

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 (<u>click here to request</u> <u>access</u>) 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.



NFHS NETWORK	=			Customer si	upport: 1-877-339	-7529 📥	÷
NETWORK	Welcom	e to the N	IFHS Netwo	rk Console	!		
EVENTS	Vi This Console w	vill allow you to s	chedule and manage	events			
HIGHLIGHTS	Just a few wor	ds about getting	help:				
SBP SUPPORT	When yo	ou see the blue o	uestion mark 💿, you	can click it for help	o on that topic		
PRODUCER SOFTWARE	The side Click here	bar on the left o	f this page includes a	link to SBP SUPPO	ORT for more help		Q
	Don't show	this again		Close	Training Lessons		
	Next >						
	Live Stream	Event ID	Title	Activity	Start Time ¥	Publisher(s)	Sta
	Complete	0f3bcd7680	News News	News	Jul 19, 2016 - 12:00 PM EDT	GHSA: Etowah High School	GA
	Complete	83cedf682c	Varsity Archery	Archery	Jul 18, 2016 -	GHSA: Etowah	GA



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
- 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
- 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

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EVENTS 1 HIGHLIGHTS 2 SBP SUPPORT 3	NFHS Netv Viewing your event	s, including vide	D live streams and recording	gs ason 0	1		17	18
	Search by keyw	rord 5					Q, Se	arch events
	131 Events - Pag	e 1 of 2 9 Event ID	10 Title	11 Activity	12 Start Time V	13 Publisher(s)	14 State	Nownload CSV
	Complete	0f3bcd7680	News News	News	Jul 19, 2016 - 12:00 PM EDT	GHSA: Etowah High School	GA	Complete
	Complete	83cedf682c	Varsity Archery Etowah vs. Your	Archery	Jul 18, 2016 - 10:00 PM EDT	GHSA: Etowah High School	GA	Scheduled
	Complete	eb1b6226c3	Varsity Football Your vs. Etowah	Football	May 25, 2016 - 7:00 PM EDT	GHSA: Etowah High School	GA	
	Produce Stream	af901dd279	Varsity Baseball Etowah vs. Woodstock	Baseball	Feb 05, 2016 - 12:00 PM EST	GHSA: Etowah High School	GA	Scheduled
	Complete	c7d82c18c9	Etowah Football Banquet Banquet	Banquet	Jan 11, 2015 - 4:00 PM EST	GHSA: Etowah High School	GA	Complete
	Complete	3b25be4d63	CCSD Senior Bowl Other Activity	Other Activity	Dec 18, 2014 - 6:30 PM EST	GHSA: Etowah High School	GA	Complete
	Produce Stream	278cb6c62b	Varsity Football Etowah	Football	Dec 15, 2014 - 4:00 PM EST	GHSA: Etowah High School	GA	Scheduled
	Complete	e759a42ac4	EETV Christmas 12-12 News	News	Dec 11, 2014 - 11:30 AM EST	GHSA: Etowah High School	GA	Complete
	N/A	c881d44e18	EETV 12-5-14 News	News	Dec 04, 2014 - 3:00 PM EST	GHSA: Etowah High School	GA	Complete



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 noncompetition 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:
 - o Gender
 - o Level
 - о Туре
 - Sub-Venue: this is optional and is typically used where there are potentially multiple broadcasts in a single location (like Gymnastics or Wrestling)
 - o City
 - o 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

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	NFHS Netwo Viewing your events, in	rk Events	Console e streams and record	lings			
	All Events / New Event	t 💼					
	EVENT GRID 0	ADD NEW EVENT	ADD NEW SE	ASON 0			
	Create a new e Back to Step 1	vent – Deta	ils Activity selected: \	/olleyball . Plea	se enter y	our competition de	tails.
	Gender *	Girls	-	Level	*	Varsity	•
	Туре *	Regular Seaso	on \$	Sub-Ve	enue	Select One	•
	City *	Atlanta		State	*	Georgia	\$
				<u>^</u>			
	Start Time *	9/15/16	i	07 : 00	PM E	Eastern Time Zone +	J
	Participants	Find by State	Georgia	÷ *			
	School Name *				Home	TBD	
	Your High School				۲		
	Washington-Wilke	es High School, V	Vashington, GA		0		
	Cancel Back	Next					

- + : 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**
 - o 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
 - o Repeat until your schedule is complete
 - o Click the Create my season now button
 - Click the **I'm done!** button

=	Customer support: 1-877-339-7529
VEWING DUE vewing your events, including video live streams and neo logs	
Schedule Your Competition Season 0	
Step 1 - Common Event Settings	
Publisher Activity	
Etowah High School ¢ Basketball ¢	
Gender Competition Level	
Boys ¢ Varsity ¢	
Step 2 - Enter Your Events for the Season	
X Tue Nov 01 2010 18:35:00 III Eastern Time Zone 2 Home 5 Woodstock	Georgia GHSA: Pope High School
X Thu Nov 03 2016 19:30:00 III (Eastern Time Zone E) (Away E) Canton	Georgia \$ Cherokee High School
X Fri Nov 04 2016 19:30:00 iii (Eastern Time Zone -) (Home -) Woodstock	Georgia \$ GHSA: George Walton Ac
Add Additional Event	
Cancel Create my season now	

ublisher *	Producer *
Your High School, Atlanta, GA	Your High School, Atlanta, GA
escription	
Watch Your High School take on the V	Vashington Wolverines!
ubscription Required	
Other Options ¥	_



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
 - o 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
 - o Click the Select Image button
 - Browse for an image (keep in mind it will need to be 350 pixels wide by 150 pixels tall
 - o 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:
 - Watch your broadcast as it streams live
 - Click the View on Site button to get a quick link of where it will stream on the NFHS Network
 - Get the embed code for **nonsporting events**
 - 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:
 - By clicking on the Check Upload Speed button, speedtest.net with automatically open in another web browser tab
 - Hit Test to start your Internet speed test
 - 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
 - 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
 - $\circ~$ 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
 - \circ 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
 - o 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
 - o Click the Make Highlight button



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



