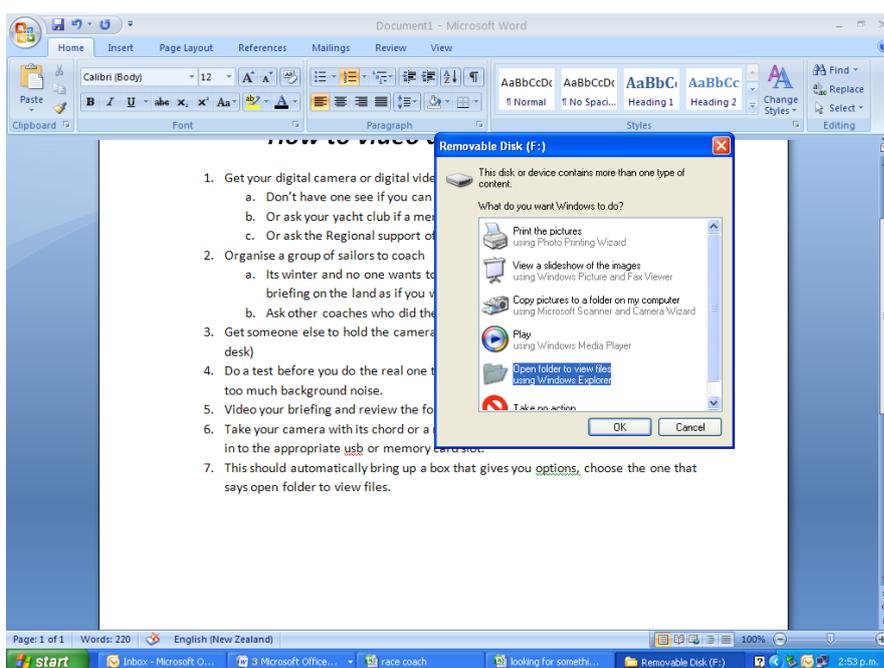


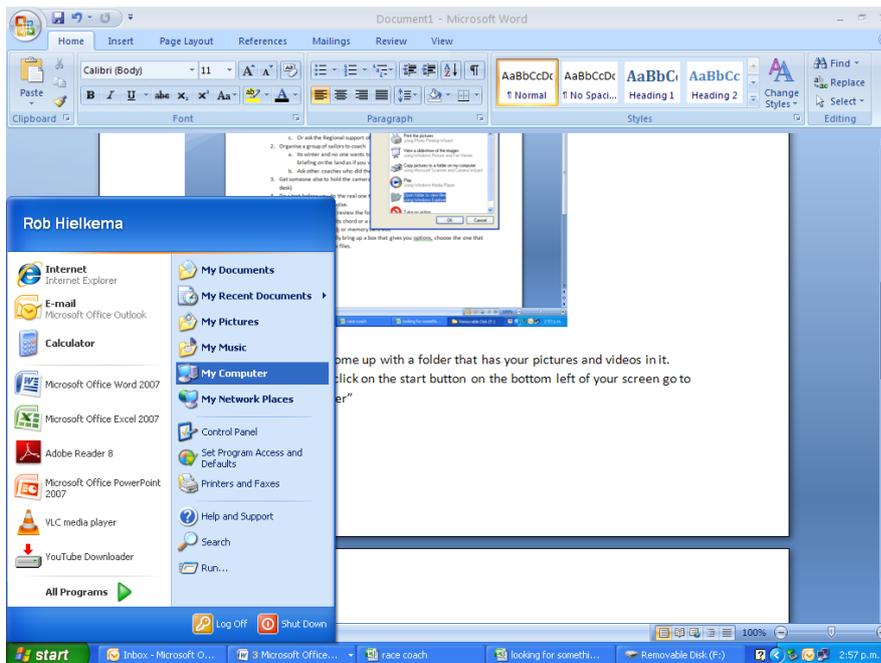
How to Video a Sailing Briefing

To Gain you're **RACE**  **Qualification!**

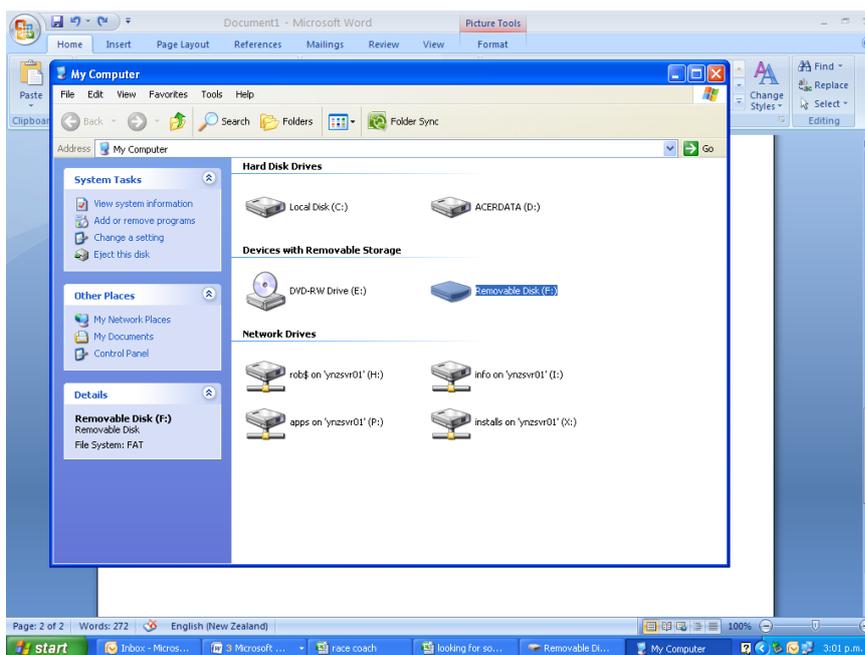
1. Get your digital camera or digital video camera
 - Don't have one see if you can borrow one from a friend or family member.
 - Or ask your yacht club if a member has one you could use.
 - Or ask the Regional support officer in your area if they can help you.
2. Organise a group of sailors to coach
 - Its winter and no one wants to go sailing (don't go out on the water, do the briefing on the land as if you were going to go sailing.)
 - Ask other coaches who did the course with you to be your students.
3. Get someone else to hold the camera or set it up on a tripod, (or balance it on a desk)
4. Do a test before you do the real one to check it picks up your voice and there is not too much background noise.
5. Video your briefing and review the footage to check the sound worked.
6. Take your camera with its chord or a memory card reader to a computer and plug it in to the appropriate USB or memory card slot.
7. This should automatically bring up a box that gives you options; choose the one that says open folder to view files.
8. (if it is the first time you are plugging this camera into this computer it may need to download some software to read properly. This won't take long. Follow the ques.



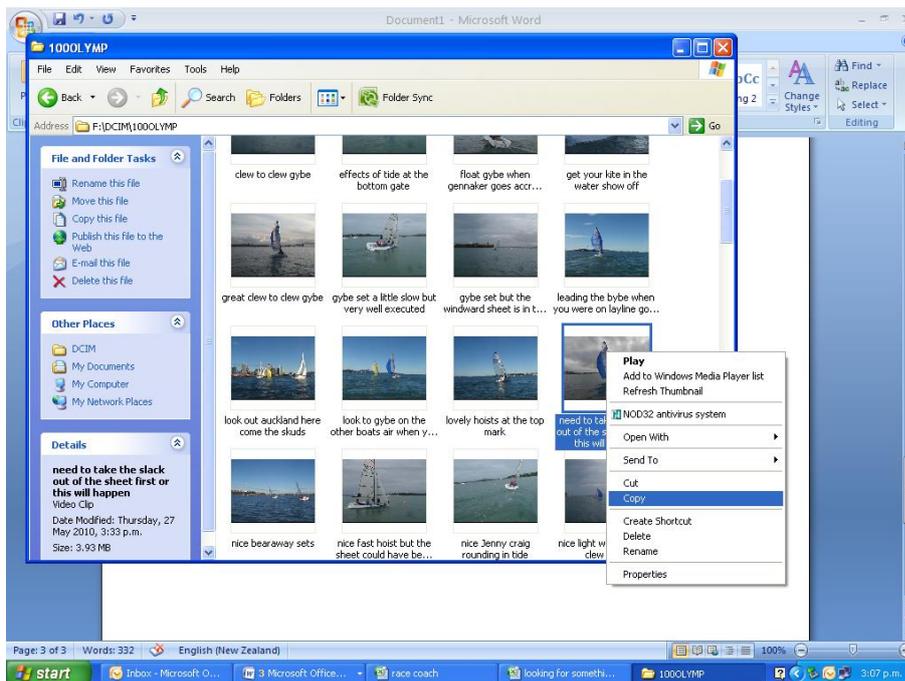
9. Click ok and it will come up with a folder that has your pictures and videos in it.
- If it doesn't click on the start button on the bottom left of your screen go to "my computer"



10. Click on this and there should be a list of storage devices and you should click on the one that is called removable disk F:

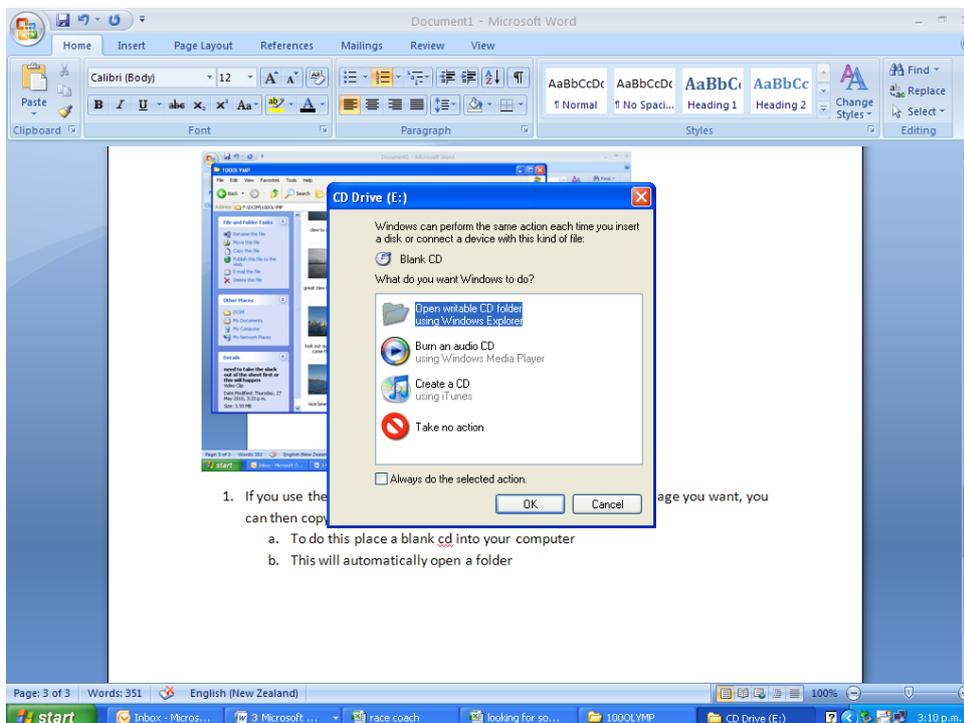


11. From here you can select the video that you want to send to me as per below

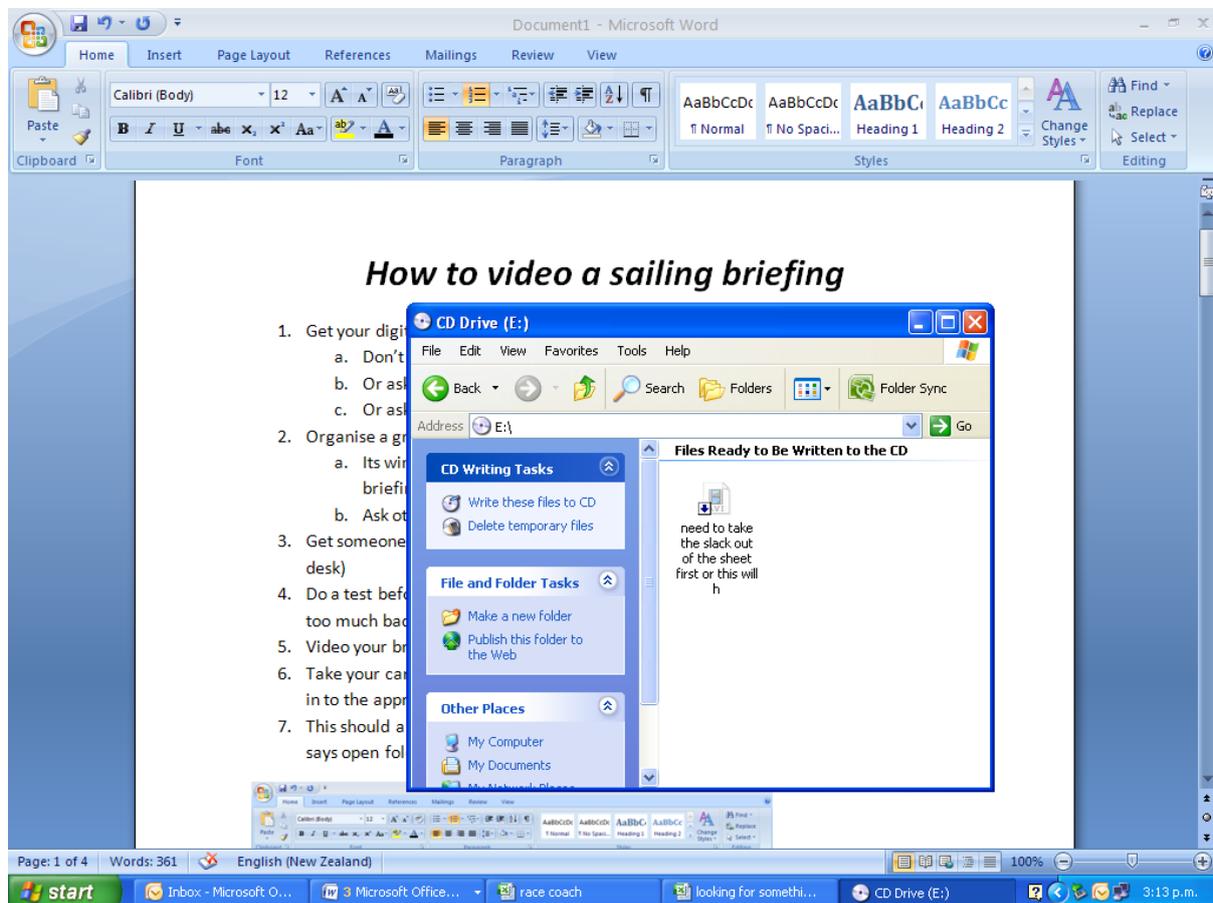


12. If you use the right hand button on your mouse and click on the image you want, you can then copy and paste the video onto a blank CD.

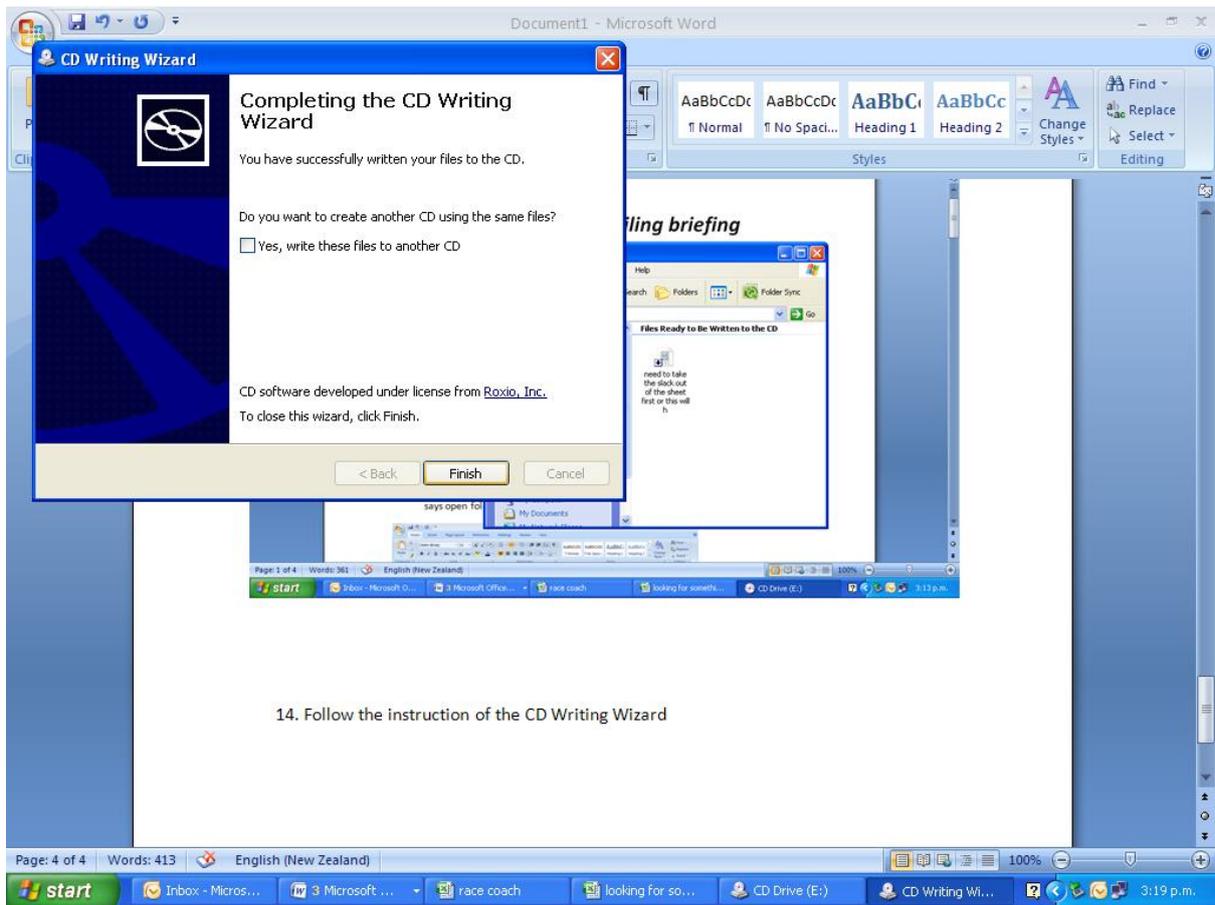
- a. To do this place a blank CD into your computer
- b. This will automatically open a folder
- c. Click on the open writable CD folder



13. When this opens use the right mouse button and click inside the folder and choose the option Paste.
14. Next find on the left hand side the box that is titled CD writing tasks and click on the “Write these files to CD” option.



15. Follow the instruction of the CD Writing Wizard
16. Then hey presto you have finished your CD Writing process and you may now become a race coach!!! Woohoo! (As long as you also send in your written lesson plan!)



14. Follow the instruction of the CD Writing Wizard

17. Now take the CD out of your computer

- write your name on the CD with a vivid permanent marker pen
- Now place your CD and lesson plan into an envelope and send it to me at YNZ
- 85 Westhaven Drive
Westhaven
Auckland

