

## 3 sections to this document

I – Basic Introduction to our setup, and Wirecast, the software used to LiveStream

II – Step By Step Guide how to set up Wirecast for a Stream, broken down into the following Sections

1. Facebook
2. SermonAudio
3. Starting (And Stopping) the Actual LiveStream for Facebook & SermonAudio

III – GACRME

- Graphics Settings
- Audio Information
- Cameras
- Robotic Cameras
- Monitoring
- Epilog - (Techie Stuff you probably will never use, but here it is, if you do)

## I – Basic Introduction to Streaming Setup

Livestream (Wirecast) Computer has dual monitors.

On Desk, from Left to Right: Chromebook Notebook computer (to monitor PA system) In front of Chromebook is PTZ Optics SuperJoy to control our Robotic Cameras. Dual monitors for Livestream computer, Chrome Computer used to monitor GraceTaylorville.com/ LIVE Livestream & 4<sup>th</sup> monitor with Firestick to monitor SermonAudio Firestick feed. Also, one Tablet set up with Grace Taylorville Facebook Information. (Please do NOT use this tablet for personal Facebook use, as any likes, dislikes, or comments will appear as comments, likes, dislikes from Grace Baptist Church)

### Wirecast Primer

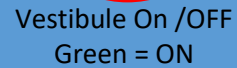
If you are in the Livestreaming position, having the computer ON, and Wirecast running will assist you reading the primer. If not, please skip items 1 - 4

1. Turn on the leftmost 2 computer monitors. Power buttons are located along the bottom, right side of each monitor.
2. Computer PIN is 1208
3. Double click on Wirecast ICON
4. Right side of box, Click on uppermost (latest) Document
5. Lower Right of box, Click continue. If assets manager window appears, click cancel. If notification of a new software version, click cancel. You should now be looking at a picture similar to the graphic in the Wirecast primer area, and ready to start learning Wirecast.

Wirecast is software GBC uses to stream our services currently to Facebook, SermonAudio, and our church Website. It is basically a TV studio control room in a computer. Wirecast accepts all of our camera, computer graphics, and audio, mixing this into a product that we then stream to our viewers. We can switch between cameras, adjust the audio, and add our graphics. This software also converts all of this to the proper signal that Facebook, SermonAudio and others need. The main Wirecast screen is pictured below.



**Livestreaming Indicator**  
 White = NO Stream  
 Green = Streaming  
 Yellow Poor Stream  
 Red = Major Stream Problem



1. LEFT video display is your PREVIEW WINDOW. All shots are composed in the preview window. No one can see the preview window except you, the Wirecast operator.
2. RIGHT video display is your LIVE WINDOW. Whatever is in the right window, **IF** you are livestreaming, or have Vestibule TV's ON, this is exactly what they will see on the Internet or in the Vestibule. This is also what will be recorded, when Recording is active. (We do record every service.)
3. To the left of the Preview window, and to the right of the live window are VU Meters. If no green "bouncing up and down" then you have no audio at all. With the exception of streaming to our vestibule monitors, we need audio playing along with our video. When we play our graphics before the service starts, we **MUST** have audio playing so our viewers know they are receiving both video and audio.
4. Below the preview & Live windows, there are 5 colored coded LAYERS. (Blue, Gray, Yellow, Orange, & Dark Blue) Each layer represents the hierarchy of appearance on the screen. Items in Layer 1, if turned on, will always appear onscreen. Anything in layer 2, will appear behind layer one assuming the layer 1 item is not taking the

full screen. Our GBC Bug only takes up a small part of the screen, so it always appears in front of other assets used in the shot. Wednesday night's we use 3 layers simultaneously. (Bug, Picture in Picture of Pastor, and a 3<sup>rd</sup> shot of the congregation.) Sounds confusing, but easy to do.

- **Layer 1** is exclusively for the GBC Bug (logo) that must appear in the lower right hand corner of the screen. **ALL audio we stream is tied to our GBC Bug. No bug = no audio.** (Layer 1 is normally hidden from view to save computer screen space & help eliminate accidentally deleting our bug and audio.)
- **Layer 2** is all **GRAPHICS**. Please review Graphics section for How to modify graphics as needed.
- **Layer 3** is **Pro Presenter** feeds, our static welcome picture, and small copies of camera feeds used on Wednesday nights for picture in picture setups. Full Screen, Small, Medium, and large versions of Pro Presenter here. Prior to service starting, keep pro presenter full screen in live window. Any videos played during a service, also do full screen. Scripture text and scripture titles, generally small or medium size window in lower left corner of screen
- **Layer 4** is all **Cameras**. To select a camera, click on camera feed from layer 4 and it will appear in PREVIEW window (assuming layer 2 & 3 are clear. Current Selections are:
  - Main Camera
  - Main Camera *ZOOM*
  - Back Left Camera
  - Side Camera
  - 30x PTZ Robotic Camera
  - 10x Z Robotic Camera
- If you need to CLEAR a Layer, use the clear layer icon, far left side of each layer). Once you are satisfied with how everything appears in the preview window, and ready to use that shot LIVE, press the RIGHT ARROW key that is immediately under the LIVE monitor and that "shot" will be live. Once you do this you will see what was only in the preview window, now also on the LIVE monitor. As soon as you do this, start to set up your next shot in the preview window so you are ready for your next shot.
- **Layer 5** currently not used

To compose each shot, if preview window is black, (except for GBC Bug), click on the one item you want to stream, (Main Camera for example) and it will appear in the preview window. If you need to clear the preview window, click on the respective clear layer area to clean the preview monitor. When you are ready to go live with what is in the preview monitor, click on the right arrow just under the live monitor. Both monitors will show identical pictures, until you start setting up you next shot in the preview monitor.

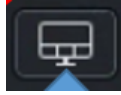
Remember, shots are **composed** (set up) in the preview (LEFT) window. No one can see the preview window except you, the Wirecast operator. Whatever is in the LIVE (RIGHT) window, if you are livestreaming, or have turned on the stream to the vestibule monitors, this is exactly what folks will immediately see at home & in the vestibule.


## II - Now, let's get everything set up so we can LiveStream a Service!

Prior to any Service Starting, several procedures MUST be performed, and a few others a good idea to perform, time permitting. In the order to be done, here they are

### 1. **Turn on Vestibule & Nursery Monitors:** (Turn on ASAP so Vestibule monitors have content)

- As soon as you open Wirecast, start the welcome graphics from either the Pro Presenter computer, OR our static welcome slide, then turn on vestibule monitors. If Pro Presenter computer (Hereinafter called PP) is feeding us today's welcome graphics package, place it in the live window and start vestibule feed. If no PP feed, select static welcome slide. Audio is not necessary yet.

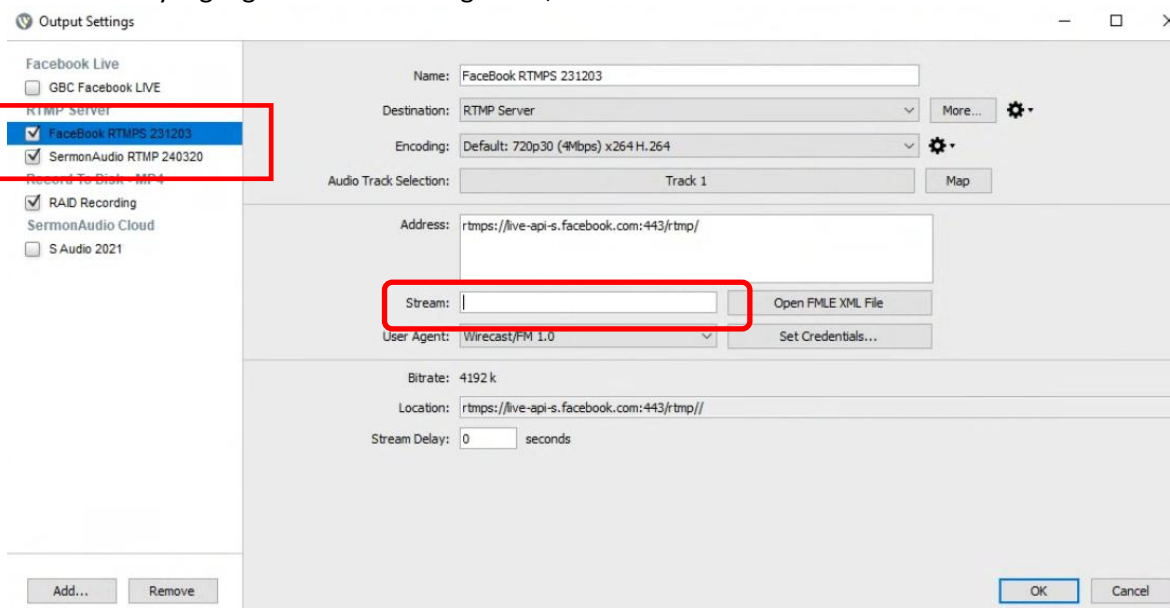


- To turn on Vestibule, click on the  icon. See the Exploded View Upper Left of Screen graphic above for icon screen location
- To VERIFY you are sending signal to the vestibule monitors, the FAR Right 32" TV set (to your FAR Right, the far end of the table) is your vestibule monitor. You should see exactly what is on the live window in Wirecast.
- After service ends, turn off Vestibule feed.
- VERIFY Vestibule TV's are playing your feed (Walk into vestibule briefly). If not, see epilog section.

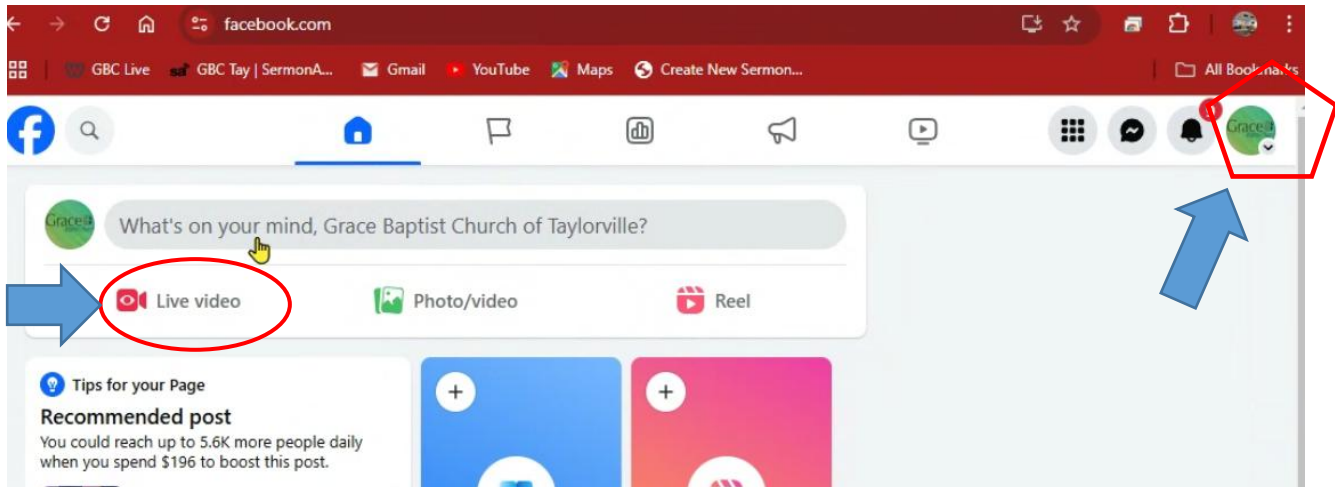
## 2. Prepare to Stream to Facebook

This new multistep detailed procedure **MUST** be followed step by step or we will not stream to Facebook. Best to perform procedure WELL Before service time! For a Morning Service, I set up Facebook around 9:45AM Once this procedure is completed, short of step 18, going live on Facebook, no one except you will see the stream, however you will know everything is "good to go" when we go live 6 minutes prior to service time.

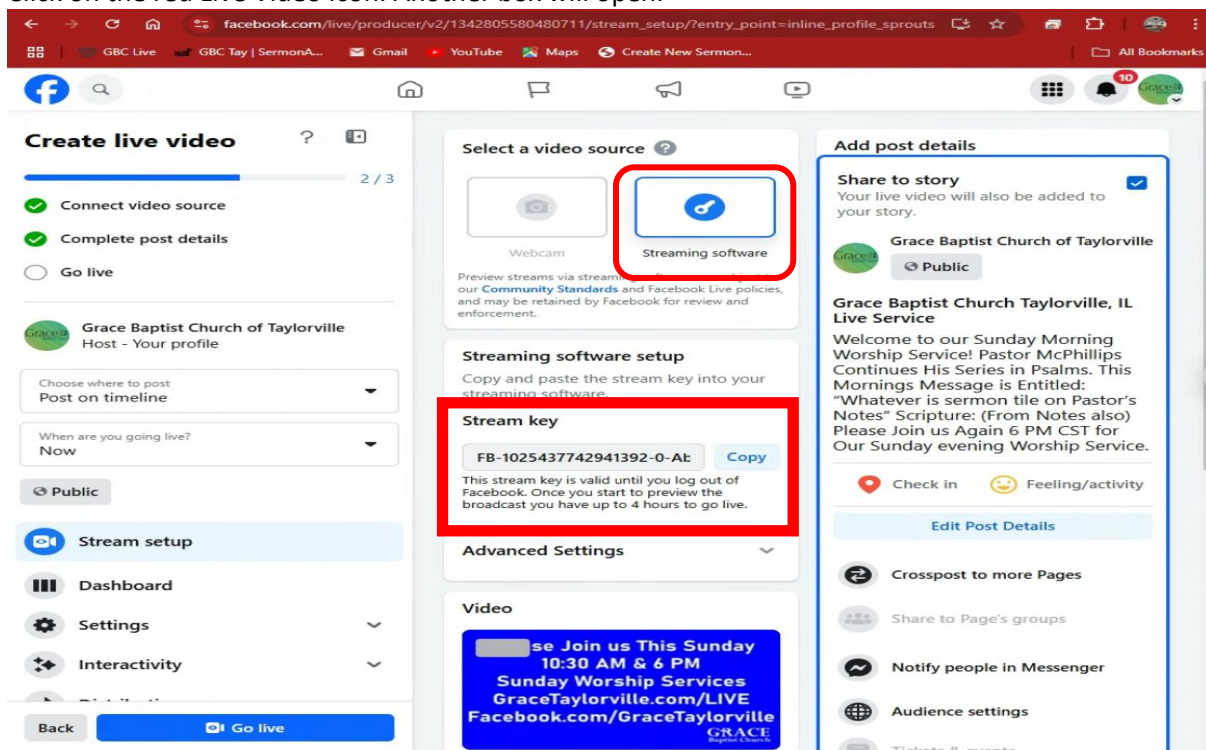
1. IN Wirecast, top left side, Click on Output, then output settings. A White and gray Output Settings box will appear.
2. IF not already highlighted in blue background, select Facebook RTMPs 231203 on left side of the open box.



3. In the Stream box, totally clear the alphanumeric number leaving the box blank. Don't change the address Box, or any other boxes. The key is longer than the box, so make sure you have deleted the entire old key.
4. In Chrome Browser (that should be open on your left screen) go to Facebook.com AND ensure you are logged into Facebook as Grace Baptist Church. You MUST be logged into Facebook as Grace Baptist Church. Your personal account, will NOT work. LOOK for the GREEN Grace Baptist Logo near the top right side of window. If round Grace Logo does not appear, select dropdown box and select Grace Baptist Account.



- Find the RED Live Video Icon on our home page. It should be immediately below “What’s on your mind?” box. Click on the red Live Video Icon. Another box will open.



- Click on the light blue Go Live Bar (Do NOT select create a test broadcast before going live) another page will open. You will stay on this page until after your livestream has ended (after the service is concluded)
- In Select a video source, select Streaming Software, if not already selected. (See example Below)
- Look for the words Stream key. Under that will be a long alphanumeric number. Hit the **Copy** button to the right of your stream key.
- Go back to your Wirecast Output setting window, and paste the Stream Key in the Stream Box.
- CRITICAL:** After the key is pasted into the box, use left arrow key on the keyboard to move the cursor to the FAR left side of the box. Once successfully done, the stream key you just entered will be added to the Location box in the popup. In the location box you will have first the address, then the key, It will look like this: (Similar, however NOT exactly the same. The Box MUST start with rtmps://live . . AND be approximately 70 characters long.

Location: `rtmps://live-api-s.facebook.com:443/rtmp//FB-1025437742941392-0-Ab1XEjnpXAmI1s_XLxgqs0AT`



12. If something did not work, no problem, Repeat Steps 3, 8, 9, & 10 above.
13. Once everything looks good, Click OK to close the Wirecast Output Settings dialog box.
14. Click output, then Start / Stop Broadcasting, then Start RTMP Server: Facebook RTMPS 231203
15. Green stream light should go solid green in a few seconds. You are now streaming to Facebook setup page. No one can see this except you.
16. Go back to Facebook Page in browser and refresh screen. The circle on toward the top left of Chrome browser, next to the home icon. You should see your video in the formerly black Video box on that page. IF no live video, wait a few seconds, refresh the page again, and look for live video in the lower middle column.
17. IF no live video, you must repeat the procedure, restarting back at step 1 above before proceeding. You MUST have live video on this page before Facebook will allow you to complete setting up our Livestream.
18. Once you have live video on the Facebook Setup page, Click on Complete post Details (upper left side of page) click on Edit post details on right middle side. The title should be populated with "Grace Baptist Church of Taylorville, IL Live Service", so leave title alone. Enter Service Description. Example for Morning Service: Welcome to our Sunday Morning Worship Service! Pastor McPhillips Continues His Series in Psalms. This Mornings Message is Entitled: "Whatever is sermon tile on Pastor's Notes" Scripture: (From Notes also) Please Join us Again 6 PM CST for Our Sunday evening Worship Service. Once all details are entered, click on the Blue SAVE box.
19. IMMEDIATEY after completing the post details, a Green checkmark should appear in the complete post details checkbox AND the bottom left Go Live box should now be blue. **(DON'T CLICK BLUE BOX YET)**
20. You are now **READY to Go Live on Facebook!! However, Do not go live Just Yet!**

### 3. SermonAudio Sermon setup

- SermonAudio does **not** need to be set up Before Livestreaming. (You MUST set up Facebook prior to each stream, not SermonAudio).
- SermonAudio **Does** Require each individual Broadcast be set up on the SermonAudio member's website, Sermonaudio.com, AND the Sermon video manually uploaded to SermonAudio after the service has ended before the sermon will be archived. (This is one reason we RECORD all services to our computer.)
- To Start a SermonAudio Livestream, please see the section entitled Starting (And Stopping) the Actual LiveStream for Facebook & SermonAudio
- To Set up SermonAudio to ARCHIVE a sermon, Please follow this guide:
- Open Chrome Browser and enter SermonAudio.com
- On lower left side select Broadcaster Dashboard
- If asked, GBC Member ID: **gbctay**. Code:
- Left Side, click on **Sermon Manager**, Blue Box click on **Create New Sermon**.
- This will open up an Untitled Sermon Details Page.

## Untitled Sermon

1 Details

2 Media

+ Cross Publish

+ Globalize



### Basic Info

#### Title

Untitled Sermon

#### Language

Specify the correct language in which the sermon was preached to help people find it in their native language.

*\* Sermon language cannot be changed once media is uploaded.*

English

#### Speaker

Select Speaker

#### Date Recorded

February 28, 2025

#### Event Category

People will be able to find your sermons more easily if you properly assign the most appropriate event category.

Sunday Service

### Additional Info

#### Series OPTIONAL

Select Series

#### Description OPTIONAL

#### Bible References OPTIONAL

Add Reference

0/2

#### Hashtags OPTIONAL

Add Hashtag

0/150

Delete

Save

Publish

- Using sermon notes that should be sitting on the desk, provided from either Pastor or Pastor T, as a guide, complete the following SermonAudio Boxes above. (If a guest speaker, you may need to create your information during their message or presentation)
- Title – enter title from sermon notes
- Speaker – use drop down menu to select who is speaking. As a last resort, create a new speaker.
- Event category. Generally will be Sunday AM, Sunday PM, or Midweek Service
- Series – **VERY IMPORTANT** to enter the name of the series (assuming there is one)
- Description Box – leave blank
- Bible Reference – enter one or two Bible references
- Hashtags - **VERY IMPORTANT also**. Using the sermon title, series, and Bible References as a guide, create multiple hashtags. Remember, no spaces allowed in hashtags.

- When this page looks good, click on blue Publish Button.
- Inside the Publish Sermon popup box, select when to publish. (if setting up page ahead of time, select schedule for publication and select time close to expected service ending time). If creating page after the service, select publish right away. Click on copyright notice, then Publish button.
- Close the Sermon Published! Box.
- WAIT until service has ended, you have renamed recording, and played video to determine your start point, then proceed.
- Select 2 Media box.
- In the upload audio or video box, click on the slider to turn ON Show trim and thumbnail settings. This MUST be done before you upload the video.
- Click on the Blue Drag and drop file or click to browse button
- Select the proper service recording from the window that opened, Trim video to either only the message, or message and special music that was performed immediately prior to the message. Select a good image, and you are now done with SermonAudio for that service!

## II - Actual LiveStream (Going LIVE to Facebook, SermonAudio, & Recording

### 6 minutes before service time start streaming **and** recording.

- Start recording and streaming 6 minutes before service scheduled start time (IE: 10:24 am for morning service)
- BEFORE we go live:
- Continue to Play Video Announcement Graphics from ProPresenter computer Full Screen. (If PP Feed not available, continue playing our static Welcome screen)
- **Play Audio** from ProPresenter (if not receiving audio, ask Carrolton to start audio, or if not available, turn on Congregation mikes for some audio. (Don't stream without some audio playing.
- We are already streaming behind the scenes to **Facebook**. To make our stream visible to everyone, go the Facebook stream page you have open in Chrome, and at the bottom left of the page, click on the blue box ( Go Live)to go live.
- To start our stream to SermonAudio, in Wirecast, carefully (so we don't stop our Facebook feed) select Output, Start / Stop Broadcasting, then finally Start RTMP Server. SermonAudio RTMP 240320
- To start Recording, press the recording icon, top left side of Wirecast.
- Once Piano, Organ, and or Clavinova starts playing live, turn ON their audio inputs, then shut off Pro Presenter AUDIO (leaving Pro presenter VIDEO playing until service starts
- Facebook stream should appear in a few seconds after you start streaming. SermonAudio generally takes up to 90 seconds Sunday Mornings.
- Use Tablet to Monitor Facebook Feed AND click LIKE on Each Person who Logs into Service (Password 1208)
- Use Chrome Computer (3<sup>rd</sup> screen) to Monitor GraceTaylorville.com/LIVE page
- Use 4<sup>th</sup> monitor to monitor SermonAudio ROKU Channel

## III – Ending Livestream

- Traditionally, our Pastors will pray at the conclusion of their message, prior to an alter call or time the organ plays. Once Pastor concludes praying:
- kill all audio
- change the video from Pastor to our blue screen graphics inviting everyone to our next service
- Then stop Recording. (You are still livestreaming to both Facebook and SermonAudio.
- Once our Blue screen appears on our Facebook monitor (the tablet) wait 10 seconds, and then click on the GREEN Livestream Indicator to stop both Streams. You have stopped Facebook & SermonAudio streams, only "streaming" to our Vestibule.



- Select the full size PP feed and place it in the LIVE Wirecast window that should play our “Thank you for attending video” to the Vestibule
- Locate your video Recording, highlight and rename it, using other services as your guide. (IE: GBC Sun AM YYMMDD or 250302 for an AM service happening on March 2, 2025)
- Double Click on video to open up video play window
- Scroll through video to find starting TIME of Special Music immediately prior to the Message, or Message start time. Write down that time. (Minutes & Seconds) Close Video player window
- 

## III – GACRMEOP

- Graphics Settings
- Audio Information
- Cameras
- Robotic Cameras
- Monitoring
- Epilog - (Techie Stuff you probably will never use, but here it is, if you do)
- Order of Service
- Passwords

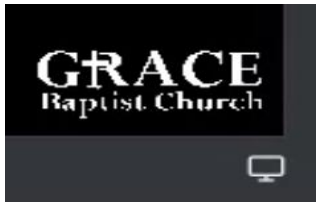
### Graphics

- **After you have the vestibule monitors playing, Facebook, SermonAudio Setup and things are looking good, is an excellent time to review your graphics for the livestream.** (If you’re short on time, graphics can be done during the live service)
- Check all graphics (layer 2) for appropriate current content. Special speakers, or teasers for upcoming events (IE: Harvest Crusade, Missions Conference, etc.) should be done now. Regular Graphics, like Pastors information should be ready to use.
- The 3 full screen blue boxes (used at the end of every livestream) generally do not need to be modified. If one or more does need modification, select box by placing it into the preview window. Click on double RIGHT arrows to the far left of the preview window. Click on TEXT (Not Solid color), then click on the circle with the dots inside it, opening text properties. Change text as needed, clicking on double LEFT arrows to close dialog box.
- To Modify “Lower Thirds” Graphics, (graphics that are superimposed over another video source covering basically the “lower third” of the screen) do the following (NOTE: Please only change one or both lower thirds market Temp Title, or similar.) To Modify Temp lower third, select title by placing it into the preview window. Click inside the preview window the actual title line you wish to change. Click on double RIGHT arrows to the far left of the preview window, then click on the circle with the dots inside it, opening text properties. Change text as needed. For the line you have selected inside the preview window. If you need to change another line of text, click on that line in the preview window, then change text in the text properties text window. Change FONT SIZE as needed to fill text area or make more room for longer text. You can select another lower third to modify, if needed, at this time. Once done, click on the double LEFT arrows to close dialog box.

### Audio

1. Wear Wireless Headphones on both ears to hear **ONLY** LiveStream Audio. Please Don't Listen to "House" (Auditorium) Audio. **You are ONLY interested in how the audio sounds at Home.** The House Audio will deceive you as you will be hearing Unamplified audio. If the audio you are hearing is not coming from a microphone, into your headphones, those watching at home won't be able to hear that sound. The HOUSE PA operator mixes sound for the auditorium. We, on the other hand **ONLY** mix audio for those at home. Special music and congressional singing is the most difficult to mix, however doable.

2. All audio enters the live stream software through GBC bug (on layer 1) No Grace Baptist Church bug, no audio.
3. All Audio sent to the live stream software is controlled by the Allen & Heath ME1 mini mixer.
4. You must have green bars bouncing up and down on BOTH the Preview window AND the LIVE window to be sending audio to the live stream. If the green bars get higher than -6, lower the audio. To lower the audio, turn down either the ME1 master slightly, OR the individual channel on the ME1 slightly (if only one mike on)



Grace Baptist Church "BUG"

## Allen & Heath ME1 (Audio Mixer for Streaming)

The ME1 Mini Mixer is capable of mixing 48 audio channels. Where applicable, (IE: Choir Mikes, Piano Mikes, & Congregation Mikes) TWO different mikes have been tied together to one of the 16 ME1 buttons.

The 16 On / Off channel buttons are set up to the following Microphones.

- |   |  |
|---|--|
| 1. Pastor Wireless <sup>(16)</sup>          | 9. Congregation Mikes                      |
| 2. Yellow Handheld <sup>(15)</sup>          | 10. Choir Mikes                            |
| 3. Pastor Taylor Wireless <sup>(17)</sup>   | 11. Audio From Pro Presenter Computer      |
| 4. Orange Hand Held Wireless <sup>(9)</sup> | 12. Mike Channel 1 *                       |
| 5. Piano Mikes                              | 13. Mike Ch. 2 *                           |
| 6. Organ                                    | 14. Mike Ch. 3 *                           |
| 7. Clavinova                                | 15. Body Pack (Wireless) 1 <sup>(18)</sup> |
| 8. Pulpit Mike                              | 16. Combined Feed from PA Board            |

### Audio Notes:

Channel 16 is a premixed feed from the PA Board. This is good to use for most of the service, with the following exceptions:

Wednesday night prayer requests pot up 9 (Congregation Mikes)

Congregational singing, pot up 5, 6, 7, & 9, turn down 16

- 1 ME 1 channels 12 – 15, are positions frequently used for the mikes listed above. They are also the best positions to add a channel in for a particular service.
- 2 On the top left side of the ME1 is a pot marked Local Mike. Ensure this pot is always OFF (fully counterclockwise)
- 3 Master Level pot. Set between 9 & 10 O'clock position
- 4 The level / Pan pot only adjusts the channel that is currently lit up white
- 5 Do not use the SOLO button.
- 6 The ME1 receives its signal from the Main PA board (for all channels). If that PA board is not ON, you will not have any Audio. (ask PA operator to turn on PA board if needed)

### Reminder –

If no audio on LiveStream, Audio could be set to HIGH. If audio sounds distorted in headphones, check that volume not set too high. If VU meter to right of LIVE Window disappears, and you are hearing audio in headphones, audio likely too high (and the computer has muted the audio for being too high).

## Cameras

### Camera Set Up

- All 3 cameras on the main floor have identical monitors. Power button far right bottom. Turn on along with the camera and within 30 seconds you should have live video from the camera.
- **Side Camera** (next to isle piano side)

- To turn on side or back left cameras, push in the red power button, and while the button is depressed, move the black power switch down.
- To turn on main camera (smaller camera in back on right side) the power switch is on the top left toward the back. Center is OFF, toward the platform is ON. (Do not move toward the back)
- The following information is also a separate sheet to use with a new camera operator. As the Streaming individual is also the "Director" of the camera operator, he also need to know the basic camera terms so he can instruct the cameraperson during each service over the camera intercom system. Please do not ask the cameraperson to verbally reply to your instructions. If you need feedback that they understood your instructions, or even have their headphone on and hearing you speak to them, ask them to wiggle the camera NOT currently being livestreamed.
- Our 3 floor cameras, One is a static shot set up prior to service time by Wirecast operator. This is called our SIDE Camera
- Cameras 2 & 3 are located on the raised platform in the rear of the Auditorium. One Camera Operator controls both cameras. The left side camera is called BACK LEFT. The right camera is our main camera, called MAIN

**Camera Primer. Here is good Basic Info how to run a GBC Livestreaming Camera**

Updated 250226

We use 3 basis camera moves at GBC. Pan, Tilt, and Zoom

1. **Pan** is moving the camera Right or Left. (Horizontally)

To Pan LEFT (from the pulpit over to the Piano for example) you move the tripod handle RIGHT



2. **TILT** is moving the camera up or down (Vertically) To tilt the camera UP, you press DOWN on the tripod handle



3. **ZOOM**. We Zoom IN and OUT. Zooming is done with the handle mounted rocker switch. Rocking the switch to the LEFT zooms in (getting closer to the object in the picture) Rocking the switch to the RIGHT zooms OUT, getting more in the picture.



To compose a great shot, you may need to do a combination of all 3 moves. For example, moving from the pulpit over to the piano, you PAN the camera Left (by pushing right on the handle), you likely will ZOOM the lens in or out depending on the exact shot, and then once zoomed in or out, you TILT the camera up or down to get the perfect shot. Your “director” (the person speaking to you in your headphones) will assign to you your shots, and assist you setting up the actual shot.

## Robotic Cameras

- Robotic Cameras are New to Grace Baptist Church. Currently, we generally use the 30x PTZ to shoot Special Music and a wider congregation shot used during congregation singing and very briefly during Pastor’s message.
- Currently we have one PTZ (Pan Tilt Zoom) camera with a 30X zoom lens, one Z (Zoom only) camera, and a PTZ Controller with joystick to control all PTZ Cameras. The 10x Z is used for specialty needs.
- The cameras appear in Wirecast and are selected the same as any other video source.
- To control the PTZ camera, select a preset shot from the printed preset shot list.
- Ensure CAM 1 is selected from group 12 buttons, then press the CALL Button in section 10, followed by entering the 2 digit shot number, and then the enter button, all in section 13
- Use the joystick to fine tune your shot.
- Best Practices: Write down your PTZ shots on your order of Service Sheet, shot by shot. (using the shot numbers from our preset shots list

## PT-SUPERJOY-G1 Button Layout & Display



## LiveStream **MONITORS**

While two monitors are used to produce and SEND our LiveStream, two additional monitors, and one tablet are used to MONITOR what we are streaming to make sure both our Audio and Video looks and sounds good to those who are watching. The 4 big video monitors, Left to Right are

1. LiveStream additional information. (audio monitor, SermonAudio setup, computer health, recording information)
2. Primary LiveStream Monitor
3. GraceTaylorville.com/LIVE (Church Website) is monitored with the monitor to the immediate right of the main Wirecast monitor. Power button right bottom side. Use touchpad on smaller keyboard to activate screen. If chrome browser not already open to <https://www.gracetaylorville.com/live>, go to that page. If blank screen, Asus chrome computer may need to be turned on. Asus is small black box behind monitor, power button on the edge. Chrome login is 120854Jh. To monitor SermonAudio Audio, with With audio headphones on, Select B / PC button on small box immediately behind ME1. Remember the audio will be delayed 30 to 60 seconds from live. To return to live house audio, select A / ME1 button.
4. SermonAudio.com ROKU Stream Monitor (Video Only)
5. And, Facebook is monitored with Samsung Tablet to the Left of keyboard.

**Epilog** (Stuff you probably will never use, but here it is if you do 😊)

### To add an Audio source (mike) not already on ME1 mini Mixer

- Hold shift key and press the group key to enter setup
- Use level/pan rotary knob to highlight Key Set up, then press level/pan knob in
- Select one of the 16 bottom locations to use
- Select source by pressing down level/pan button
- Turn rotary knob to select correct input from list, then press knob to make selection
- Press group button to exit setup

## Wirecast Operation Tips, Settings

### Transitions:

1. Use fade to bring in and out graphics
2. Use Cut when changing camera shots
3. Use Fade if you are going from wide shot to Zoom shot of the same camera
4. Limit Electronic zooming to preserve picture quality.
5. System CPU monitor. If monitor 50 percent or higher, except for a few seconds, abnormal condition. If red numbers appears, system may crash. Be prepared to restart Wirecast.
6. **To play pre-recorded video Directly FROM Streaming Computer.** (Most prerecorded videos will be received from ProPresenter Computer)
  - REMOVE GBC Bug!
  - Bring to timeline
  - Video starts as soon as brought into live window
  - LEFT setup box has selections to restart video or play from last position
  - Set video to restart at beginning EACH time started
7. **Orange** headphone or speaker icon equals **ON**. White equals OFF.
8. Remember to **mute** all mikes **Before** starting recording.

### Pro Presenter Computer

- To connect to Pro Presenter Computer, if not automatically connecting, easy way is create a new connection. On layer 3 select + button, select Capture Device, and then under NDI Source, select JIMS-IMAC.LOCALDOMAIN (Scan Converter)

- Once that is selected, if no content, ask Carrolton to assist on IMAC side.
- Check properties for Bandwidth set to lowest
- NDI, File, pro presenter 6, (1) 3840 x 2160

NOTE: If Streaming ICON turns from Green to Yellow or RED, please pay close attention. GREEN is Good, Yellow is CAUTION, and RED is indicates stream has STOPPED Streaming, or hanging up.

10.0.9.211 30 x camera

10.0.9.160 10x camera

10.0.9.\_\_\_\_\_ SuperJoy

## Roku Setup

## Order of Service Sheet

Every service, a Pastor will drop off an order of service sheet listing in order how our service will proceed.

GRACE BAPTIST CHURCH ORDER OF SERVICE	
Date: <u>Sunday, March 2 A.M. Service</u>	
1.	Welcome/ Prayer-Pastor
2.	Exchange Video
3.	Announcements - Pastor Taylor
4.	Hymn #383 "The Solid..." (Std. v.1,3,4)
5.	Scripture Reading: Romans 5:1-8
6.	Hymn # 382 "In Times Like..." (v.1,2,3)
7.	Offertory—Trumpet Ensemble
8.	Hymn # 375 "Saved by the Blood" (Std. v.1,2,3)
9.	Special - Missionary Granger
10.	Message - Evangelist Scott Sivnksty
11.	Invitation
12.	Dismissal - Please lift the screen

## Passwords

Most passwords are documented in respective areas above, and reprinted here. Some are only listed here. Please keep these passwords secret. Some will not appear in our online documents section.

- Generic Password used on some Equipment: 1208
- Grace Baptist Church Facebook Account:



# Grace Baptist Church Taylorville, IL

## LiveStreaming Guide

Last Updated 250302

### Personal Notes