

# Live Streaming Manual

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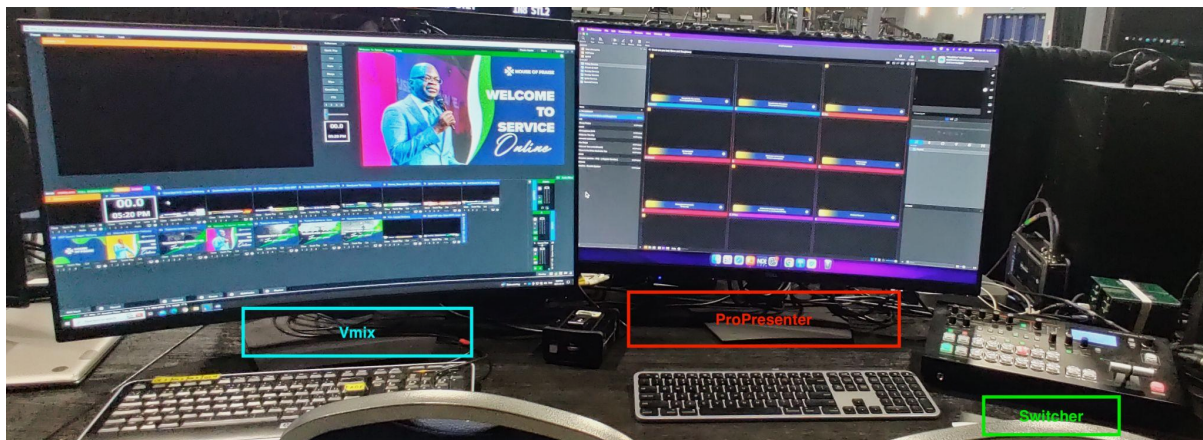
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# Overview

The Streaming station is responsible for curating a pleasant experience for the online church members. This includes timely delivery of lyrics, scriptures and graphics following the flow of the service.

There are three components that play into the successful delivery of the online service:

- Streaming ProPresenter
- Vmix + YouTube
- Switcher



The streaming station is set up with two independent computers which run the Vmix + Youtube setup, and the Streaming ProPresenter as shown above. The switcher unit is connected to both computers and other inputs.

Each of these components will be delved into subsequently.

# Setup procedure

This section will detail the function of each component and the necessary setup steps which should be completed prior to the start of service.

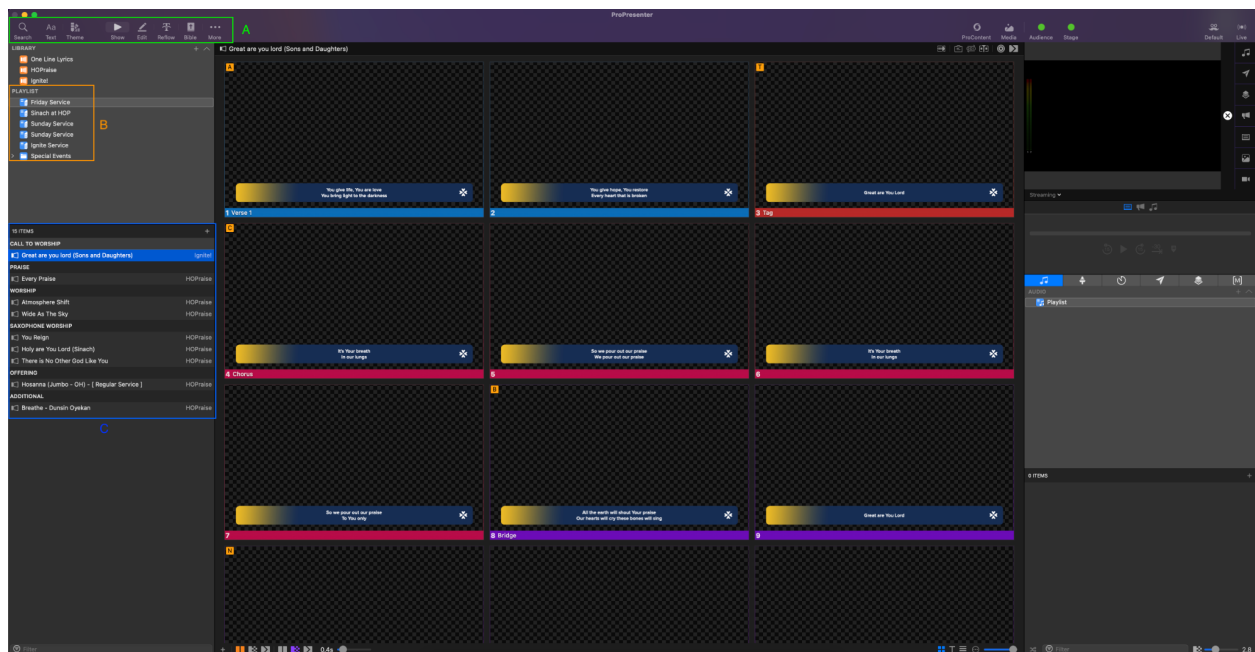
## Streaming ProPresenter

The [streaming station](#) is set up with two individual computers. The computer on the right hand side (with its peripherals) controls the streaming propresenter.

ProPresenter is the software used to control lyrics, scripture and some graphics which will be overlaid onto the camera feed and shown to the online audience via the YouTube live stream.

Prior to service, the song lyrics provided by PPV (Perfected Praise Voices, the HOP choir) should be loaded onto the streaming propresenter with the correct lower third theme.

This involves logging onto the service delivery [email](#), locating the email thread with the song choices for the week, finding the songs on propresenter and adding them to the service playlist.



## Adding Songs to the playlist

1. Select the appropriate service playlist from the [B section](#) of the previous screenshot
2. Using the search button at the top left, or the CMD+F shortcut, open the search window in ProPresenter. This is the first icon in the [A section](#) of the previous screenshot

3. Type out the song title as stated in the email thread.

**Song List for Friday, March 24<sup>th</sup>, 2023**  
**Lead: Mine Ogunsiyi**

**Songs**

**Call to Worship**

- Great are You Lord (Sons and Daughters)

**Praise**

- Every Praise

**Worship**

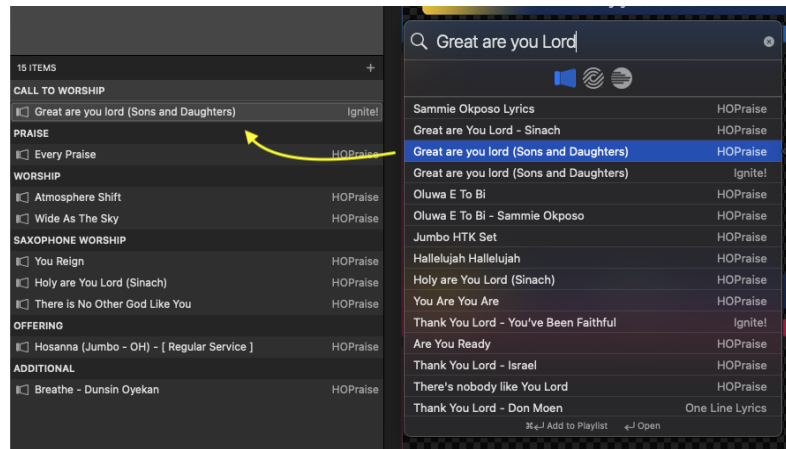
- Atmosphere Shift
- Wide as the sky

**Saxophone Worship – Eleazar Okoh**

- You reign
- Awesome God

**Offering**

- Hosanna (Jumbo)

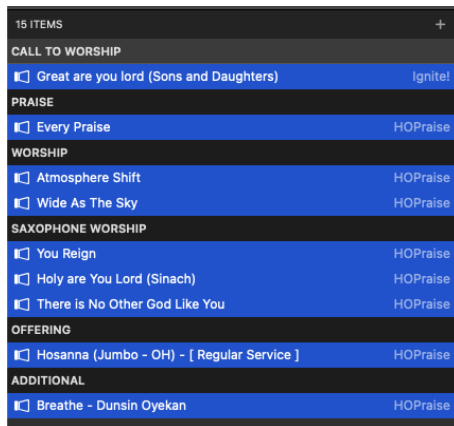


4. Drag the song item into the service playlist under the correct header

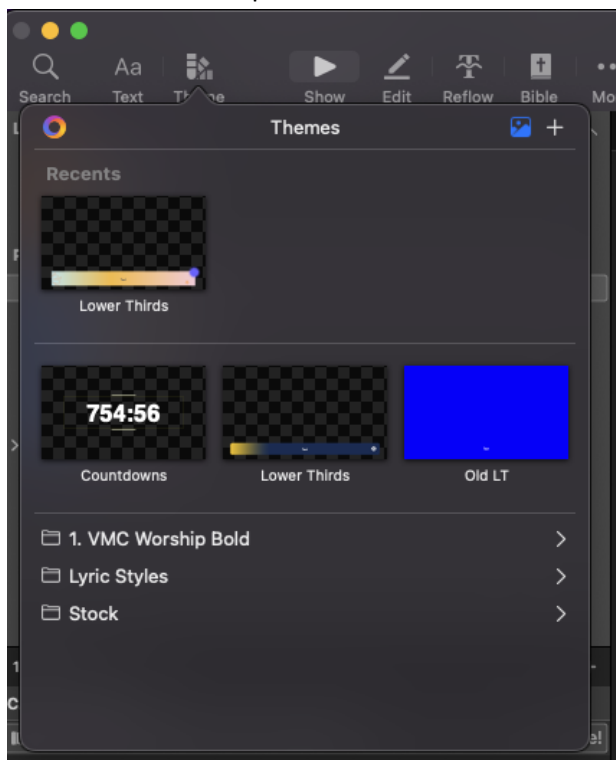
Once all the songs are added, it is imperative that the correct lower third theme is applied to each file.

## Applying the lyric lower thirds theme

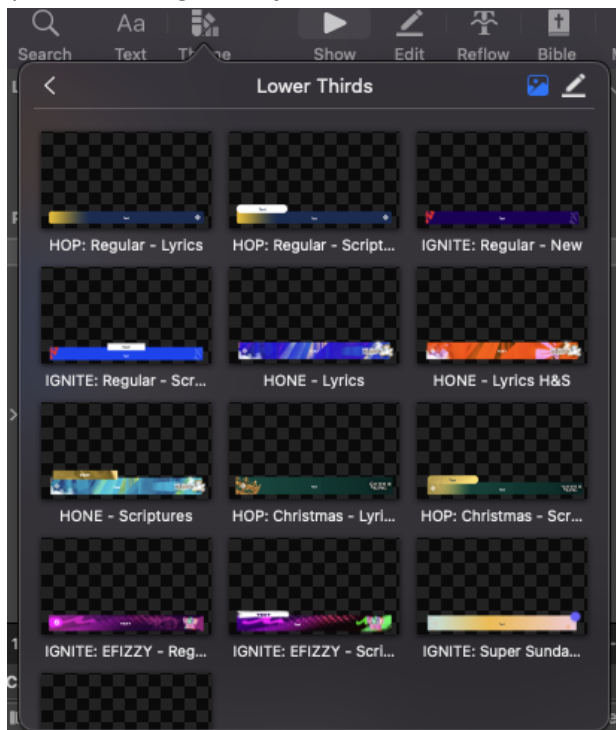
1. Select individual or multiple song presentations



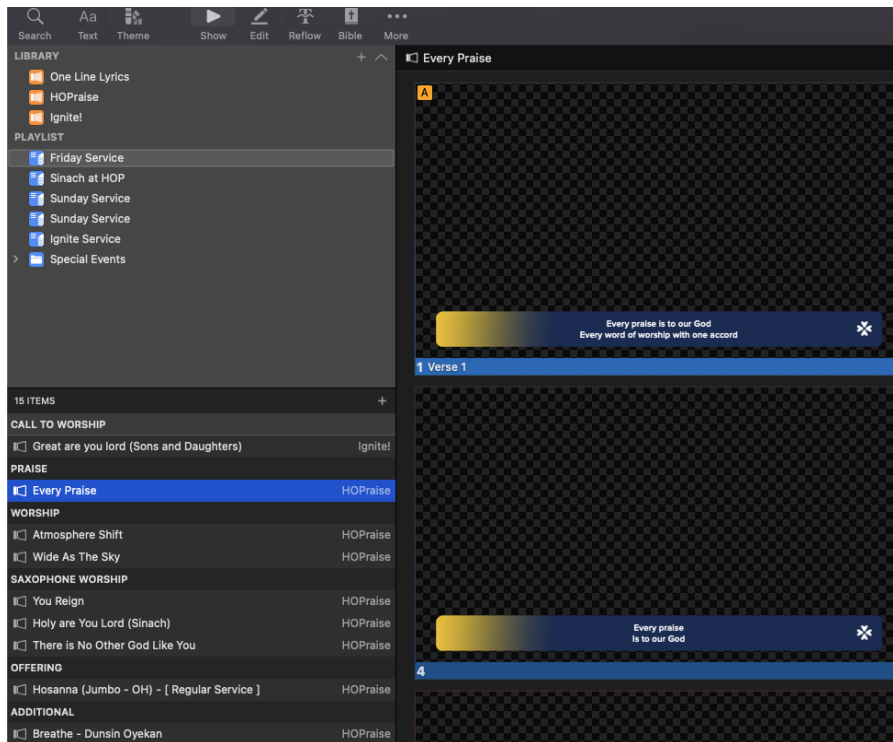
2. Click *Theme* in the top bar. This is the third icon in the [A section](#)



3. Select Lower Thirds item under Recents, then select the appropriate lower third graphic for lyrics: **HOP: Regular - Lyrics**



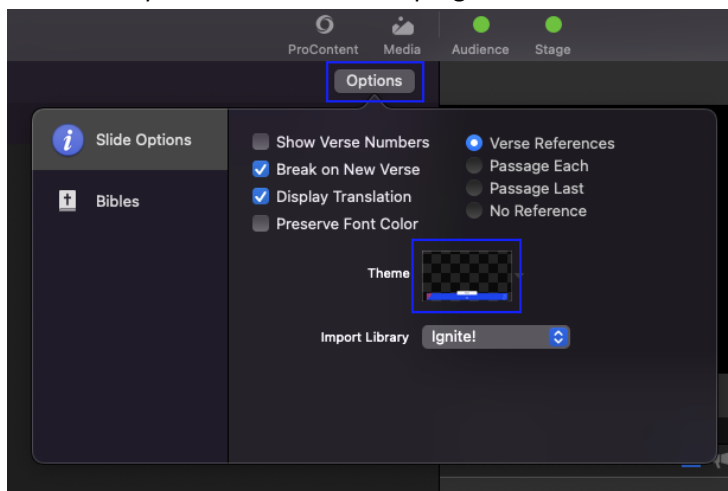
4. Check each song presentation to ensure the correct lower thirds theme has been applied



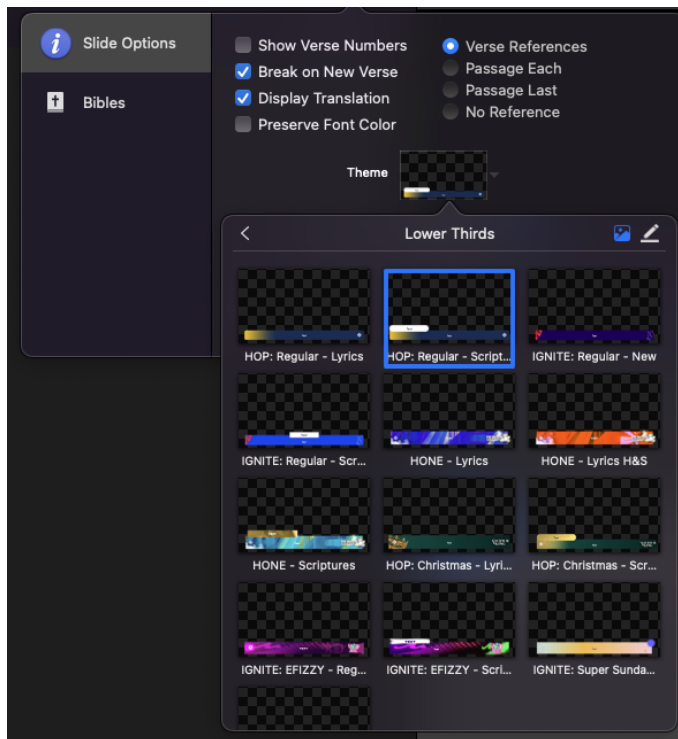
The next part of setup involves changing the scripture lower thirds.

## Applying the scripture lower thirds theme

1. Select the *Bible* icon in the top bar - this is the seventh icon in the [A section](#)
2. Select the *Options* button in the top right corner of the screen



3. Select the preview window beside *Theme*, highlighted in the previous screenshot
4. Select the appropriate lower third graphics for scripture: **HOP: Regular - Scriptures**



## Vmix + YouTube

The streaming station is set up with two individual computers. The computer to the left is used for Vmix and Youtube.

Vmix is the software that sends the mixed feed<sup>1</sup> to a streaming platform. We generally use YouTube for streaming, but sometimes we use other platforms such as Zoom and Facebook.

To configure Vmix for streaming follow the steps in the next section.

### Vmix

1. Open the Vmix software on the windows computer.
2. Open the HoPraise Vmix file
3. Ensure

>> Open software


### Youtube

## Switcher



## During service procedure,

The Service Delivery Department is an exceptional body responsible for the complete flow and delivery of each service/program/event. This team is also responsible for the successful streaming of church services and events to various streaming platforms


	PRODUCTION ELEMENTS				
	LED Wall	Audio	Side Screens	Streaming	Stage Management
M	Splashscreen for cocktail hour + Leading Ladies Title graphic?	<b>PRO PRESENTER</b>	Jazz Music from Spotify (Jazz Playlist - slow)	Start recording (right away) Not-streaming to YouTube, only to zoom meeting	
M	Generic LL graphic - Welcome to Leading	<b>MIN</b>	Live Feed	Live Feed	Tomike to enter from PPV side and exit PWA Match LED colors and focus ed on MC

At its core, the Service Delivery Department aims to achieve the following objectives:

- Deliver services that usher in the presence of God.
- Innovate and introduce creativity in the way we do service productions.
- Continuously improve and look for ways to elevate our offerings.

## Post Service Procedure

The Service Delivery Department is an exceptional body responsible for the complete flow and delivery of each service/program/event. This team is also responsible for the successful streaming of church services and events to various streaming platforms


	PRODUCTION ELEMENTS				
	LED Wall	Audio	Side Screens	Streaming	Stage Management
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# Troubleshooting

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PRODUCTION ELEMENTS					
LED Wall	Audio	Side Screens	Streaming	Stage Management	Lights
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# Appendix

## Shortcuts

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