

Broadcaster Role Tips - Windows

Our broadcasters are an essential part of our serving team at Holy Hermits Online. They offer their computers, and tech skills so that all participating in a service can have a shared experience of the liturgy through the “screen share” function on Zoom. They also move us between the slideshow liturgy and the YouTube Music so that we can sing or listen together.

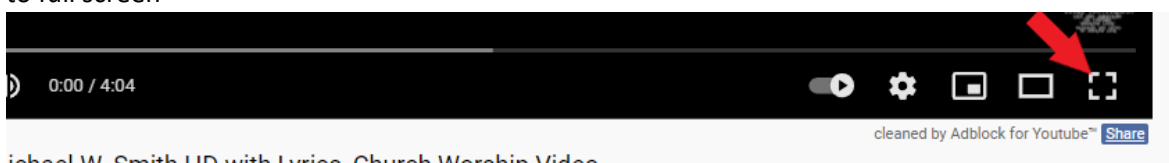
Here are some tips for our broadcasters to help get started. You can also see a few alternative ways of broadcasting in the [Broadcaster Tutorial Video](#).

Before day of Broadcasting:

1. Download Brave browser: <https://brave.com/>
2. Go through browser set up following prompts (no need to approve any of the extra settings).
3. Practice broadcasting before a service to make sure apple pop ups have been processed (E.G audio controls)

Before Service

- Download service to own computer - this allows for share screen to work more efficiently (preferably just before the service starts so that any last-minute changes are reflected)
- 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 (we recommend using the [Brave browser](#) and making sure your shields are up)
 - Make sure that auto play is off on each video.
 - Look for the Full Screen icon at the right edge of the YouTube video and click this to bring this hymn to full screen



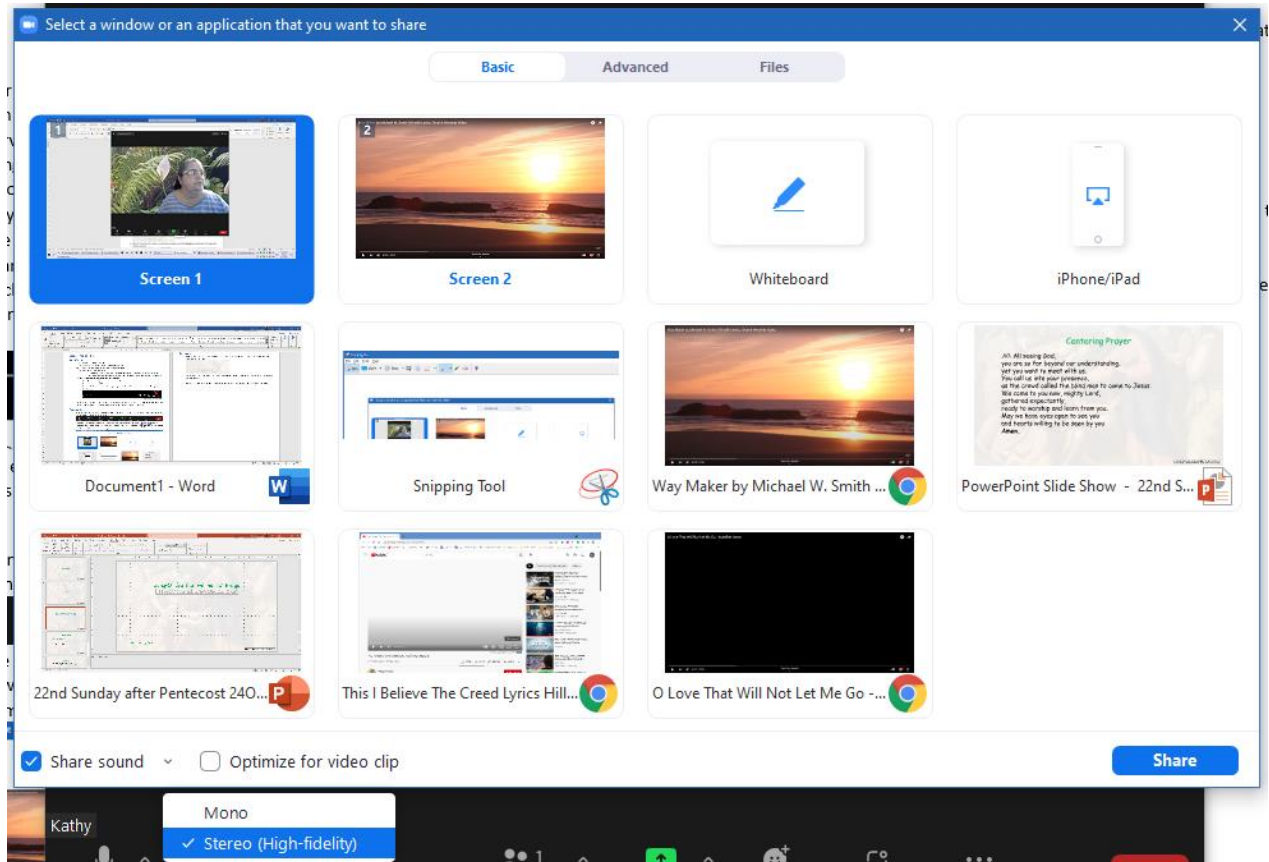
- Ensure that all windows for service are at Full Size and that none of your computer desktop is visible around the edges of them.
- If you run dual monitors (or more), ensure that all windows for the service are located on the same monitor, and that you know what screen this is called for when it comes time to start sharing.
- Move your cursor off the screen (drag to the side) so that the menu bar disappears from the bottom of the screen while the music plays.

At Start of Service

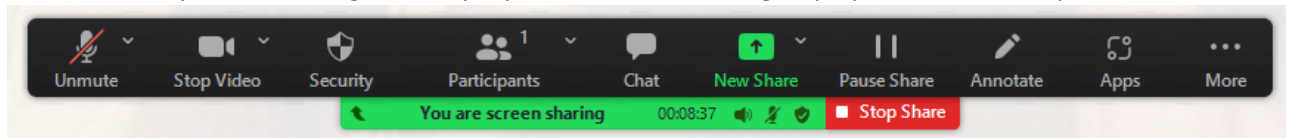
- When prompted by the Welcomer, start screen sharing by clicking on the Green “Share Screen” button, typically found near the central bottom of the Zoom window



- 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.

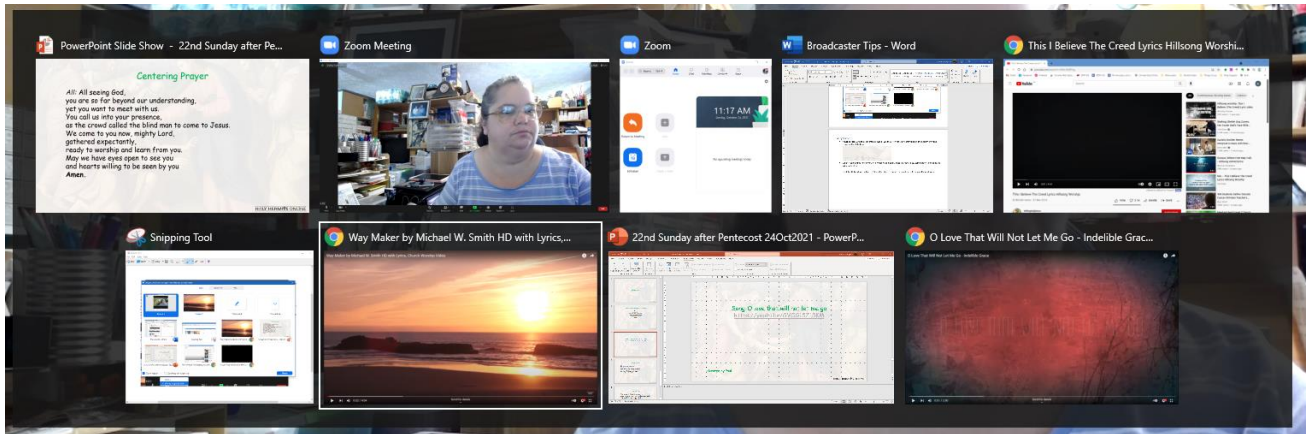
- Ensure this toolbar is located somewhere to the edge of your monitor - or on a different monitor if you have more than one. If it is over words, other people will see a grey box and be unable to read anything behind it.
- A way to hide this tool box is to select Ctrl + Alt + Shift + H. When you need it back (to exit screen share) hit Esc key.

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

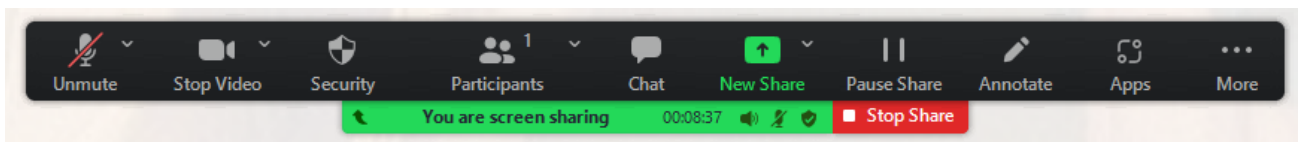


- When it comes time for a hymn, press the Alt+Tab key combination to bring up the Window Switcher



Hold the Alt key down and press Tab multiple times to locate the window that contains the next hymn and then release both buttons. Or you can simply click the one you wish to display

- 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 Zoom buttons server 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.

A few extra tips:

Remember you have a back-up broadcaster serving alongside you, so if anything goes wrong with your device, they are ready to step in and provide cover.

Technology often has hiccups, and our community is used to this, so please don't feel pressured when something happens. Take your time to get it sorted before resuming broadcasting and allow the Leader of the day to provide some guidance for the rest of the gathered folk.

Everyone is most appreciative of you offering your gifts in this way, so we hope that you feel loved as you do this ministry work.

Thank you for broadcasting!

A prayer to say before Broadcasting:

Loving God, please fill me with your Holy Spirit so that I may embody your presence as I serve as broadcaster today. Thank you for the gift of technology which I employ in your service and in community. Thank you for all others serving alongside me in tech roles, our Zoom Buttons and Chat host and especially my back-up broadcaster. Bless their ministries alongside my own so that we may serve you to the full. In the name of Christ, Amen.