Event Manager "Console" (console.nfhsnetwork.com):
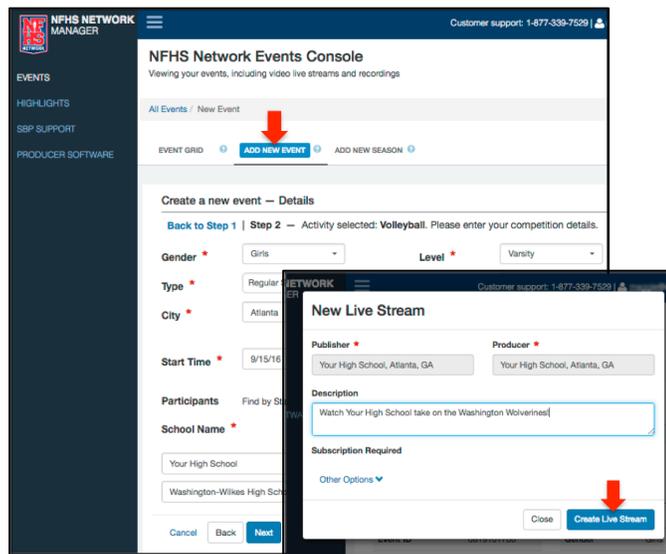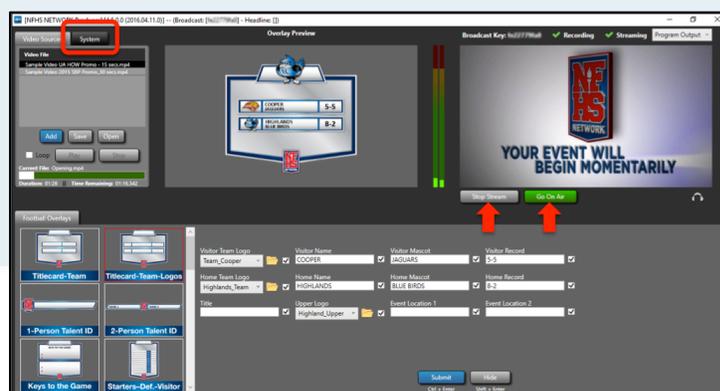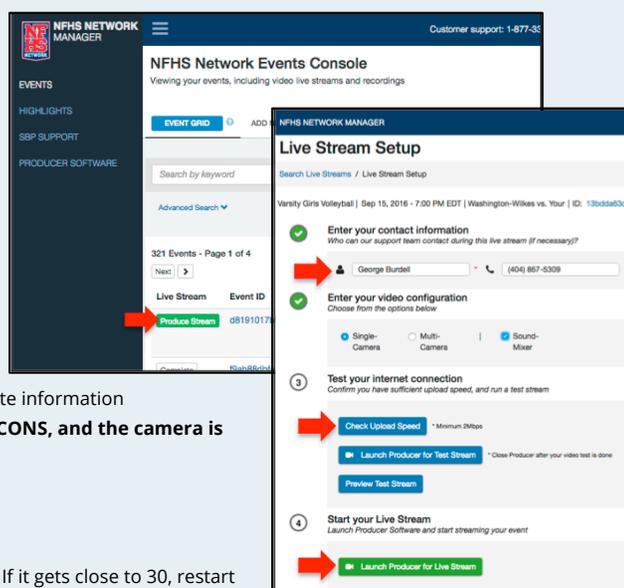
- Make sure you <mark>have scheduled your broadcast in **Console**</mark> - to do this:
    - Go to **console.nfhsnetwork.com** and sign in
    - Click on the **Add New Event** tab
    - Select the **Activity**
    - Fill in the appropriate fields including adding the opposing team as a **Participant**
    - Make sure the **DATE** and **TIME** of your broadcast is the actual DATE and TIME you plan to start your production
- Continue scheduling a **Live Stream**
    - If you decide to set a Blackout Date for your event (a period of time that the video will be unavailable), click "Other Options" and make sure to set the Start Date for the day *after* your event streams
    - Note your **Live Stream ID #** - the Production Support team uses this as a reference in case you have trouble with this particular broadcast

Producer (streaming software):

- Make sure you have <mark>plugged in your video capture device</mark>
- <mark>**Launch Producer through Console**</mark>
    - Fill in the name of the broadcaster and their mobile number (in case our Support Team needs to contact them)
    - Check your <mark>upload speed</mark> (**minimum 2 Mbps up for a Live broadcast**, otherwise you should broadcast On Demand)
- In the Settings window:
    - Choose the **correct video capture device option**
    - Choose the correct overlay in the **Overlay** drop-down menu
    - Choose the correct **bitrate** (most likely _846 kbps) in the **Preset** drop-down menu
- In **Producer**:
    - Prepare your Overlays by choosing the correct logos and filling in all the appropriate information
    - Check your preview screen (top right) – make sure there are **NO CAMERA MENU ICONS, and the camera is level, steady, and in focus**
- Start your broadcast:
    - <mark>**START STREAM**</mark> (wait for the Go On Air button to turn green)
    - <mark>**GO ON AIR**</mark>
    - Every 20 minutes or so, check your **Systems** tab to make sure Buffer is close to 0 - If it gets close to 30, restart Producer and choose a lower bitrate in the Settings window
    - 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:
    - <mark>**GO OFF AIR**</mark> (wait for the Stop Stream button to have white letters)
    - <mark>**STOP STREAM**</mark>
- **Exit out of Producer**
- Choose to upload now (if you have time) or let our Support Team auto-upload your event

Post Production (console.nfhsnetwork.com):

- Sign into **Console**
- Find your **event** and click on the name, then click on the **Video On Demand thumbnail**
    - To clip/edit: click on **Edit Video** tab to access the video editor to clip off bits of video from the beginning or end of your broadcast, and save
    - To create a highlight: click on the **Make Highlight** tab to access the video editor to clip out a highlight (ideally 15– 60 seconds long), name the highlight, and save

Need help?

Technical Support line: <mark>**877.339.7529**</mark> | **support@nfhsnetwork.com** | **support.nfhsnetwork.com**

Support for *subscribers*: **memberadmin@nfhsnetwork**