

Logging into Hudl

1. Go to www.hudl.com and enter your username (likely will be your email address) and password in the top right corner. This information should have been sent to you by an Agile Sports employee or through an automatic email from Hudl.
2. Click the **Login** button
 - Check **Remember Me** to have the system keep you logged into Hudl for the next two weeks
 - If you forget your password, enter your username on this page and click the **Forgot My Password** link to have Hudl reset your password and email the new password to you.

Changing your Password

1. Click **Profile** in the main menu to go to the Profile page
2. Click the **Password** heading
3. Enter your current password, new password, and confirm your new password again
4. Click **Change Password** to save changes

Adding Coaches to the Team

Check out the tutorial: [Managing Your Team's Coaches](#)

1. Mouse over **Manage** in the main menu and click on your team
2. Click **Coaches**
3. Click **Create New Coach**
4. Fill in the text boxes that appear in the new row in your coaches list
 - Make sure you enter a valid email address for each coach as this is how they will get their login information
 - The **Use Coach Prefix** option tells the system to use Coach Smith or John Smith when the coach's name appears in Hudl
 - The **Team Admin** option allows you to choose who is able to manage coaches and exchange films with other teams
5. Click the **Insert** link on the right side of the row to save your changes
6. Repeat steps 3-7 to add additional coaches

Adding Athletes to your Roster

Check out the tutorial: [Managing Your Team's Roster](#)

1. Mouse over **Manage** in the main menu and click on your team
2. Click **Roster**
3. Select the season you would like to edit from the **Season** drop-down.
 - Make sure you have the right season selected
4. Click **Create New Participant**
5. Fill in the text boxes that appear in the new row in your roster
 - The only required fields are **First Name** and **Last Name**
6. Enter a valid email address for all athletes that you want to be able to access Hudl
7. Click the **Insert** link at the right side of the new row to save your changes
 - If you entered an email address for the athlete, Hudl will create an account for the team and send an email to the user with the password and some basic information to get started in Hudl

- You can add an email for the user later by clicking the **Edit** link next to the entry in the roster. When you add the email address, the account will be added
8. Repeat steps 3-7 to add additional athletes

Creating Groups

Check out the tutorial: [Managing Your Team's Groups](#)

Once you have added athletes and coaches to your account, you will want to create groups in Hudl and add the members of your team to them. This will make it easier to share video, reports, and notes with your team. Instead of picking each one of your coaches to share a new cutup you made, you can just pick the “All Coaches” group you created. You will likely want to create an All Team, All Coaches, and All Players group as well as a group for each position on your team (e.g. Pitchers, Catchers, Outfield, Etc.)

1. Mouse over **Manage** in the main menu and click on your team
2. Click **Groups**
3. Click Add Group
4. Enter a **Group Name** in the **Group** dialog box. The new **Group** will appear in the list under Add Group.
5. Click on the **Group** you created and select the users you want to add to the group from the box of users next to the groups list
6. When finished, click **Save Group**, to save your changes
7. Repeat steps 3-6 to add additional groups

Creating Your Schedule

Check out the tutorial: [Creating a Schedule](#)

Your library of video and reports in Hudl is based largely on your schedule for each season. You will want to get your schedule entered into Hudl as soon as you know the opponents you will be playing and the dates you will be playing them.

1. Mouse over **Manage** in the main menu and click on your team
2. Click **Schedule**
3. Click **Create New Game**
4. Fill in the text boxes that appear in the new row in your schedule
 - The only required fields are **Date, Time (e.g. 1pm)**, and **Opponent**
5. Click the **Insert** link on the right side of the new row to save your changes
6. Repeat steps 3 – 5 for each game you will be playing in the current season

You now have completed the basic set up for your team. The next step is to start capturing video and publishing it to your team’s Hudl.com account!

Create a Project

Check out the tutorial: [Video Editor Introduction](#)

Before you continue, make sure you have downloaded and installed the Hudl Video Editor. To download the video editor, login to Hudl.com and click the **Download – Hudl Video Editor** button at the bottom of the home page to download the application installer. Install the Hudl Video Editor by double-clicking the installer. The Hudl Video Editor will not work on Mac's.

1. Open the **Hudl Video Editor**
2. Click **New Project**
3. Name the project and select a location on your computer for the project (the default location will place the project in its own folder in your My Documents\Video Editor Projects folder)
4. Click Next
5. Select a profile
 - a. Choose the profile with a team and season that matches the video you are capturing (e.g. Varsity Baseball– 2009 Season)
 - b. If you do not see your profile and have an internet connection, download your team's profile
 - i. Select **Load New Profile**
 - ii. Enter your username and password and click **Login**
 - iii. Select your team from the **Teams** box
 - iv. Select your season from the **Seasons** box
6. Click **Finish**. You now have your project set up and are ready to add video

Capturing Video

Check out the tutorial: [Single Angle Live Capture](#)

Once you have created a project, you can begin capturing film.

1. Click the **Add Video** button in the bottom left corner of the video editor
2. Name the angle that you are capturing from (such as Sideline or Baseline)
3. Click the **Start Capture** button
4. Choose your capture source from the capture source list
 - If you have not plugged your camera or DVD player into your computer, do so now and click the **Refresh List** button until the device appears
5. If you are capturing video live, select **Live Capture**. If you are capturing video that has already been recorded, select **Tape Capture**
6. Click **Start Capture** to begin capturing video
 - Your video source should appear in the video player in the top left corner of the Video Editor
7. To capture film:
 - a. If you are live capturing, press the **IN** button
 - b. If you are using tape capture, press play on your video source first and then press the **IN** button
8. To finish capturing a play:
 - a. If you are done capturing, click the **OUT** button to stop capturing the play or click the **IN** button again to end the previous play and begin recording a new play.
9. Use the keyboard shortcuts while capturing film to make adding breakdown data easier:

- a. Press [on your keyboard to Mark In a play (instead of clicking the **IN** button).
 - b. Press] on your keyboard to Mark **OUT** a play.
10. Click the **End Capture** button at the bottom of the Hudl Video Editor to finish capturing video. More specific information about capturing video is discussed in the *Entering Data While Capturing* section.

Entering Data while Capturing

Breakdown data helps add value to the film in Hudl. As a coach, you can enter breakdown data anytime you are using Hudl:

- While capturing video in the Hudl Video Editor
- In the Hudl Video Editor when capturing is complete (see *Entering Data after Capture*)
- On Hudl.com after you have published the video

This section describes how to add breakdown data while capturing in the Hudl Video Editor.

When capturing video, you can click any of these options to add breakdown data to a play. These values will be automatically saved

1. Click the **IN** button to begin capturing a play. A new row will appear below the video.
2. Enter values in the newly created row to tag the video with data.
3. Click the **Prepare Next Clip** button in the bottom right corner of the Quick Breakdown panel to allow you to set data for the next play before you begin recording video. This option could be useful at the very beginning of a capture or if you are live capturing a game and a team calls a time-out, allowing you to enter information for the next play before it starts.
4. Click the **End Capture** button at the bottom of the Hudl Video Editor to finish capturing video.

Entering Data after Capture

Check out the tutorial: [Edit Video Data](#)

Breakdown data helps add value to the film in Hudl. As a coach, you can enter breakdown data anytime you are using Hudl:

- While capturing video in Hudl (see *Entering Data while Capturing*)
- In the Hudl Video Editor when capturing is complete
- On Hudl.com after you have published the video

This section describes how to add breakdown data after capturing in the Hudl Video Editor.

Clips List

The easiest way to edit data in the Hudl video editor is by editing the clips list. In the clips list, each row represents a clip and each column represents a data field.

1. Click in any cell in the table to edit the data for that row
2. Select a value from the drop-down box or type your own value in the box
3. The edited data will automatically save

Once you have completed video capture and data entry, you are ready to publish the video and watch it on Hudl.com.

Publishing Video to Hudl

Check out the tutorial: [Publish Captured Video](#)

When you have finished capturing and entering breakdown data, you must publish the video to Hudl.com for it to be available to your team.

1. Click the **Publish** button at the bottom of the Hudl Video Editor
2. Enter your login information and click **Login**
3. Choose where you would like the video to reside in your Hudl library by selecting a game from the **Game** list
4. Click **Next** to select the game
5. Select a **Category** and with whom to share the video with once it is published
 - a. By default, the game will be selected, the video will publish underneath the Game Footage category
 - b. Select Practice to publish the film under the practice category for that game. A **Name** box will appear, allowing you to name the practice footage (for instance, Wednesday's Practice).
 - c. Select **Opponent Scout** to publish the film under the opponent scout category for that game. **Scouted Team**, **Opposing Team**, and **Date** text boxes will appear, allowing you to define the home and away teams in the game footage as well as the date in which the game occurred.
6. Click **Publish** to publish the video to Hudl
The publish process will now begin. This process may take a few hours depending upon the speed of your computer and the strength of your internet connection. When the four progress bars have completely finished, your game is completely published to Hudl.com
 - Each individual clip will become available on Hudl.com once the publish process (as indicated by the Publish progress bar) has completed

Watching Video in Hudl

Check out the tutorial: [Watching Videos in Hudl](#)

Once you have published your video, you can now watch it on Hudl.com.

1. Login to Hudl (for more information about logging into Hudl, see the *Logging into Hudl* section)
2. Mouse over **Libraries** in the main menu and click on your team. The library for your team will now load
3. Select your game from the **Library**
 - a. Click the plus signs to expand the library
 - b. Click in the checkbox next to the video you published to load the playlist. The playlist will load in the clips list at the bottom of the screen
4. Click the blue play button on the left side of a clip's row in the clips list to load the clip in the video player.
5. Use the playback controls at the bottom of the video player to control video playback.