

Christ Episcopal Church, Valdosta, GA Livestreaming Punchlist & Manual, 06/28/2022

Set-up Table equipment

- Arrive around 9:00 to allow time for troubleshooting if needed
- Plug white power cord from the speaker caddie into the wall outlet
If needed, open the caddie, and press the switch on the power strip to power the speakers/mixer
- Plug USB hub into computer
- Ensure USB output from the Behringer502 is plugged into the USB hub

iPhone

- Retrieve the iPhone from the Blue Box - Plug the iPhone into the USB Hub using the cord stored inside the caddie
- Power up the iPhone (password is 001521)
- The iPhone should be in Do Not Disturb (probably already set)
- On the iPhone, start the "GetCam" app (it will not fully load until steps below are completed)
- Set-up the tripod & attached the iPhone

Set-up Audio Transmitters

(Transmitters are stored on top of the cabinet just below the PA Mixer cabinet - the batteries should be in the charger, green lights indicated charged)

- Install batteries into both transmitter and turn transmitters on
- Place the transmitter labelled "windowsill" in the windowsill next to the Episcopal flag

Initial Set up in Streamyard

- On the computer, using the Google Chrome browser, log onto the church's Streamyard (or an authorized team member's account) (<https://streamyard.com>). Streamyard prefers Chrome.
- Select "Create a broadcast" option
- Select "New broadcast."
 - If this is a live broadcast, select both Facebook and YouTube platform options.
 - If this is a test, select the "Record only" option.
- 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.]
- Give the broadcast a title. This title is for internal use only.
- 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 settings.
 - Make sure the box for "Echo cancellation" is unchecked.**
 - The box for "Automatically adjust mic volume" should be checked
 - You can test the podium mic now
- Now - select the "Enter studio" option.
- Go to the "Brand" area on the right column. The Brand color should be set to "#e9fe7". The Theme should be set to "Block".

Initial Set up in Streamyard (continued)

- 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.*

Add another smartphone camera over Wi-Fi (for view from rear church)

From within Streamyard:

- In the Streamyard Broadcast Studio, click INVITE at the bottom of the screen.
The icon looks like a plus sign next to a person's head and shoulders.
- Get the link that pops up on the screen. Alternatively, you can go to the link for the whole broadcast in the address bar and copy that.
- Send that link to the other smartphone by text message or email. Both work, so pick one.

On the Remote Smartphone:

- Link the smartphone to a Bluetooth speaker with a volume control
- Click on that link to join the broadcast studio.
- Click to ALLOW MIC/CAM ACCESS. You might have to do this twice.
- Turn the smartphone horizontal (landscape mode).
- Mute the camera's microphone.
- SILENCE ALL AUDIO OUTPUTS ON THE SMARTPHONE.
This means to click the switch on the left side to "red – silent" and to press the bottom button on the left side to silence the speaker. Check these settings as the smartphone is being inserted in the holder. In Settings, go to Camera. Switch to Back camera.
- Enter a name in the DISPLAY NAME section. This is just to identify the smartphone camera in the Streamyard broadcast studio.
- Click ENTER STUDIO.
The preview screen on the smartphone will initially be all black. When the host connects to the smartphone, it will show the image seen through the smartphone camera. The side screen on the smartphone will display this message: "You're in the show! Everyone can see and hear you." This is not necessarily true. The image coming through the smartphone to the broadcast studio is only a part of the broadcast when the host decides to put it there. Otherwise, the host can see it as one of the camera views available to be a part of the broadcast.
- Place the phone in the holder above the rear church doors
If an external battery is required, attached it first
Also note: The zoom "pinch & spread" movements (using your fingers to zoom in and out) are not transmitted to the broadcast studio. The smartphone view screen might show the results of zooming in and out, but only the basic, un-zoomed image makes it to the broadcast studio. So don't bother with trying to zoom. Just try to frame the main default image as best you can by moving the smartphone itself.
- Adjust the volume on the Bluetooth speaker to zero and place it in the bell tower

Final Prep in Streamyard

Load Title Slide:

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.

Going Live

At 9:54 a.m. (or earlier if you are aware that the prelude music will start earlier)

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 as long as a minute.

(If this broadcast is only a test, click “Record” in the upper right corner.)

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.

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).

At 10:00 a.m.

At the conclusion of the introductory video, remove the video and remove the banner text.

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.

Throughout the broadcast

Audio management – monitor the LED lights on the Behringer Mixer

Adjust to keep out of the red.

Adjust room mic up to pick up persons who are not mic’d, but adjust down if not needed

Video feeds - 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.

iPhone management – in general, follow the “action”, zoom in when one person is speaking, zoom out during sections that have many crowd responses

During the offertory

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.

At the start of the distribution of Communion to those in the church

Go to the “Video clips” area on the right side & 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 3 Prayer information, text of the Communion Prayer, availability of Communion wafer pickup in the church office during the week).

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.

- 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.
Point the camera up (or take it off the tripod) so that folks will not it is not active*
 - Start the banner text for “Thank you for participating in this service.”
Keep this slide online until the end of the organ postlude.
- 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.
 - 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).
- 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.]**

Pack-up

- Return the iPhone to the blue toolbox (leave the charging cord with the cart).
- Give the toolbox to Nancy Lutsko .
- Wireless Transmitters
 - Turn the wireless transmitter off and remove the batteries.
 - Place the batteries in the charger (solid red means “charging”)
 - Place the windowsill lapel on the cabinet below the main mixer
- Once no longer needed, the power for that caddie can be unplugged
- Take down the remote smartphone, click the LEAVE mark to remove the smartphone camera from the broadcast studio.

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

Music streamed online under the terms of CCLI #20674376 or One License #A737795.

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

Other Notes

- The title slides, the banner texts, and the introduction and the Communion video clip resources should already be present in the righthand 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.
- 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.
- If there is another introductory video that needs to be played, such as an update video from Fr. Perkins, then the whole starting-time sequence will need to be re-thought. One important principle is to try and arrange the timing so that the whole of the organ prelude is included, since the prelude has a definite beginning, middle and end.]

iPhone and Audio tips

- The iPhone will be used for video only (it is not used to capture sound)
Other visual content (slides, pre-recorded video, text, ...) will be preloaded on the computer
- FYI - The mounted computer speakers are monitors only - their volume and tone knobs do not impact the Livestream audio, but you can potentially hear issues using them.

Sound Adjustments:

- On our Behringer mixer, watch the Level Indicator Lights and adjust to stay in lower or middle green as needed. A little bit of Yellow is OK, but Red should be avoided.

Channel 1 controls the windowsill mic

Usually, the "Level can stay at 0 (i.e., meaning no additional or reduction in volume)

If someone is speaking without a mic, you can turn it up

During the sermon, since the priest is mic'd (hopefully), you can turn it down

Channel 2/3 controls the feed from the Church PA and is the primary audio source

Usually, the "Level can stay at 0 (i.e., meaning no additional or reduction in volume)

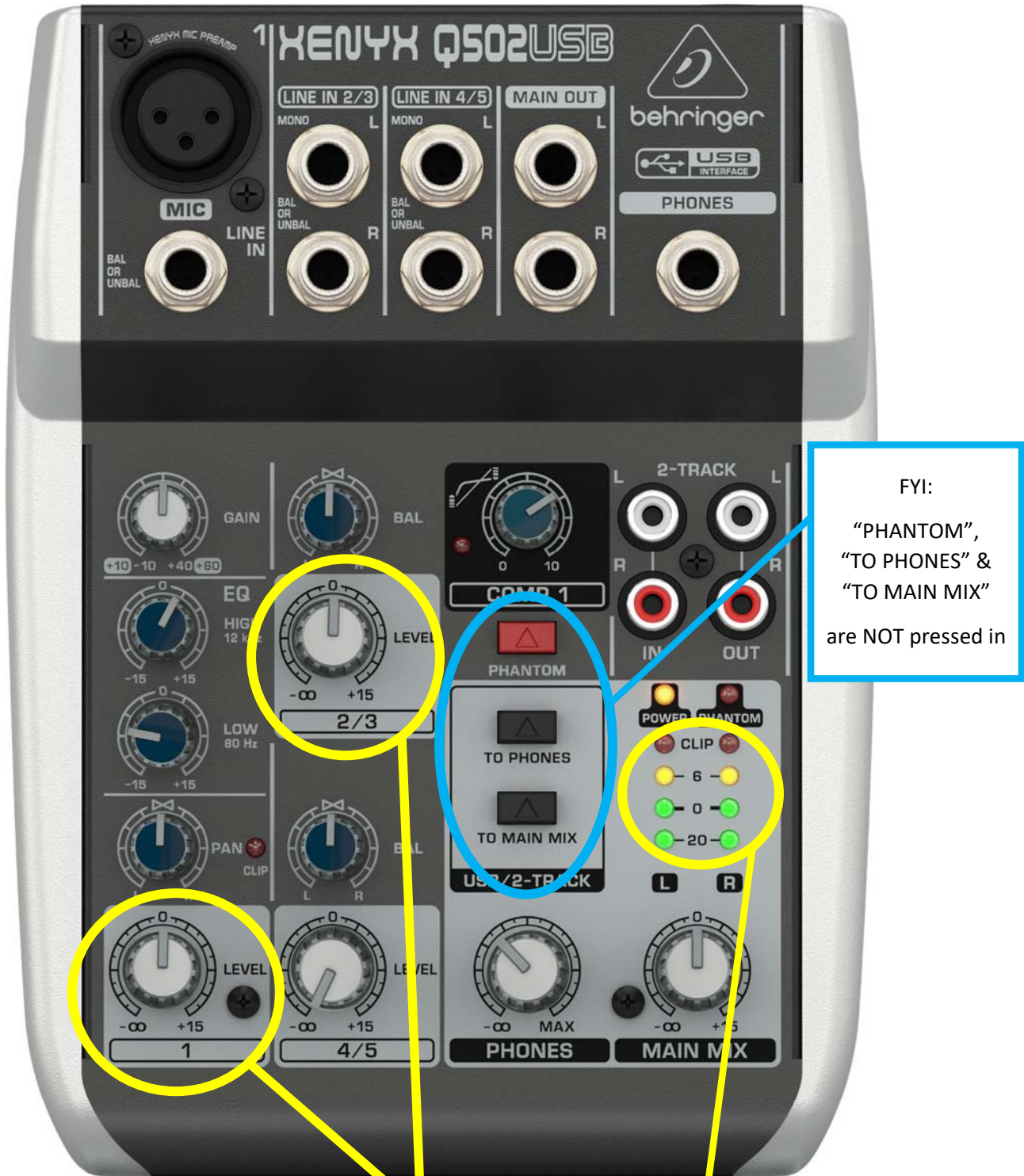
If, for example Ft Perkins' mic is extra "hot", you may have to dial 2/3 level down a touch during times like his sermon.

- You shouldn't have to adjust the Main Mix, Phones, or channel 4/5
- If the priest forgets to turn the microphone on, try to get their attention to let them know, but don't panic about it. Sometimes you can compensate by temporarily turning up channel 1 level
- FYI - The podium mic should stay on always

Camera View

- Point and zoom toward the "action". Generally:
- Zoom out when the congregation is involved. Examples might be the opening greetings, hymns, psalms, the Lord's Prayer
- Zoom in for readings, sermon, preparation of the wine & bread, ...
- If needed, you can monitor the broadcast by looking at the laptop view

FYI: Set knobs as shown but adjust if needed, 06 27 2022 -



Typically, start with the knobs set at "0" as shown, but adjust as needed so that led indicator lights stay in green, mostly not yellow, and not in red.

Channel 1 – windowsill lapel mic
Channel 2/3 – feed from Main PA