Once you have submitted videos they cannot be replaced, so be sure you have chosen your submissions carefully.