

How-to: Display Messages

Introduction

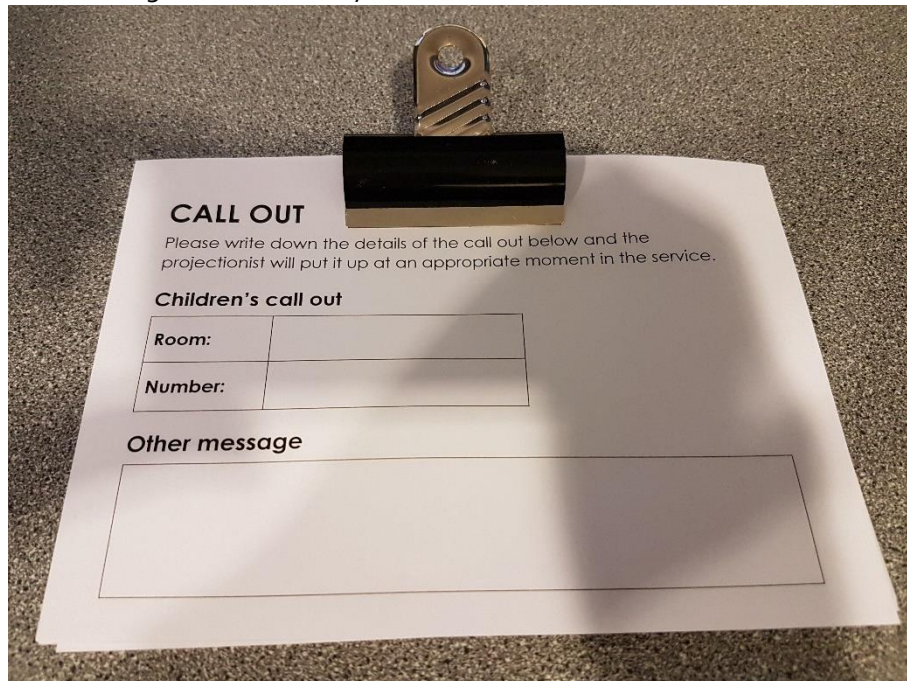
Messages are used to call parents out to the children's work, and also to call older children out of the service for iFive6 or Engage.

Parent Call-Outs

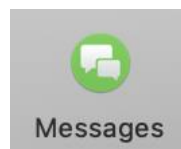
Children's workers may sometimes want to call children's parents out of the service. In most cases they will find the parent and ask them to come out. If they do not know the parent or aren't able to find them then they may ask the projectionist to display a call-out message.

When you receive a call-out request remember that your main priority is the main screen display.

You may need to wait for a minute or two for a quiet period during which you can display the message without interrupting your other responsibilities. You may need to ask the children's worker to write down the message, on the slips provided (shown below) or to wait. If you ask them to write down the message make sure they write down both the child's number and the room.



To display a message, click on the 'Messages' button at the top of the ProPresenter window.



Select the appropriate message type from the list at the top of the Messages window (shown below in the **red** box). Enter the room name and the child's number using the fields at the bottom of the

window (shown below in the **green** box). If these entry fields do not appear then click the button with the pen icon (shown below in the **yellow** box). Never display a child's name in a message.

The screenshot shows the 'Messages' window in ProPresenter. At the top, there are tabs for 'Messages' and 'Parent Call'. Below the tabs is a list of messages. A red box highlights this list, which includes 'CAROLS 5-min ute countdown', 'iD and ifive6', 'Equip, iD & ifive6', and 'Parent Call Out'. To the right of each message is a 'Visible on network' checkbox. A yellow box highlights a button with a pen icon, used for editing a message. Below the message list is a 'Message Text' section with a text area containing a template: 'Room - Please can the parent/ carer of Number come to Room .'. To the right of the text area is a 'Tokens' list with options like Name, First Name, Last Name, Message, Room, Clock, and Countdown 1. Below the text area is a 'Template' dropdown set to 'Remove Second Zeros'. At the bottom, a green box highlights the message entry fields: 'Room' (King's Kids), 'Number' (6749), and 'Room' (King's Kids). At the very bottom are buttons for 'Show Message', 'Hide', and a 'Display' dropdown set to 'Until I Remove'.

Click 'Show Message' to display the message. Once the message has been up for a minute or so click 'Hide' to remove it.

iFive6 / Engage Call-Out

You may need to display a call-out of iFive6, Engage, or both during the worship. The anchor sheet will tell you which group(s) need to be called out. The pastor-at-the-back (PATB) will prompt you to display the call-out, this will usually be in the middle of a song.

To display a message, click on the 'Messages' button at the top of the ProPresenter window. Select the appropriate message from the dropdown list and click 'Show Message' to display the message. Once the message has been up for a minute or so click 'Hide' to remove it.