

LIVESTREAM DUTIES

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Superscript numbers in parentheses [⁽¹⁰⁾] correspond to Livestream Photos document

WHEN YOU ARRIVE

(20 minutes before the start of the service)

- **ORDER OF SERVICE:** Get a hard copy “Order of Service” from the tray in the Commons. You will refer to it often while you’re livestreaming the service.
- **USING THE HEADPHONES:** Use the headphones attached to the computer only to monitor the sound during the service, and do not keep them on the entire time. There is a 5-8 second delay between what is happening live and what is coming through the headphones. And if you don’t hear anything in the headphones, don’t panic. It may be going to the livestream anyway. Check the livestream link in the browser or on your smartphone to see if there is sound there. Also monitor the comments to see if anyone complains about the audio.
- Turn on the camera using the Red Button on the remote control. Allow the camera to complete its startup routine (*approximately 30 seconds*). Also remember that the remote needs to be pointed in a direct line with the camera to function. When the camera is on, there will be a very tiny **BLUE LIGHT** visible. You may have to leave the soundroom and look at the camera up close to see it. When it’s off, there is an **ORANGE LIGHT** visible.
- When the camera stops moving, push the “**START**” button on the computer beneath the desk. Then press the “**START**” button on the Monitor on the desk. Soon you will see the Opening Screen. In the center of the screen you will see an alias labeled “**Livestream HERE.**” ⁽¹⁾ Click to open.
- That will bring up a screen asking “Who’s using Chrome?” One of the choices will be “**Livestream.**” ⁽²⁾ Click it to open.
- After clicking the “**LIVESTREAM**” button, you will see a **series of tabs** ⁽³⁾ along the top of Chrome Browser window, in this order:
 - *Streamyard*
 - *The Community Church YouTube Page*
 - *The Community Church Facebook Page*
 - *Livestream Viewership Document*
 - *Order of Service for the Current Service (in case anyone asks)*
 - *Sunday Service Slide Show*

ACTIVATING THE STREAMYARD STUDIO

- Click on the “Streamyard” tab. ⁽³⁾ This will take you to the opening “**Streamyard**” screen ⁽⁴⁾, where you will see the title of this week’s services. Click on “**Enter Studio.**” On the next screen, it should say “**Let’s check your camera and mic.**” ⁽⁵⁾
- If the “Mic working?” graphic has a **GREEN LEVEL**, the screen shows an image of the **Sanctuary** and the words “**Community Church**” underneath, and the Display name is “**Community Church,**” then you are ready to go, and can click on “**Enter studio.**”
- If any of the above are not true, click on the “**Settings**” button.
- If you have no video image, then click on the “**Camera**” button ⁽⁶⁾ (if it’s not already chosen) and make sure the “Camera” chosen is “USB Camera (*Oc45:6366*).”
- If you have no audio, click on the “**Audio**” button and make sure the “Mic” chosen is “*Microphone (RealTek ® Audio.*” ⁽⁷⁾ Also, make sure “*Echo cancellation*” is **UNCHECKED**. When you have checked all of this, close the “Settings” window and go to the next step.
- Once you are in the “Studio,” you should see a **black screen** ⁽⁸⁾.
- Underneath and to the left should be a small rectangle with the video image from the camera, with a white bar that says, when you hover over it, “Add to stream.” Click on this to activate it, and it should replace the black image on the main screen.
- Then, on the right side of the window, you’ll see four tabs ⁽⁹⁾. Click on the second one down, labelled “**Banners.**” This should bring up a menu titled “**Service Elements**” (*which is essentially a folder*), or “**HYMN SING LYRICS,**” if there is a Hymn Sing that week, and a series of banners with elements of that day’s service or hymn lyrics.
- If you click on the “**Service Elements**” (or “**HYMN SING LYRICS**”) title, you should see two other folders, one titled “**Hymn Lyrics**” and the other “**HYMN SING LYRICS**” (or “**Service Elements**”) ⁽¹⁰⁾ You will need this later. Choose the appropriate folder, depending on whether there is a “Hymn Sing” that morning. Now you are ready to start the livestream.

Livestream Duties (3 of 5)

ACTIVATING THE SLIDESHOW

- 20 minutes before the start of each service, you need to start the “**Sunday Service Slideshow.**”
- Do this by clicking on the “**Sunday Service Slideshow**” tab in the Chrome window, and then clicking “**Slideshow**” on the upper right ⁽¹¹⁾. This should start the slideshow.
- Then, if you hover your mouse in the lower left hand corner, you should see a graphic with a left and right arrow, a number “1” in between them, and 3 dots ⁽¹²⁾. Click on the 3 dots, then hover your mouse over the “Auto-play” item, which will bring up a sub-menu ⁽¹³⁾.
- In the sub-menu, choose, in this order, “15 Seconds,” “Loop” and “Play”. Then, once the slideshow has started, click the 3 dots again and choose “Exit full screen.” ⁽¹⁴⁾ Then go back to the “Streamyard” tab.
- At this point let the Soundboard Operator know that you are streaming the Slideshow, which has its’ own music track. In the tray with the video of the Sanctuary, click on the mic, and select MUTE MIC.

STARTING THE LIVESTREAM

- Back in “**Streamyard,**” click the “**Go live**” button in the upper right hand corner of the screen. It will ask you “**Ready to go live?**” Click again on “**Go live.**” ⁽¹⁵⁾
- Then click on the “**Present**” button at the bottom of the window.
- Then click “**Present,**” “**Share Screen**” ⁽¹⁶⁾ This will bring up a window with a list of Chrome Tabs to share. Select “**Sunday Service Slide Show - Google Slides.**” ⁽¹⁷⁾
- Then click “**Share.**” Go back to the “**Streamyard**” tab, and you should see the slideshow playing in the main screen, with the video of the Sanctuary in a small window to the left. Let this run until the Gathering Music is about to start.
- When the Gathering Music is about to start, hover over “Slide Show” thumbnail and click “**REMOVE.**”
- After that, click on the “**Sunday Slide Show**” thumbnail and MUTE the slideshow.
- The image in the main window should now be solely of the Sanctuary. Depending on the Gathering Music, use the remote control to choose the proper “**Camera Preset**” for the moment (*explained below*). Also choose the “**GATHERING MUSIC**” banner from the banners on the right side of the screen (*explained below*).

Livestream Duties (4 of 5)

CAMERA PRESETS

- To manipulate the camera, use the remote control to select the appropriate Preset Button during the service. These are also posted on the wall to your left. They are:
 - (1) Entire Sanctuary
 - (2) Pulpit
 - (3) Piano Area
 - (4) Joys and Sorrows
 - (5) Chalice Lighting Area
 - (6) House Left Congregation
 - (7) House Right Congregation
 - (8) Vocal Soloist
 - (9) Choir
- If inoperable, manual operate remote by using the Zoom Arrows, and alert supervisor.

BANNERS

- As the service progresses, you will click on different banners when they are needed.
- When you hover your mouse over a banner, it will say “**Show.**” (18) If you click on “**Show**” it will become active in the main window and turn blue. If you hover your mouse over it when it is blue, it will say “**Hide.**” (19)
- You can stop showing the banner either by clicking “**Hide**” or just activating (*clicking “Show”*) on another banner. It is recommended that, with elements such as titles, you only “**Show**” the banner for 30 seconds or so. For readings and hymn lyrics, show them as long as necessary.
- As the service progresses, you have a few main jobs
 1. *Implementing the appropriate “**Banner**”*
 2. *Engaging the appropriate “**Camera Preset**” in real time.*
 3. *And, when it’s time to sing a hymn, switching the banner Folder to “**Hymn Lyrics**” and activating the appropriate lyrics while listening to the hymn.*
 4. *When the hymn ends, go back to the “**Service Elements**” folder and continue with the appropriate banner.*
- For both “**Service Elements**” and “**Hymn Lyrics,**” the element or title is in **ALL CAPS**. If a reading or the verse of a hymn exceeds 200 characters (*the current limit for each banner*), the rest of the text will be in another banner below that. Remember: only the first banner will always be labeled in **ALL CAPS**, such as “**READING,**” or “**VERSE 1.**”

Livestream Duties (5 of 5)

COMMENTS

- It is also your job to monitor the “Comments” from the YouTube and Facebook streams. (20) At the right hand top of the page you will see a square with a UU Chalice and a square with a small photo of the church. If there are red numbers underneath these squares, that means there are comments from viewers. If you click on the “Comments” tab you will see comments from both platforms, and you should respond as quickly and courteously as you can.

VIEWERSHIP TOTALS

- At the beginning of the Sermon, check the amount of livestream viewers and click on the “Livestream Viewership” (21) tab, scroll to date, and enter the requested information. This is usually when the livestream has the largest viewership.

AT THE END OF THE SERVICE

- After the singing of “*Shalom*” you should mute the Sanctuary feed, hover over the “**Sunday Slide Show**” tab, and click “ADD TO STREAM.” Also unmute the “SCREEN AUDIO.”
- Let this slideshow run for 2-3 minutes, or until the people watching becomes “**zero**,” and then click on “**End Broadcast**.”
- When the livestream has ended, click the “**Leave studio**” button at the bottom of the screen, and you are done. Quit Chrome by clicking on the “X” in the upper right hand corner, then (*in this order*)
 1. Shut down the computer by clicking on the image of a blue square made of 4 small blue squares and choosing “Shut down from the screen that appears. (22)
 2. Manually turn off the monitor by pushing the lit button on the bottom right.
 3. Turn off the camera by pressing the same buttons you pressed to turn them on.
 4. Make sure the **ORANGE** light is lit on the camera, and not the **BLUE** light.