

Livestreaming Manual

3/15/2023

Christ Episcopal Church, Valdosta, GA

(1) SET-UP – Power Up and Initial Setup in Streamyard

(2) Setting up Cameras views on the 2nd monitor

(3) Controlling Cameras with the Joystick Console.

(4) Using Streamyard

(5) What to do & when

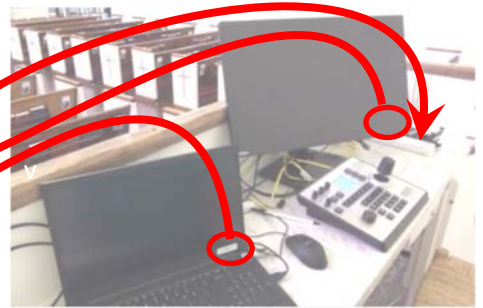
(6) Additional Information

- Add another smartphone camera over Wi-Fi (for view from other areas, such as the Memorial Garden)
- Streamyard - Set-up a broadcast or recording.
- Other Notes

(1) SET-UP – Power Up and Initial Setup in Streamyard

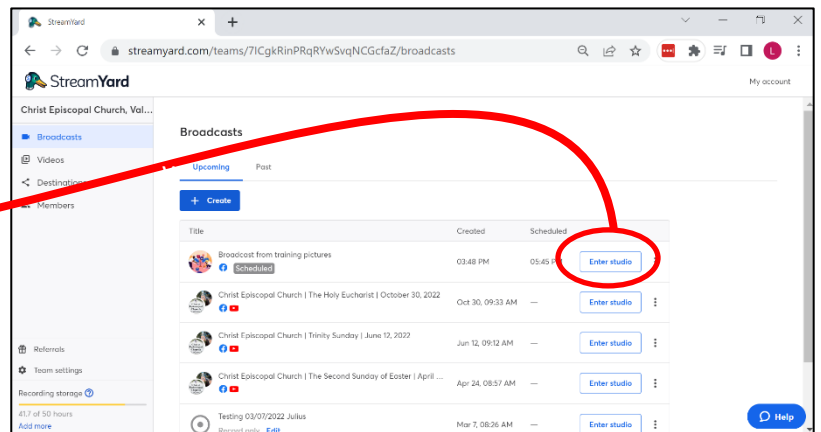
Power-up

- ❑ Arrive around 9:00 to allow time for troubleshooting if needed.
- ❑ Go through the punch list titled “Power-up the PA System”
- ❑ Inside the booth:
 - Power up the power strip on the countertop next to the door
(the strip below the drawer should already be on)
 - Turn the extra monitor screen on (lower righthand)
 - Power up the laptop if not already powered up
(pw 001521).

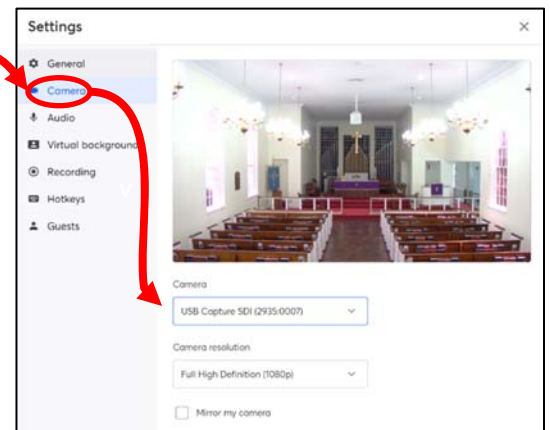
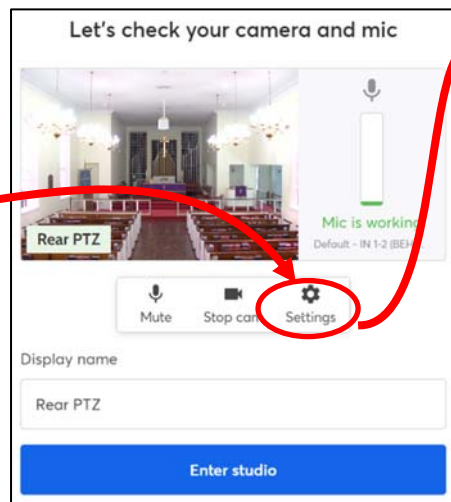


Initial Setup in Streamyard

- Click on the desktop icon to launch Streamyard .
- The broadcast should be pre-scheduled in the list – select the appropriate broadcast and press “Enter studio”
(if it has not been pre-schedule, you can create one – see “Streamyard - Set-up a broadcast or recording” section later in the document)



- In Streamyard, select “Settings”, then “Camera”, then select one of the SDI cameras (usually the rear camera)



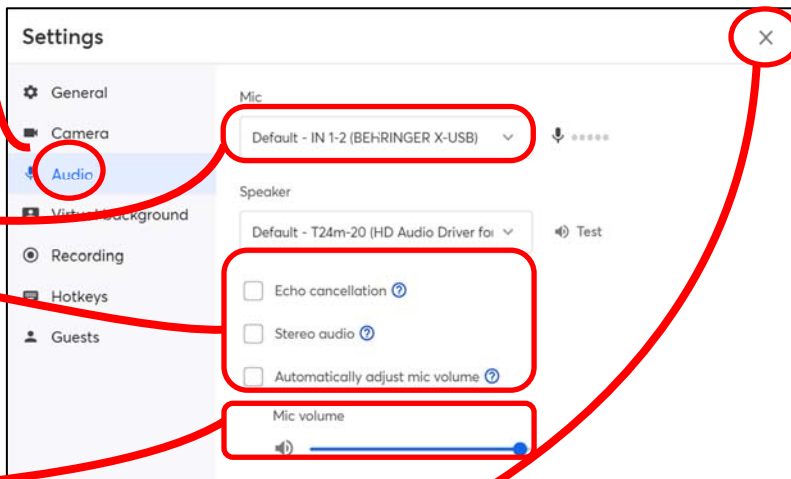
(1) ***SET-UP – Power Up and Initial Setup in Streamyard*** (continued)

➤ Still in “Settings”, select “Audio”

➤ Make sure that the audio feed from the X32 mixer is selected (*Behringer 1-2*) as the audio feed. Also review the audio settings.

- ☐ Uncheck these boxes:
- “Echo cancellation”
 - “Stereo”
 - “Automatically adjust mic volume”

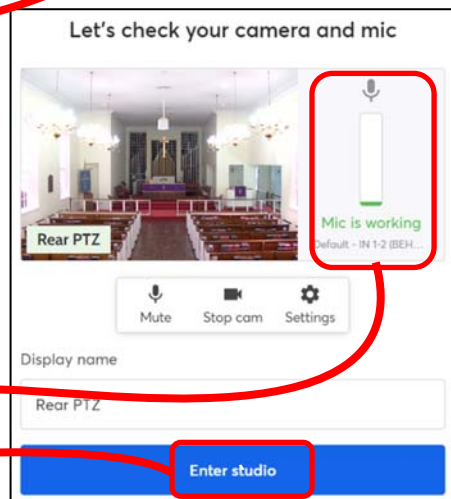
☐ The “Mic Volume” slider should be set to 190.



➤ When done with the camera and audio, click the “X” to close settings

- You can test the booth handheld mic, podium mic and/or the priest mic (and deacon’s mic) now .
- Make sure the appropriate input channels on the X32 mixer are not muted during the test.
 - Listen for sound in the church -AND- Check the indicator on the X32 mixer -AND-
 - In Streamyard, the vertical green audio indicator should not fill the entire indicator. It should be mostly in the lower 25%

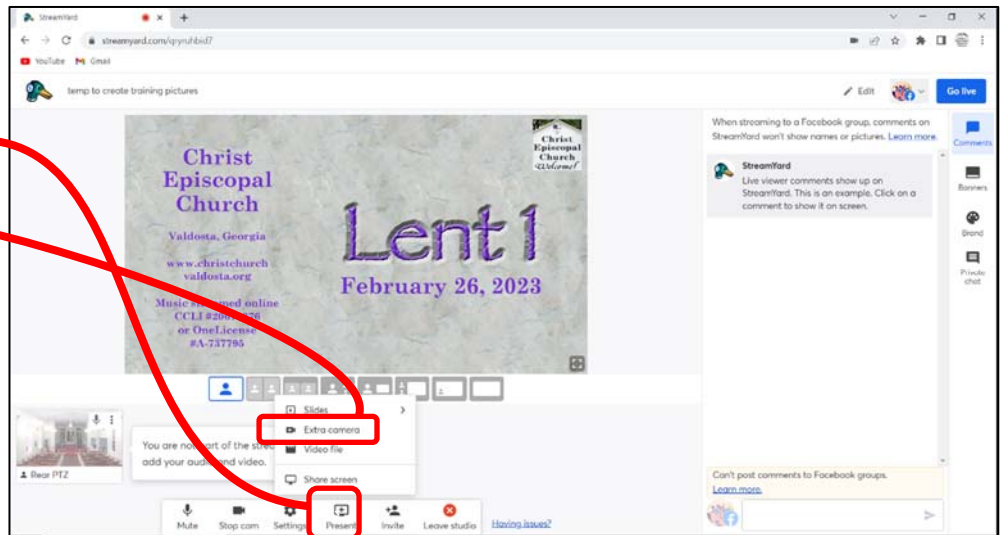
➤ When done, select “Enter studio” .
(you still will not be LIVE”)



(1) SET-UP – Power Up and Initial Setup in Streamyard (continued)

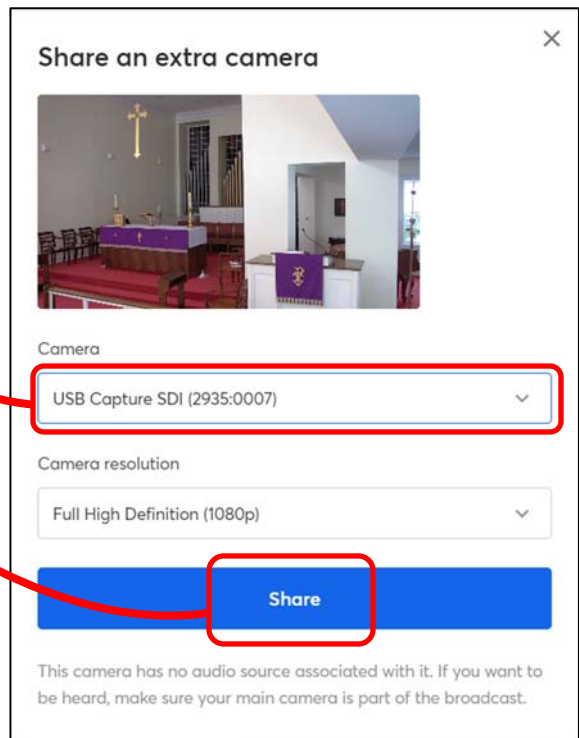
- Add the other camera by choosing:

“Present” and then
“Extra Camera.”

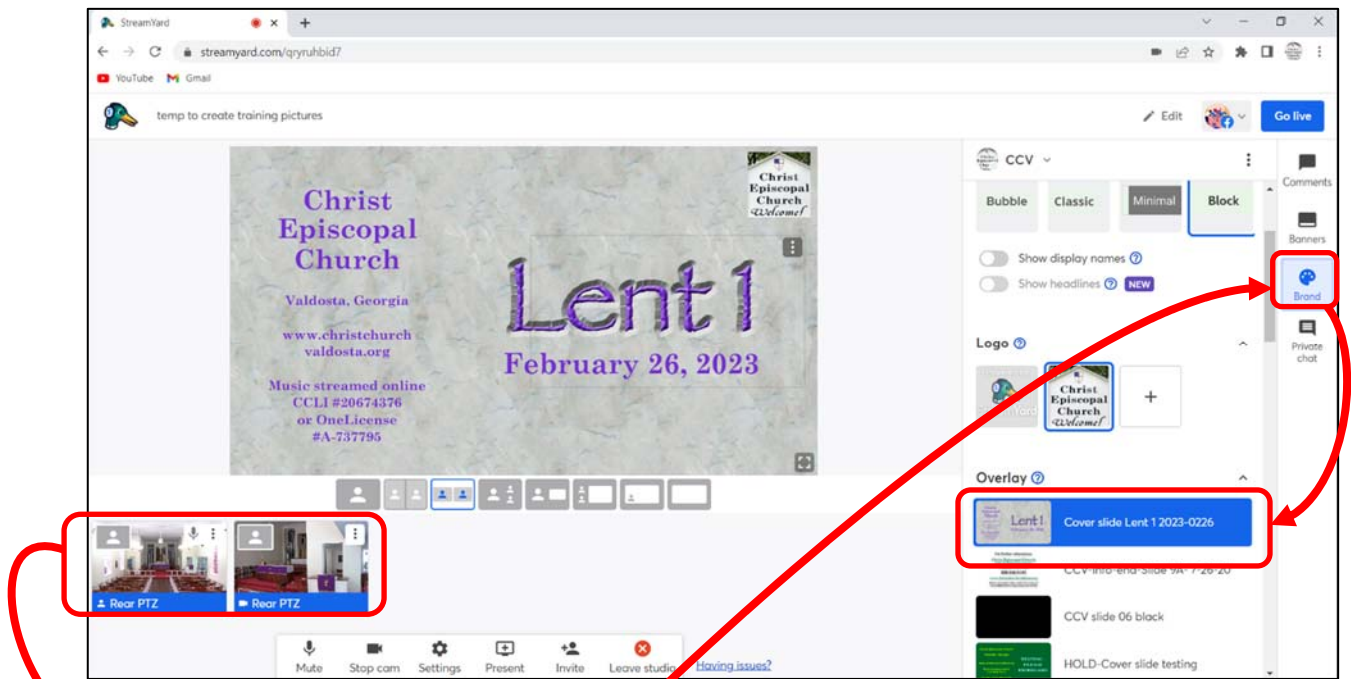


Now, select the other SDI Camera (usually the Lectern Camera)

- Press “Share”



(1) **SET-UP – Power Up and Initial Setup in Streamyard** (continued)



- If you haven't already done so, hover over the two camera views, one at a time, and choose "Add to Stream"

Final Prep in Streamyard

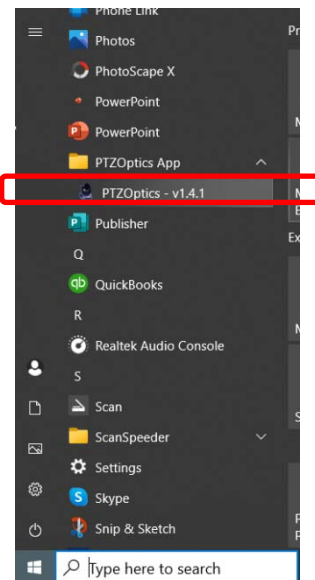
➤ Load Title Slide:

In Streamyard, look in the "Brand-Overlay" area, find the title slide for this week, hover over it and click "Show". This puts this slide on top of the live camera view, hiding the camera live view. This title slide image is the first thing that goes online in a live broadcast

(2) Setting up Cameras views on the 2nd monitor

If you followed the steps above, Streamyard should have access to both cameras. However, to bring up the camera views on the second monitor using the PTZOptics app, follow these steps:

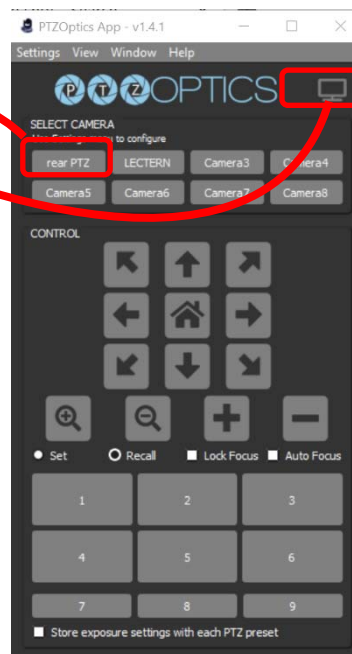
- Open the Windows Program Menu by clicking on the windows icon at the lower left corner of the laptop screen. Scroll down to “PTZOptics App”, click once to show the link to the program, then click on the program link.



The step above will bring up what looks like a remote control

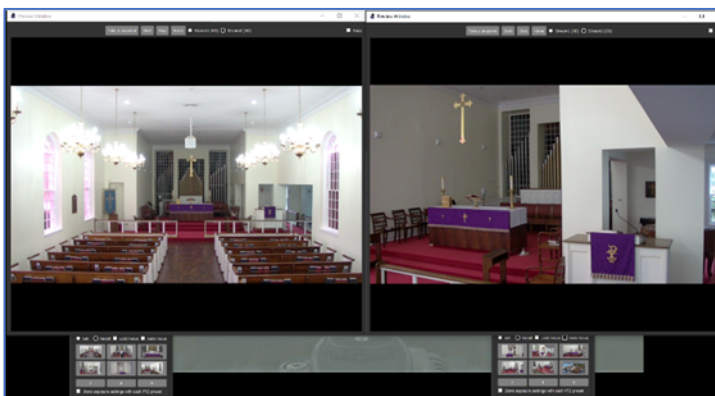
- Drag it from the laptop to the 2nd monitor
- Near the top, choose the button labelled “Rear”,
- Click on the screen icon to the right of those buttons.

That should bring up a full screen view of that camera’s feed – click the small square in the upper righthand corner to make the view smaller, then stretch and pull to fill about ½ of the screen.



- For the 2nd cameras, repeat the steps above except select “Lectern” instead of “Rear”

You end up with something that looks similar to this on the second monitor



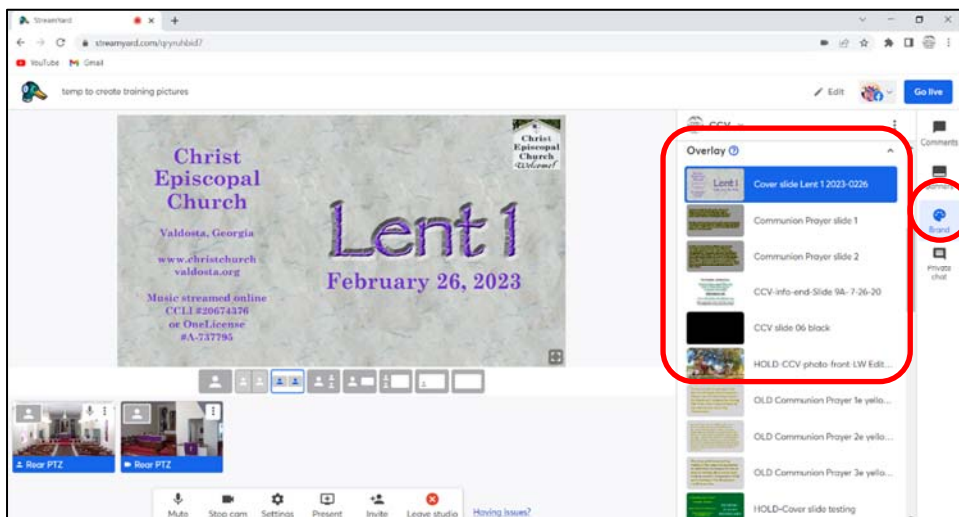
(3) Controlling Cameras with the Joystick Console.

- Press CAM1 (i.e. Rear) or CAM2 (i.e. lectern)
- Rotate the joystick to zoom in or out
Move the joystick up, down, left, or right to pan up, down left, or right.
- Pre-set locations can be called up by:
 - Pressing the “CALL” button
 - Using the number pad; press the number corresponding to the preset you want to see
 - Press the “ENTER” button
 - If the mouse is available, you can also select presets by double clicking on the thumbnails shown on the PTZOptics app
- While you wait:
 - You can experiment with adjust camera views with the joy stick
 - You can experiment with loading camera views into Streamyard
- To check audio in Streamyard now and during the livestream, select “setting”, then “audio” - look for 1, 2, maybe 3 green dots, *(if you see 5 green dots, consider reducing the feed by adjusting the slider on the X32 for the Livestream feed)*

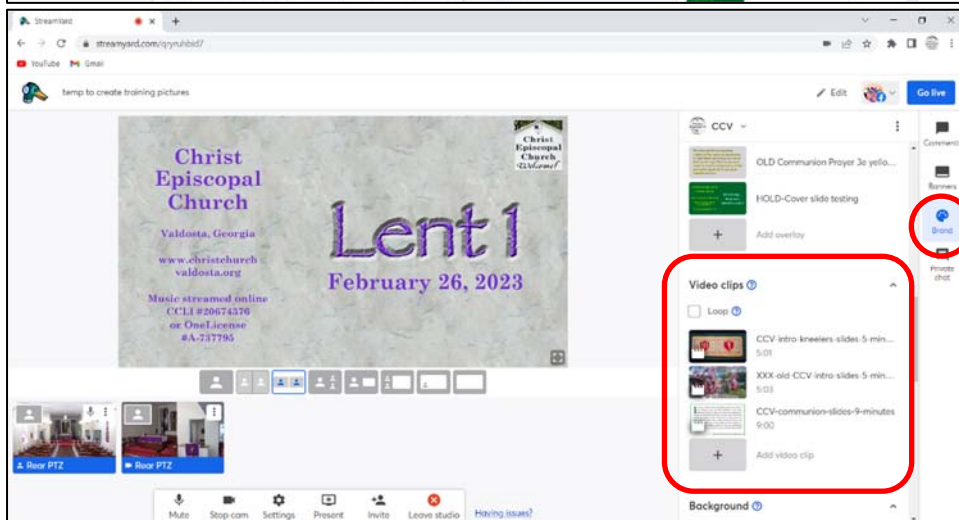


(4) Using Streamyard

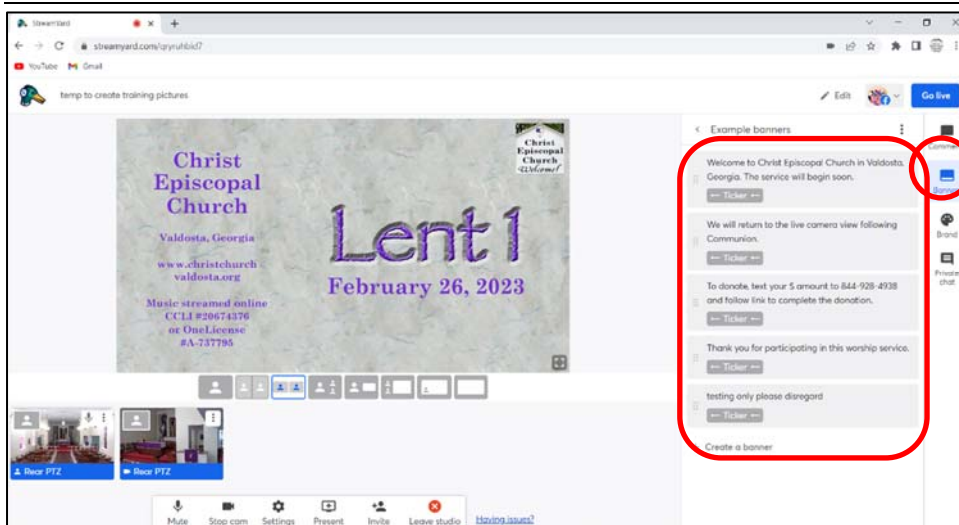
- In the Brand area, various overlays and videos are available.
When you click to "show" these overlays, the camera view is overlaid with the overlay
- Banners are available (*adds ticker-tap banner across the bottom of the screen*)



Brand -> Overlay



Brand -> Video Clips



Banners

(5) What to do & when:

- Going Live - At 9:54 a.m. *(or earlier if you are aware that the prelude music will start earlier)*
 - 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.
 - Start with the cover slide for about 1 minute
 - Then start to “CCV Intro Kneelers” video *(may change with time)*
 - Start the Banner –“Welcome to Christ Church....”
- When the bell rings and the service starts:
 - End the Intro Video Overlay if it hasn’t already ended
 - End the “Welcome to Christ church ...” banner
 - Begin monitoring/choosing camera views
 - Priest/Deacon’s mic’s are still on MUTE
- As the service continues
 - Change camera views as needed – change up views, follow the action, ...
 - Un-MUTE mics for those speaking, MUTE when not speaking
(fyi: the lectern mic is always un-MUTED)
- Offertory
 - Begin the banner “to donate, text your....”
 - When the anthem song ends, end “to donate banner”
- Communion
 - Wait approximately until communion begins for those at the alter rail
 - MUTE the priest and deacon’s mics
 - From the overlays, choose “show” for “Communion Slide 1” **
 - After about 1 minute, “show” “Communion Slide 2” **
*** Note: both communion slides are transparent – typically choose a zoomed-out camera view for the background*
- End of service
 - Keep the Live feed video going until “Let us go forth...”
 - Then, from overlays, show “CCV Info End Slide”;
 - Keep Live Audio going (Lectern Mic UN-Muted)
 - When the music ends, show the Black Screen overlay for 5-10 seconds
 - End the 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).*

Pack-up

- Power down the two power strips on the booth countertop; Turn the monitor off; close the laptop.
Note: Leave the power strip by the door & below the counter ON.
- Return the batteries to the chargers; store the headset and lapel mics.
- Return the iPad & iPhone to the drawer; connect charging cords; Lock the drawer and booth door.
- At the Audio equipment next to the organ, Power down the power strip

(6) Additional Information

Add another smartphone camera over Wi-Fi (for view from other areas, such as the Memorial Garden)

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.
- See the link that pops up on the screen.

On the Smartphone:

- Type that link from above into Safari on the iPhone
You may be able to email it if the smartphone has email - Click on that link to join the broadcast studio. Otherwise just type it in.
- Click to ALLOW MIC/CAM ACCESS. You might have to do this twice.
- In Settings, go to Camera. Switch to Back camera.
- Plug in the adapter into the iPhone, and plug the headphone splitter plugged into the adapter.
This will silence the remote iPhone.
- 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.
- 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 tripod if being used, or hold it steady
Turn the smartphone horizontal (landscape mode).
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.

(6) Additional Information (continued)

Streamyard - Set-up a broadcast or recording.

If the broadcast has been “scheduled”, this work will have already been completed, just find the scheduled broadcast, and select it.

- On the laptop, click on the “StreamYard” icon .
- 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 then press Create Broadcast (or create recording if you are recording only)
 - Add a description for Livestreaming .
An example of the title and description for a broadcast is below. This title and description will be displayed as part of the live stream on both platforms and then are saved in the archived version.
- 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” .

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

- After the Service - 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.

(6) Additional Information (continued)

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.
- Sound Adjustments recap (refer to "Using the PA" for more info):
 - ❑ On the X32, press the "SOLO" button for the feed you want to hear (for example, Livestream). Make sure the Mute button is not activated for that selection.
 - ❑ Use the monitor speakers to hear the feed, or to use headphones, plugged into the speakers
 - ❑ When you press "SOLO", the LED's to the right of the X32 screen reflect the solo feed(s) – you can visually monitor audio for the "SOLO" selection by watching the LED indicators. Keep the LED's below 18 if possible, by adjusting the slider for the activated channel.