SETTING UP REPLAY EVENT

Checking For Space

→ Open up File Explorer

→ Go to the (:H) Drive

→ Make sure there is enough space for a new replay event

    → compare size of saved replay events to space remaining

    → If you need to delete, delete the oldest replay event first

    → Realistically, only 1-3 events can probably fit on the drive at once.

Opening Abekas

→ Open up Mira Explorer (Green Icon)

→ type password 'abekas'

Create New Replay Event

→ At the top of the screen, select New -> Create New Replay Event

→ Type in what you want to call the file

    → Typically in the format of marist(sport)_vs_(opponent)_(date)

→ Hit Next

→ Use the default setup and hit next

→ The next screen shows what cameras you are using and what labels they have on clip IDs

    → You can choose to leave it as Cameras 1-4

    → Because we use Cameras 2-5 for replays, you might prefer to change the camera names to Camera 2 - Camera 5, and adjust their labels by doing the same

→ Hit Next to go to the softkey menu

    → The softkeys will make it easy to name and organize clips we want to use for replays, melts, postgame, etc.

→ In the initial name column, make one field 'Marist' and make the other field their opponent (ex: 'Rider')

→ in the top row of SK1-SK10, enter the play type (ex: dunk, layup, 3pt, turnover, AND1, etc.)

→ in the bottom row of SK1-SK10, set SK1-SK5 to Marist player names

    → Usually for men's basketball it's safe to put Funk, Parker, Knudsen, Lamb, and Sjoberg

    → Usually for women's basketball there's a little more playmakers, but the safe ones are typically Fitzpatrick, R. Hand, H. Hand, Lovisa, and Gilmer

→ Starting from SK-9 and working left, add key players for the opposing team

    → the leading scorers are usually safe bets

→ any leftover spots from SK6-8 you can feel free to add more Marist players

→ Click Create Event

→ Click START RECORDING

→ Click Finish

OPENING REPLAY EVENT

Open the Control Panel

→ First, make sure you are recording

→ Second, make sure the four feeds you see correspond to the four cameras you need for the
   game (Cameras 2-5)

→ When those are confirmed, find the name of the replay event you just created in the list
of
   files below in the bottom panel

→ Right click on the name of the new event and select 'Open on Control Panel'

→ Wait for the Control Panel to pop up and all your feeds to load

NAVIGATING THROUGH PANELS

Going to Live

→ Wherever you are, if you press the Live-EE button on the Control Surface it will take you
to
   live feeds

Going to Clip Register

→ Wherever you are, if you press the Load button on the Control Surface it will take you to
   the open clip register

Switching Between Clip Registers

→ If you want to open a new clip register (ex: you want a clip register for just 2nd half
highlights), type the number of the clip register you want to go to

   → The default register when you start the replay event is 1, so you'll have to type in 2
      or higher in order to open a different register

→ Press the Shift button on the Control Surface

→ You will see lights come up above nearly every button on the Control Surface

→ Press the Load button on the Control Surface

→ The new register loads.

   → Going between registers does NOT erase clips from other registers.

   → If you type 1, then press Shift and Load, you will go back to the first register and
all
      the clips will still be there

Going to Playlist

→ Wherever you are, if you press the Playlist button on the Control Surface it will take you
to the open playlist

Switching Playlists

→ To open up a specific playlist, just type in the number of the playlist, then hit playlist
  → This will work from wherever you are in the Control Panel.
→ Alternatively, when in the playlist panel, you can access the playlist directory to switch to a playlist that has already been named or populated
  → Press softkey 10 to enter playlist settings
  → Press softkey 1 to enter the Playlist Directory
  → Use up and down arrows to find the playlist you want to open, and hit Enter

SETTING UP PLAYLISTS FOR THE GAME

Adding Clips to Playlists
→ Highlight a clip or video in the clip register
→ Press the Append button on the Control Surface to add it to the currently open playlist
Naming Playlists
→ Naming playlists makes it easier to sort clips
  → The abekas is currently set up so that clips with names similar to playlist titles (ex: a clips labeled 'Marist Parker 3pt' and a playlist 'Marist Parker') will populate that playlist automatically
→ To name a playlist, make sure you are in the playlist panel
→ Switch to the playlist you want to name
→ Type in the name you want to give the playlist
→ Press softkey 10 to enter playlist settings
→ Press softkey 2 to name the playlist
Setting Up Specialized Playlists
→ Playlists you are going to need to have made for the game:
  → Open Highlights
    ⇒ These are the clips that will be running during the show open
    ⇒ Clips include key players, starting lineups, and coaches
  → Open Talent
    ⇒ This is one clip of the talent going through their pre-recorded open
  → Queue
    ⇒ This is the playlist for when you have a replay ready to run
  → Halftime Highlights
    ⇒ About 45-60s of highlights to be run while talent talks about stats
  → Second Half Highlights
    ⇒ We don't always run Second Half Highlights, but have a playlist setup just in case
  → Commercial Breaks
    ⇒ We run three of these per game.
  → Postgame

⇒ Playlist containing every play that was clipped and labeled

→ You can make these playlists at whatever index you like
  → Personally I put the open highlights and talent at 1 and 2, respectively and Queue at 3. Halftime highlights at 4, Second Half Highlights at 5, and Commercial Breaks 1, 2, and 3, at 91, 92, and 93, respectively. The postgame playlist is automatically created in playlist 99 if you leave playlist 99 unnamed.

Open Highlights
→ Tell the camera people what players/shots to look for
→ Gather about 15s of each Key Player
→ Gather about 30s of each team for Starting Lineups
→ Gather about 15s of each coach
→ It is better to have more time than necessary than to have not enough time. More will be explained for this case later.

Open Talent
→ Have Mark route the Program Channel into the port where Camera 5 feeds into the replay machine.
    → This allows you to record the pre-recorded open with audio.
→ Begin recording before the Director reaches 1 in the countdown and stop when the talent finishes reading the referee names.

Queue
→ Find the best angle of the most recent play and add it to this playlist during the game

Halftime Highlights
→ Gather about 45-60s worth of clips from the first half
→ If you label clips it should be easy to find a good balance between angles and players

Second Half Highlights
→ same as Halftime Highlights

Commercial Breaks
→ Make sure you have the sheet with an outline of network and local commercial breaks
→ When you are in the playlist for a commercial break, press softkey 10 to open playlist options
→ Press softkey 3 to load up the Mira Clip Library
→ Find the commercial clips that correspond to the script on the commercial sheet and add them to the playlist
→ Press Playlist to load the commercial playlist.
→ Remove the slate from the beginning of each commercial
    → Highlight the individual commercial
    → Use the scroll wheel move forward until the title slate is not visible.
    → Press the In button on the Control Surface to set a new in-point for the

       commercial

Postgame
→ If clips don't populate the playlist automatically, go through your clip registers and append all labeled clips to the playlist

Additional Playlists
→ You don't have to make these playlists. It's up to your discretion.
→ Team playlists
    → sometimes one team outplays the other and it's showing
    → it's good to have team playlists set so you don't have to look around for clips of both teams
    → I usually set Marist at 20 and their opponents at 30
→ Player Playlists
    → sometimes one player in particular is having a great game
    → i'll usually put Marist players at 21-29 and their opponents at 31-39
        → don't have to have 9 playlists for each team
    → It's important that each player playlist be formatted in a certain way for the playlist to auto-populate
        → the playlist should be titled (school) (player name)
        → the name should typically match what you put in a softkey label

MAKING CLIPS
Saving the Clips
→ There are 2 ways to save a clip:
    → In point and out point
    → Point of interest
→ These buttons are on the Control Surface
→ You can set points for a clip realtime or by dialing the scroll wheel back to the moment you want to clip
→ In point sets the start of the clip. Out point sets the end of the clip.
→ Point of interest automatically creates an 8 second clip.
    → 3 seconds of padding before the time you pressed point of interest
    → 5 seconds of padding after the time you pressed point of interest
→ You can press each button again and again to update the time value they have
    → i.e. Pressing point of interest again marks a new point of interest
        → it doesn't make two points of interest
→ Clips are not saved until you hit the Save button on the Control Surface
→ When a clip is saved it will show up in the active clip register

Labeling Clips
→ At the bottom of the control panel, on the monitor are softkey labels
→ You can press softkeys 1-4 to select the camera angle you want, or use arrow keys
→ You can press softkey 8 or 9 to select an initial name for the clip
    → We set this up when we created the replay event
→ This will open up more options among the softkey labels
→ You will see two labels for each soft key
    → the top are the shifted softkeys
        → you must press shift on the control surface before selecting the appropriate softkey in order to add that label to the clip name
    → the bottom are the unshifted softkeys
        → if you press the softkey associated with the label, this will be added to the clip name
→ You can add however many labels you like
    → it's easiest to leave it as 'Marist Parker turnover' or 'Stetson Myles layup'
→ Press enter to name that clip from that angle
→ Press shift+enter (shift on the keyboard, not on the Control Surface) to name that clip from all angles
→ If the name of the clip matches any named playlist, it will automatically populate that playlist

RUNNING PLAYLISTS
Changing Clip Attributes
→ When you have a clip in a playlist you can change the following
    → in point
    → out point
    → speed
→ To change the in point, press the Go To Inpoint on the Control Surface and turn the scroll
    wheel forward or backward until you find the desired start time
→ To change the out point, press the Go To Outpoint on the Control Surface and turn the scroll wheel forward or backward until you find the desired end time
→ To change the speed, type in a number between 1 and 100
→ Press softkey 10 to enter playlist settings
→ Press 4 to set the speed of the clip
Airing Playlists
→ There are two playlist modes
    → edit
    → air

→ It is important to be able to tell when you are in which mode
  → If you are in edit mode, only one clip in the playlist will be highlighted and the label for softkey 10 on your monitor will allow for changing playlist settings
    → the Playlist button on the Control Surface will flash as long as you're in edit mode
  → If you are in air mode, one clip will have a dark highlight and the other will have a lighter highlight. The label for softkey 10 on your monitor will read "Exit PL Air"
    → the Playlist button on the Control Surface will stay lit up as long as you're in edit mode
→ Running the playlist in air mode is the only when to get the whole playlist to run Continuously
→ If you run in edit mode, the playlist will only play one clip at a time (do not want)
→ At the top of the channel the playlist is running in is a timer with how much time is left in the playlist.
→ You need to count down out loud when the clip or playlist is running so the TD (and in some cases audio person) know when to cut away from the channel.

SPECIAL PLAYLIST AIRS
→ This system allows us to do work on one channel while the other is airing
Open
→ During the open we prerecord both the talent and the highlights.
→ This means we need to use both channels P1 and P2 (Red and Blue)
→ On one channel (we'll use Red here), have the playlist with the talent in it run.
  → Tell the audio person and the TD which channel you're running it out of
→ On the other channel (we'll use Blue here), get the pregame highlights ready to go.
  → Make sure the order of the clips in the playlist is the same as the rundown
    → Key player (Opponent)
    → Key player (Marist)
    → Starting Lineups (Opponent)
    → Starting Lineups (Marist)
    → Head Coach (Opponent)
    → Head Coach (Marist)
    → Wide shot (matchup history)*
    → Referees*
      ⇒ * sometimes these get cut
→ As stated earlier, make sure each section of the rundown is longer than needed
→ When the talent (on Red) begin to talk about the key players, run this playlist (on Blue)
→ When they move on to the next topic, hit the Take button on the Control Surface to move

to the next clip
→ Like any playlist, give a countdown until the playlist is done so the director can inform the talent when to take the air

Commercials
→ With the commercial playlists already made pregame, all you have to do is ready them and then run them
→ Confirm with the Asst. Director when the local commercials are to be run.
→ Let audio know which channel the commercials are running from
→ Start the playlist when at the director's cue
→ Provide time checks at 15 second intervals until 10 seconds, then count down one second at a time
→ Again, this machine allows you to do other activities in the other channel while the break runs
      → ex: label clips, prepare a replay, etc
      → Any work done on one channel will be saved and can be accessed by the other channel

EXPORTING CLIPS
→ Make sure the Panasonic device is plugged in and powered on
→ Insert an SD card into the slot on the side
      → the SD card needs to be a gold 32
→ format the SD card
      → press the menu button
      → arrow down to "Card Functions" -> "Card Format"
→ All labeled clips will automatically populate playlist 99
→ Ready playlist 99 in the Red replay channel
      → The Panasonic is hooked up to the Red channel only, so you have to run it from there.
→ Enter Playlist Air Mode.
→ On the Panasonic, hit the record button.
→ On the Control Surface, press play.
→ When the playlist reaches the end, press the record button on the Panasonic to stop recording.
→ Eject the SD card from the slot and it is ready for use in the postgame packages.