Quick Start Guide

Passwords

Computer – Username: _____ Password: _____
PlayOn Account – Username: _____ Password: _____

Live Event Checklist

1. Boot up your and establish a stable Internet connection.
2. Test your Internet connection using www.speedtest.net. Adjust your presents in PlayOn Producer according to the table:

Internet Speed	Streaming Bitrate
Upload speed **> 1.5 Mbps**	640x360_846 kbps
Upload speed **between 1.0 – 1.5 Mbps**	640x360_696 kbps
Upload speed **between 0.7 – 1.0 Mbps**	640x360_496 kbps
Upload speed **< 0.7 Mbps or wireless**	640x360_126 kbps*

*If you have to use 640x360_126 kbps bitrate, stream **Audio Only** with graphics.

3. Check to make sure that your video capture device is plugged in to the laptop and that your camera is plugged in to the video capture device and turned on. You will want to ensure that the laptop and camera are connected to a power supply.
4. Open PlayOn Producer and select Live Stream.
5. Sign in to your PlayOn Account using the Username and Password above.
6. Set your video encoding device input line (Composite or S-Video), preferred overlays, and the preset option using the table above.
7. Select the Date, your Publisher, and "All" under the State dropdown menu that you are broadcasting
    7.1.   If you do not see your event, make sure that you have schedule it in PlayOn Manager
8. Wait for the Live Stream Interface to load.
9. Test your audio visually by using the VU Meter Audio Bars and audibly by the Audio Monitor button.
10. Prepare your overlays by typing in the pertinent information.
11. Make sure that the slate graphics you are going to use in the broadcast are in the "Graphics" folder.
12. Queue up any videos you plan to use in your broadcast are in the "Videos" folder and load them.
13. **30 minutes** prior to the Event start, test your stream for a few seconds by clicking **Start Stream**.
14. **5 minutes** prior to the event start, click **Mark In** and commence the process of beginning your broadcast.
    14.1.   Check the white balance of your camera, make sure there are no camera logos showing, and double-check your audio feed.
15. **1 minute** prior to the event start, click **Go On Air**.
16. During the production:
    16.1.   Insert the overlays that you prepared earlier and adjust the information as necessary.
    16.2.   Insert your pre-packaged videos and slate graphics as necessary.
    16.3.   Monitor the audio feed using the VU Meter Audio Bars and the Audio Monitor button.
    16.4.   Monitor your system information using the "System" tab in the Workspace.
17. To end your broadcast, click: **Mark Out** then click the gray **Stop Stream** button, wait, then click the red X to close Producer.
18. Choose to Upload Now (to prompt the PlayOn! Uploader) or Later (to exit completely out of Producer).
    18.1.   **Email support@playonsports.com the following message, "Our Event Id #####, is complete. Please upload it." Include the Meta Data file. You can find this when you go to "Events" on the PlayOn! Producer toolbar, and open the folder with your Event's ID number on it. It will be the smaller of the two files in that folder.**
    18.2.   If you choose not to upload now, you must upload later for the event to be available On Demand.
19. Shut down your laptop and pack up your equipment.

On Demand Checklist

1. Boot up your laptop and connect the video capture device.
2. Open PlayOn Producer and select On Demand.
3. Set your video encoding device input line (Composite or S-Video) and preferred overlays.
4. Wait for the On Demand Interface to load.
5. Test your audio visually and audibly using the VU Meter Audio Bars and the Audio Monitor button.
6. Prepare your overlays by typing in the pertinent information.
7. Make sure that the slate graphics you are going to use in the broadcast are in the "Graphics" folder.
8. Queue up any videos you plan to use in your broadcast are in the "Videos" folder and load them.
9. At the Event start click **Start Recording** click **Mark In** button at the exact moment that you want your video to start for viewer consumption, and commence the process of beginning your broadcast.
10. During the production:
    10.1.   Insert the overlays that you prepared earlier and adjust the information as necessary.
    10.2.   Insert your pre-packaged videos and slate graphics as necessary.
    10.3.   Monitor the audio feed using the VU Meter Audio Bars and the Audio Monitor button.
    10.4.   Monitor your system information using the "System" tab in the Workspace.
11. To end your broadcast, click "Mark Out," then click the gray "Stop Recording" button, wait, and click the red X to close Producer.
12. You video file can now be found by going to "Events" on the PlayOn! Producer toolbar, opening the folder with the date that you produced your Event (YYYY-MM-DD).
13. You must upload the video later for the Event to be available On Demand. You can choose to use the "Upload" function on the PlayOn! Producer toolbar to upload your content, or through Event Manager. Using the "Upload" function is the much quicker option of the two.
14. Shut down your laptop and pack up your equipment.

Support Information

Email Address: **support@playonsports.com**   Telephone: **1-(877) 339-7529**   **support.nfhsnetwork.com**

Pre-Production:

Information

Before you produce your first Live Event, give the following information to your Technology Department:
1. Open TCP traffic on ports 80 and 443 for the following domains: playonsports.com, nfhsnetwork.com, *playonsports.com, *nfhsnetwork.com, and playon-2a8f265e53004a25b2940965d5a2959ac.s3.amazonaws.com
2. Open TCP traffic on ports 80 and 554 for the following domains: *.wm.llnwd.net
3. If you have a PlayOn! Sports laptop, you must bypass proxy servers using a static IP address.
4. You must disable any connectivity management or traffic shaping systems during production.

Graphics sizes are as follows (all at a resolution of 72 pixels per inch):
Team Logos are 64x40 pixels • Score Bug Logos are 80x35 • Slate Graphics are 640x360 • Sponsor Logos are 80x80 • Billboard Logos are 260x104

Video format is as follows:
Wrapper: mp4, codec: h264, video bitrate: 750 kbps, frame rate: 29.97 fps, frame size: 640x360, audio bitrate: 96 kbps, audio frequency: 41000 Hz, audio encoding: AAC

Scheduling Events

You must schedule your Event in PlayOn Manager before you can produce it.
1. Sign on to PlayOn Manager at http://cms.playonsports.com, then click the "Schedule Event" button.
2. Fill out the fields of information required for the Event.
3. Check the "Unlisted or Test Event" box for test Events.
4. Decide which type of broadcast availability you want: Live, On-Demand, or Live and On-Demand.

Post-Production:

Video Uploading

You must upload your Event after recording in order for it to be available On Demand. You may upload videos not recorded in PlayOn! Producer, but you must set up an Event for it. You can upload either through PlayOn Manager or through PlayOn Producer (~3X faster). To upload your video using the PlayOn! Manager website:
1. Sign into PlayOn Manager at http://cms.playonsports.com and click on your Event.
2. Click "Upload VOD" and find the video file you want to upload.
3. Click "Upload" and wait for the upload to finish.

Video Editing

You can set the start and end point of your video on PlayOn! Manager after you upload it. To edit your video using the PlayOn Manager website:
1. Sign into PlayOn Manager at http://cms.playonsports.com and click on your Event.
2. Click "Edit Video" and set the start and end points when the Edit window loads.
3. Make sure the times that you set are correct, then click the Save button to set them.

Creating Highlights

You can create a highlight of your video on PlayOn! Manager after you upload it. To a highlight using the PlayOn Manager website:
4. Sign into PlayOn Manager at http://cms.playonsports.com and click on your Event.
5. Click "Highlights," then "Create Highlight"
6. Move the cursor to the starting point of where you want your highlight to start, and click "In."
7. Move the cursor to the point where you want your highlight to end and click "Out"
8. Click "Next" and give your highlight a very descriptive name - like, "John Smith from Southside make ties the game with seconds left in the 4th Quarter"
9. Make sure the times that you set and information are correct, then click "Save."

Creating Thumbnails

You can create and change the thumbnail that appears for each of your Events on your website. To create or change your thumbnails using the PlayOn! Manager website:
1. Sign into PlayOn Manager at http://cms.playonsports.com and click on your Event.
2. Click "Create Thumbnail" and decide if you want to create or change the thumbnail.
3. To change the thumbnail, click the Browse button and select the thumbnail file.
4. To create the thumbnail, use the Print Screen functionality and Paint to make a new image, and then follow the instructions for changing the thumbnail above.
5. Click the Submit button when you have found the file you want to use.

Profile Management

For Profile Management, you will manage the important information of your PlayOn! Account.
1. You can edit your account information by clicking on the Admin tab then selecting "Edit".
2. You can change your password by clicking on the Admin tab then selecting "Password".