

## Tips to Preparing your Video

1. Locate a VCR player or camera that provides you with a time code display (HH:MM:SS). A 3-digit counter found on older VCR decks will not work!
2. Rewind your tapes to the beginning and reset your time code to 0:00:00.
3. Mark each cassette with an identifier (1, 2, 3, etc.).
4. Then start working through your tape marking down the cassette number and the beginning and ending time code of each clip you would like included in the video.

Note: Be careful of digital tapes where the time code starts over at 0:00:00 in the middle of a tape! These are what we call time code breaks. If your tapes have these breaks, You must indicate which time code sequence you are working in (time code 1, 2, 3, etc.). Please be as specific as you can and provide a Video Clip Sequence Description. Otherwise, it is very easy for us to select the wrong clip.

5. Use the Video Clip Description column to describe the scene (ex. Pitching, fielding, batting, etc.). You may also include any special instructions that you feel are needed.

***Keep in mind that your video will have a maximum length of approximately 5 minutes. So keep the total length or sum of the selected clips in mind so we don't have to cut off something that is critical to your presentation.***