

Figure 5-14: Event Video Page

### 5.3.3 Productions

The Productions page gives you details about a Live production. PlayOn Manager works in conjunction with PlayOn Producer to capture the lifecycle of a Live production.

Use this information to help ensure your production team followed the production timeline and streamed your Live event as planned.

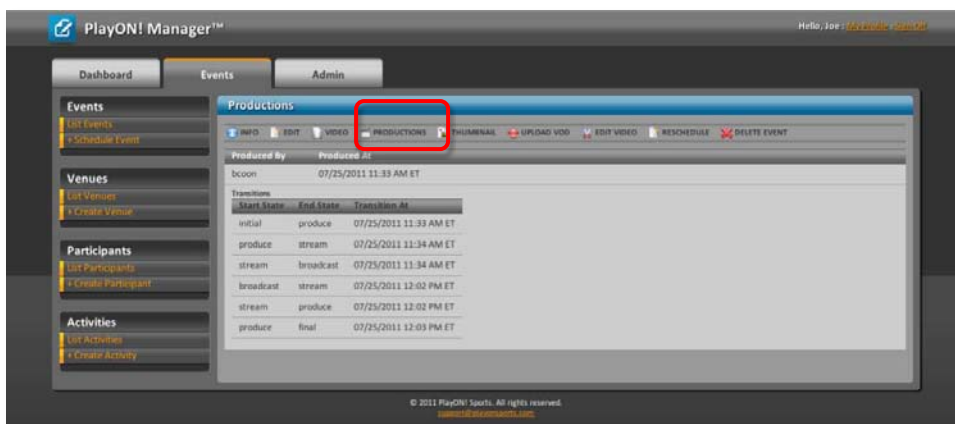


Figure 5-15: Event Productions Page

### 5.3.4 Thumbnail

Thumbnails are a very important part of the presentation of your On Demand videos on your video portal website. When a consumer is looking through your list of available videos, the only image that he or she sees of your video is the thumbnail. By choosing an informative or exciting image for your videos, you can entice a potential viewer into clicking on your videos and watching them. Make sure that you have uploaded your video file for the event that you want to create a thumbnail before you attempt to create the thumbnail. See section 5.3.5 Uploading your Video for video uploading instructions.

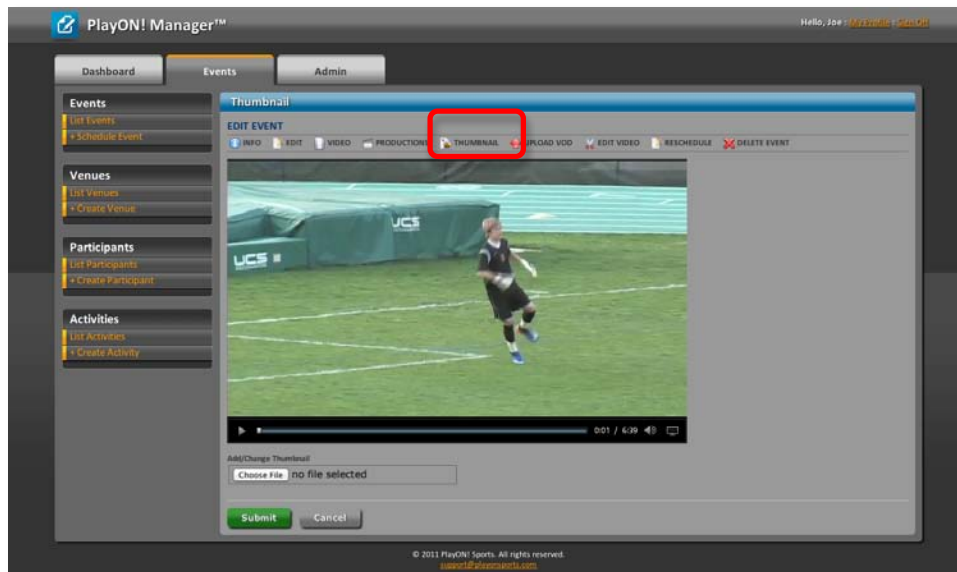


Figure 5-16: Event Thumbnail Page

To set the Thumbnail using the PlayOn Manager software, follow these instructions:

1. Make sure that you are in your web browser on the webpage <http://cms.playonsports.com> and that you are logged into the PlayOn Manager system using your Username and Password.
2. Navigate to the “Events” page by clicking on the gray “Events” tab towards the top of the browser window.
3. For the Event you would like to attach a thumbnail to, type its Event ID Number into the white text box named “Keyword” and click on the blue “Filter” button next to the “Keyword” text box.
4. The event that you are searching for should appear in the gray box in the middle of the screen. If it does not, make sure that the Event ID Number that you typed in was correct.
5. Click on the name of the Event.
6. Click on the “Thumbnail” icon towards the top of the window.
7. A video player will appear.
8. You can add a thumbnail using one of two methods: use a pre-existing image (see Section A) or create an image from your video (see Section B).
  - a. Use a Pre-Existing Image:
    - i. Click on the white “Browse...” button beneath the video player.
    - ii. Using the Windows Explorer window that appears, find and select the image that you want to use as your thumbnail.
    - iii. Then, click the “Open” button in the bottom right corner of the Explorer window.
    - iv. Click the green “Submit” button at the bottom of your browser window.
    - v. You will be redirected back to the “View Event” page.
  - b. Create An Image From Your Video:
    - i. Using the video player, navigate to the image in your video that you want to use as the thumbnail.

- ii. Immediately, pause the video on that image using the pause button in the bottom left corner of the video player.
- iii. Then, find the button on your computer's keyboard labeled "PrtSc" or "Prnt Scrn". This is the Print Screen button.
- iv. Move your mouse to the very top of the screen, and then press the Print Screen button.
- v. Using your mouse, click on the Start menu button in the bottom left corner of your screen and open the Paint application.
- vi. Click on the application named "Paint" to open it.
- vii. Once it loads, press and hold the "Ctrl" key and press the "V" key to paste the Print Screen image into the Paint application.
- viii. In the Paint application, you should see the image of your computer screen appear.
- ix. Since there is not a crop tool in Paint, you will have to do the following: click on the "Select" button, denoted by a dashed rectangular box, towards the top of the Paint application.
- x. Then, move your cursor to the top left corner of the image that you want to be your thumbnail.
- xi. Click and hold the left mouse button, then drag your cursor to the bottom right corner of the image that you want to be your thumbnail.
- xii. Release the left mouse button.
- xiii. Press and hold the "Ctrl" key and press the "C" key as a shortcut to copy the image.
- xiv. Then, press and hold the "Ctrl" key and press the "N" key as a shortcut to open a new Paint file.
- xv. If the application asks, "Do you want to save changes?", select the option that reads, "Don't Save".
- xvi. A white/blank page should appear in the Paint application.
- xvii. Press and hold the "Ctrl" key and press the "V" key.
- xviii. The image that you want to be your thumbnail should appear.
- xix. Then, press and hold the "Ctrl" key and press the "S" key as a shortcut to save the file.
- xx. A Windows Explorer window will appear.
- xxi. Using the Explorer window, save the thumbnail in a location and with a name that you will remember.
- xxii. Then, go back to your Web browser window where you should still have PlayOn Manager open.
- xxiii. Click on the white "Browse..." button beneath the video player in your browser window.
- xxiv. Using the Windows Explorer window that appears, find and select the image that you created to be your thumbnail.
- xxv. Then, click the "Open" button in the bottom right corner of the Explorer window.
- xxvi. Click the green "Submit" button at the bottom of your browser window.

The Print Screen button may be written in blue text on your keyboard, requiring you to press and hold the "Fn" key when you press the "PrtSc" button. This takes a picture of your computer screen at that exact moment.

This application will be under "All Programs" in a folder entitled "Accessories".

9. You will be redirected back to the "View Event" page.