

Livestreaming Manual

NOTE: Audio & PA start-up are covered in separate instructions

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**Christ Episcopal Church,
Valdosta, GA**

(1) Livestreaming- Start-up Checklist:

(see the referenced pages from full manual for more detail if needed)

Power Up *(see page 5 for more detail)*

- PA system – see separate document titled “Power Up PA system”
- Monitor – power switch at lower righthand corner
- Joystick – power switch located the back side
- Start-up laptop (pw 001521)

Streamyard *(see pages 5-8 for more detail)*

- Open Streamyard:** Click on desktop icon for **Streamyard**
- Enter Studio:** Look for the prescheduled livestream and click **Enter Studio**. This will take you to a screen titled “Let’s check your camera and mic”. (If it has not been pre-schedule, you can create one, see “Streamyard - Set-up a broadcast or recording” on page 13 of the manual)
- Set-up 1st camera:** Select **Settings**, then **Camera**, then **USB Capture SDI (2935:0007)**
Check that the camera view shown is the from the rear camera, if not, choose the other SDI camera
- Set-up Audio:** Select **Setting**, then **Audio**, then confirm/select these settings:
 - Mic: “IN 1-2(BEHRINGER X-USB)”
 - Speaker: *does not matter, laptop should be muted (F1 key)*
 - Echo Cancellation: should be unchecked
 - Stereo audio: should be unchecked
 - Mic volume: slider should be at 190
- Test Audio:** Back on the "Let's check your camera and mic" screen, look for movement on the green slider to indicate "Mic is working".
- Enter Studio:** When satisfied with above settings, press **Enter Studio** button
- Add 2nd camera:** From the menu at the bottom of the screen, select: **Present**, then **Extra Camera** then choose the other SDI camera. You will see the view from the chosen camera, make sure if is the lectern camera. Now press **Share**
- Load Title Slide:** In the overlay area, look for the slide for today and click to **SHOW**
- Load Intro Banner:** In the Banner area, find the banner that says “ Welcome to Christ Church ...” and click to **SHOW**

Set-up camera views on 2nd Monitor *(see page 9 for more detail)*

- Click the Windows icon at the lower left corner of the laptop screen.
- Scroll down to find and launch the “PTZOptics App”. Something that looks similar to remote control should open
- Drag the “remote control” to the 2nd monitor
 - On the “remote control”:
 - Under “Select Camera”, choose **Rear PTZ**
 - Click the computer screen icon to the right of the word “OPTICS” - 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,
 - Now stretch and pull to fill about 1/4 of the screen, but leave preset thumbnails visible
- Repeat the steps above for the Lectern Camera



(2) Livestreaming - What To Do & When - quick reference:

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

- Mic's: Priest/Deacon's mic's are on MUTE
- Load the cover slide for today's service if you haven't already done so
- Start the Banner: "Welcome to Christ Church..."
- Click "Go live" in the upper right corner. It may take 1 minute to see the green checkmarks appear to indicate that the stream is actually registering on Facebook page and YouTube.
- Let the cover slide run for about 1 minute ...
Then start to "CCV Intro Kneelers" video (may change with time)

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 in Streamyard
- Camera's: Change up views, follow the action, show the congregation, ...
- Mic's: Priest/Deacon's mic's are still on MUTE

As the service continues

- Mics: UN-MUTE for those speaking, MUTE when not speaking. MUTE during singing.
The lectern mic is always UN-MUTED, except for times when Fr Hal is speaking from the lectern AND using the headset or lapel – in those cases MUTE the lectern mic
- Camera's: Change up views, follow the action, show the congregation, ...

Offertory

- Mic's: Priest/Deacon's mic's are on MUTE during singing
- Begin the banner "to donate, text your ..."
- When the anthem song ends, end "to donate ..." banner

Eucharist

- Mic's: Priest's mic is on UN-MUTE

Communion:

- Wait until the celebrant and administrators have received communion (approximately), then
- Mic's: MUTE the priest's and deacon's mics
- From the overlays, choose "show" for "Communion Slide 1" (*Note: both communion slides are transparent – typically choose a zoomed-out camera view for the background*)
- After about 1 minute, "show" "Communion Slide 2" **
- End communion slide overlay when communion has ended.
- Mic's: UN-MUTE priest's mic for Prayer of Thanksgiving & Hymn announcement, then MUTE

Closing Hymn and dismissal

- Mic's: UN-MUTE deacon's (or Priest's) mic for "Let us go forth...", then back to MUTE
- Keep the Live feed video going until "Let us go forth..."
- Then, from overlays, show "CCV Info End Slide";
- Mic's: Keep Lectern Mic UN-MUTED - headset and lapels are MUTED
- When the music ends, show the Black Screen overlay for 5-10 seconds
- End the Broadcast - *This will stop the livestream/recording of the broadcast.*

Shutdown/Pack-up

- Power down the power strip by the mixer; turn the monitor off; power down the joystick controller; close the laptop (but leave it on).
Note: Leave the power strips behind the monitor & 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

(3) SET-UP: Power Up and Initial Setup in Streamyard

Power-up

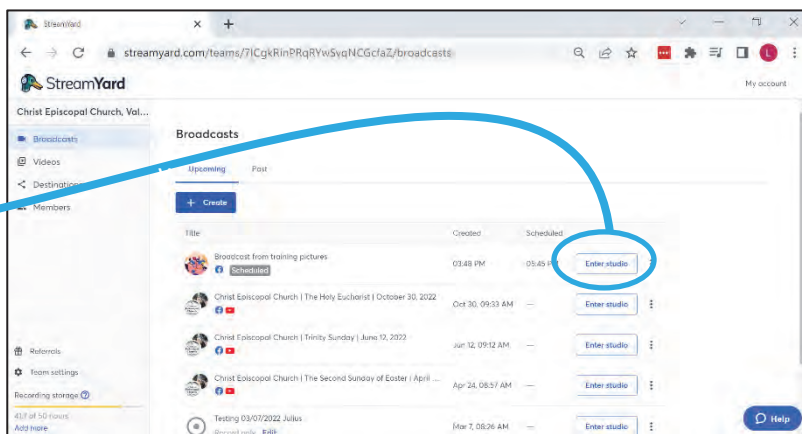
- ❑ Arrive around 9:00 to allow time for troubleshooting if needed.
- ❑ Go through the punch list titled “Power-up the PA System”
- ❑ Inside the booth:
 - The power strip on the booth wall, behind the monitor (with battery chargers plugged in) should already be power up.
 - The power strip below the countertop and below the drawer should already be powered up also
 - Turn the extra monitor screen on (lower righthand)
 - Power up the joystick controller using the power switch on the back of the controller
 - Power up the laptop if not already powered up (*pw 001521*).



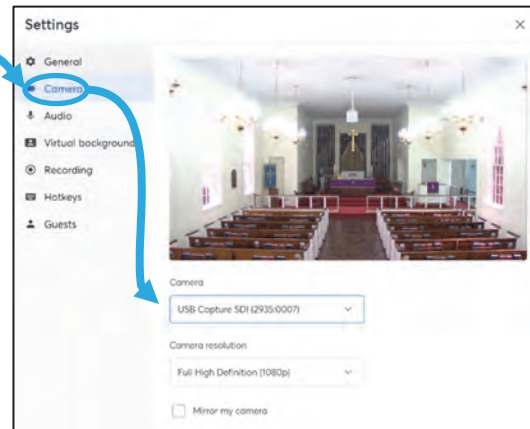
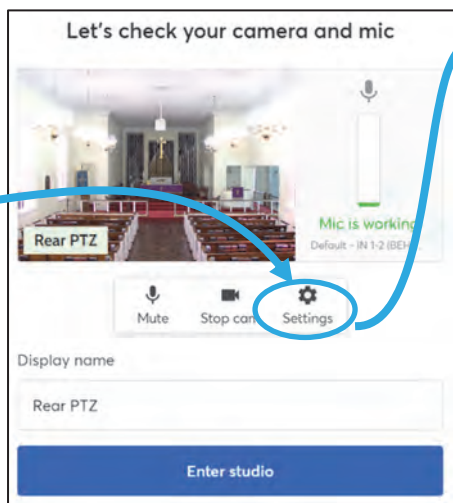
Initial Setup in Streamyard

- 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)



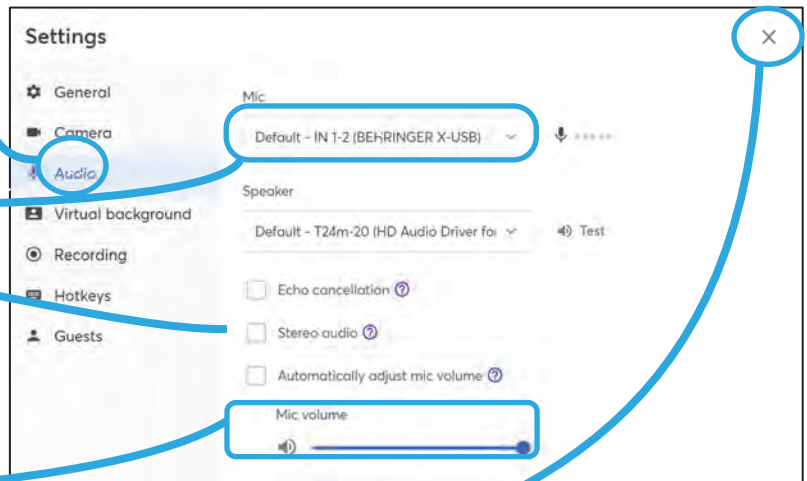
(3) SET-UP: Power Up and Initial Setup in Streamyard (continued)

➤ 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”

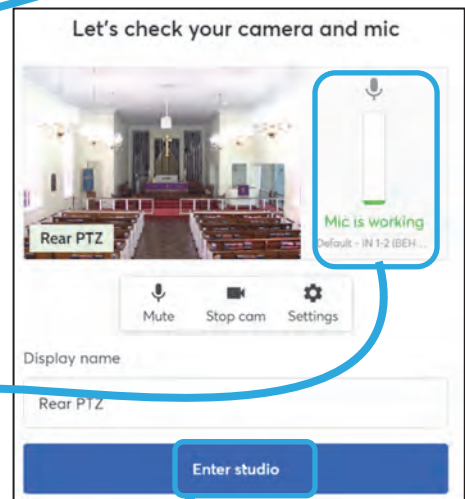
☐ The “Mic Volume” slider should be set to 190.



➤ 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*)



(3) SET-UP: Power Up and Initial Setup in Streamyard (continued)

- Add the other camera by choosing:

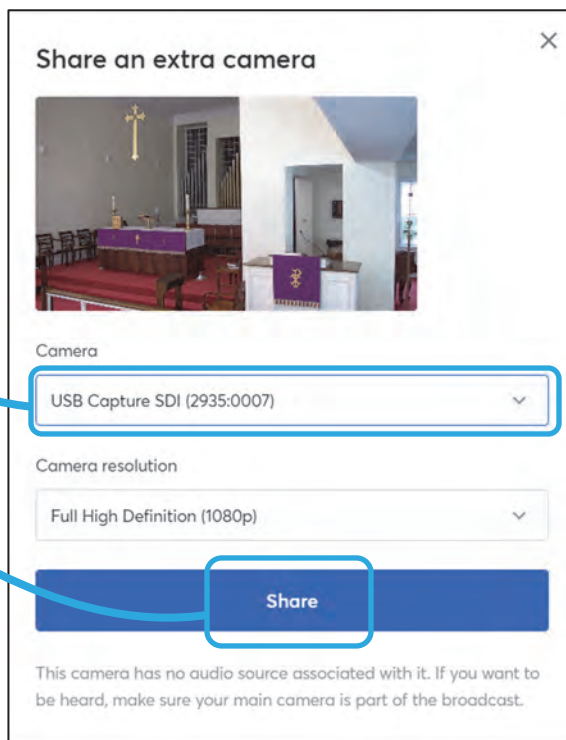
“Present” and then

“Extra Camera”

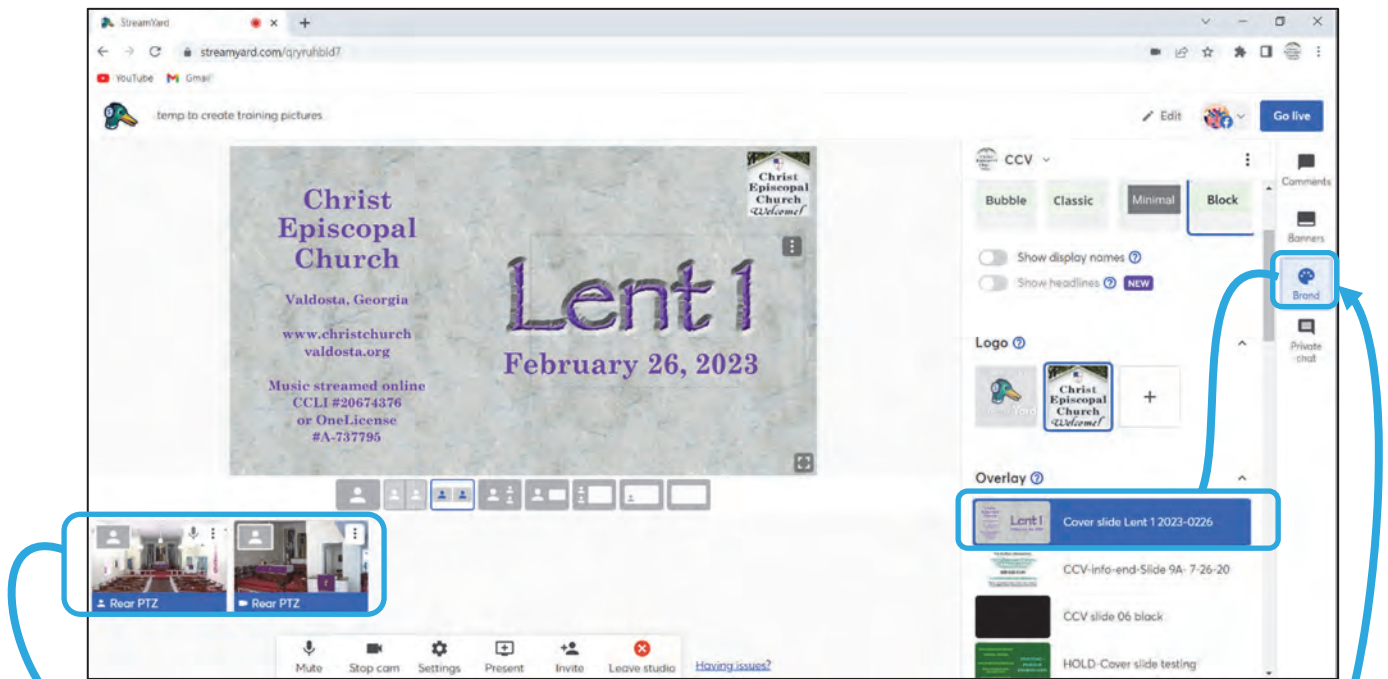


Now, select the other SDI Camera (usually the Lectern Camera)

- Press **“Share”**



(3) 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 (it changes every week)*
- *hover over it and click **"Show"**.*

This puts this slide on top of the live camera view, hiding the camera live view.

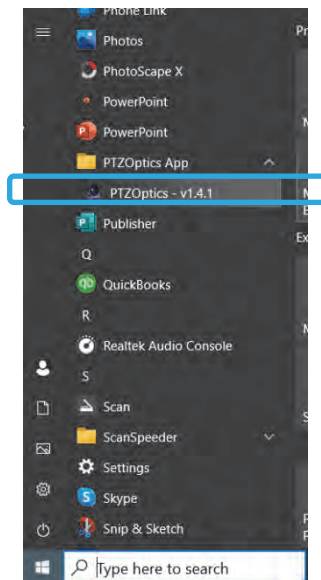
This title slide image is the first thing that goes online in a live broadcast

*Later, press **"Hide"** to remove the overlay*

(4) 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:

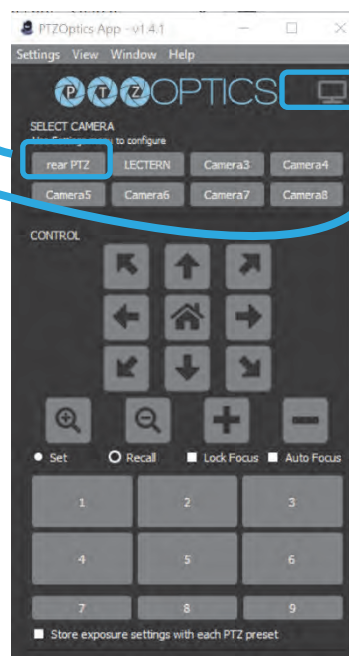
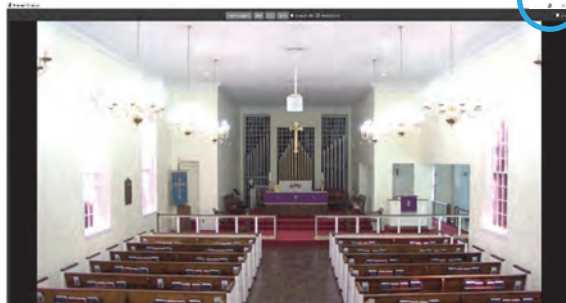
- Open the Windows Program Menu by clicking on the windows icon at the lower left corner of the laptop screen. Scroll down to “PTZOptics App”, click once to show the link to the program, then click on the program link.



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

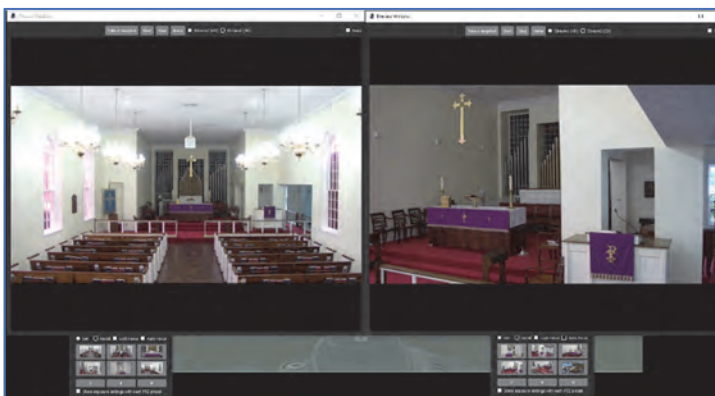
- Drag it from the laptop to the 2nd monitor
- Near the top, choose the button labelled “Rear PTZ”,
- Click on the screen icon to the right of those buttons.

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 PTZ”

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



(5) Controlling Cameras with the Joystick Console.

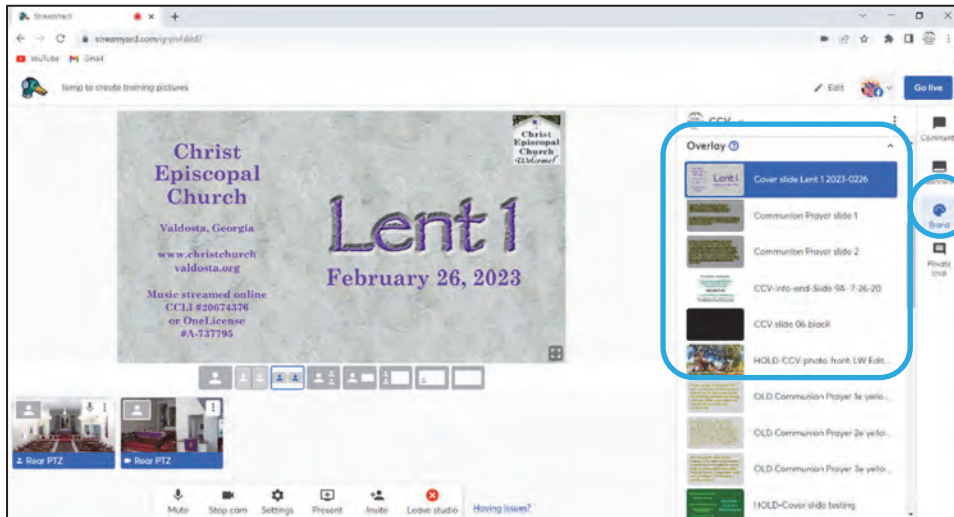
- Press **CAM1** (i.e. Rear) or **CAM2** (i.e. lectern)
- Rotate the joystick to zoom in or out
Move the joystick up, down, left, or right to pan up, down left, or right.
- Pre-set locations can be called up by:
 - Pressing the **“CALL”** button
 - Using the **number pad**; press the number corresponding 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



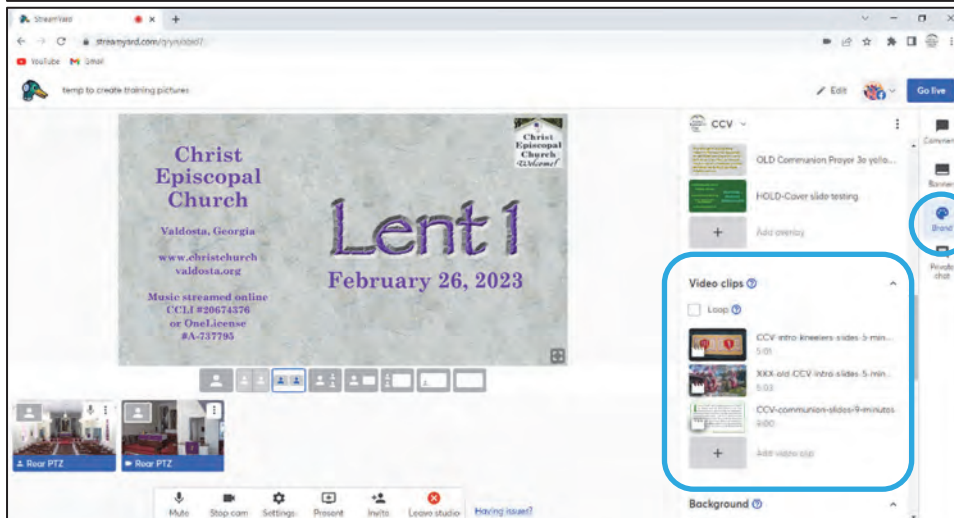
- While you wait:
 - You can experiment with adjust camera views with the joy stick
 - You can experiment with loading camera views into Streamyard
- To check audio in Streamyard now and during the livestream, select **“setting”**, then **“audio”** - look for 1, 2, maybe 3 green dots, *(if you see 5 green dots, consider reducing the feed by adjusting the slider on the X32 for the Livestream feed)*

(6) Using Streamyard

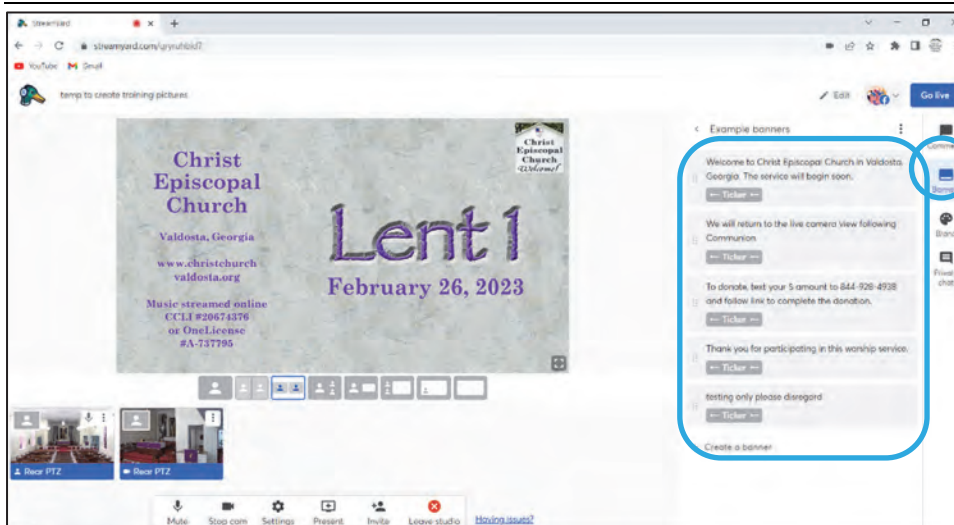
- In the Brand area, various overlays and videos are available.
When you click to "show" these overlays, the camera view is overlaid with the overlay
- Banners are available (*adds ticker-tap banner across the bottom of the screen*)



Brand -> Overlay



Brand -> Video Clips



Banners

(7) 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.

(7) 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.

(7) 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.