## How to Video a Sailing Briefing

To Gain you're



**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:



Document1 - Microsoft Word	- ® X
🔁 1000LYMP	0
File Edit View Favorites Tools Help	A A Find -
P 😋 Back + 💿 - 🏂 🔎 Search 😰 Folders 🔛 - 🔯 Folder Sync	ng 2 = Change Styles = be Select =
Address 🗁 F-(DCIM(1000LYMP	Go Editing
File and Folder Tasks 🔅	▲ <u>6</u>
Consider and the second s	
Copy this file	
Web E-mail this file	
great dew to dew gybe gybe set al little slow but gybe set but the leading the bybe when very well executed windward sheet is in t you were on layline go	
Other Places	
COM Play Add to Windows Me	edia Player list
Wy Computer Refresh Thumbhail	
look out auckland here look to gybe on the lovely hoists at the top need to tak	stem
Details	
need to take the slack out of the sheet first or	
this will happen Video Clip	
Date Modified: Thursday, 27 May 2010, 3:33 p.m.	
Size: 3.93 MB nice bearaway sets nice fast hoist but the sheet could have be nice Jenny craig nice light w Rename	
Properties	4
	1
	¥
Page: 3 of 3 Words: 332 🕉 English (New Zealand)	
🛃 start 🚫 Inbox - Microsoft O 🔞 3 Microsoft Office 👻 🗟 race coach 🔹 looking for somethi 🖆 1000LYMP	🗳 🌍 🗞 🐼 😼 3:07 p.m.

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 past 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!)



## 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





