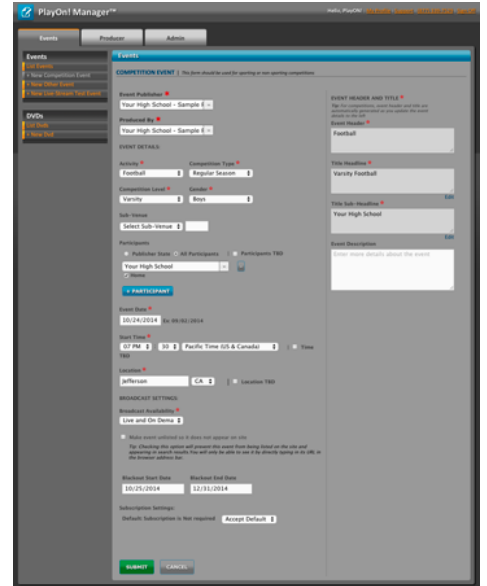


## PlayOn Manager (cms.playonsports.com):

- Make sure you have **scheduled your broadcast in PlayOn Manager** - to do this:
  - Go to **cms.playonsports.com** and sign in
  - Under the **Events** tab, click on **New Competitive Events**
    - **Event Publisher** and **Produce By** should be your school (EX: CIF Sac-Joaquin: East Jefferson High School)
    - Fill in the appropriate fields including adding the **opposing team as a Participant**
    - Make sure the **DATE and TIME** of your broadcast is the actual DATE and TIME you plan to start your production
    - Under broadcast availability, choose your selection accordingly:
      - **Live** = the event will stream live only, and will not be available to watch after the game has been completed
      - **Live and On Demand** = the event will stream live and will be available to watch in the future
      - **On Demand** = choose this if you are skeptical of your Internet connection and do not think you will be able to stream your broadcast live (see below for how to test your Internet connection)
    - If you decide to set a **Blackout Date** for your event (a period of time that the video will be unavailable), make sure to set the **Start Date for the day after your event airs**
  - Note your **Event ID #** - the PlayOn Support team uses this as a reference in case you have trouble with this particular broadcast



## PlayOn Producer (streaming software):

- Make sure you have plugged in your **Elgato** video capture device
- Check your Internet upload speed:
  - Go to **speedtest.net** and click the green **Begin Test**
  - Use the table to the right to determine which **Bitrate Preset** to choose in Producer
  - **Anything below 1.0 Mbps**, you will want to either broadcast **On Demand** and upload the game later or stream **audio only** with graphics
- Double-click the PlayOn Producer icon
  - Choose **Live Stream** if your upload speed is greater than 1.0 Mbps (see above)
  - OR if your upload speed is less than 1.0 Mbps, choose **On Demand**
  - Sign in using the same username and password as PlayOn Manager
  - In the Settings window:
    - Make sure **Elgato Composite** is checked
    - Choose the correct overlay in the **Overlay** drop-down menu
    - Choose the correct bitrate (see table above) in the **Preset** drop-down menu
  - In the Events window, change the **State** drop-down menu to **All** and click on your scheduled event
  - Prepare your Overlays by choosing the correct logos and filling in all the appropriate information
  - Check your preview screen (top right) – do you see any camera logos or settings (battery icon, clock, etc.)? **Adjust your camera to remove these. If not, they will show up in your broadcast.**
  - Start your broadcast
    - **START STREAM** (wait for the Go On Air button to turn green)
    - **GO ON AIR** (you will know you're on air when the two check marks at the top of the window turn green)
    - Every 20 minutes or so, check your **Systems** tab to make sure **Buffer** is close to 0.
      - If it gets close to 60, restart Producer at a lower bitrate
      - When a big play happens (something that you'll want to cut a highlight of later, click over to the Systems tab and write down the Video Time)
  - End your broadcast
    - **GO OFF AIR** (wait for the Stop Stream button to have white letters)
    - **STOP STREAM**
    - X-out of Producer
    - Choose to upload now (if you have time) or upload later

Internet Speed	Streaming Bitrate
Upload speed > 1.5 Mbps	640x360_846 kbps
Upload speed between 1.2 – 1.5 Mbps	640x360_696 kbps
Upload speed between 1.0 – 1.2 Mbps	640x360_496 kbps
Upload speed < 1.0 Mbps	640x360_126 kbps*

\*If you have to use 640x360\_126 kbps bitrate, stream **Audio Only** with graphics.

## Checklist

- Scheduled broadcast**
- Checked Internet upload speed**
- Elgato is plugged into laptop**
- Camera icons are OFF**
- Overlays are filled out**
- Queue videos (optional)**
- Start Stream > Go On Air**
- System Check**
- Go Off Air > Stop Stream**
- Upload (optional)**
- Producer shut down**
- Laptop turned off**

## Post Production (cms.playonsports.com):

- Sign back into PlayOn Manager
- Find your event and click on the name
  - Use the **Edit** icon to clip off bits of video from the beginning or end
  - Use the **Highlights** icon to clip the highlights you noted during the game

## Outside Help

- Technical Support line: **877.339.7529**
- SBP Quick Start Site: **sbp.nfhsnetwork.com**
- Support Site: **support.nfhsnetwork.com**
- Support for subscribers: **memberadmin@playonsports.com**