NFHS NETWORK
EVENT MANAGER "CONSOLE" GUIDE

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INTRODUCTION

Introduction

The NFHS Network is in the process of making changes to our proprietary software and streaming platform.

The new Event Manager "Console" has an advanced infrastructure that will allow our developers to build a multitude of new features that we haven't been able to do in the past. Updated features include:

- A sleek new interface
- Capability to "schedule an entire season"
- Ability to import/export starting lineups in Producer

As soon as you are set up with a login for the new Event Manager (click here to request access) and a download link for the new Producer (see below), you may begin using them immediately for the remainder of your broadcasts this year.

Logging in for the First Time

Once you have been setup in Console, you will receive an email from **support.sso.nfhsnetwork.com** with your username and login information.

Copy and paste this information to sign in and change your password.

Once signed in, you will immediately have access to our training resources.
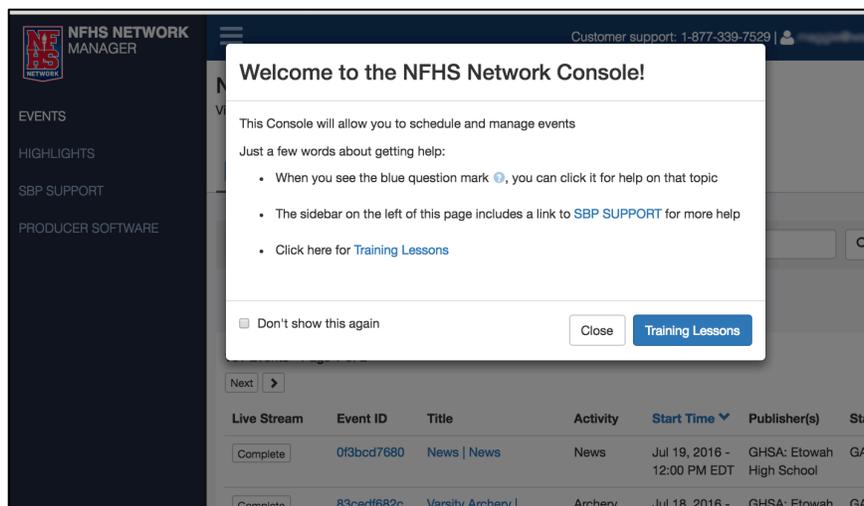
EVENTS CONSOLE

Homepage Tour

1. **Events**: your homepage where all of your events are listed; if already on this page, clicking the Events button will refresh the page and clear out your search filters
2. **Highlights**: where you will be able to access the highlights you create in Console
3. **SBP Support**: a quick link to our support site, support.nfhsnetwork.com
4. **Producer Software**: this is a link to the latest version of the Producer streaming software
5. Search for an event by entering in a keyword or clicking on the **Advanced Search** option
6. Schedule an event by clicking on the **Add New Event** link
7. Schedule an entire sports season by clicking on the **Add New Season** link
8. **Live Stream**: once you have scheduled an event and live stream, the easiest way to launch Producer (streaming software) is to click "Produce Stream" in this column
9. **Event ID**: this is the event's unique ID (also known as the Event Unity Key)
10. **Title**: this is the event's title and is what will appear on the NFHS Network
11. **Activity**: this is the specific sport or activity of the event

12. **Start Time**: this is the start date and time of the event
13. **Publisher(s):** the "author" of the event
14. **State**: the state that the event was produced
15. **Status**: this is the broadcast status of the event (i.e. if the Live Stream is complete or VOD has been uploaded)
16. **Customer support #**: quick access to our Production Support phone number
17. **Your account name**: where you can change your password
18. **Sign out**

SCHEDULING YOUR BROADCASTS

In the new Event Manager, an **Event** refers to an occurrence that happens at a certain date, time, place and includes certain participants. An Event can include different content including **Live Streams**, **Videos On Demand (VODs),** and **Datacasts**. Think of it as a container that can hold multiple broadcasting "items." If multiple Publishers (the school/affiliate that is broadcasting the event), plan to broadcast the same Event, there can be multiple Live Streams, VODs, and Datacasts.
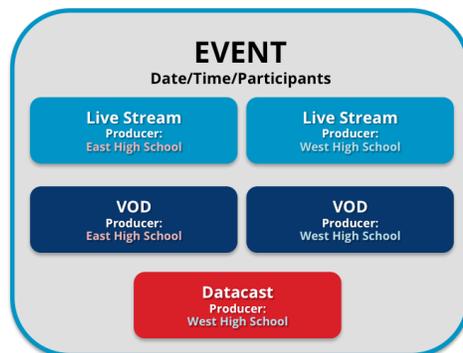
Scheduling an Event

- Click on the **Add New Event** tab
- Select the Activity of your event
  - Activities are organized alphabetically by **Competition** events first, then by **Other** for non-competition events
  - If you have selected the wrong Activity and need to edit it, click on the blue **Back to Step 1** link
- Continue to fill out your Event details:
  - Gender
  - Level
  - Type
  - Sub-Venue: this is optional and is typically used where there are potentially multiple broadcasts in a single location (like Gymnastics or Wrestling)
  - City
  - State
  - Start Time: this is the date and time that the broadcast of the event **will begin** (be sure to select the correct time zone)
  - Participants: select the state that you and your opponents are from
    - **+** : click this button to add your school, then click it again to add your opponent
    - **All sporting events require at least two Participants**, so if the Participant is unknown, bubble in **TBD**
- Click the **Next** button
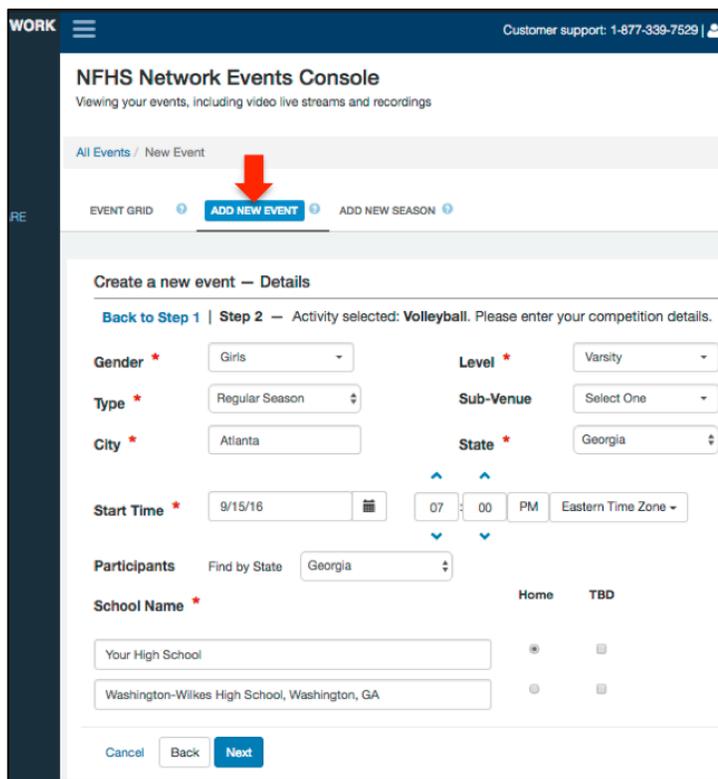
Scheduling a Live Stream

- Continue to fill out your Live Stream details (or click **Close** if you would like to add your Live Stream later or do not plan to broadcast your event *live*)
- Publisher: this is the school or affiliate that will be broadcasting the event
- Producer: typically the same as the Publisher
- Description: this is an optional field where you can put additional information about the event
- Other Options: if you click this link, you can:
  - Check the **Make Live Stream Unlisted** box to make the live broadcast hidden from public searching and viewing
  - Check the **Make the VOD Unlisted** to make the Video On Demand hidden from public searching or viewing
  - Use the **Blackout Dates for VOD** to hide the Video On Demand from public viewing for a specific amount of time (the VOD will automatically appear after the blackout end date)
- Click the **Create Live Stream** button
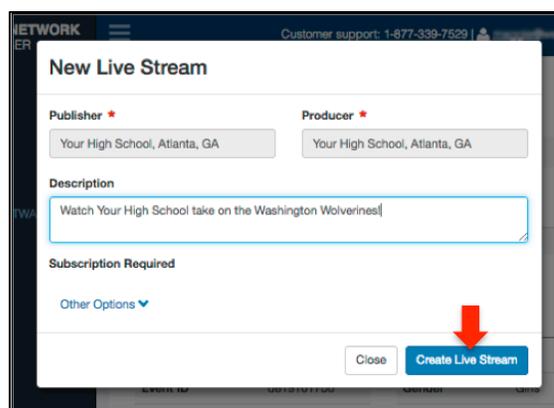
Scheduling an Athletic Season

- From the Events Console, click on the **Add New Season** tab
- Step 1. Section
  - In the **Publisher** drop-down menu, choose your school
  - Select the **Activity** of the season
  - Select the **Gender**
  - Select the **Competition Level**
- Step 2. Section
  - Enter in the **date and time** using the calendar widget, then click out of the calendar
  - Select the **Time Zone**
  - Select if that game will be **Home or Away**
  - Enter in the **City** and **State** of where the event will occur
  - **Opponent** or **Participant** of that game
  - Click **Add Additional Event**
  - Repeat until your schedule is complete
  - Click the **Create my season now** button
  - Click the **I'm done!** button
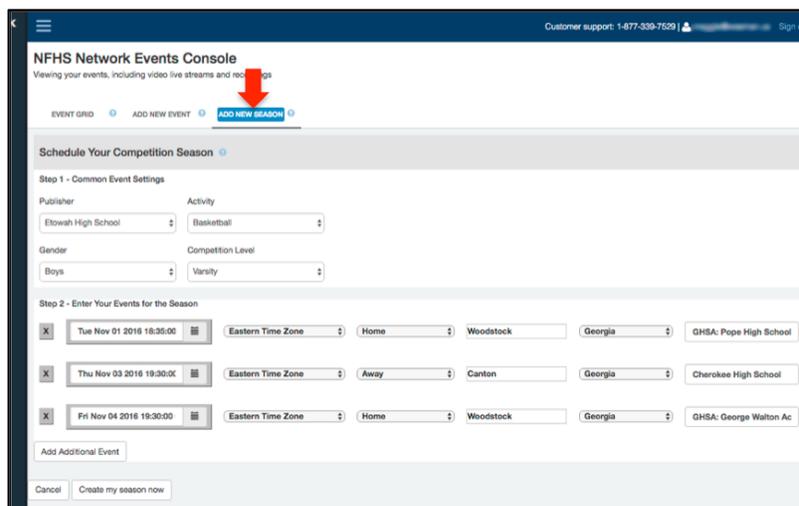
EDITING YOUR BROADCASTS

Editing at the Event Level

If you need to edit the Event details (not the Live Stream details), Event title (for non-sports), or thumbnail, click on the **blue event name at the top of the page**

- Click the **Edit Event** tab to edit the Event's details including
    - Start date/time
    - Venue
    - Participants
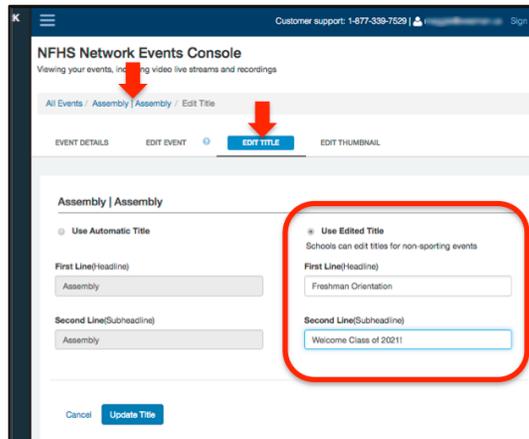
Editing a (Non-sporting) Event Title

- Click the **Edit Title** to change the name of your non-sporting event
    - Bubble in the **Use Edited Title**
    - Enter in the first line of your event
    - Enter in the second line of your event (optional)
    - Click the **Update Title button**
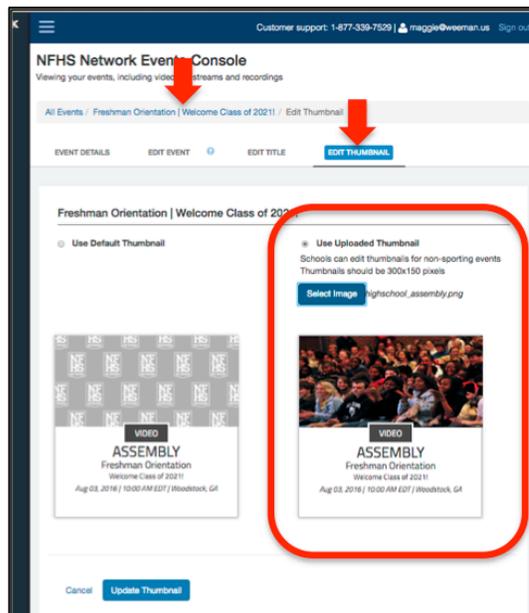
Editing a Thumbnail Image

- Click the **Edit Thumbnail** to change the default image of the thumbnail
    - **Bubble in the Use Uploaded Thumbnail**
    - Click the **Select Image** button
    - Browse for an image (keep in mind it will need to be 350 pixels wide by 150 pixels tall)
    - Click the **Update Thumbnail** button

Editing at the Live Stream Level

From the Live Stream **Details** page, you can:

- Click the **Edit Stream** tab to revise any of the Live Stream details such as the description or the privacy settings
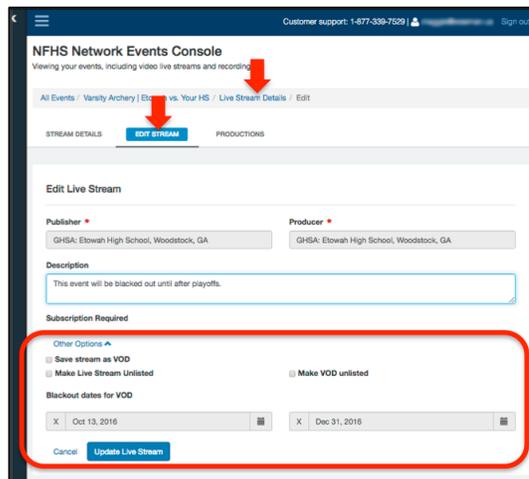
Productions

From the Live Stream **Details** page, you can:

- Click the **Productions** tab to:
  - o Watch your broadcast as it streams live
  - o Click the **View on Site** button to get a quick link of where it will stream on the NFHS Network
  - o Get the embed code for **non-sporting events**
  - o See the Production History of the event
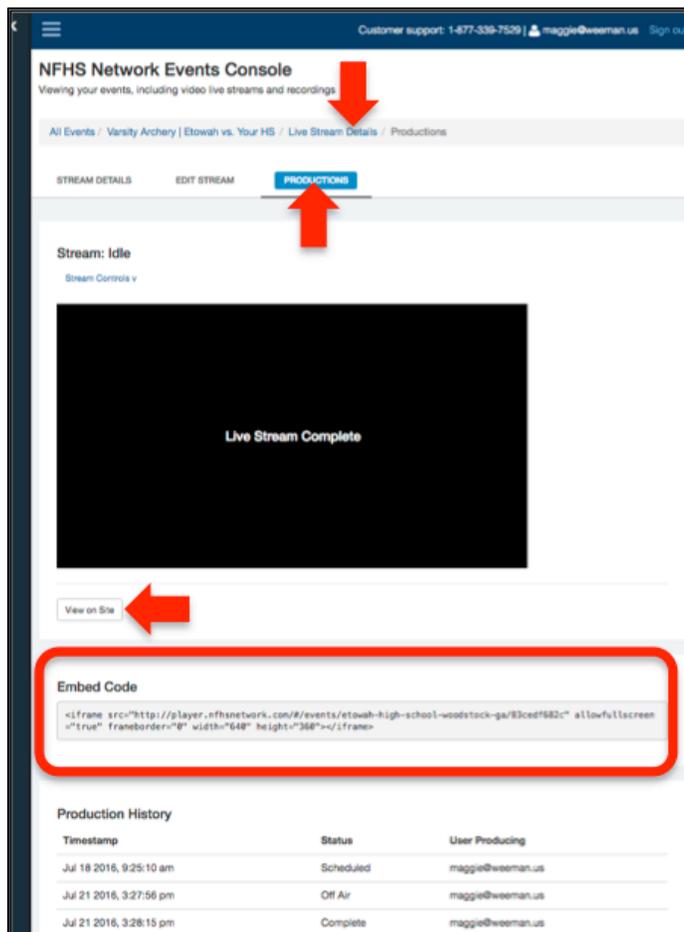
LAUNCHING PRODUCER

To launch the Producer streaming software, you will need to have the latest version of the software. Make sure you have downloaded the version found by clicking on the **Production Software** link in the menu on the left side of Console.

There are multiple ways to launch Producer in Console.

1. Events Console:

- Click on the **Events** link in the menu
- Find the name of your event in the grid (be sure to choose the correct event that you plan to broadcast)
- Click the **Produce Stream** button
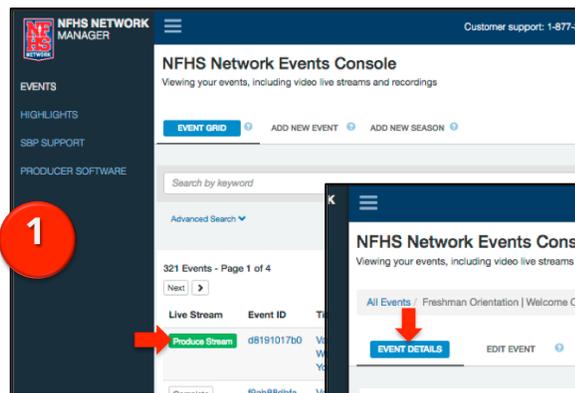
2. Event Details page:

- From the Events page, click on the name of your event to get to the Event Details page
- Click the **Produce Stream** button
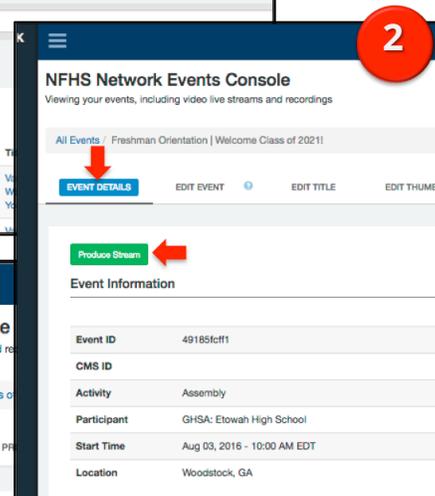
3. Live Stream Details page:

- On the Event Details page, scroll down and click on the **Live Stream thumbnail**
- Click the **Produce Stream**
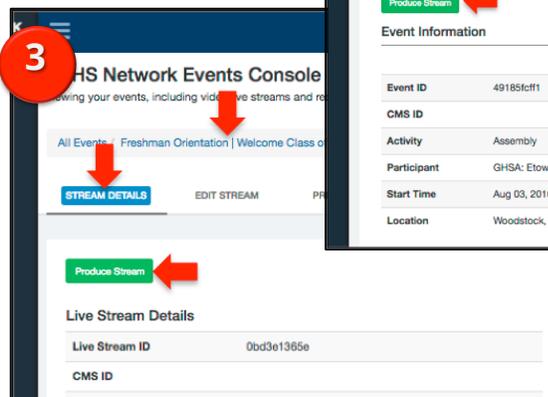
4. Webpage:

- Go to **producer.nfhsnetwork.com/broadcasts**
- Find your event
- Click the **Produce** button
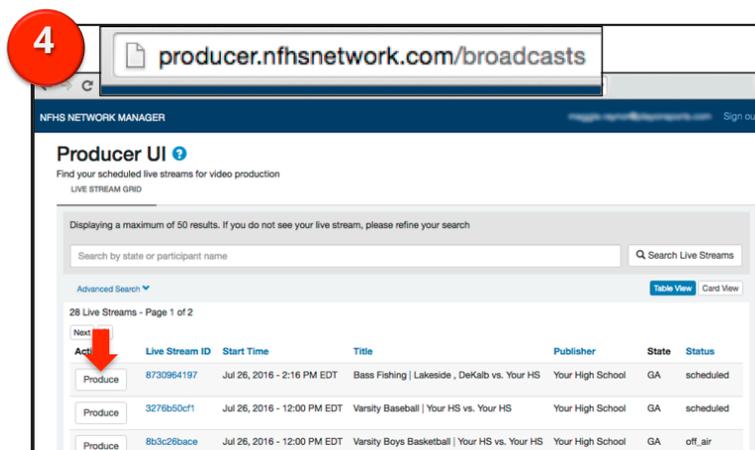
Producer User Interface

There are a few steps to run through before launching the software.

1. Enter in the name and mobile number of someone who will **physically be at the event** you plan to broadcast. This is so our Production Support team can contact you if necessary.
2. Enter in your video configuration:
    - Single camera if you plan to broadcast with one camera
    - Multi-camera if you plan to broadcast with more than one camera and use a video switcher
    - Sound-mixer if you plan to broadcast with announcers
3. Test your stream
    - Upload speed:
        o By clicking on the **Check Upload Speed** button, speedtest.net with automatically open in another web browser tab
        o Hit Test to start your Internet speed test
        o You will need to have an **UPLOAD speed of at least 2 Mbps to stream live**
    - Run a test stream in Producer
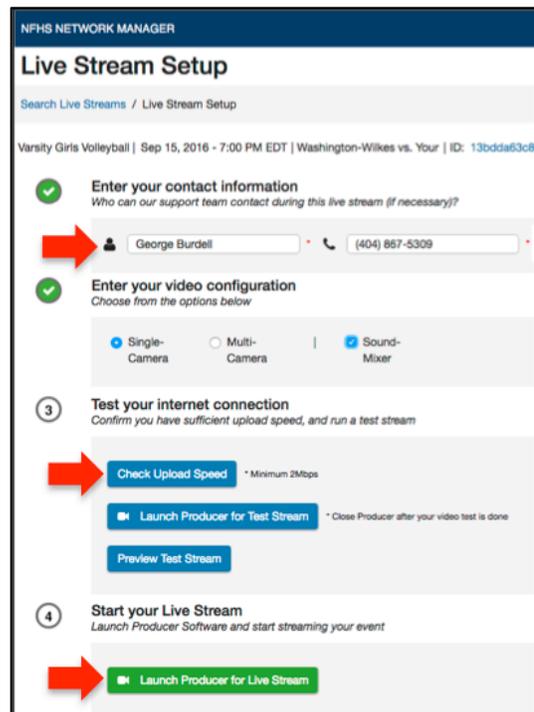
IMPORTANT: Running a test is incredibly important to the streaming process, especially if you're broadcasting at a new location. This gives you a chance to catch any disruptions before your actual broadcast begins.

    - Make sure your video capture device is plugged into the laptop
        o Click on the **Launch Producer for Test Stream button** to launch the software
        o Start Producer as you would any other broadcast (Start Stream > Go On Air)
4. Click back to your web browser and click the **Preview Test Stream** to watch the live stream test and confirm that a video signal is going out
5. **EXIT** out of Producer (Go Off Air > Stop Stream > x-out of the window > Upload Later)
6. Click on the **Launch Producer for Live Stream** when you're ready to begin your actual broadcast

Troubleshooting

If your live broadcast ever gets disrupted, you can relaunch Producer through Console.

1. Re-open your web browser
2. Go to console.nfhsnetwork.com and sign in
3. Find your event
4. Click the **Complete** button
5. The information put in previously for this event should be pre-populated
6. Click the **Launch Producer for Live Stream** to start the software

VIDEOS ON DEMAND

Uploading

All **Live Streams** (that streamed successfully and had no significant Internet issues) will be uploaded **automatically**

To manually upload an **On Demand** video or pre-recorded video file:

- Make sure that an event has been scheduled
- Click on the event name
- On the Event Details page, scroll down and click on the **Video On Demand** thumbnail
- Click on the **Edit Details** tab
  - ○ Click on the **Replace File?** button
  - ○ Browse for your video file
  - ○ Click the **Update Details** to initiate the file upload

> **Video Format:**
> Wrapper: **MP4**
> Codec: **h264**
> Bitrate (video): **750 kbps**
> Frame Rate: **29.97 fps**
> Frame Size: **640x360**
> Bitrate (audio): **96 kbps**
> Audio Frequency: **44100 Hz**
> Audio Encoding: **AAC**

Video Editor

The video editor in Console is a tool you can use to clip off the beginning or end of your video file. Keep in mind, it is not capable of clipping out the middle of a broadcast.

- From the Events Console, click on the name of your event
- On the Event Details page, scroll down and click on the **Video On Demand** thumbnail
- Click on the **Edit Video** tab
  - ○ Use the top scrum bar to move to your desired new start point of the video
  - ○ Click the gray **In** button
  - ○ User the top scrum bar to move to your desired new end point of the video
  - ○ Click the gray **Out** button
  - ○ Click the **Update Video** button
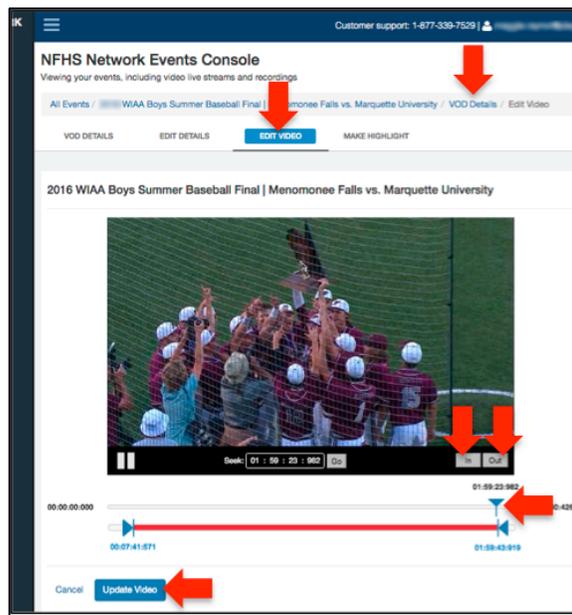
Highlights

The highlight editor in Console is a tool you can use to clip out highlights from your video file.

- From the Events Console, click on the name of your event

> **Note:** Highlights should be between 30–60 seconds long to hold the attention of the viewer

- On the Event Details page, scroll down and click on the **Video On Demand** thumbnail
- Click on the **Highlights** tab
  - User the top scrum bar to move to the start of the highlight
  - It may be easier to type in the beginning time stamp of your highlight in the **Seek** field to move the scrum bar
  - Click the gray **In** button
  - Use the top scrum bar to move to the end of the highlight
  - Again, it may be easier to type in the end of your highlight in the **Seek** field, or just **add 30 seconds** to the start time
  - Click the gray **Out** button
  - Add a **Highlight Title** that will catch a viewer's attention
  - Add a **Highlight Description** with a little more information about the clip
  - Click the **Make Highlight** button
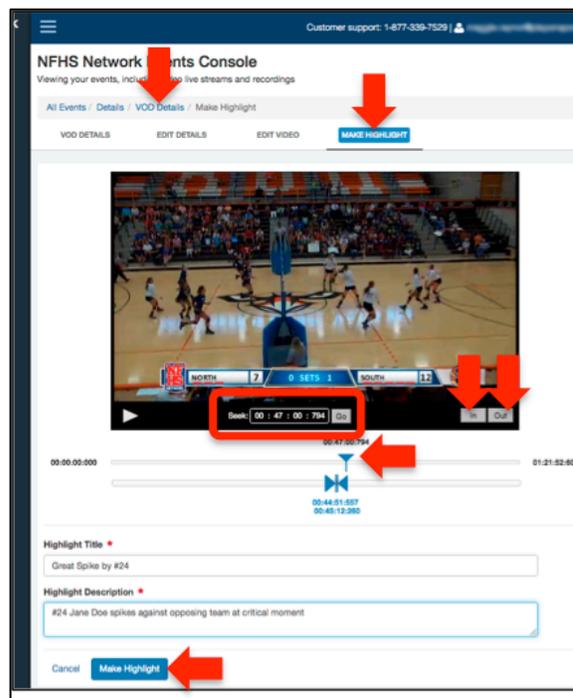
Finding your Highlights

There are multiple ways to find the highlights cut in Console.

1. Highlights Console:
   - Click on the **Highlights** link in the left-side menu
   - All highlights will be listed in the Highlights Console grid
2. Videos On Demand
   - From the Events Console, click on the name of your event
   - On the Event Details page, scroll down and clock on the **Video On Demand** thumbnail
   - Highlights will be listed under the video player and embed code