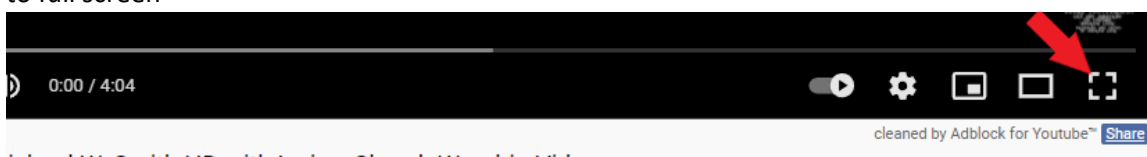


Broadcaster Role Tips

Before Service

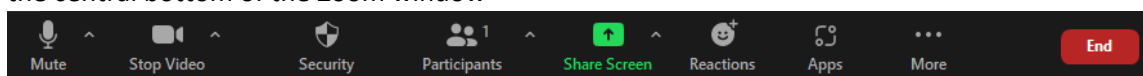
- Download service to own computer - this allows for share screen to work more efficiently
- Have a quick run through of the service in Slide Show format
 - Slide Show > From Beginning
 - This should allow you to know where and how it will display on your computer, and is especially useful if you run dual monitors, as it may not run on the screen you expect it to.
- Pre-load each hymn into a separate browser window
 - Press Pause on the hymn, and take it back to the start if needed
 - Ensure you have an Ad Block extension activated
 - Look for the Full Screen icon at the right edge of the YouTube video and click this to bring this hymn to full screen



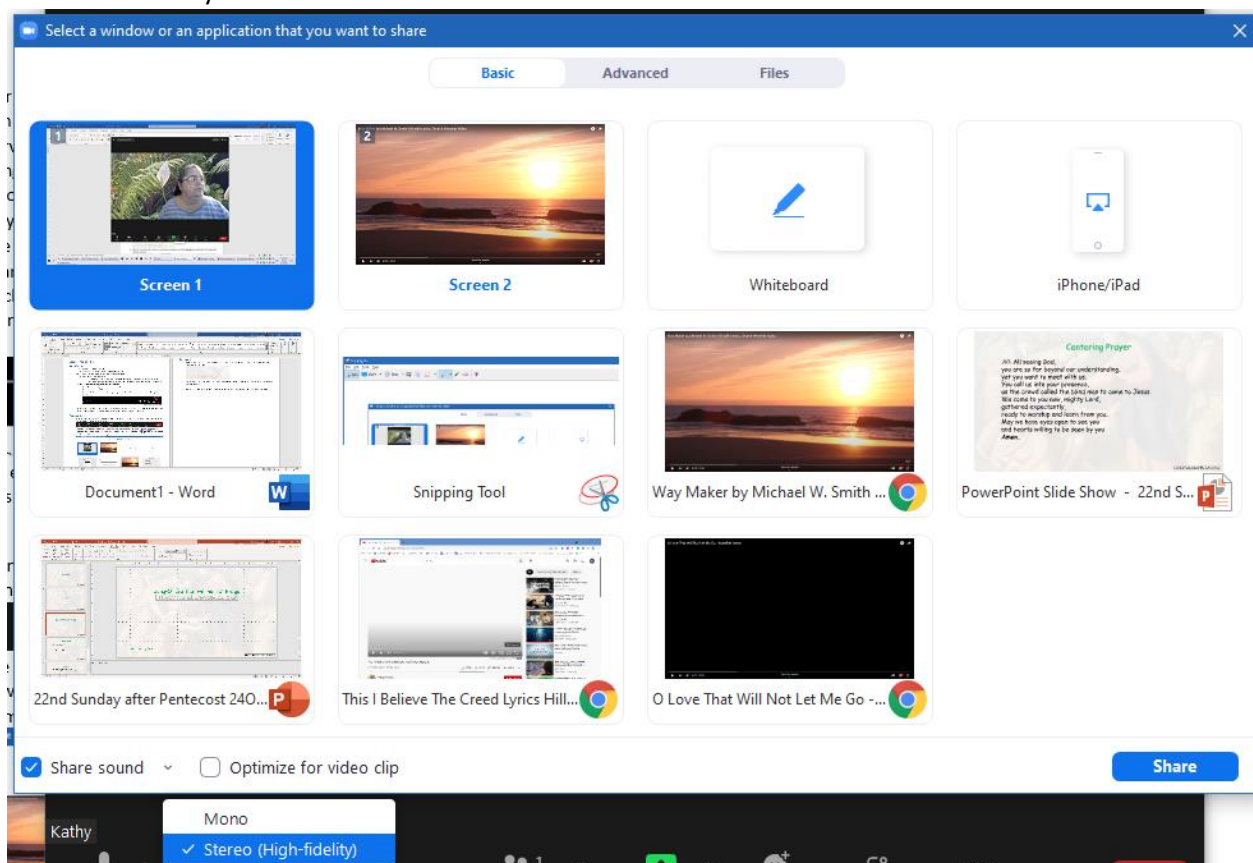
- Ensure that all windows for service are at Full Size and that none of your computer desktop is visible around the edges of them.
- If you run dual monitors (or more), ensure that all windows for the service are located on the same monitor, and that you know what screen this is called for when it comes time to start sharing.

At Start of Service

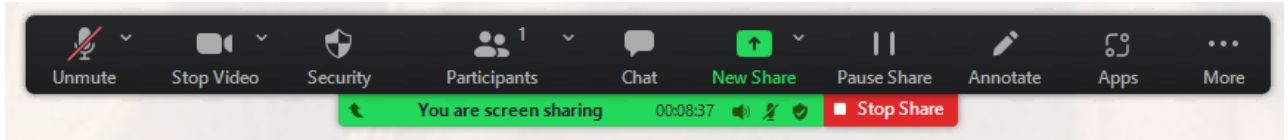
- When prompted, start screen sharing by clicking on the Green “Share Screen” button, typically found near the central bottom of the Zoom window



- Select the Screen you wish to share - The display may appear confusing, but it’s actually quite simple. If you only have one monitor, you will want to share “Screen 1”, so ensure it is highlighted in blue as shown and ensure that you have ticked the “Share Sound” box in the bottom left corner. Then click “Share”.



- You will know you are sharing correctly if you have the following display somewhere on your screen



The three icons in the green indicate that you are sharing the computer's sound (essential for hymns), that you are currently muted, and that the connection is encrypted.

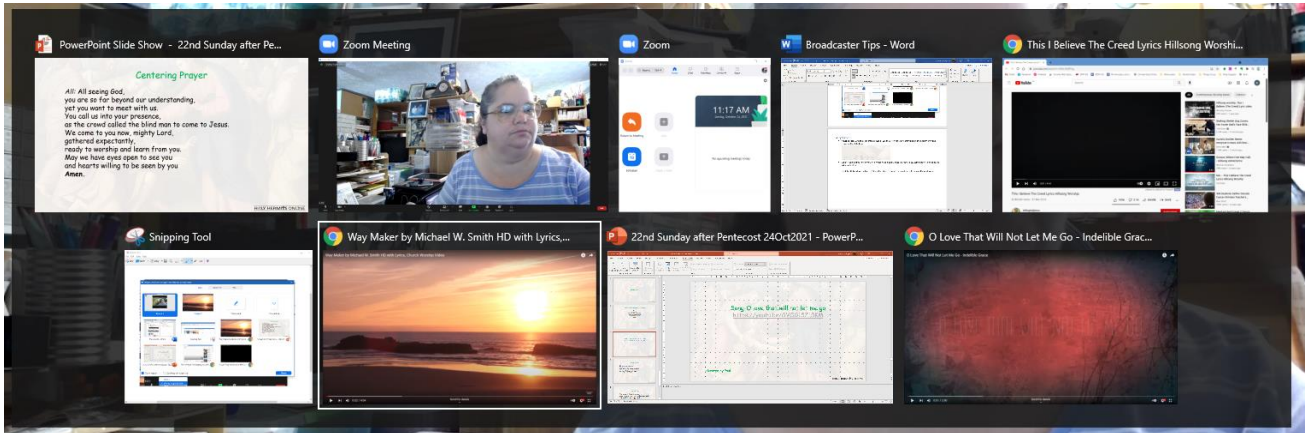
- Ensure this toolbar is located somewhere to the edge of your monitor - or on a different monitor if you have more than one. If it is over words, other people will see a grey box and be unable to read anything behind it.

During Service

- Once the service is underway, you can advance slides with the click of the mouse or use the arrows that are near invisible in the bottom left hand corner of the slideshow

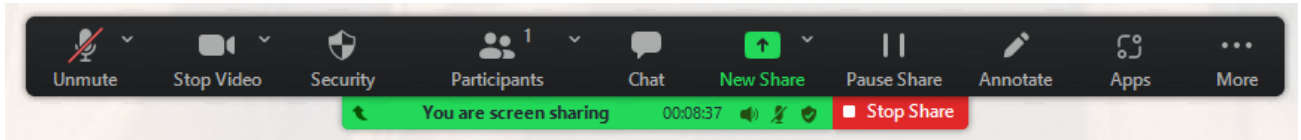


- When it comes time for a hymn, on a Windows computer, press the Alt+Tab key combination to bring up the Window Switcher



Hold the Alt key down and press Tab multiple times to locate the window that contains the next hymn and then release both buttons.

- Press Play and at the end of the hymn, press stop
- Use the Alt+Tab process to switch back to the service once the hymn is over.
 - Ensure you select the "Slide Show" version of the service and not the raw file version.
- When it comes time for the sermon, simply "Stop Sharing" and allow the preacher to take control.



- Do not close any windows during this time, Use the Alt+Tab method to navigate.
- When the sermon is over, repeat the "Start Sharing" process and continue with the service.
- Once the service is over, "Stop Sharing", and use the Escape key to end any full screen views of the slide show and hymns.

Thank you for broadcasting.