Christ Episcopal Church | Valdosta, GA
Streamyard manual for livestreaming | Updated 06/10/2022
CHANGES IN ALL CAPS BELOW

1. Using the Google Chrome browser, log onto the church's account (or an authorized team member's account) on Streamyard (https://streamyard.com). Streamyard prefers Chrome.

2. Select the "Create a broadcast" option, then "New broadcast."

3. If this is a test, select the "Record only" option. If this is a live broadcast, select both Facebook and YouTube platform options. Then add a title for the broadcast and a description. [*An example of the title and description for a broadcast is at the end of this document.*] This title and description will be displayed as part of the live stream on both platforms and then are saved in the archived version. [*Need further instructions on what to do if the account information for Facebook and YouTube have been deleted for some reason – how to reconnect.*]

4. Give the broadcast a title. This title is for internal use only.

5. Check to see that the church's iPhone camera (video feed) and microphone (audio feed) are connected. Make sure that the audio feed from the Behringer mixer is selected as the camera's audio feed. [Need the technical name for this mixer as recognized by Streamyard – add on 03/27.] Check the audio levels. Make sure the box for "Echo cancellation" is unchecked. Check the box for "Automatically adjust mic volume." Then select the "Enter studio" option.

6. Go to the "Brand" area on the right column. The Brand color should be set to "#e9fe7". The Theme should be set to "Block".

7. Add the church's live camera feed to the Stream by clicking that boxed area on the bottom left. Never remove the church iPhone's video feed since it also carries the live audio feed from the Behringer mixer. The church iPhone video feed can be covered up by another camera video feed or an image overlay without removing that Behringer audio feed. This feed is the default feed for the entire broadcast. **IF THE CHURCH IPHONE'S CAMERA FEED IS LOST, RE-ESTABLISH IT BY DISCONNECTING THE CABLES BETWEEN THE CHURCH IPHONE AND THE LAPTOP RUNNING STREAMYARD. AFTER RECONNECTING, CHECK TO BE SURE THAT THE AUDIO INPUT IS SET FOR THE BEHRINGER MIXER (THE "CODEC" DEVICE") AND NOT THE LAPTOP'S INTERNAL MICROPHONE.**

8. Back in the "Brand-Overlay" area, click on the title slide for this week in the liturgical cycle. This puts this slide on top of the live camera view, hiding that live view. This title slide image is the first thing that goes online in a live broadcast.

9. Check the time on the master clock that controls the bell in the tower. This master clock is part of the bell control panel in the alcove next to the choir and organ. Note that time and determine if it will affect the start time of the broadcast. **AS A GENERAL RULE, WE ARE DISREGARDING THE CLOCK TIME AND STARTING AT 9:54 A.M. AS MEASURED BY THE LAPTOP CLOCK, WHICH SHOULD BE REGULATED BY THE INTERNET. THIS WILL HELP TO KEEP THE START OF THE BROADCAST CONSISTENT WITH THOSE PARTICIPATING REMOTELY, SINCE THEY HAVE NO WAY OF KNOWING IF THE CHURCH MASTER BELL TOWER CLOCK IS FAST OR SLOW. HOWEVER, EXCEPTIONS TO THIS CAN OCCUR AS DEEMED APPROPRIATE AT A GIVEN SERVICE.**

10. At 9:54 a.m., if this broadcast is only a test, click "Record" in the upper right corner. If this is a live broadcast, click "Go live" in the upper right corner. Wait to see if the green checkmarks appear to indicate that the stream is actually registering on the church's Facebook page and YouTube channel. This might take a long as a minute.

11. At 9:55 a.m., go to the "Video clips" area of the "Brand" resource area and start the video with the introductory slideshow of church photographs. Then go to the Banners area on the right column and select the banner with the text "The worship service will begin soon." This banner text will run at the bottom of the video slide show, which is five minutes long. The organ prelude will start sometime during this five-minute period, and the prelude audio will play with the slide show (which has no audio track). [Note: if there is another introductory video that needs to be played, such as an update video from Fr. Perkins, then this whole time sequence will need to be re-thought. One important principle is to arrange the timing so that the whole of the organ prelude is included, since the prelude has a definite beginning, middle and end.]

12. At 10:00 a.m., at the conclusion of the introductory video, remove the video and remove the banner text. Then go to the live video feed from the church's iPhone or another remote iPhone (such as the one over the rear doors) as the bell rings and the processional starts. If feeds from remote cameras are available, then add or remove those to the live stream as appropriate during the service. In general, keep one camera view online for at least 15 seconds to avoid "whiplash" as different images appear and then disappear.

13. Continue with the live camera video feed(s) until the offertory. Then go to the Banner area and start the banner text with the "To donate, text your $ amount to 844-928-4938 and follow link to complete the donation." Stop that banner at the end of the offertory.

14. At the start of the distribution of Communion to those in the church, go to the "Video clips" area on the right side and click on the "CCV-Communion-slides" video. This will move that video onto the live stream view, masking the live camera feed. The banner text "We will return to the live camera view following Communion" is already running at the bottom of that video, having been recorded along with the three slides (Communion

Prayer information, text of the Communion Prayer, availability of Communion wafer pickup in the church office during the week).

15. At the end of Communion within the church, click that video clip area to remove it from the live stream view. Continue with the live camera view.

16. After the recessional and the dismissal, go to the "Brand" area and click on the slide for "CCV info end slide." That will go into the live stream replacing the live camera view. Start the banner text for "Thank you for participating in this service." Keep this slide online until the end of the organ postlude.

17. After the organ postlude ends, go to the "Brand" area and click on the all-black slide to move it on top of the live camera view. Then after a few seconds, move the audio setting down to zero. Stop the banner text.

18. Then go to the upper right corner and press "End broadcast." This will stop the recording of the broadcast if it has only been a test. If it was a live stream onto Facebook and YouTube, it will end those livestreams and then will save those videos onto both platforms. It will also save a recording of the broadcast into the "Videos" area of Streamyard (on the left column).

19. Check the church's Facebook page and YouTube channel. If the video of the livestream is available, stop. If for some reason it is not available, then go to the Streamyard "Videos" area, download the service's video recording, and then upload it to the social media platform. *[Need further instructions on how to do this while in the church, or whether it should be done later from a remote location by Kim or someone else.]*

Note: the title slides, the banner texts, and the introduction and the Communion video clip resources should already be present in the right hand column of Streamyard as soon as one logs into our church's account. Kim will be able to create and upload those resources to the church's Streamyard account in advance once we move into production mode. So the operator will only have to start the computer, log into the church's account on Streamyard, check to see that the needed resources are available, and then start following the steps in this manual. .

Example of title and description information for a broadcast

Christ Episcopal Church | The Third Sunday of Easter | May 1, 2022

A video of the worship service at 10:00 a.m. on May 1, 2022, the Third Sunday of Easter.

The bulletin for this service is online here:

[Get the link for the current bulletin from the current Friday emailed bulletin and insert it here. For example, the bulletin link for May 1 is below.]

http://christchurchvaldosta.org/wp-content/uploads/2022/04/May-1-2022-bulletin-1000-Booklet.pdf

#episcopal #episcopalchurch #episcopalian #church #jesusmovement #wayoflove #anglican #christian #jesus #prayer #christianity #allarewelcome #GA #ChristEpiscopalValdosta #Valdosta #Georgia #God #faith #love #anglicancommunion #worship #bookofcommonprayer #livestreaming #virtualworship #onlinechurch #wearethechurch #churchhunting

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For more information: http://www.christchurchvaldosta.org | 229-242-5115.