

Tips for the Tech-Support role at Services:

1. Download service from 'Budding Services' folder and have it open on your computer so that you can jump in and screen share if the Broadcasters device has troubles or they lose connection.
2. More details on how to Screen share and run liturgy (if needed) can be found in the [Broadcaster Tips.docx](#)
3. Have all the songs open on a browser with ad-blocker on (Brave is a good browser for this: <https://brave.com/> )
4. Join in to the service a little early so your broadcaster doesn't panic that you aren't there.
5. Ask the meeting 'host' (likely the broadcaster or clergy person) to make you a 'co-host', so that you have some extra controls available throughout the service.
6. If you notice that someone has become unmuted by mistake (can often happen for participants joining from a tablet) then feel free to mute them, you can do this in the participants side bar by clicking the 'mute' button beside their name in the list.
7. If you are recording the sermon then when it comes time 'pin' the preachers video box by using the three dots at the corner of their video box and selecting 'pin' from the dropdown menu.
8. Then click 'record to the cloud'.
9. Once the sermon is finished click 'stop recording' button.

Thanks for being tech-support for the broadcaster! It means a lot to know that there is someone ready to save the day if tech gremlins strike!