

STREAMING GUIDE

❖ Before Mass:

Please arrive at least 15 minutes prior to the start of Mass

From the desktop, ensure the following programs are open:

- VMix, using “2021 Ordinary Time” (desktop)
 - Double-check that the audio input is active.
- Audacity (desktop)
 - Ensure “MME” is the audio host
 - Ensure “Microphone” is the recording device
- Chrome (desktop), then open the following bookmarks:
 - “YouTube Studio” (default)
 - Open the link for today’s stream. If unavailable see steps after Mass to schedule a stream.
 - “Rear Right Cam”
 - Login using the username and password.
 - Click “Presets Information” by the plugin window to display saved presets.
 - Adjust the “Speed” settings in the left hand menu
 - “Midleft Cam”
 - Repeat steps for “Rear Right Cam”.
 - “Readings”
- In Vmix:
 - Right click input, “Title 1” and select the “Title Editor”.
 - Copy the scripture notation from the “Readings” bookmark for the following readings into the following descriptions:
 - First reading, second reading, and gospel reading
 - The Psalm response can be found in our bulletin.
 - Also, edit the description for the homilist
 - Right click input, “Title 2” and repeat the process.

Roughly 10 minutes before Mass starts:

- In VMix
 - Click “Record” on the bottom
 - Click the gear icon next to “Stream” on the bottom.
 - For Stream 1 - YouTube
 - Click “Start 1”
 - For Stream 2 – Facebook **We stream on Facebook for select solemnities and holy days of obligation.**
 - Click “Facebook Settings”
 - Make sure there is an account synced up.
 - Ensure the “Location” is “Ascension”.
 - Change the Title to the appropriate name.
 - Click “Create Stream”.
 - Click “Start 2”
- In Chrome
 - In YouTube Studio:

- o Click “Go Live” in the top right **What is in the top right of Vmix is now visible to the public.**
- o Check YouTube Page for audio stream connectivity.
- If streaming to Facebook, on Facebook:
 - o Check to see that video is streaming. Edit description as needed.

❖ **During Mass:**

In Vmix:

- Use effects to transition from the on-deck view to the live view.
- Use overlay buttons 1-4 to put images on and take off the screen.
- You’re welcome to close inputs after using them.

In Chrome bookmarks for the cameras:

- Utilize the “Zoom”, “Pan”, and “Tilt” buttons to prepare camera shots on-deck before transitioning to the live view.

Before the homily begins, In Audacity:

- Press “Record”.
- Press “Stop” after the homily is concluded.

❖ **After Mass:**

Immediately when the liturgy finishes, stop the stream. **This is important to avoid any excess ‘talking’ or ‘noise’ on the posted recordings online.**

- In Vmix:
 - Click Red “Stream” Button on the bottom.
 - Click Red “Record” Button on the bottom.
 - Close Vmix.
- In YouTube Studio
 - Click “End Stream” in the top right.
 - Click the back arrow at the top left of YouTube to manage the channel content.
 - Click Schedule Stream
 - o For the previous settings, select the most recent Mass.
 - o Click Reuse Settings.
 - Change the Title to next Mass to stream.
 - Click Next.
 - Click Next Again.
 - o If the Mass should be streamed publicly, make sure “Public” is selected.
 - o Change the scheduled time to the correct date and time.
 - o Click Done.
 - Click Edit at the top right of the window.
 - Change the thumbnail to an appropriate image.
 - o Click Save.
 - o Click the back arrow at the top left of YouTube to ensure the stream is scheduled.
 - Exit out of the current tab.

- Exit the Chrome Window.
- Upload Homily to Website
- In Audacity:
 - Make edits to audio if necessary. Examples listed below:
 - o Select all and click “Effect” – “Normalize”.
 - Appropriate audio level may be -0.0 dB.
 - o Select the first second or so of your track.
 - Click “Effect” – “Fade In”.
 - o Select the last second or so of your track.
 - Click “Effect” – “Fade Out”.
 - Export as an .mp3 and save to the appropriate “Audio” folder.
 - Open the Chrome bookmark, “Post Homily”.
 - Login using the stream account.
 - o Click “Post” – “Add New” in the top left menu.
 - Add a “Title” = Homily - Month Date, Year eg. Homily - October 16, 2021.
 - Select “Audio” under the “Format” menu.
 - Select “Audio Homily” under “Categories” menu.
 - Click “Add Media”.
 - Click “Upload files”.
 - o Click “Select files” and find the homily from “Audio” folder.
 - o Once uploaded, Copy URL to clipboard (**do not insert**).
 - o Exit out of the window.
 - In text box type [\[audiotrack title="Homily - Month Date, Year" songwriter="Homilist Name" mp3="pastelink"\]](#) Eg: [\[audiotrack title="Homily - October 16, 2021" songwriter="Father Adam Carrico" mp3="https://www.ascension-parish.com/wp-content/uploads/2021/10/Fr.-Adam-Carrico-October-16-2021.mp3"\]](#)
 - Click “Preview” in the top right to ensure accuracy on new tab.
 - Once satisfied, click “Submit for Review”.
 - Exit Chrome tab, remaining windows, and browser.
 - Exit Audacity – Don’t save if the mp3 was successfully exported.



Thank you for your ministry!

PAX et BONUM