

# Area 10 ProPresenter

**Goal:** Provide lyrics, images and video content to enhance the worship experience

**Times:** Arrive at 7:30a, wrap-up around 11:45p  
Come to the back door of the Byrd

## Sunday Morning Process:

1. Setup Projector
  - a. Attach legs and setup the stand
  - b. Place projector on top
  - c. Plugin power cable as well as the HDMI cable and connect to the MAC dongle
  - d. We use HDMI1
2. Laptop Bag
  - a. If not already in the Byrd, this is located in the office at 2810
3. Setup laptop
  - a. Unlock the laptop (Password: byrd)
  - b. Plugin the power and the MAC dongle to the right side of the computer which connects HDMI to the projector
  - c. Turn OFF Wi-Fi (top right)
  - d. **Sign-Out of any additional programs** in the top-right (Creative Cloud, Dropbox, etc)
  - e. Connect the Cat5 cable labeled "laptop" into the dongle.(stored in the video switcher case)
  - f. Connect the headphone cable that runs to the soundboard
  - g. Receive the BlackMagic Box from the Camera Operator and connect the Thunderbolt cable to one option on the left side of the laptop
  - h. If ProPresenter is not open on the computer, go to "Finder > Applications > ProPresenter"
4. Courtesy TV
  - a. Located in the orchestra pit
  - b. Setup in the orchestra pit and angle towards the singers on stage
  - c. Plugin the power as well as the HDMI cable that connects to the iPad dongle
  - d. Unlock the iPad (Password: 2820)
  - e. Make sure the iPad connects to the TP-Link WiFi
  - f. Start the ProPresenter app (Password: A10)
5. During Sound Check
  - a. Check all slides to make sure they are firing the correct actions
    - i. We use three groups of macros (bottom-right area) to trigger various actions. Music, Message, Announcement
  - b. Look to see if the lower thirds or full screen scripture are displaying properly for each slide



6. During Rehearsal
  - a. Practice with the band, make any small changes needed
  - b. Practice with the pastor/teacher to confirm order and proper wording and add transitions cues where needed
  - c. Check the audio on any videos and music (preservice, bumper, etc) with the Sound Tech
  - d. Work with the Video Switcher person to confirm the levels for all videos are set properly.
    - i. Countdown volume should hit just in the red on the video switcher
    - ii. Bumper volume should sit at the top of the yellow. This is lower than the countdown
    - iii. Thanks for Coming video should be halfway into the yellow
7. Pre-Service "TECH TALK" (9:10a)
  - a. After the pastor slide-check... Start pre-service playlist music
  - b. Go to YouTube, login, make sure to mute (in the player) any current viewing video
  - c. Navigate to the YouTube Studio > Content > Live
  - d. Click the "Radio Broadcast" button to get to the live stream interface
8. Pre-Service (9:50a)
  - a. Start the 10-minute countdown
  - b. Confirm the Video Switcher person has pushed the "On Air" button on the video switcher
  - c. Go to YouTube and wait (about 20 seconds) for the video to get to the YouTube studio. Once you see the 10-minute countdown in the preview window, click the "Go Live" button
  - d. Minimize the window
9. After Service
  - a. Go back to YouTube and wait to see the "Thanks for Coming" video playing in the preview window. Click "End Stream" and close the browser
  - b. Close up the laptop and place it, the dongle and charger in the laptop bag
  - c. Wrap the Cat5 internet cable neatly and place it in the video switcher box
  - d. Wrap the SDI cables with the Blackmagic box (and thunderbolt cable and place back in the Video Switcher case
  - e. Wrap the HDMI cable and power cable for the projector
  - f. Place projector in the case, noting the lens will face the side handle
  - g. Return the Table, Projector stand and projector to the side-stage closet.  
Note the projector case lives on top of one subwoofer
  - h. Breakdown the Courtesy TV which stays on the table in the orchestra pit. Unplug the power cable. The iPad stays plugged into the charger backstage near the drum area.
  - i. Return the laptop to the office in 2810

- **Parent Page Messaging (A10 Kids)**
  - Select “Messages” icon on toolbar
  - Erase previous Child ID, enter new
  - Select “Show Message”
  - Select “Hide Message” once parent has been notified
- **Other Details**
  - Laptop Password - “byrd”
  - iPad Password - 2820
  - ProPresenter app (on iPad) (Password: A10)
  - WiFi network to use - TP-Link
  - The projector remote switch on the bottom will turn off all functionality

### **Side Stage Closet**

