

Live Streaming of the Sunday worship service

Equipment needed:

Panasonic HC-WXF991 camera

Tripod

Sound tech CM-1000 wired conference microphone (positioned on floor in front of altar)

USB 3.0 HDMI Video Capture device

HDMI video cable with mini USB adapter (black)

USB cable (blue)

Computer

Procedure For Using YOU TUBE:

1. Perform steps 1 through 9 under Procedure for using Facebook.
2. Go to <https://www.youtube.com>
3. Make sure you are logged in
 - a. trinityfishkill@gmail.com
 - b. Seabury1756
 - c. If needed ID verification 370156
4. In the top right-hand corner click the "create" Icon (should look like a Camera with a +)
5. On the drop-down click "go live"
6. Make sure you have the webcam option selected
7. Fill in the Title and Description
 - a. Fill in that field with "*Holy Eucharist or Morning Prayer* from Trinity Church for *Month Day, Year*". For example, for a Morning Prayer Service on 8/16/2020 you would enter the title "Morning Prayer from Trinity Church for August 16, 2020"
8. Scroll down and select the "No, not made for kids" option
9. Click "Next" in the Customization tab
10. Click "Done" in the Visibility tab
11. Hover over the "stream Preview" image and click "Retake Thumbnail"
12. Make sure the correct camera and microphone are selected at the bottom of the window (you may need to unselect and reselect to get them to show up)
13. Press "Go Live"
14. At the bottom of the screen select the "Share" arrow then copy the stream URL, then post the copied URL where needed.
15. At the bottom of the screen there will be a curved arrow symbol, click it.
16. Copy the link that is shown.
17. Go to Bluehost.com and log in the password should be Parish#105
18. Eventually it should take you to another screen with another option to "log in to WordPress", click it
19. Click Trinity Episcopal Church in the top left.
20. Go to the Sunday Service Live page
21. Click "Edit with Elementor" at the top
22. Hover over the video then click the blue and white pen symbol in the top right of the video.
23. On the left delete the link that is listed there and replace it with the new one.
24. Click update.

Procedure For Using FACEBOOK:

- 1) Retrieve the camera bag, tripod and computer from the locked cabinet to the left below the sacristy sink.
- 2) Setup camera on the tripod in the third pew of the right center sections so that it will view the front of the worship space (roughly encompassing priest's seat and altar – camera will need to swivel when someone is speaking from the lectern).
- 3) Power on camera by opening the flip out view screen on the left. Check the camera's field of view and adjust to capture the desired view by (a) using the adjustments on the tripod and/or (b) zooming in or out by moving the textured control square left or right on the top, rear of the camera.
- 4) Connect black cable coming from the microphone on the altar to the camera. The cable is running along the floor from the aisle. The camera connection jack is under a flap labeled "MIC" at the right side of the camera in the front bottom.
- 5) Connect camera to the computer with the HDMI video capture adapter. Plug the mini-HDMI end of the black cable into the HDMI port on the camera. Plug the end of the blue cable into a USB port on the computer.
- 6) Power on the computer and open up a web browser.
- 7) Check the Church Router is on and the led indicator light is solid white circle.
- 8) If not navigate to Google and type "Speed Test" in the search field.
- 9) Look for and click the "RUN SPEED TEST" button. When the speed test completes, you are looking for the number above "Mbps upload" to be 8.0 or above. If the number is lower than 8.0, the feed will be choppy or might not stream at all. If the number is lower than 8.0 or there is no internet connection you can verify the computer's internet connection is to the network Foios-3bAtG. If you cannot get an upload signal above 8.0 then the stream will not work on this day. Be sure to report the problem to the Trinity Vestry Representative for that day.
- 10) Navigate to your Facebook page. Either using the "Pages" link in the left column menu or by using the "Search Facebook" field in the upper left, to bring up Trinity's page.
- 11) Near the top of the feed look for and click the "Live" button.
- 12) On the next page, next to "Get Started" look for and click the "Use Camera" button.
- 13) A small preview window will appear in the lower right corner of the screen showing what the camera is seeing. If it does not show the camera's view you can check the following:
 - a. Look below the "Use Camera" button for "Setup" options. Look in the pulldown menu next to the "Camera" icon for the selection that captures the external camera (USB 3.0 HDMI Video Capture).
 - b. Check to make sure that the camera is still powered on.
 - c. Re-check the camera's connection to the computer from step 5
- 14) In the menu bar at the left of the screen click into the field with the words "Title (Required)". Fill in that field with "*Holy Eucharist or Morning Prayer* from Trinity Church for *Month Day, Year*". For example, for a Morning Prayer Service on 8/16/2020 you would enter the title "Morning Prayer from Trinity Church for August 16, 2020"
- 15) In the field right below the title where it says, "Say something about this live video..." copy and insert the same text that you put in the title field.
- 16) Open up a new tab in the web browser and navigate to my.bluehost.com
- 17) Login to the Trinity website using the credentials:
trinityfishkill.org for the domain name
Parish#105 for the password

- 18) Toward the upper right click the blue “Log in to WordPress” button.
- 19) In the black menu bar at the top click Trinity Episcopal Church Fishkill.
- 20) In the blue menu bar at the top click on “Sunday Service Live.”
- 21) In the black menu bar click “Edit with Elementor”.
- 22) Hover over the light gray bar below the title and click on the small blue pencil square to the upper right of the gray panel.
- 23) In the editor panel at the left of the screen the short code needs to have the current URL address from www.facebook.com
- 24) Go back to Facebook’s “Live Producer” tab and make sure that the video preview window is still showing the camera’s view. Then click the “Go Live” button in the lower left corner. You will see a countdown – “3-2-1” – and then the live stream will begin.
- 25) Look near the top of the window for a horizontal menu that begins with “Stream Setup” and click on “Stream Setup”.
- 26) Now look towards the bottom right of the screen for a box titled “Quick Access to Your Live Videos”. (You may need to scroll down to find it and/or clear a couple of promotional windows that are covering it). You will have to minimize the video screen to see the copy button. Look within that box for the subtitle “Live Video URL”. That field will contain a web address that looks like:
“facebook.com/trinitychurchfishkill/videos/961451550990162” Click the copy button next to that field to capture its address.
- 27) Go back to the “Elementor | Sunday Service Live” tab that you opened to update the “Sunday Service Live” page on our website. Place the URL just copied address within the following as highlighted. [fb_plugin video href=<https://facebook.com/trinitychurchfishkill/video/316711103189684/>] be careful to only replace the URL copied with that which is between the = and the last]
- 28) Click the Green UPDATE button at the bottom.
- 29) Click the Preview Changes button (located immediately to the left of the UPDATE button to see if the changes took place. If it shows the view of the church that you see through the camera with a red “LIVE” box at the upper left you have successfully launched the stream on our website. (If you do not see the stream you can attempt to launch it again by returning to step 19).
- 30) After the service concludes go back to the Facebook “Live Producer” tab in the web browser. In the lower left corner find and click on the “End Live Video” button. A popup window will appear verifying that you really want to end the stream and you need to click on “End”.
- 31) You may now close the Facebook tab and all other tabs you have opened.
- 32) Disconnect and power off all equipment and put away, with the exception of the wired microphone on the altar which can stay.
- 33) Return the camera back and computer to its sacristy cabinet and lock.

Notes:

1. It is important that a video and sound test are conducted at least 30 minutes prior to the start of every service. If there are any problems with the equipment setup or the settings on Facebook or Bluehost, this will give you time to troubleshoot a fix before the service goes live and people are tuning in. Check to make sure that both the video is smooth and the sound from the wireless microphone is being picked up.

2. Some people will sit down to join the service before its start time and try to tune in early. Therefore we want to start our live stream no later than five minutes before the service starts so that any early birds will be able to join the gathering instead of finding a blank screen.
3. There is an approximately 30 second delay between what is recorded in real time and what comes through on the website.
4. As the service is taking place, please glance in on the stream on the Trinity site (<http://www.trinityfishkill.org/sunday-service-leve/>) a few times to make sure that o interruption has occurred.

Process for opening up the virtual coffee hour:

- 1) Upon the completion of the service open up a browser window and navigate to www.gotomeeting.com
- 2) Sign in to the Trinity account using the credentials:
info@trinityfishkill.org for the Email address
trinity01 for the password
- 3) Click on the “Virtual Coffee Hour” meeting rectangle at the lower left
- 4) Click on the blue “Start” button under the title “Virtual Coffee Hour”
- 5) The “GoToMetting” window will appear showing a preview of your video view. When ready, click the “OK, I’M READY” button

Process for getting livestream from Trinity Facebook

1. Sign into Trinity Facebook
 - a. dave@trinityfishkill.org
 - b. #105Parish
2. Go to Publishing tools
3. Go to Video Library
4. Click on the most recent livestream video
5. Click on Action and select Download SD
6. Save the file in a new folder on the Computer under Videos/Sermons/2020/make folder with the date the service was conducted and save the file there.