Christ Episcopal Church, Valdosta, GA
Livestreaming Punchlist & Manual, 08/23/2022

Set-up equipment

Arrive around 9:00 to allow time for troubleshooting if needed

The laptop computer, iPhone, windowsill wireless transmitter and batteries are all stored in the cabinet below the main PA panel

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

Main 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 *(the batteries should be in the charger; green lights indicate 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

Start the laptop (pw 001521) -

There is a desktop link to start StreamYard – click and start

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 (typically refer to the day's bulletin)

Add a description.

Typically, cut & paste this from a word file. 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.]*==

Check the church's iPhone camera (video feed) and microphone (audio feed)

If you can't see the iPhone video feed, try unplugging/replugging the iPhone USB; If that does not work try restarting iphone and/or computer

Make sure that the audio feed from the Behringer mixer is selected as the camera's audio feed. Look for and choose "Default – Microsoft (2-USB Audio CODEC) (08bb:2902)" (see photo page 10)

You can also tap pinhole located to the right of the laptop screen camera – if you have inadvertently chosen the laptop microphone, you can see the green microphone indicator dots in Streamyard re-act – this indicates you have chosen an incorrect mic in Streamyard.

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

Initial Set up in Streamyard (continued)

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".

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 on the laptop:

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. You can send via the CCVStreaming2@gmail.com email account that has a link on the laptop's desktop

On the Remote Smartphone:

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.

Set to "Do Not Disturb"

Click on that link sent from Streamyard (or manually type in the link) to join the broadcast studio.

Click to ALLOW MIC/CAM ACCESS. You might have to do this twice.

Choose "settings", then "camera" and change to "Back Camera"

Optional – not sure this has any affect since we are going to mute the mic -

Choose "Settings" again, then "Audio", then de-deselect "Echo Cancellation"; select "automatically adjust mic volume". Move the Mic Volume slider all the way to the left

Choose "Mute" (this is better than muting later from Streamyard on the laptop)

Enter a display name that you will recognize in StreamYard (maybe "Rear Camera")

Turn the smartphone horizontal (landscape mode).

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.

Now, while Streamyard is active on the iPhone, turn all volumes down all the way

There still may be some sound coming from the iphone, but hopefully at a low, tolerable level

Plug the White "3.5mm Audio+Charge Adapter" into the iphone and then plug the 3.5mm splitter into the adapter. *Hopefully this will eliminate sounds from coming from the iphone.*

You can also turn brightness down (to maybe save the battery life)

Place the iphone in the holder above the rear door – check the alignment by looking at the laptop and adjust if need – use a shim or folded piece of paper if needed.

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.

Final Prep in Streamyard

Make sure the mic is muted for the rear iphone

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

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 a long as a minute.

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

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).

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.

>   After a few seconds, move the audio setting down to zero. Stop the banner text.

>   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).

>   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 button to remove the smartphone camera from the broadcast studio.

>   Store the laptop (w/power cord plugged in), iphone and windowsill transmitter in the cabinet

>   Place the batteries in the charger – look for solid red lights

Things to do before and after a livestream (Draft 2022-0628a – Julius)

No later than 12 noon on the Wednesday before a Sunday livestream, send the names of the stream team members on duty to Kim Dudley to be included in the bulletin for that service.

No later than 12 noon on the Wednesday before a Friday bulletin, send in a short article and image (if desired) about live streaming to Kim Dudley to be included in that Friday bulletin. This could be some information specific to that stream or some item of general information about the streaming ministry.

On the Friday before a Sunday livestream, prepare the cover image slide to be used for that service. This is a graphic image cropped to 1280px X 720px that contains the date of the service. Upload that graphic image to the Streamyard dashboard so it can be used on that Sunday.

On the Friday before a Sunday livestream, prepare a Word document with the title and description information needed to set up the Facebook and YouTube livestreams. Get the link to the bulletin from the Friday email to the congregation that goes out at 11:58 a.m. Save that Word file on the laptop being used to control the livestream on that Sunday.

On the Friday before a Sunday livestream, post a notice on the church's Facebook page using that cover image slide (see #3 above) with the plans for the livestreamed service. Share that Facebook post with anyone willing to have it shared on other personal Facebook pages.

After the livestream ends, download the file recording of the service and then upload it to the Dropbox folder of all of the recordings shared with Fr. Perkins.

After the livestream ends on a Sunday, go to the church's YouTube channel and add the cover image slide as the "thumbnail" image for that recording. Then go to the channel inventory display in YouTube and set that current recording as the first one to display to people who have subscribed and who have not subscribed.

Send the recording links on Facebook and YouTube by email to all of the stream team members along with any "lessons learned" comments. Ask others to add their own comments in a "reply all" email.

If there are particular moments within the livestream that might be interesting as separate video and audio clips, extract those clips, post them on the church's Facebook page and YouTube channel, and then send the link information to Kim Dudley to inform the congregation by email and by a Facebook post as deemed appropriate.

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.]

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
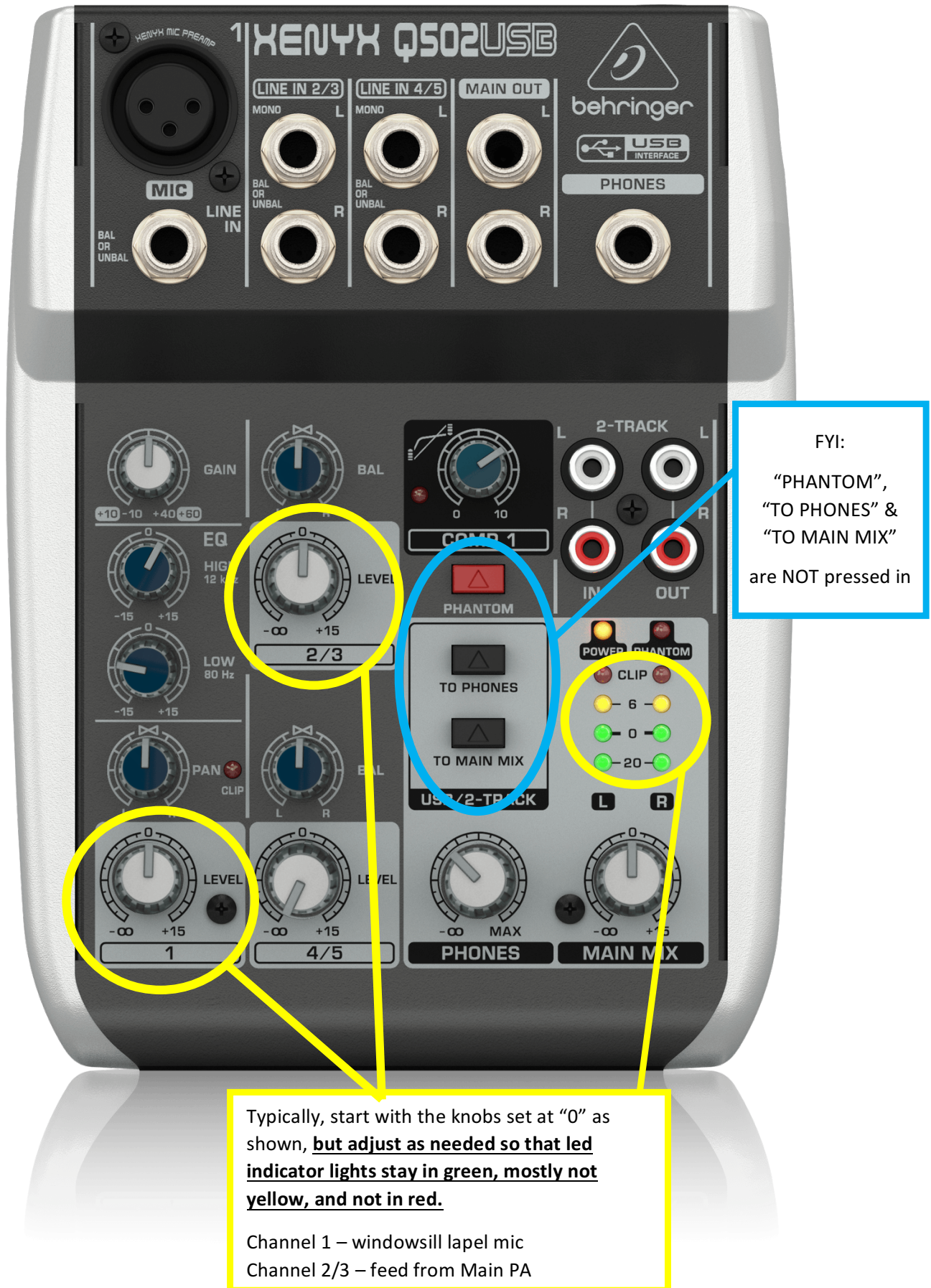- FYI - The podium mic should stay on always

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 tons knobs do not impact the Livestream audio, but you can potentially hear issues using them.

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 -

FYI:

"PHANTOM", "TO PHONES" & "TO MAIN MIX"

are NOT pressed in

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

Audio Settings in Streamyard