Swivl Sign up on computer and iPad:

1. Go to SWIVL.com.
	1. Click **Sign-In** Icon in upper right corner.
	2. Scroll down and click ‘**Sign up Free’**
	3. Create free account using your NMCAA email.
	4. You will need to then activate your account by going to your NMCAA email and clicking on Swivl email and activating
2. Download app in App Store : SWIVL 

**Swivl Account**

Username: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Enter your account information.
	2. Allow Swivl to access camera and microphone.

**Notes and Tips:**

-Make sure all equipment is charged.

- Swivl needs to be a good distance away so that everyone in the home visit is visible on the screen.

**Setting** changes that need to be made:

 -Open Swivl app

 -Go to **Setting** on left side of app.

A. Under **Recording**, change **Video Quality** to **HD** .

-This will lengthen your recording time. The length is dependent on how much memory you have on your iPad.

B. Under **Uploading**

 -Turn OFF **Auto-Delete** and Turn OFF **Upload over cellular**.

-Turn ON **Flip Camera**. This will allow for the back camera to be used and children won’t be distracted by seeing themselves on the screen.

 **Recording a Home Visit:**

1. Place uncased iPad on to the SWIVL device so that the apple icon (back of the) is facing the same way as the Swivl logo and the two lights.
2. Open SWIVL App on your iPad. The recording screen may automatically open. If not, click on **Capture** in the left corner of the app.
3. Place the white chord into the iPad and the SWIVL (This allows for voice recording).
4. Turn on the actual SWIVL device by pushing the power button until the left light turn’s red and the right light turns green.
	1. A message, “Swivl would like to communicate with the Swivl Swivl 3” will appear, push **Allow**.
5. Main Marker: The parent will wear the main marker with the neck lanyard/sticker.
	1. Push and hold the power button on the main marker until the two small lights turn green.
		1. This connects the marker to the SWIVL device allowing the SWIVL to follow the person wearing the lanyard. This will also make the two lights on the SWIVL device turn green.
	2. When you are ready to begin recording you can push the record button on the iPad or push the red button on the main marker. The light on the marker will turn red when recording begins.
6. The home visitor will hold on to the secondary marker labeled B or R. This will only record home visitor’s voice. The SWIVL device only moves when the MAIN marker moves.
	1. Push the power button on the side of the second marker to turn on.
	2. You will know the voice is being recorded when the secondary marker has a green light and a red light.

**To stop the video:**

1. Push the record button on the iPad or the red button on the main (Lanyard/ heart sticker) marker.
2. Turn off the device and both markers.

**Sharing Video Observation:**