
In-House Pro-Presenter Manual

Created: March 30, 2023

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Overview

The In House ProPresenter is a function under the Service Delivery Department responsible for all visuals displayed on the '**Side-Screens**' of the Auditorium. These Side Screens mainly display:

- **Lyrics** during Praise and Worship Segments
- **Scriptures** during Sermons
- **Live Feed** as needed for the duration of the service
- **Images/Videos** to facilitate Announcements such as Promotional Content for Events, QR Codes for Audience to scan, Upcoming Events and other material that support the speaker.

The Images below shows the Side Screens:



Display of Side Screens Turned Off



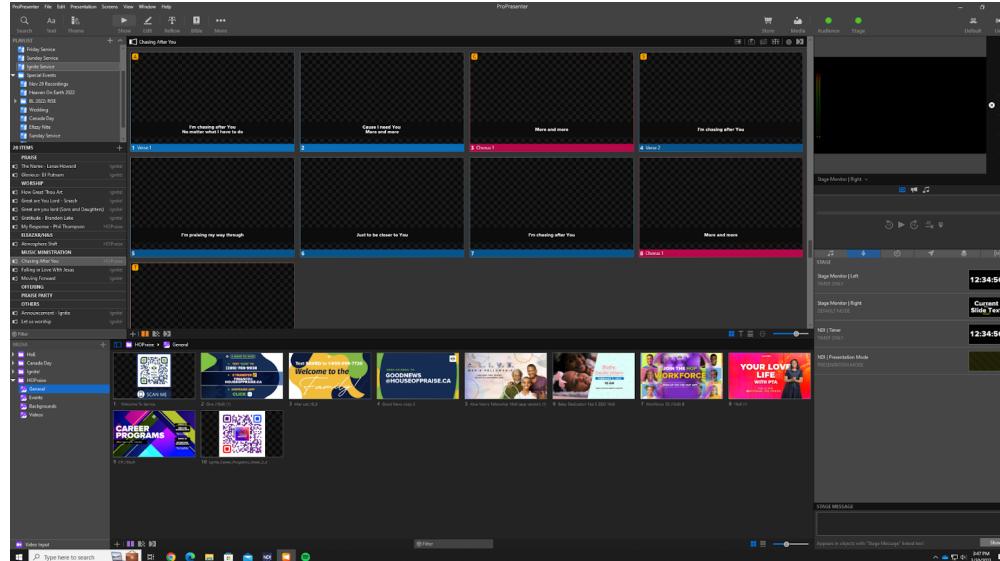
Side Screens Turned On displaying Live Feed and Scriptures

At its core, the In House ProPresenter Function aims to ensure that the audience is able to flow with references made by the speaker during each segment of the service

Tools

The tool used to operate all functionality for the Side Screens include:

- ProPresenter - Software tool used to display lyrics, scriptures, images and videos
- V-800HD Multi-Format Video Switcher - Hardware tool used to control what is displayed on the Side Screens



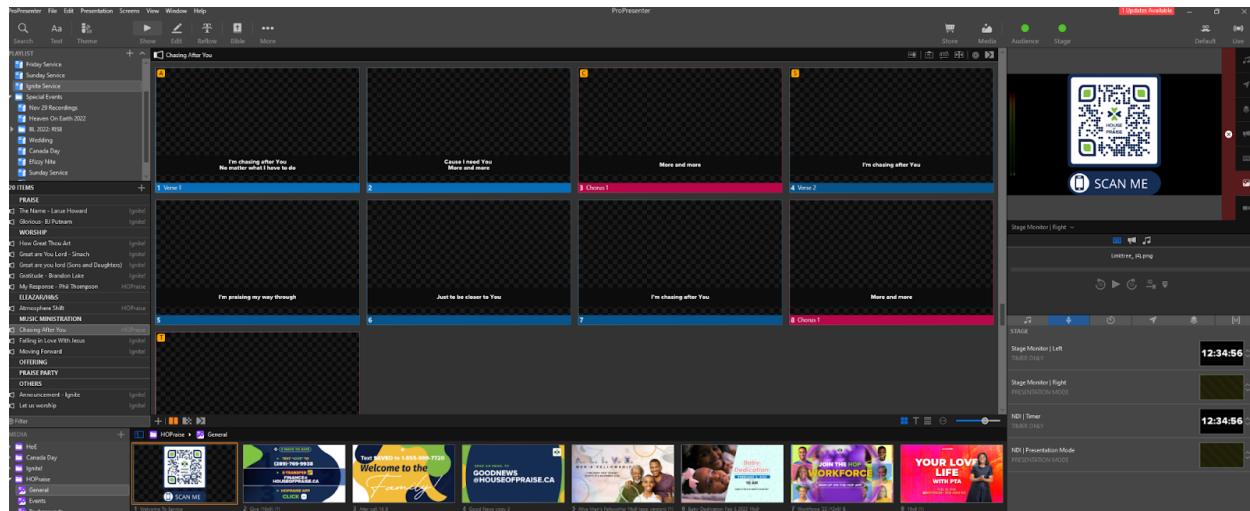
Pro-Presenter



V-800HD Multi-Format Video Switcher

In summary, with the incorporation of all 3 systems (Side Screens, Pro-Presenter and Video Switcher), the overview for displaying content to the Side Screens is as follows:

1. Select Media to be presented on ProPresenter (See image below). In this case, the Scan Me QR Code is selected



2. When Media is selected, the media should display on the Preview Section (PVW) of the Video Switcher Output



-
3. Finally, you toggle the T-Bar to move the image from the Preview (PVW) screen to the Program (PGM) screen



4. Finally, once this T-Bar has been toggled, you should see the image displayed on the Side Screens as shown below



Setup Procedure

For setting up for events in service, you will need the following:

- Songs List for the day
- Production Agenda for the day

Song List

The **Songs for the day are sent to the Service Delivery Email on Monday** by the Choir Department (PPV).

- This list contains the order of the songs to be arranged on in House Pro-Presenter for the event day (See image below for template)

Song List for Sunday, March 26th, 2023

Lead: Mine Ogunsiji

Songs

Call to Worship

- How Great

Praise (Medley)

- Awesome God /
- No one like our God (JJ Hairston)

Worship

- Do it again (Elevation Worship)

Saxophone Worship - Eleazar Okoh

- I will exalt You
- I exalt Thee

Offering

- You are God (Jumbo)

Song List for March 26, 2023

Production Agenda

The Production Agenda for the day are sent to the Service Delivery Team on Friday by the Team Lead

- This contains a comprehensive list of the flow of the service for the day. This provides an overview of the list of additional content to be prepared for the service. See image below for a template of the Production Agenda.

HOP PRODUCTION AGENDA - MAR 26TH 2023			FINAL	30-Mar-23				
S/N	Event	Who?	Duration	Start Time	End Time	Important Notes	Side Screens/Streaming	Audio
1	Pre-Service Set up	IT	0:15	9:45:00 AM	10:00:00 AM	<i>Departmental checklist & Sign off</i>	Service Streaming start in 15 mins	
2	Praise & Worship	PPV - Mine	0:20	10:00:00 AM	10:20:00 AM		LIVE FEED for streaming only Lower Third Lyrics	L1+BGV+BAND
3	Welcome	MC - Jide O.	0:05	10:20:00 AM	10:25:00 AM	<i>Mr. Jide to enter from PPV side, PPV to exit stage</i>	LIVE FEED Lower Third Announcements for streaming only	MC 1
4	Testimonies	Pastor Chuma	0:10	10:25:00 AM	10:35:00 AM		Live Feed	MIN 1
5	Worship	Eleazar	0:05	10:35:00 AM	10:40:00 AM		Live Feed Lower Third Lyrics	SAX & BAND
6	Word+ Ministration	Pastor Joshua O.	1:00	10:40:00 AM	11:40:00 AM		Full Screen Scriptures (Default: NKJV)	MIN 2
7	Offering <i>Songs by PPV</i>	Pastor Chuma PPV	0:10	11:40:00 AM	11:50:00 AM		Live Stream Lower Third Lyrics	MIN 1 L1+BGV+BAND
9	Closing	Pastor Chuma	0:05	11:50:00 AM	11:55:00 AM		Closing Graphics (If Any)- cut streaming after	MC 1

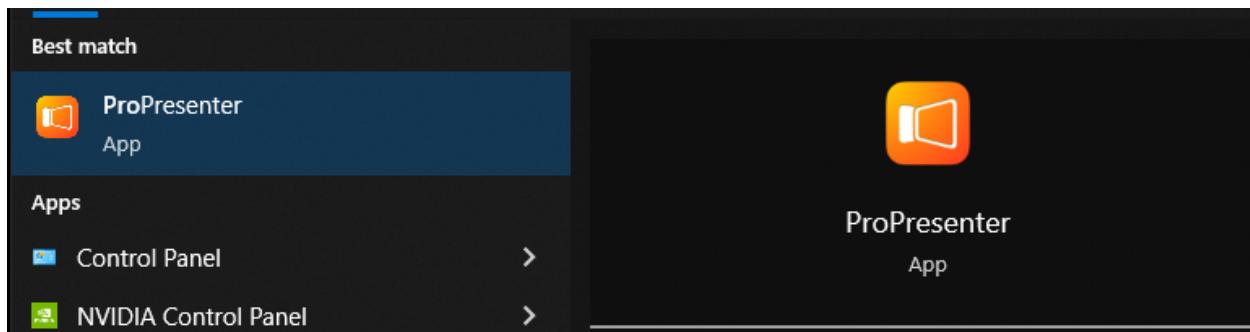
Production Agenda for March 26, 2023

Pro-Presenter SetUp

With these two documents, the next phase of setup involves the set up for Pro-Presenter

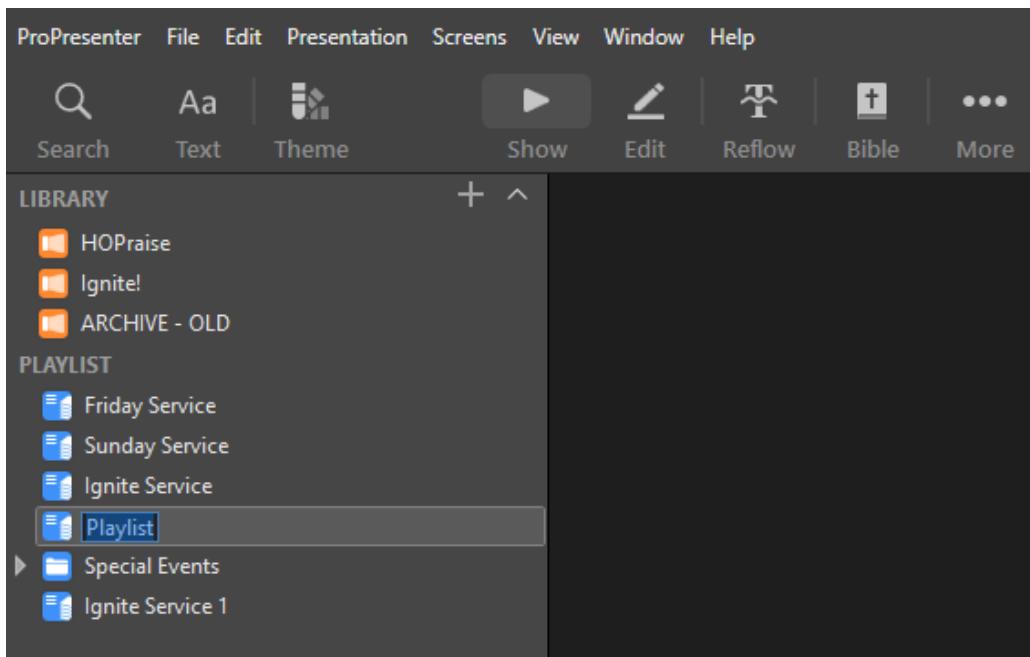
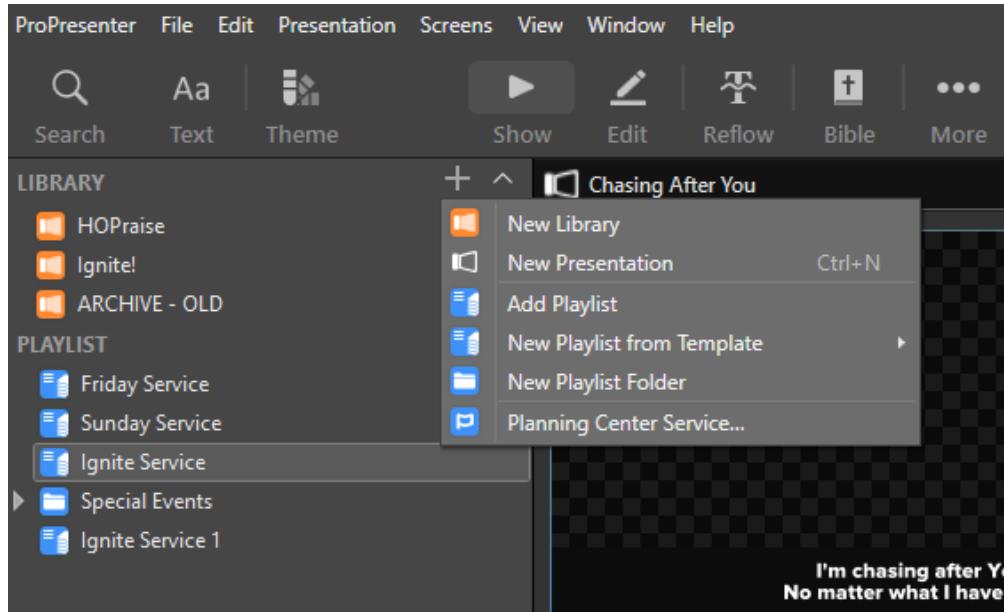
1. Open Pro-Presenter from the Desktop

This can be found pinned on the taskbar or found in the windows 'Start' Menu



2. Create a Playlist for Songs

This can be configured by selecting the ‘+’ sign as shown below and selecting the “Add Playlist” option.



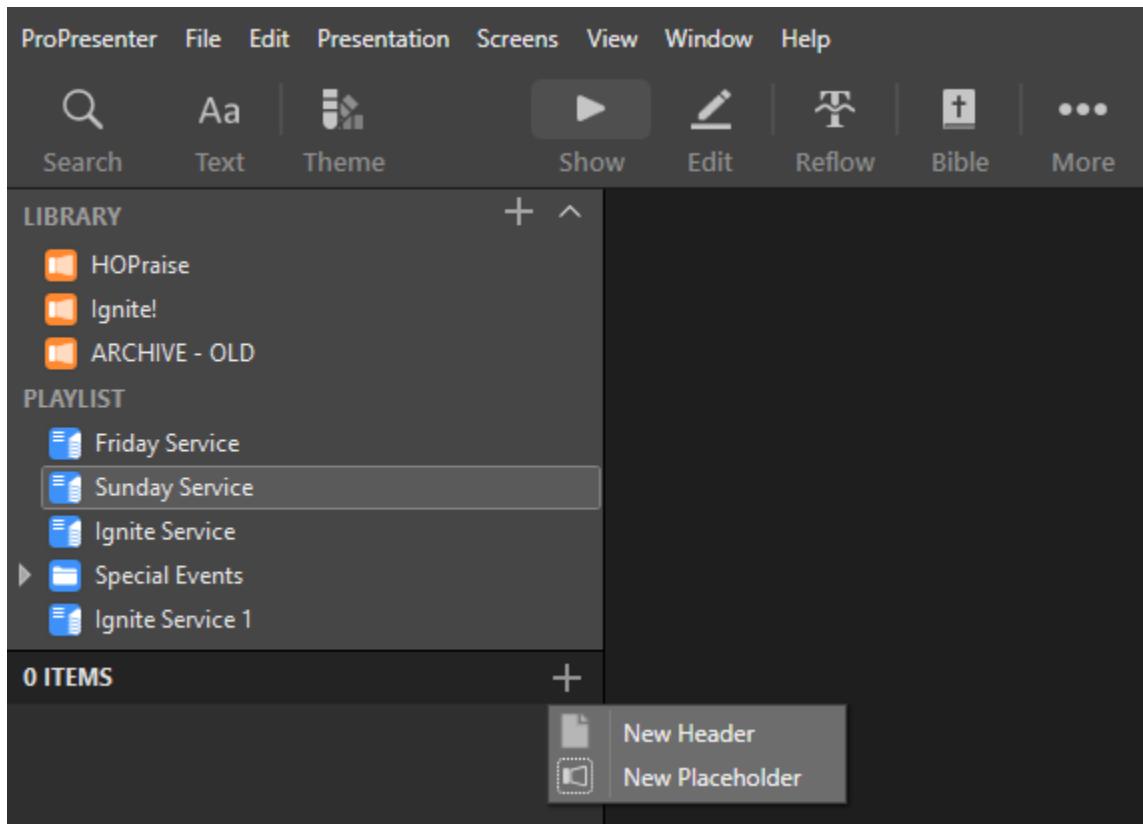
Playlists should already exist for songs to be uploaded so in the case playlists exist, feel free to utilize existing Playlists.

- For Friday Services, use the Friday Service Playlist
- For Sunday Services, use the Sunday Service Playlist
- For Special Events, use the Special Events Playlist

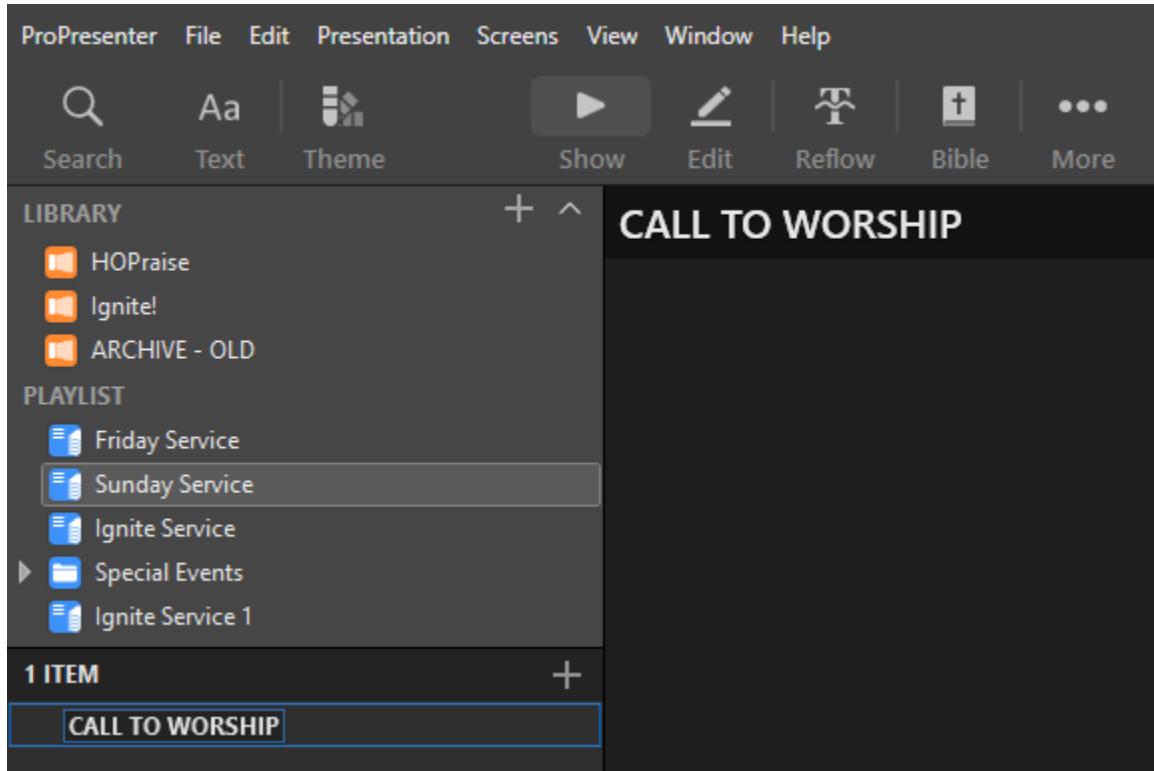
3. Setup Lyrics

Using the Song List provided during the week, ensure that headers and songs are mirrored for easy reference.

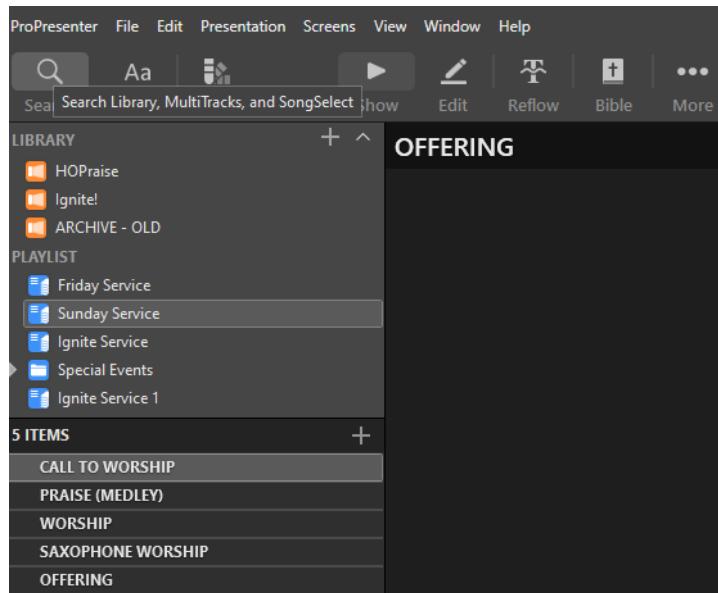
To create a header, select the “+” sign under the Sunday Service Playlist bin.



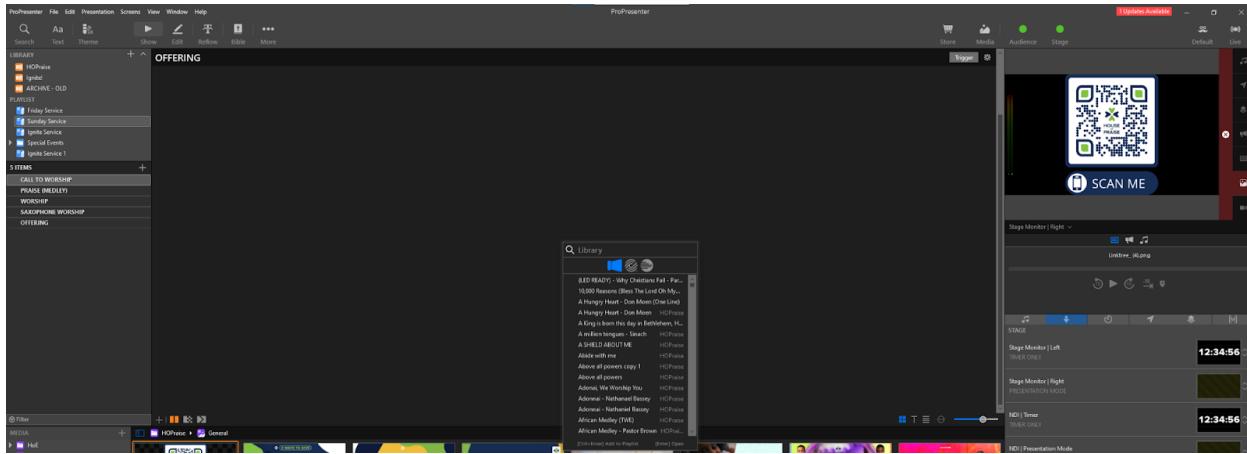
Select “New Header” and rename the Header appropriately. In this case, as per the song list, label as “CALL TO WORSHIP” in capitals as show below



Once all headers have been added, you can proceed to adding songs by using the “Search” button on the top right section of the pro-presenter screen.



Once the “Search” button is clicked, a list of songs should appear in the middle of the screen. Use this to search for the individual songs



For example, the first song is "How Great". Once you enter it, search through to identify the correct song and once found, drag the song underneath the playlist bin.

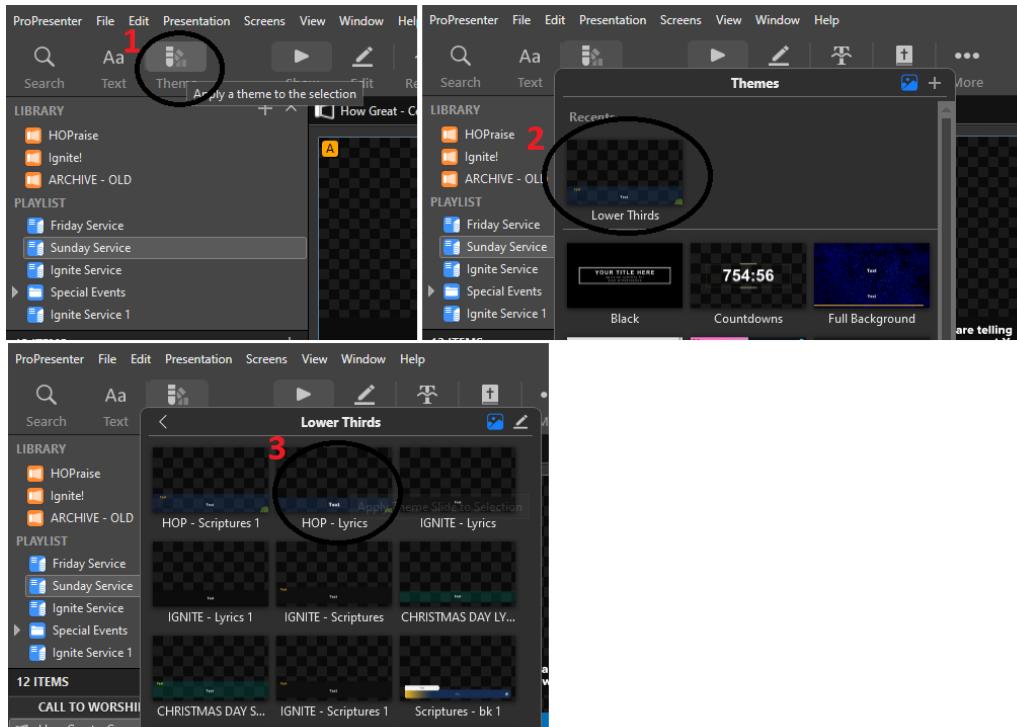
The image contains two side-by-side screenshots of the ProPresenter software. The left screenshot shows a search results window with the query 'How Great'. It lists several song options, with 'How Great - Covenant Worship HOPraise' selected. The right screenshot shows the 'Ignite Service 1' playlist bin, which currently contains 5 items: 'CALL TO WORSHIP', 'PRAISE (MEDLEY)', 'WORSHIP', 'SAXOPHONE WORSHIP', and 'OFFERING'. In the bottom screenshot, the same 5 items are listed, but the song 'How Great - Covenant Worship HOPraise' has been successfully dragged and dropped into the 'PRAISE (MEDLEY)' slot, increasing the item count to 6.

In similar manner, complete this process for the rest of the songs in the song list.

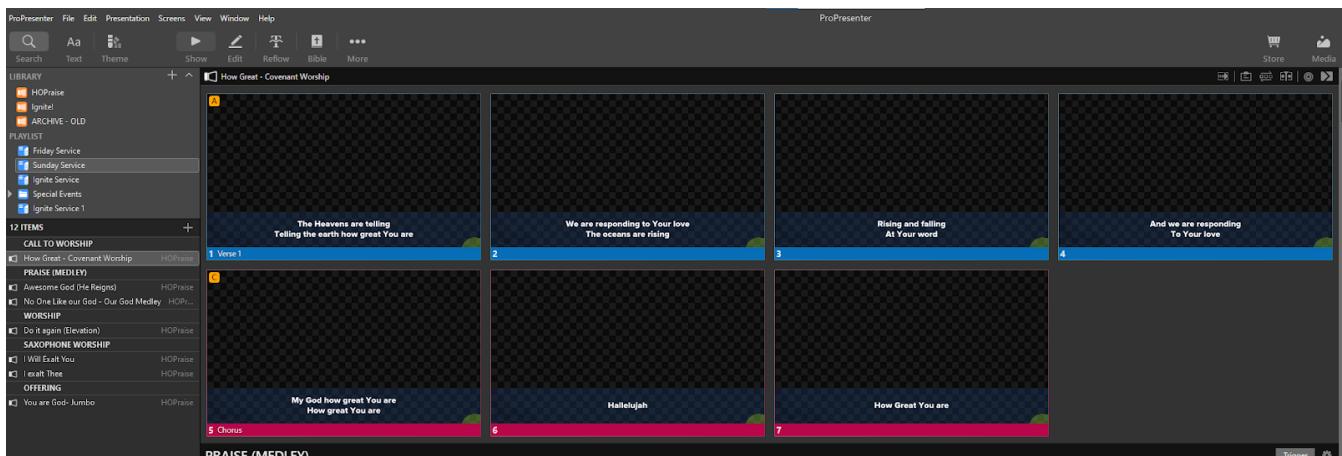
4. Setup Theme for Lyrics

When all Lyrics have been set up, they will need to be using the right theme. Change this by:

- Selecting the Theme Icon
- Selecting Lower Thirds
- Selecting HOP Lyrics



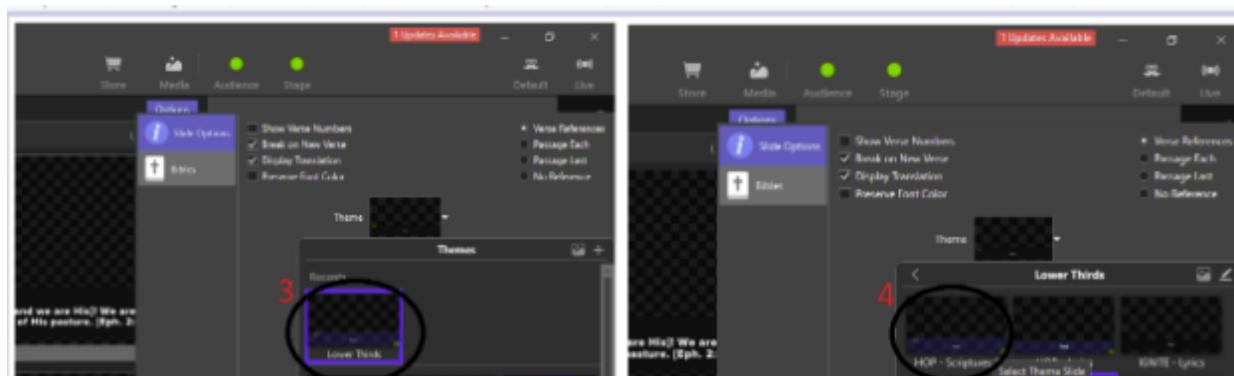
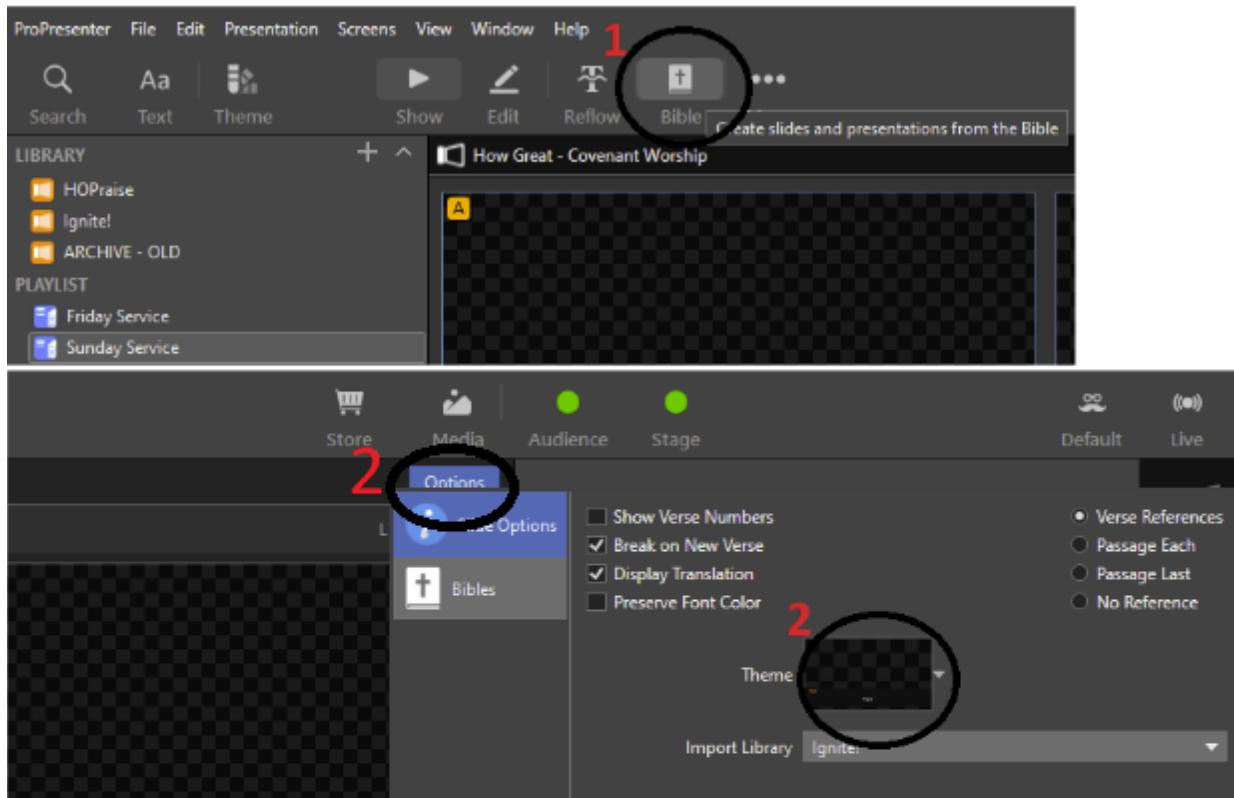
Once this is completed, your lyrics should all be set up.



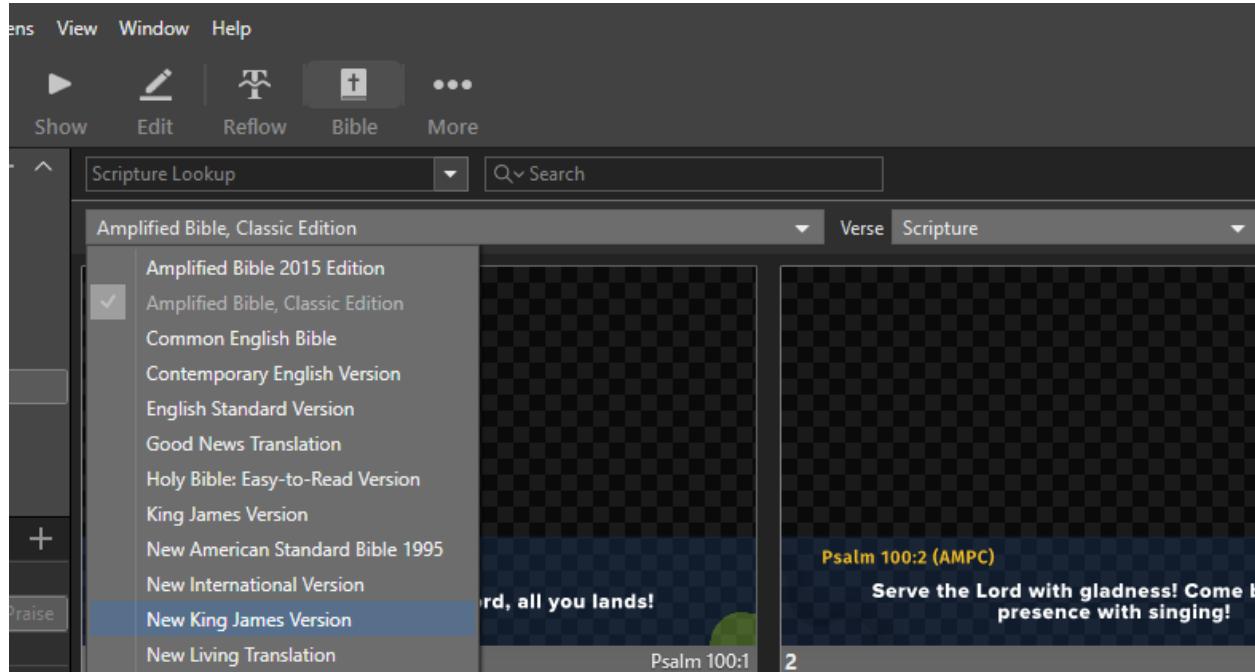
5. Set Up Theme for Bible

Once all songs have been set up, ensure that the theme for scriptures are set up with the similar theme accordingly. Ensure this set up by:

- Selecting “Bible”
- Select “Options and Select Theme”
- Select “Lower Thirds”
- Select “HOP - Scriptures”



After this, ensure that the translation is set to NKJV by selecting the list under the “Scripture LookUp” bar as shown below.



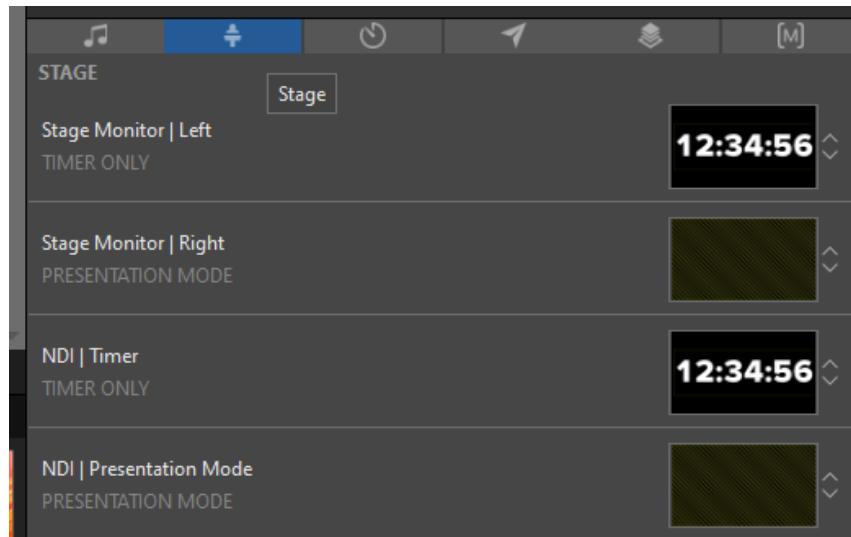
Once completed, scriptures have been set up.

6. Setup Timer and NDI Stage Bins

Finally, to ensure the timer and lyric NDI feeds are set up, ensure the following stage bins are set up as follows:

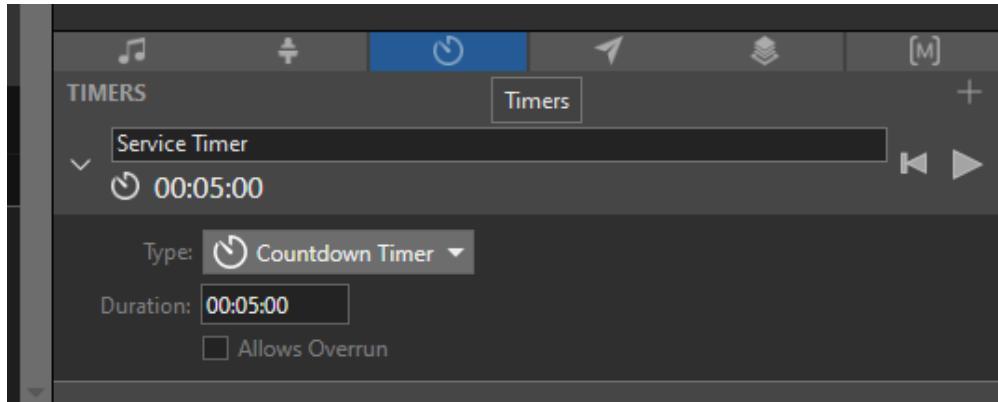
Click the Stage Icon and ensure the following are set up accordingly as stated:

- Stage Monitor | Left - Timer Only
- Stage Monitor | Right - Presentation Mode
- Stage Monitor | Left - Timer Only
- Stage Monitor | Left - Presentation Mode

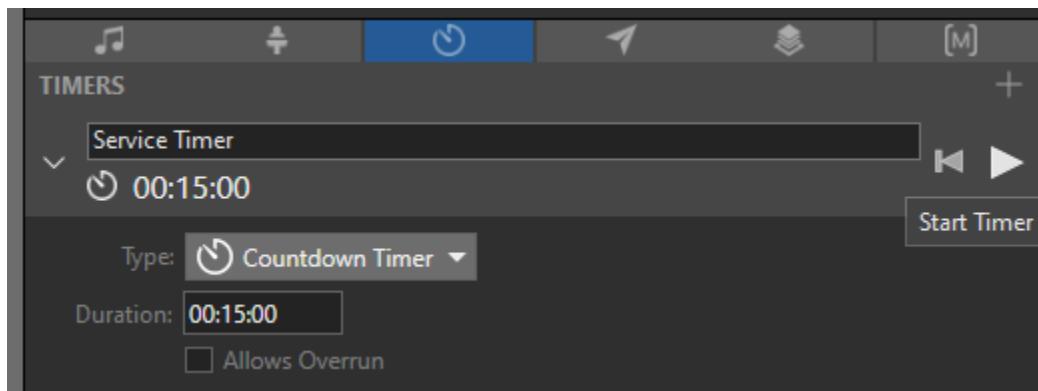
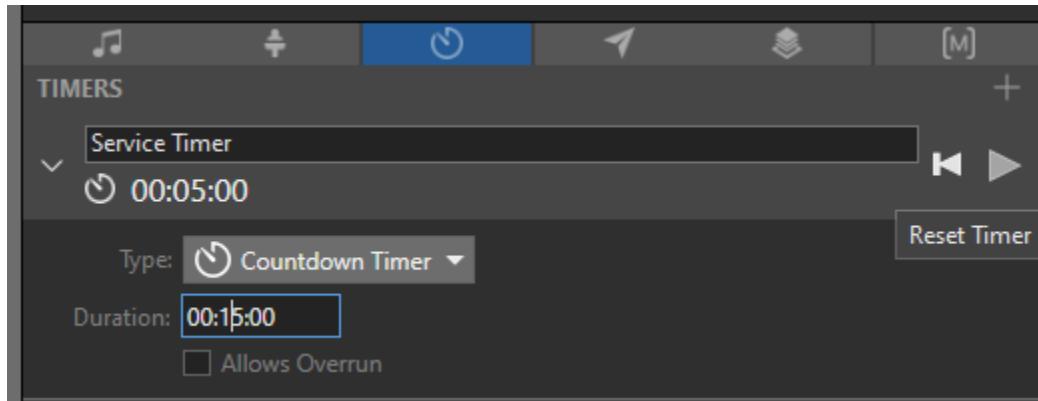


Once all configurations are set up, ensure the Timer is set up as per the agenda items as listed underneath the “Duration” section of the [Production Agenda](#).

- Click the “Timers” Icon, Adjust the Timer in the Duration Box



- Once the Duration has been adjusted, click the reset button and then the play button next to it to begin the countdown timer.



During Service Procedure

Once setup is complete, follow the instructions on the Checklist as show below

IN HOUSE PROPRESENTER CHECKLIST	
	Date:
	Check in
1	<input type="checkbox"/> Ensure program and preview channels are configured on switcher
2	<input type="checkbox"/> Ensure the Key Settings are as follows: Status: PGM; Mode: Self Key; Type: Luminance 2 (Black); Level: 23; Gain:12
3	<input type="checkbox"/> Ensure the DSK settings are as follows: PGM Output: OFF; PVW output: OFF; Type: Luminance 2 (Black); Level: 32; Gain: 0; Source: 8
4	<input type="checkbox"/> Turn on ProPresenter Computer (Password: 258456)
5	<input type="checkbox"/> Test for visibility of lower thirds for lyrics and scriptures on program feed
6	<input type="checkbox"/> Test for incoming sound from computers or microphones to speakers
7	<input type="checkbox"/> Have all songs been uploaded for the service in a playlist?
8	<input type="checkbox"/> Have all songs been formatted to lower thirds
9	<input type="checkbox"/> Have scriptures been formatted to lower thirds?
10	<input type="checkbox"/> Are scriptures set to NKJV (default)?
11	<input type="checkbox"/> Is computer output connected to the channel 6 input of the switcher?
12	<input type="checkbox"/> Has a testimony graphic been uploaded?
13	<input type="checkbox"/> Has an offering graphic been uploaded?
14	<input type="checkbox"/> Have all new splashes and videos been tested with the in-house sound ON?
15	<input type="checkbox"/> Is the clock/timer displaying on stage monitor?
16	<input type="checkbox"/>
17	<input type="checkbox"/>
18	<input type="checkbox"/>
19	<input type="checkbox"/>
20	<input type="checkbox"/>
Volunteer Name: _____ Volunteer Signature (Check in): _____	
Service Coordinator Name: _____ Service Coordinator Signature (Check in): _____	

Ensure that you fill in your name and your signature

- Also ensure that the Service Coordinator signs off on your checklists to confirm you are ready for service.

For more information, refer to the checklist below

 PRODUCTION CHECKLIST_HOP/IGNITE

Post Service Procedure

Once service is complete, follow the instructions on the Checklist as show below

Check out	
1	<input type="checkbox"/> Close ProPresenter
2	<input type="checkbox"/> Shutdown Computer
3	<input type="checkbox"/> Clear your station of all personal items and water bottles after the service is done
Volunteer Name: _____ Volunteer Signature (Check out): _____	
Service Coordinator Name: _____ Service Coordinator Signature (Check out): _____	

Ensure that you fill in your name and your signature

- Also ensure that the Service Coordinator signs off on your checklists to confirm you are ready for service.

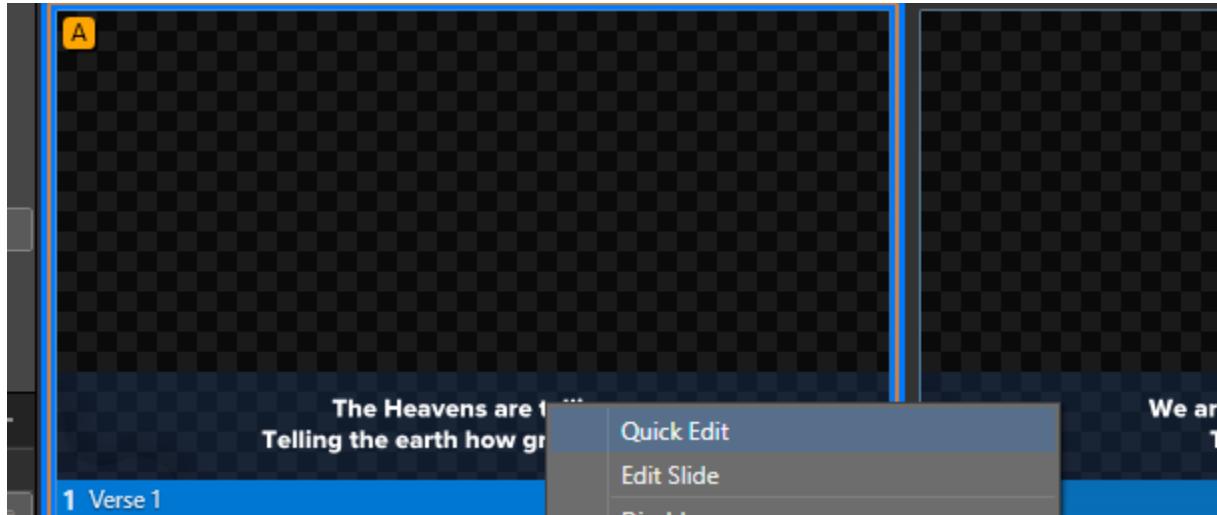
For more information, refer to the checklist below:

 [PRODUCTION CHECKLIST_HOP/IGNITE](#)

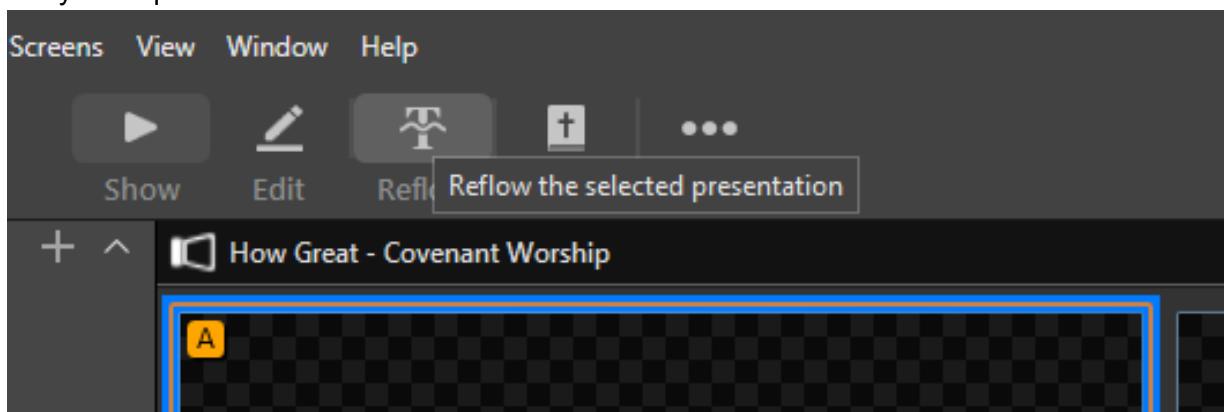
Troubleshooting

1. Lyrics Correction

In the case where lyrics are incomplete or need to be edited, you can right click on the lyric in question, click on “Quick Edit” and make edits accordingly as show below

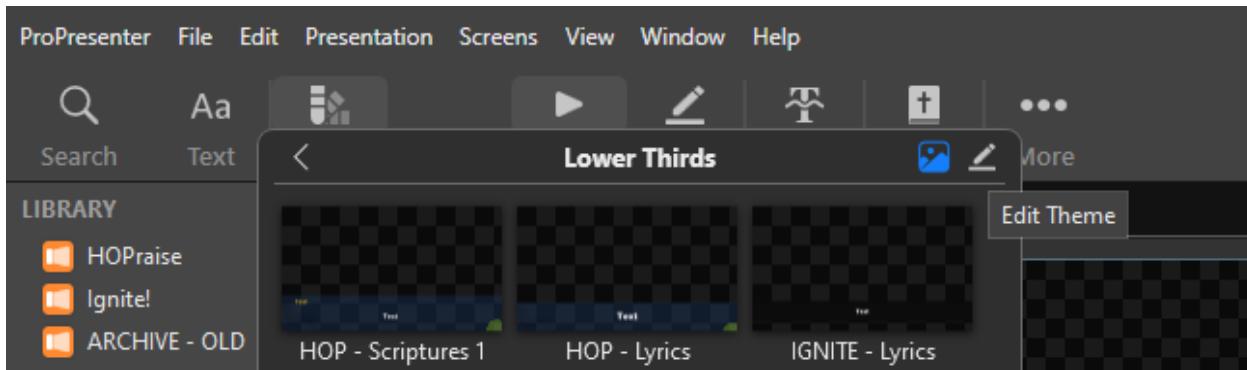


You can also make edits by clicking on the “Reflow” Icon. This will open up a larger view to edit the lyric in question.

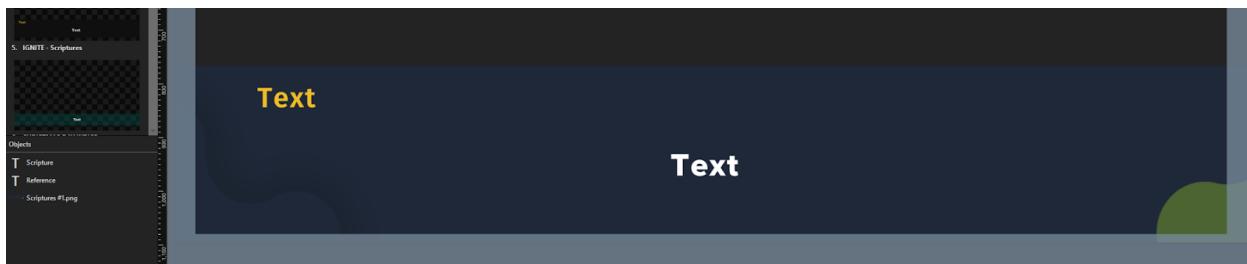


2. Editing Lyric/Bible Themes

To edit a theme, select the Theme Icon and click on the Edit Icon to access the master theme viewer as shown below:



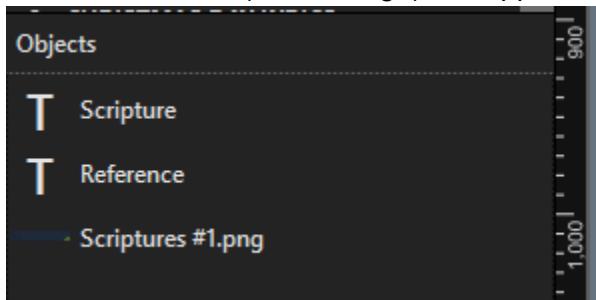
This will open up a viewer where you can access all behind the scene features applicable to all themes as shown below:

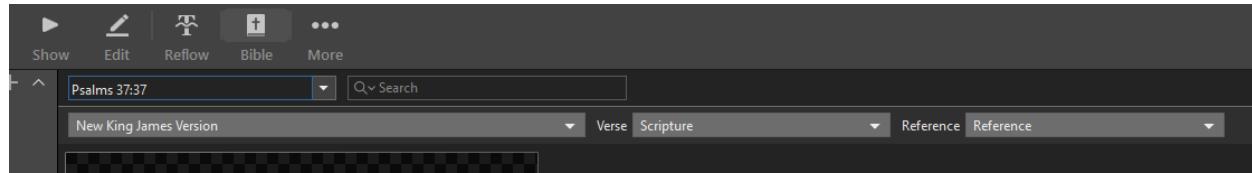


3. Fixing Scripture References

Under the "Theme Editor", ensure that the names of the Objects as shown below, match the references beside the Bible Translation section to ensure the following:

- Scripture (In 1st image) is mapped to Verse (In 2nd Image)
- Reference (In 1st image) is mapped to Reference (2nd Image)

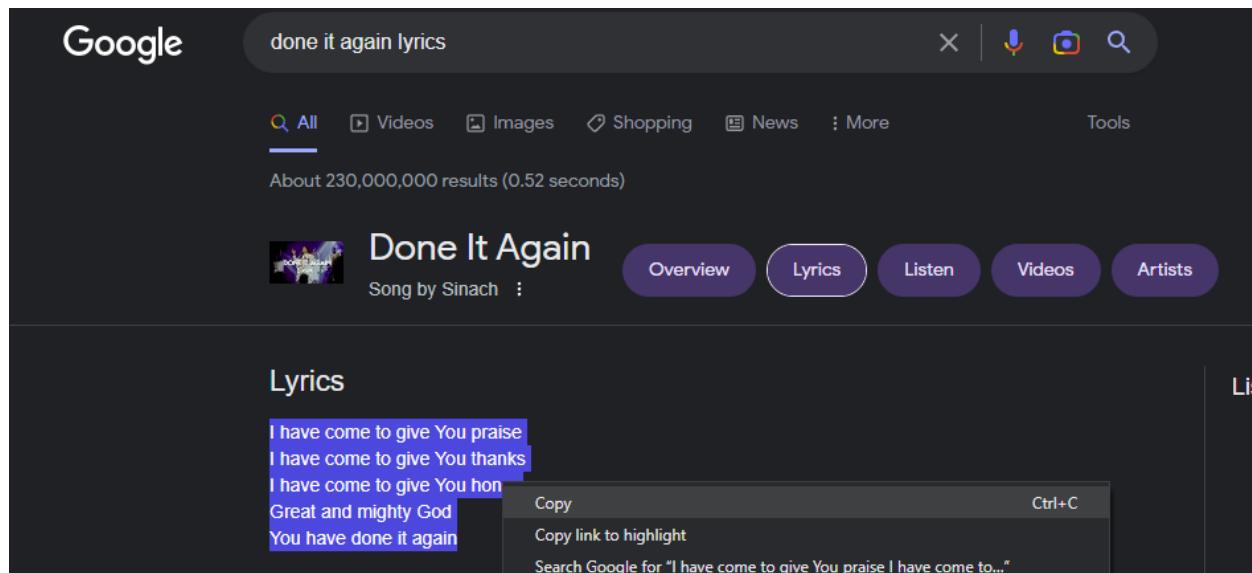




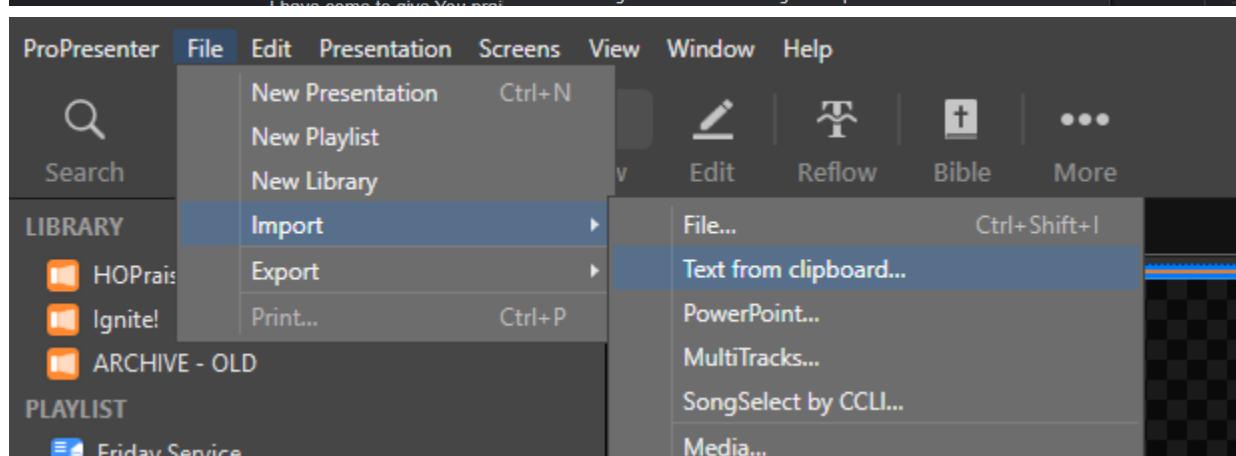
Additional Features

1. Importing New Lyrics

To Import new lyrics, copy the lyric text either from the internet or from the Service Delivery Email into your clipboard as shown below and import to ProPresenter as shown below.



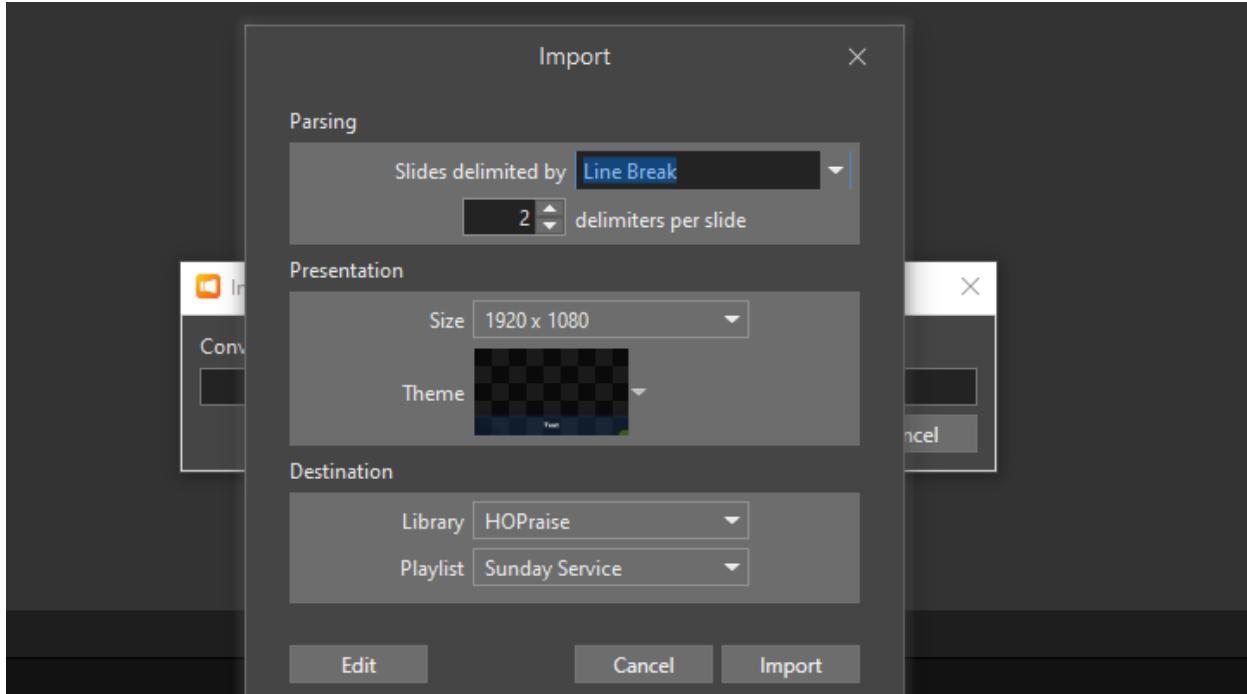
The screenshot shows a Google search results page for "done it again lyrics". The first result is for the song "Done It Again" by Sinach. The "Lyrics" button in the search result snippet is highlighted. A right-click context menu is open over the lyrics text, with "Copy" selected. The copied text is visible in the clipboard area.



The screenshot shows the ProPresenter software interface with the "File" menu open. The "Import" option is selected. The sub-menu under "Import" includes "File...", "Text from clipboard...", "PowerPoint...", "MultiTracks...", "SongSelect by CCLI...", and "Media...".

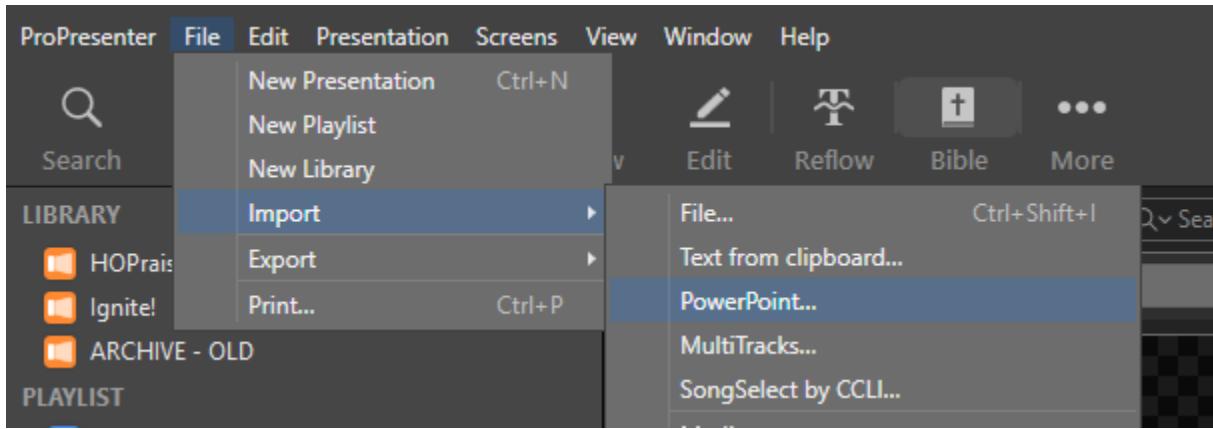
Finally, ensure that the following settings below are fixed for easy import:

- Slides delimited by: Line Break
- “2” delimiters per slide
- Adjust the theme appropriately
- Select the Library where the songs should reside
- Select the playlist where the song should reside

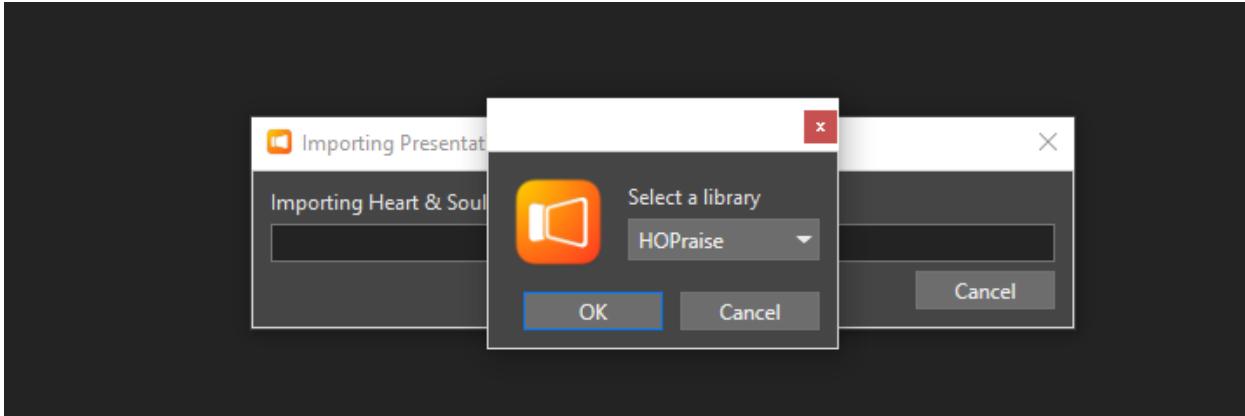


2. Importing Presentations

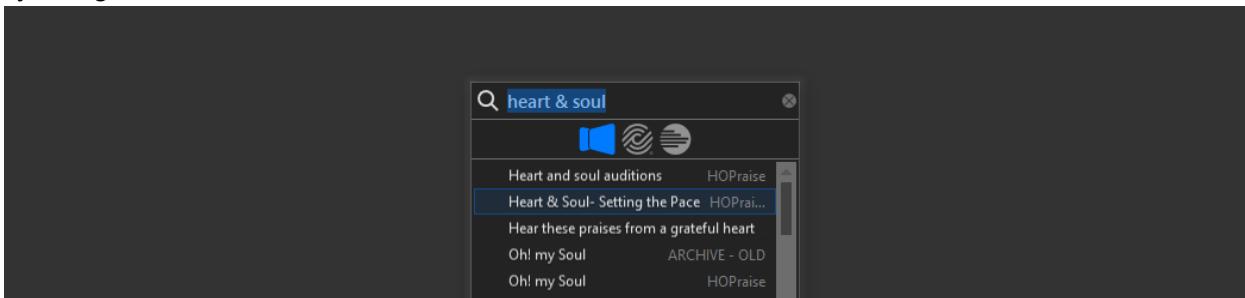
Pro-Presenter has the additional function of importing Presentations. You can do this in a similar fashion as importing new lyrics by navigating to the following as shown below:



Once you have selected a file to upload, ensure you select the appropriate library for the presentation to be stored as shown below and click “OK”



Once you have uploaded the presentation, you can locate it just the same way you locate lyrics by using the search icon as shown below:



NB:

- For further additional features, reference this playlist for a Beginner's Guide on how to operate Pro-Presenter 7: [Beginner's Guide Playlist](#)
- Also reference the Pro-Presenter User Guide for more details: [Pro-Presenter User Guide](#)