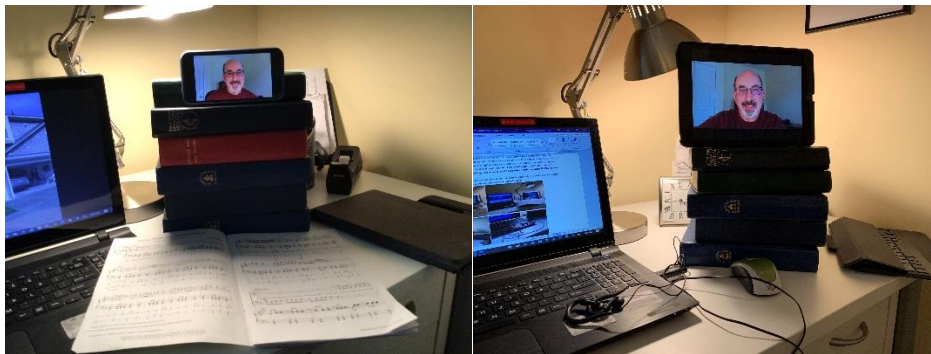




Instructions for Recording your Video file.


1. You will need **two devices** to make your recording. You will play the guide track on a PC, Mac, laptop, or tablet using wired headphones or ear buds. **(no Bluetooth)**
2. You will use your cell phone or Ipad to record your self. You do not need headphones for this. The built-in microphone will work fine.
3. Using your laptop, tablet, PC, or Mac, find the recording tracks at:
<https://www.stmatthewsva.org/christmas-eve-virtual-choir-tracks/>
4. Click the track of your choice – Soprano, Alto, Tenor, or Bass. Practice until you feel comfortable with your part. Make sure you sing at the same tempo (speed) and pitch as the guide track. Follow the phrasing and diction of the singer as best as you can.
5. When you are ready to record, make sure you are in a quite place away from TV, radio, dog barks, washing machine, etc. It is easier to make this recording seated at a desk or table. Make sure you have a light source such as a window or soft lamp in front of you. Use a windowless neutral wall behind you with limited furniture or artwork. **Please wear the following: Women-red top; Men-White shirt & Christmas tie.**
6. Place your camera device in **landscape** position at **eye level** using books or a tripod. Try and avoid the ceiling in your view. See Examples below:

7.



8.

9. Open the “Camera” app on your recording device. Set the mode to “Video”. Tap on the symbol  to switch to selfie mode. Center your self on the screen. Move camera if necessary. When recording, you need to **focus on the camera lens** or the tiny green light in the upper left corner of the phone while in landscape position.
10. **Do not look straight at your image.** Make a test video of yourself talking to help you get used to this process.
11. When you are ready to record your track, tap the symbol  to start recording then start the voice track on your listening device. Following the lead-in counting and clap with the singer. Proceed with the track. When done, stop the listening track, then tap red symbol again on phone.

12. To listen to your video, tap the image to the left of the red button. If you are not happy with it, hit trash  and repeat **step 9** as often as you like.
13. After you complete the recording, on your phone open your email “virtual choir information” and click on the link to upload your virtual choir file:
<https://ln2.sync.com/dl/75ab54c30/i8tvqhd3-syqcu2y8-ktah9kqg-g4ji4fju>

12. click "upload files."

13. Click "choose files +" - this should give you the option to choose a file from your photo library.

14. Click on the video you recorded in your photo library. Wait for it to upload. And you're done! Congratulations!!!!

For questions, contact Melvin Goodwyn at mmgoodwyn@gmail.com.

Your recordings are due by December 2!!!!