

# VIDEO REVIEW DOS AND DON'TS

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*In order to ensure a smooth process for your video review please follow these guidelines as you prepare your submission:*

1. **DO** make sure you use **ONLY** standard VHS or DVD. We do **NOT** have the technology to view tapes in any other format. Mini DVD's can be viewed by some computers and DVD players but not all. To be safe, use only the accepted formats.
2. **DO** follow all the requirements as detailed on the video checklist (i.e. camera placement, light/sound quality, **NO SHADOWS**, etc).
3. **DO** make sure you ship your tape in a protective container, especially DVD's. Tapes get damaged very easily so protect your investment.
4. **DO** make sure your tape is marked with your name and contact information. This includes the tape itself as well as its container.
5. **DO** include the Video Review Cover Sheet from the manual. It has critical information needed to process your submission. Be sure to fill it out **COMPLETELY**. Many people fail to include their training grade. We **MUST** have this information. You can also use this sheet to note any extenuating circumstances surrounding your tape (i.e., no post class interaction because of back-to-back class schedules at your club).
6. **DO** include payment or confirmation of payment if you paid online.
7. **DO** watch your video from **START** to **FINISH** to ensure there are no problems with the audio or visuals. Often tapes are fine in the beginning but cut out or have other issues as the tape progresses.
8. **DO** make a copy to keep for your records and also to have on hand in the event your tape is lost or damaged.
9. **DO** use clear, legible handwriting on all correspondence.

And finally...

10. **DO NOT** send copies of your Instructor Training grade and evaluation, personal evaluation sheets, CPR card or other extra documents. All we need is your Video Review Cover Sheet and payment.  
Your WATERinMOTION Review team thanks you and wishes you good luck!