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_____ **Indoor Video Operation User Manual**

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———— **Quickstart Guide - Before you begin**

INDOOR Standard Operators Kit

**Congratulations on the purchase of your
new Indoor Video Display!**

Attached is the list of materials included in your purchase.

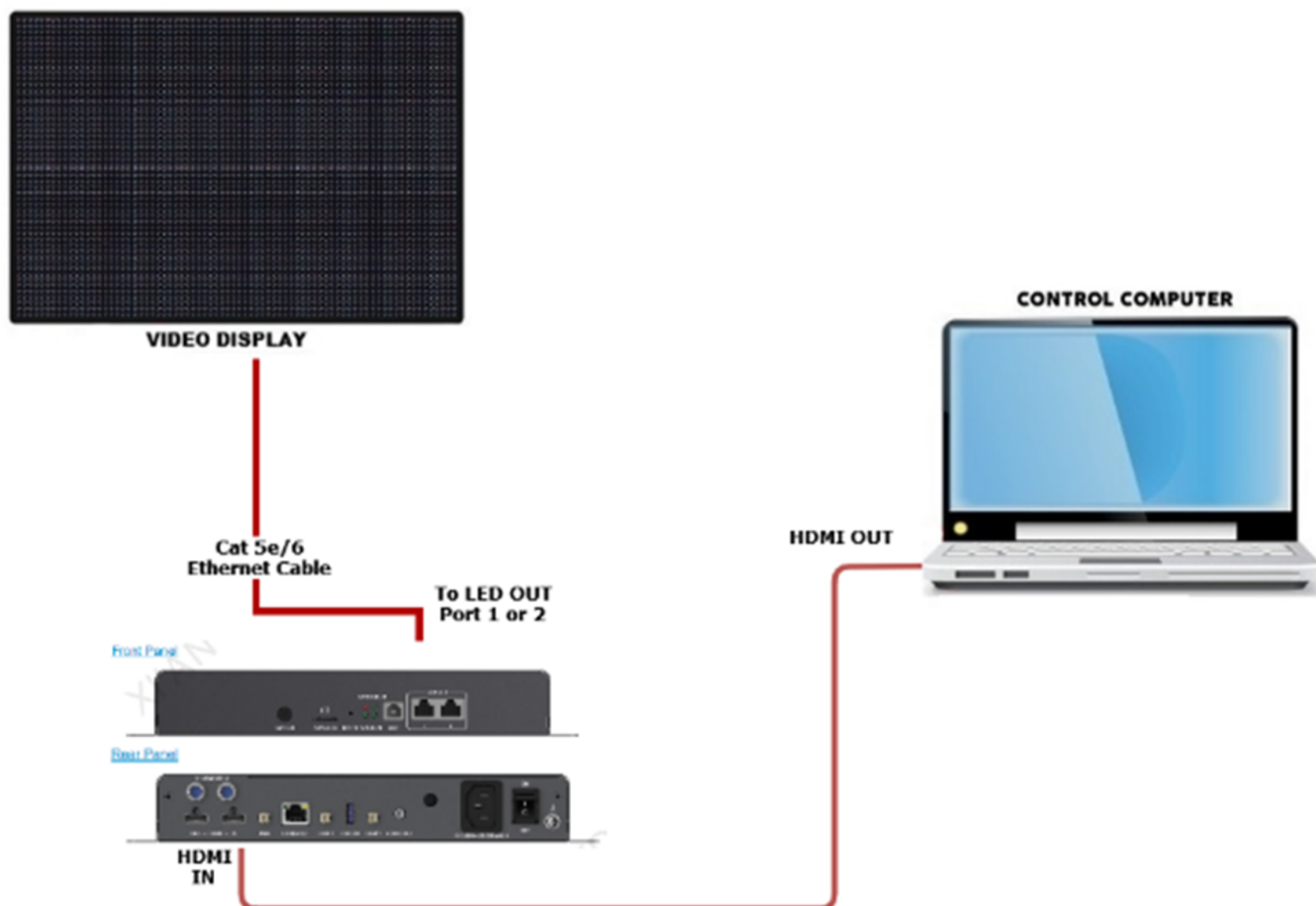
- Laptop Computer with video streaming and production software and carry bag
- Wireless HD Camera with tripod and case
- Dual Band Wi-Fi Router
- Audio Interface for connection to in-house sound system
- USB Cable
- HDMI Cable
- Sender Box



SETTING UP YOUR OPERATING SYSTEM

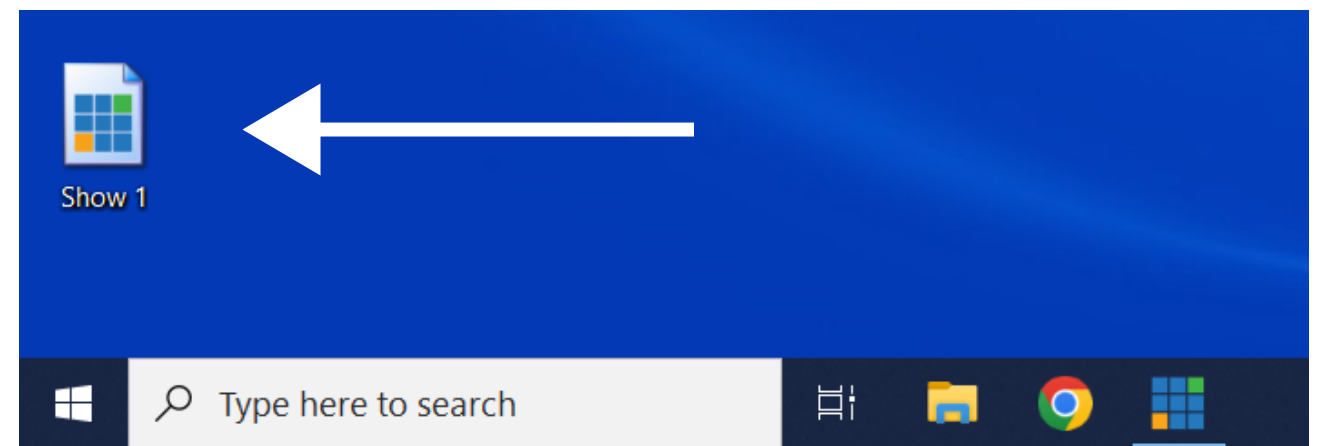
1. Connect the ethernet cable to the first cabinet on the first row (for models 8810 - 8830) ***NOTE:** Models 8840 and 8850 require an ethernet cable to the first cabinet on the first row **and** an ethernet cable to the first cabinet on the third row.
2. Connect the other end of the ethernet cable(s) to port 1 or port 2 of the sender box.
3. Connect the HDMI cable to the HDMI IN port on the sender box and the laptop.
4. Connect the laptop power cord to the charging port on the laptop and to a power strip/wall outlet.

VIDEO DISPLAY OPERATOR POSITION CABLE CONNECTION DIAGRAM

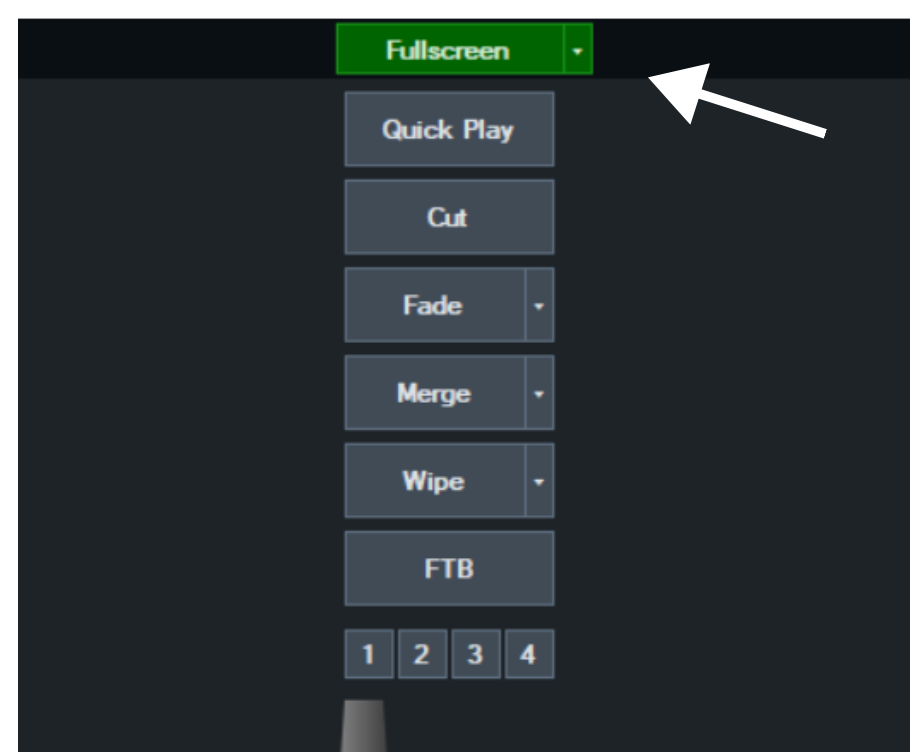


TESTING VIDEO DISPLAY FOR POWER AND CORRECT CONNECTIONS

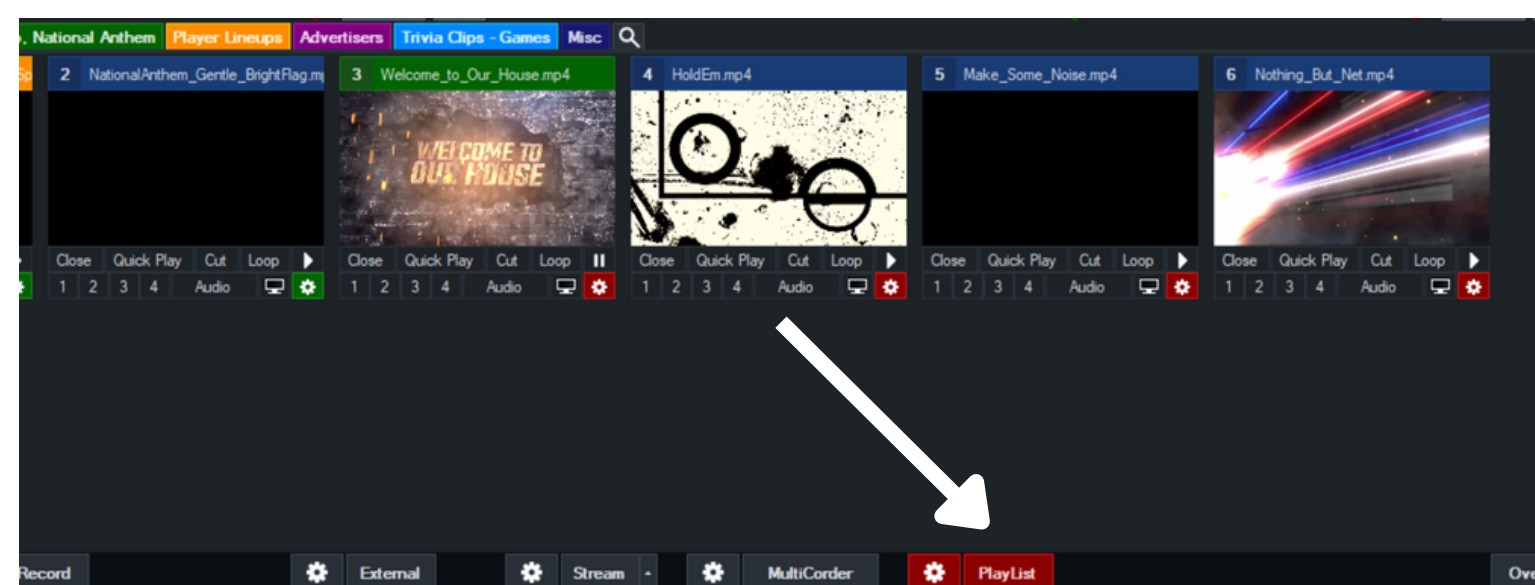
1. Once you have set up your operating system, power on the laptop.
2. The laptop password is "password"
3. Open the "Show 1-shortcut" on the desktop



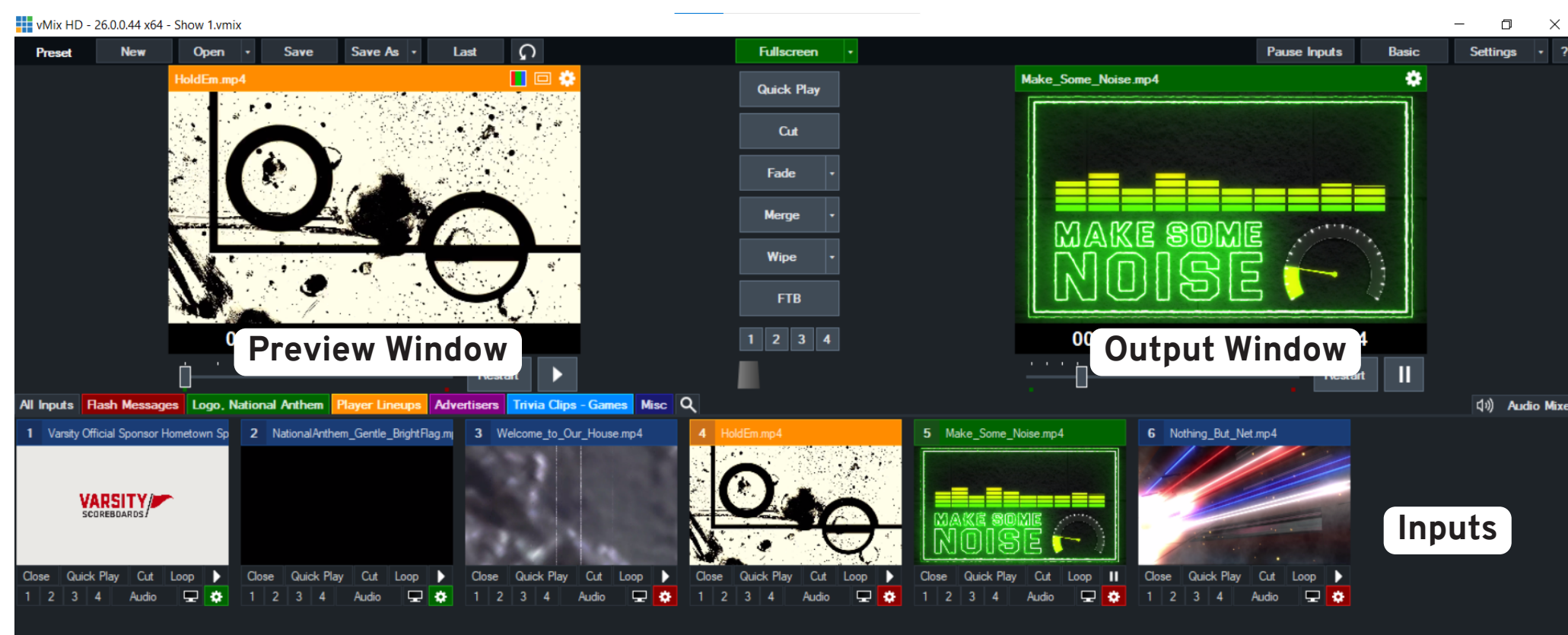
4. Once the Show 1 preset loads in vMix, verify the "fullscreen" button at the top center of the interface is in green, signaling it's ON (if it's in gray, select the button to turn it on, turning it green)



5. Select the playlist button at the bottom center of vMix (the button will turn red).



6. Your video display should be playing the same content as shown in the upper right large window in the vMix interface.



HOW TO SHUT DOWN YOUR OPERATING SYSTEM

1. Exit out of the vMix software
2. Turn off Laptop
3. Turn off Sender Box
4. Turn off Video Display
5. Disconnect any cables necessary for storage.

QR CODE FOR TRAINING



Click the QR code or use your phone camera to scan the QR code to set up video display training. You also have the option to upload an image of your logo for a free custom graphic.

<https://share.hsforms.com/1FS64b0G1Q2uAklyphNzy-Q5bcee>



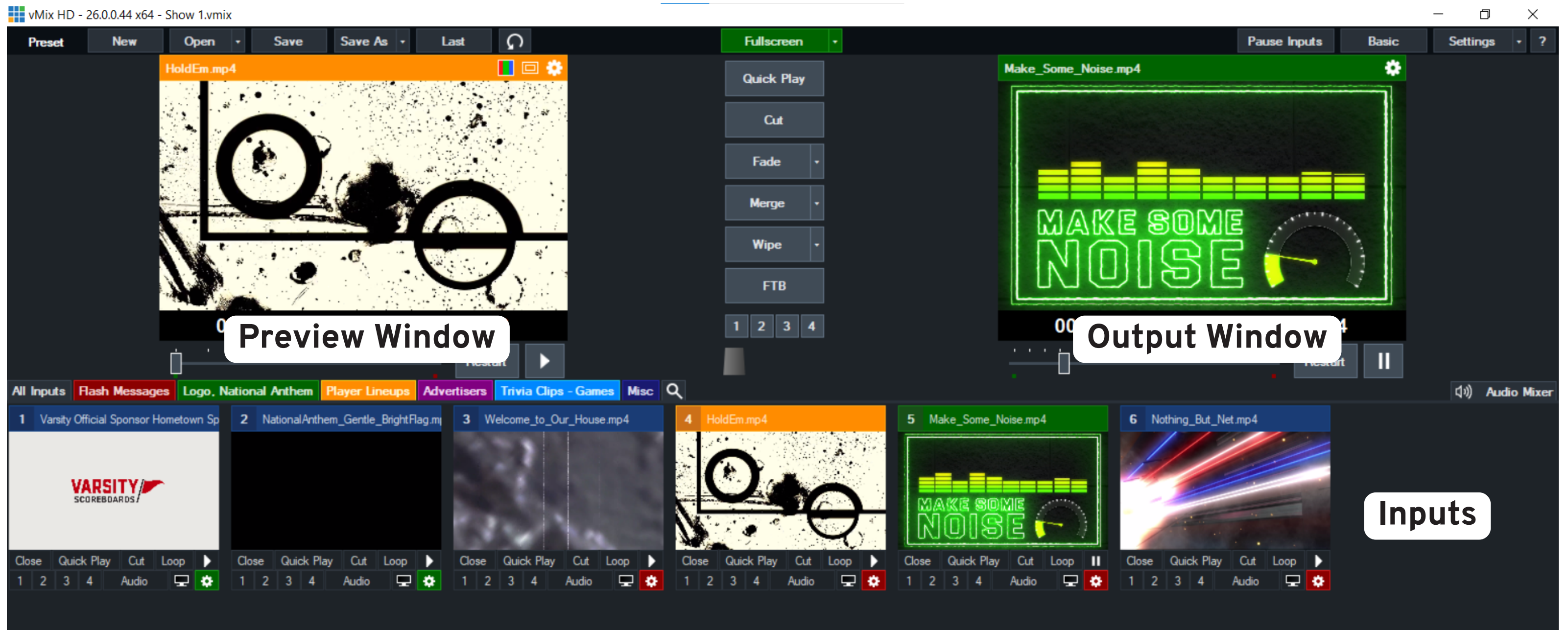
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vMix Operation

vMix Terms



- Inputs: Content you load into vMix. Shown in the bottom third portion of the vMix screen.
- Preview Window: Shows your content before it's live on the video display. Shown in the top left window in vMix. Choose “Cut” or “Fade” in the middle of the screen to get it onto the video display.
- Output Window: Shows what is live on your video display. Shown in the top right window in vMix.



CREATING A PLAYLIST IN VMIX

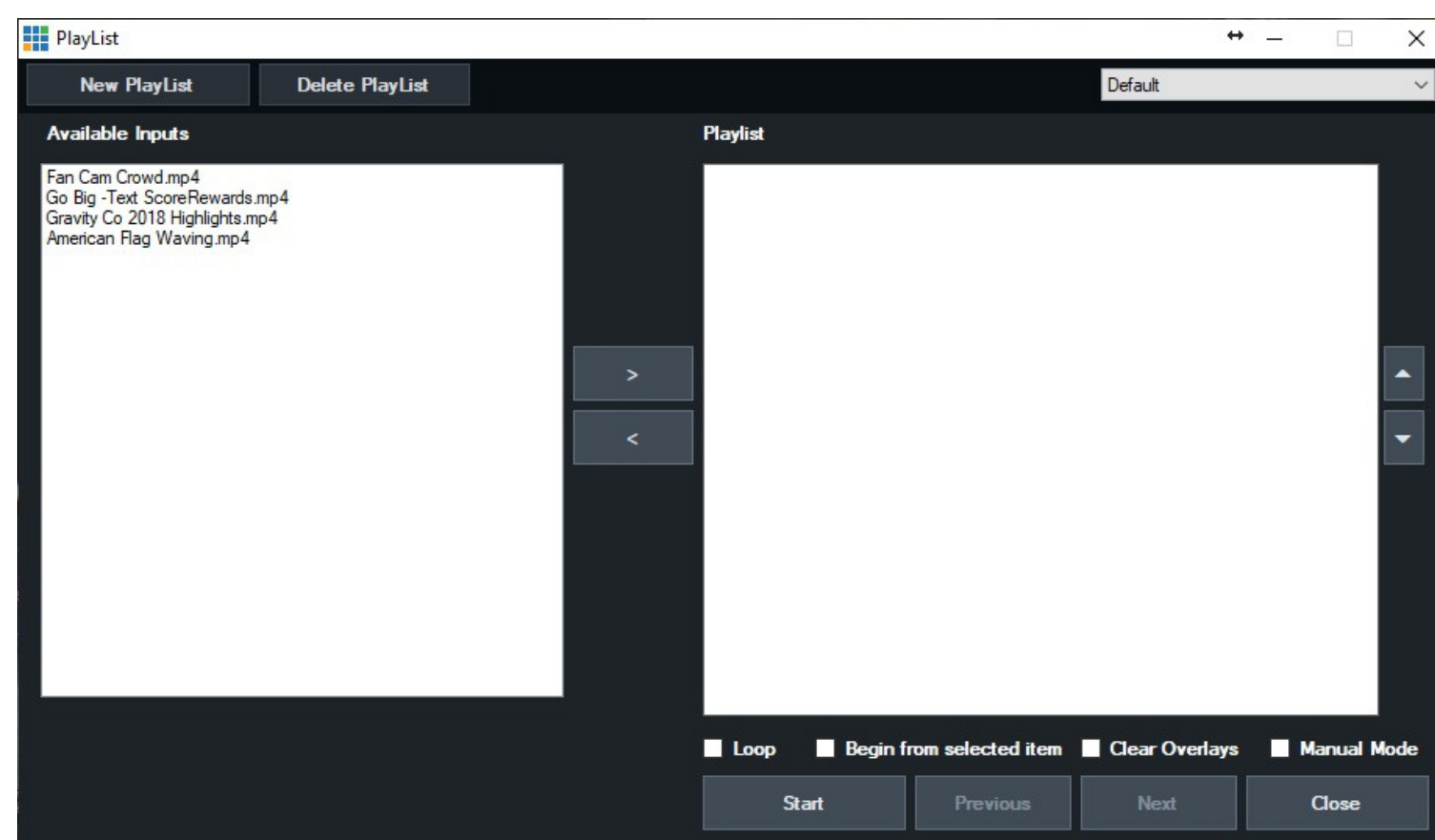
Creating a playlist in vMix will allow you to run content on your video display pregame, at halftime or anytime a game is not being played.

1. Open vMix and select “Add Input” in the bottom left corner. Choose “image” and select “Browse” to upload pictures (.jpg or .png file types) such as player lineups, game schedules, etc. Choose “video” and select “Browse” to upload videos and animations (.mp4 file types) such as flash messages, advertiser loops, etc.

2. In vMix with your content selected and uploaded, select the cog icon to the left of the Playlist button on the bottom of the vMix interface.



3. The Playlist setup window will open. On the left, it will display all the inputs (content) currently loaded into vMix.



4. Select "New Playlist" button in the upper left window and give it a name for what it's going to be. (example: advertiser loop, pregame playlist, school messages)

5. Click the right arrow in the middle to add the input to the playlist or select the left arrow in the middle to remove an input from the playlist.

*There are up and down arrows on the right side of the playlist pane that allow you to move each input you select up and down your playlist. Double clicking on any input in the playlist window allows you to select the time you want the input to play, where the clip should begin from, and the transition into this input.

6. Select "LOOP", "Begin From Selected Item" and "Clear Overlays". Click "Start" The playlist tab will now be red signifying you are running a playlist. Clicking on the "Playlist" tab will toggle the playlist on and off.

CREATING A PLAYLIST IN VMIX: TUTORIAL VIDEO



Click the QR code or use your phone camera to scan the QR code or visit: <https://vimeo.com/varsityscoreboards/createplaylist>



HOW TO: PLAY A DVD

*This requires an external DVD USB player (not included) that connects to your laptop. These can be found on websites such as Amazon for around \$20.

1. Open vMix and select “Add Input” in the bottom left corner.
2. Select “DVD” from the list on the left.
3. Browse your computer to find the external DVD USB player. Select “OK”
4. NOTE: If your movie has different chapters, right click in the output window and use the different options to move around the screen (right, left, down, etc).
5. Right click in the output window and select “Go” to play your movie.

HOW TO PLAY A DVD: TUTORIAL VIDEO



Click the QR code or use your phone camera to scan the QR code or visit:
<https://vimeo.com/varsityscoreboards/dvd>

HOW TO: SHOW A POWERPOINT

*PowerPoint shows require the Microsoft PowerPoint software to be loaded onto the laptop. We do not provide a licensed copy with the laptop.

1. Open up vMix and select Add Input and then “PowerPoint”.
 2. Select browse and locate your PowerPoint presentation on your laptop.
 3. Select “OK”.
 4. Use the left and right arrows under the output window to control the presentation.
- *Note: All transitions created in the PowerPoint show are lost when imported into vMix.

HOW TO SHOW A POWERPOINT: TUTORIAL VIDEO



Click the QR code or use your phone camera to scan the QR code
or visit: <https://vimeo.com/varsityscoreboards/howto-powerpoint>



HOW TO: PLAY ONLINE/YOUTUBE CONTENT WITH VMIX

1. Navigate to the YouTube video or online content you'd like to play on your video display.
NOTE: If the video player allows setting the video quality or resolution to 480p or 720p, this will look best on the video board. Performance will be based on the performance of the network/wifi.
2. Copy the URL from the website.
3. Open vMix and select "Add Input" then select "Web Browser".
4. Enter in the URL of the website you want to play.
5. Set the width and height to at least: 1280 W, 1080 H and select "OK".
6. Now the page will load in the vMix web browser, click on the input to get it in preview window.
7. Right click on the preview window and choose "Keyboard Enabled" from the menu.
8. Once the video content is playing, full screen the video, then select cut or fade to send it to the output to get it up on the video board.

TUTORIAL VIDEO



Click the QR code or use your phone camera to scan the QR code or visit:
<https://vimeo.com/varsityscoreboards/youtubevideo>

HOW TO: STREAM MOVIES/PLAY ONLINE CONTENT WITHOUT VMIX.

1. Navigate to the online content you'd like to play on your video display (Netflix, Hulu, YouTube, etc).
2. Press and hold the windows key on your laptop while pressing the letter "P". Click on "Duplicate". Your video display should be showing what your laptop screen shows.

NOTE: Before using vMix again, press and hold the windows key on your laptop while pressing the letter "P". Switch the screen to "Extend".

TUTORIAL VIDEO



Click the QR code or use your phone camera to scan the QR code or visit:
<https://vimeo.com/varsityscoreboards/onlinecontent>



HOW TO: CONNECT TO SOUND SYSTEM

1. Using the supplied 3.5mm to XLR cable, pictured below, connect the laptop from the headphone/speaker jack to house/gym audio mixer.



2. Use one of the available mic or line inputs. The use of an XLR extension may be required.

NOTE: Use an input on the mixer that does NOT supply phantom power (48v) to the input. This will fry the laptops built in audio.



Alternative Connection Types:

You will need to provide the correct adaptor to go from the supplied XLR cable to your sound system. You may use a wireless audio transmitter and receiver at your venue to send audio from the laptop to your sound system.

Wireless audio options like using a wireless mic pack are available.

1/4" Phono connectors



RCA type audio connectors



HOW TO: CONNECT A CAMERA

See page 18 for using a phone camera.
See page 19 & 20 for using a wireless camera.

HOW TO: CONNECT A FAN CAM

1. Open vMix and select "Add Input" and then select "NDI".
2. In the NDI window, select your camera or phone name and press "OK".
3. Select "Add Input" and select "Image".
4. Select your fan cam .jpg/.png image.
5. On the fan cam image in vMix, click on the "1" on the bottom of the input window.
6. You should see your live camera with the overlay in the output window.

FAN CAM USING A PHONE: TUTORIAL VIDEO



Click the QR code or use your phone camera to scan the QR code or visit:
<https://vimeo.com/varsityscoreboards/fancamviaphone>

FAN CAM USING A CAMERA: TUTORIAL VIDEO



Click the QR code or use your phone camera to scan the QR code or visit:
<https://vimeo.com/varsityscoreboards/wirelesscamerafancam>



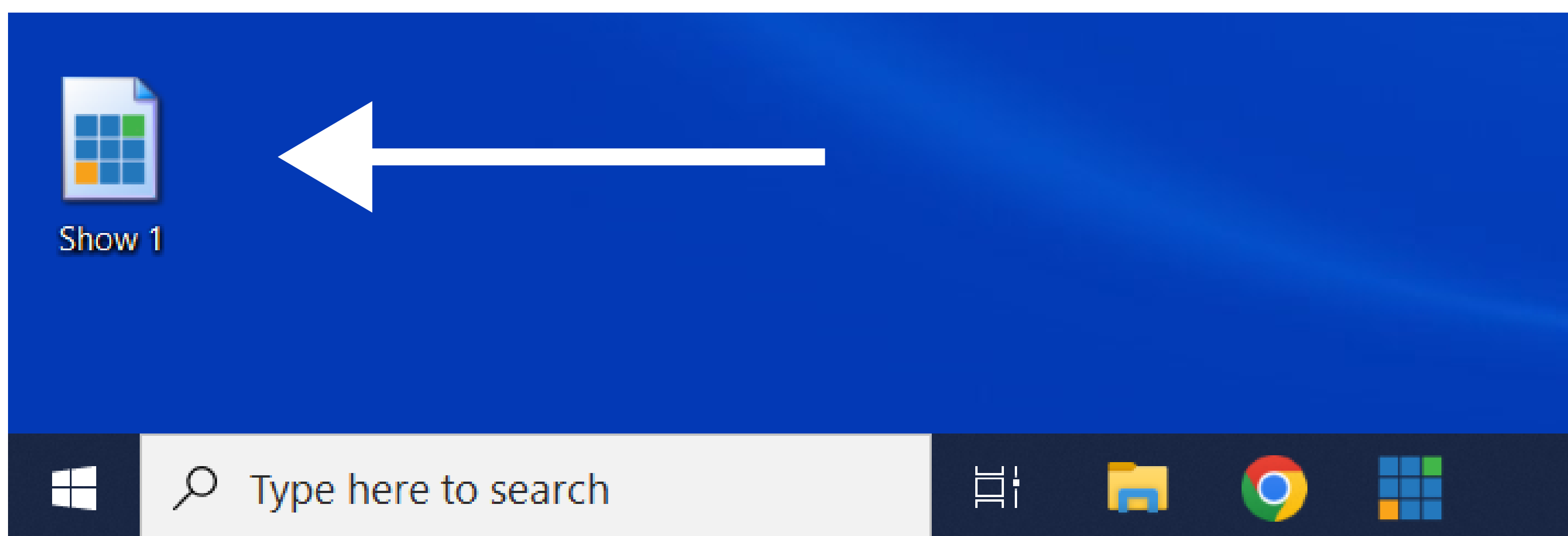
VMIX FAQ

How often should I update my Windows software and Anti-Virus software?

We have turned off the "Automatic Update" feature on your laptop so the laptop will not use valuable processing resources during game use. You should update your Windows software and Anti-Virus Software when they become available. **Perform the updates when you have the time and you do not need to run the laptop in a game situation to eliminate performance issues with vMix.**

How do I save and open a vMix show presentation?

Saving a vMix show will automatically save all playlists you've created in each show for your games, presentations, etc. Always save your show when exiting vMix. Click "Save", create a name for your show (for example: Varsity Basketball) then save it to a folder on your desktop. Click on the saved show icon on your desktop to open a previously saved show.



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Camera Operation

WIRELESS CAMERA OPERATION

To begin, plug in the router provided with your operating system.
The wireless camera requires a phone with the Mevo app.

SETTING UP THE MEVO APP

1. Plug in the router provided with your operating system and connect your laptop to this network.
2. Power on your wireless camera.
3. Download the “Mevo” app from the app store on a phone or tablet.
4. Open the Mevo app- allow the app to use Bluetooth and to find and connect to devices on your local network.
5. Click on “Stream via Wi-Fi” in the Mevo app and connect it to the same network as your laptop.
NOTE: Once you get to the camera screen, if you get a prompt about your router network not being connected to the Internet, choose “Keep trying wi-fi”
6. In the Mevo app on the camera screen, select the 3 dots in the bottom right hand corner, choose the cog icon (settings), scroll down and toggle on the “NDI mode” turning the button green.
7. In the Mevo app on the camera screen, the red bottom left button should read “NDI”.

*The Mevo app allows you to use the blue square to adjust the video focus. You can adjust the camera frame using this (zooming in, different shots, etc). The top right square shows you what is in frame. Clicking the three dots in the bottom right corner allows you to use different camera settings for the camera.

PULLING THE CAMERA INTO VMIX

1. Click “Add Input”
2. Select “NDI/desktop capture”
3. Under the NDI tab, select the Mevo camera. Click “OK”
4. Under the camera input window in vMix, select the "audio" button turning it grey if you want the audio off.
5. The Mevo app on your phone will allow you to see what’s in frame of the wireless camera.

WIRELESS CAMERA OPERATION: TUTORIAL VIDEO



Click the QR code or use your phone camera to scan the QR code or visit:
<https://vimeo.com/varsityscoreboards/wirelesscamera>



WIRELESS CAMERA ACCESSORIES

We recommend purchasing a camera mount similar to the ones pictured below that can be used to hold both the wireless camera and a phone. This allows you to use the wireless camera and use your phone as the viewfinder.



This one can be found on Amazon. Click the QR code or scan the QR code with your phone camera.



This one can be found on Amazon. Click the QR code or scan the QR code with your phone camera.

LIVE STREAMING VIA PHONE APP

Newtek HX NDI Camera App

*For optimal performance, hardwire your laptop to the provided router.

iOS: Start by searching the App Store for Newtek HX NDI. The app costs \$19.99. Once downloaded open the app. Allow it permissions for the camera and microphone. To enable streaming of the camera, tap the white circle in the center of the screen. The gear/cog icon allows for some setting changes. Some options are exposure, camera light using the flash, mute the mic, flip to front camera, quality and toggle to hide the settings. The NDI camera app only sends the camera feed out so nothing overlaid on the screen is sent. The box around the edge of the screen is a tally indicator and will change color when the NDI feed is in preview or output in vMix.

1. Open vMix
2. Click "Add Input"
3. Select "NDI/desktop capture"
4. Under the NDI tab, select your phone name
5. On the NDI phone app, select the bottom middle "NDI" button turning it blue (this will toggle the live camera feed on and off)
6. Under the camera input window in vMix, select the "audio" button turning it grey if you want the audio off

LIVE STREAMING VIA PHONE APP: TUTORIAL VIDEO



Click the QR code or use your phone camera to scan the QR code or visit: <https://vimeo.com/varsityscoreboards/livestreamapp>



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Content Library

FULL CONTENT LIBRARY

See the Video Content Library located on your laptop, or see the following pages for a QR code to each folder of the content library.

Below is a list of common sports phrases that we have paired with our flash messages provided in your content library. For further explanations on when to use these animations, see below.

Basketball Key Phrase Sheet

- **3-point shot:** When a player successfully makes a shot from beyond the three-point line
- **Brick:** Displayed when a player's shot hits the rim or backboard without going in, emphasizing the missed attempt or a poorly executed shot.
- **Get fired up:** Shown during timeouts or breaks in the game to encourage the crowd to rally behind the team, igniting enthusiasm and motivation.
- **Get loud:** Displayed during crucial moments, close games, or when the home team needs support to remind the crowd to make noise and create a vibrant atmosphere.
- **Hold 'em:** Displayed when the home team is playing strong defense, encouraging the crowd to recognize and support their defensive efforts.
- **Make Some Noise:** Used throughout the game to remind the crowd to stay engaged and vocal, promoting a lively environment and boosting team spirit.
- **Nothing But Net:** Shown when a player makes a shot without the ball touching the rim or backboard, highlighting the precision and accuracy of the shot.
- **On Your Feet:** Displayed after an exceptional play or a game-changing moment, prompting the crowd to stand up and show their excitement and support.
- **Slam Dunk:** Displayed when a player executes a powerful and impressive dunk, celebrating the athletic feat and exciting the crowd.
- **Swat:** Shown when a player blocks an opponent's shot, showcasing the defensive prowess and creating excitement among the spectators.
- **Time Out:** Displayed when the coach calls for a timeout, indicating the break in the game and providing information to the crowd about the timeout duration.
- **Welcome to Our House:** Displayed before the game or during player introductions, setting the tone and instilling a sense of home-team pride in the arena.

BASKETBALL FLASH MESSAGES



Click the QR code or use your phone camera to scan the QR code or visit:
<https://vimeo.com/user/202306940/folder/17811818>



Volleyball Key Phrase Sheet

- **Ace:** Displayed when a player serves the ball and it lands untouched on the opponent's side of the court, resulting in an ace and a point for the serving team.
- **Blocked:** Shown when a defensive player or players successfully block the opponent's attack, denying them a point and showcasing the effective defensive play.
- **Fired Up:** Displayed during pregame introductions or timeouts to ignite enthusiasm and motivate both the players and the crowd, creating an atmosphere of energy and determination.
- **Get Loud:** Displayed during key moments of the match, such as crucial points or rallies, to encourage the crowd to make noise and cheer loudly in support of the home team.
- **Great Dig:** Shown when a player makes an exceptional dig, successfully passing a hard-hit or spiked ball, highlighting the defensive skill and creating excitement among the crowd.
- **Great Set:** Displayed after a setter makes a precise and well-timed set, enabling the attacker to have a favorable position to execute a successful hit or spike.
- **Kill:** Displayed when an attacker delivers a powerful and well-placed hit that the opponent cannot successfully defend or return, resulting in an immediate point.
- **Set 1-5:** Shown at the beginning of each set to indicate the current set number in the match, allowing the crowd to track the progress of the game.
- **Set - Final:** Displayed during the final set of the match, often the fifth set in a best-of-five sets format, indicating the significance of the set and generating anticipation among the crowd.
- **Time Out:** Displayed when a timeout is called by either team, indicating the break in the game and allowing the crowd to be aware of the timeout situation.
- **Welcome to our House:** Displayed before the game or during pregame introductions, showcasing team spirit and creating a sense of home-court advantage for the home team.
- **Great Play:** Displayed after a remarkable or outstanding play by an individual or the team, showcasing the talent, teamwork, or strategy involved in the play.
- **Great Serve:** Shown when a player delivers a well-executed serve that puts pressure on the receiving team and potentially results in an immediate advantage for the serving team.
- **Make Some Noise:** Displayed throughout the match to remind the crowd to be vocal and create an energetic.

VOLLEYBALL FLASH MESSAGES



Click the QR code or use your phone camera to scan the QR code or visit:
<https://vimeo.com/user/202306940/folder/17812696>



Wrestling Key Phrase Sheet

- **Escape:** Displayed when a wrestler on the bottom position successfully breaks free from their opponent's control and gains a neutral position, earning one point.
- **Major Decision:** Shown at the end of a match when a wrestler wins with a point margin of 8 to 14 points, indicating a major decision victory and awarding the team additional team points.
- **Near Fall:** Displayed when a wrestler puts their opponent in a near-fall position, with their back exposed to the mat but not enough for a pin. The display may indicate the number of near-fall points awarded and generate excitement among the crowd.
- **Pin:** Displayed when a wrestler successfully pins their opponent by securing their opponent's shoulders to the mat for a predetermined amount of time, resulting in an immediate victory. The display can showcase the wrestler's name, team, and indicate the pinfall.
- **Reversal:** Shown when a wrestler on the bottom position executes a reversal, changing the position and gaining control over their opponent. The display may indicate the wrestler's name and the reversal points awarded.
- **Takedown:** Displayed when a wrestler executes a successful takedown, bringing their opponent from a standing position to the mat while maintaining control. The display can indicate the wrestler's name, team, and the takedown points earned.
- **Winner:** Displayed at the end of the match to announce the winner, showing the wrestler's name, team, and indicating the outcome of the match.

WRESTLING FLASH MESSAGES



Click the QR code or scan with your camera or visit:

<https://vimeo.com/user/202306940/folder/17812704>



OTHER CONTENT

Below is a list of scholastic events that can be paired with our flash messages provided in your content library.

List of Scholastic Events

- Athlete of the Month
- Athlete of the Week
- Book Fair
- Calendar of Events
- Field Day
- Game Day
- Guest Speaker
- Happy Anniversary
- Happy Birthday
- Homecoming
- Movie Night
- Pep Rally
- Prom
- Senior Night
- Spirit Week
- Sponsored by
- Summer break
- Teacher Appreciation
- Thank You

SCHOLASTIC EVENTS ANIMATIONS



Click the QR code or use your phone camera to scan the QR code or visit: <https://vimeo.com/user/202306940/folder/17812544>



OTHER CONTENT

Below is a list of seasonal events that can be paired with our flash messages provided in your content library.

List of Seasonal Events

- April Fools
- Back to School
- Happy New Year Countdown
- Fall Break
- Happy 4th of July
- Happy Easter
- Happy Halloween
- Happy Holidays
- Happy Labor Day
- Happy New Year
- Happy Saint Patrick's Day
- Happy Thanksgiving
- Happy Memorial Day
- Merry Christmas
- MLK Day
- President's Day
- Spring Break
- Happy Valentine's Day
- Happy Veteran's Day
- Winter Break

SEASONAL EVENTS ANIMATIONS



Click the QR code or use your phone camera to scan the QR code or visit: <https://vimeo.com/user/202306940/folder/17812567>



OTHER CONTENT

LINEUPS



Click the QR code or scan the QR code with your phone camera or visit:
<https://www.dropbox.com/scl/fo/3219c2dd29m9dhv9y8cq7/h?rlkey=82ka15hi6lcospv5sd0igost1&dl=0>

NATIONAL ANTHEM ANIMATIONS



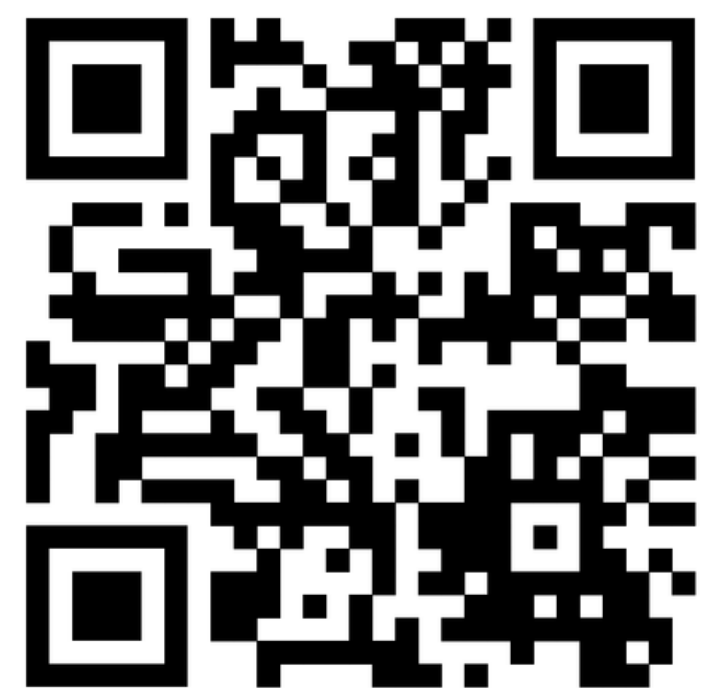
Click the QR code or scan the QR code with your phone camera or visit:
<https://vimeo.com/user/202306940/folder/17812150>

TRIVIA



Click the QR code or scan the QR code with your phone camera or visit:
<https://www.dropbox.com/scl/fo/tuh3ndy8p73bod47xqmfv/h?rlkey=ovgy0yekciapy6vuisj2j3e9f&dl=0>

FAN CAMS



Click the QR code or scan the QR code with your phone camera or visit:
<https://www.dropbox.com/scl/fo/m7sephoc3au33d6zlv3b/h?rlkey=89t92pz1k3v824a7h4mzzo6ln&dl=0>



GRAPHIC TIPS

GRAPHICS

- Create art work as a Vector Graphic file, a high resolution .jpg or .png file that will scale easily with no loss of image quality.
- Do not convert graphics in the JPEG, PNG or Bitmap file format into a Vector Graphics file.
- Design graphics using a canvas size of 1920 x 1080 px. This will allow the graphics to fit exactly into a 1920 x 1080 Display.
- Design your graphic with medium to large font sizes. Small font sizes are difficult to read on the display.
- Design your graphic with the understanding it will be displayed for 10-15 seconds per rotation.
- Be aware most schools don't let ads run with audio during game play

VIDEOS

- The video display aspect ratio is 16:9.
- The preferred file type is .MP4 1920 x 1080 px at 30 frames per second or .MP4 1280 x 720 px at 30 frames per second.

TUTORIALS: CREATING PLAYER PROFILES, CAMERA OVERLAYS & FLASH MESSAGES

RECOMMENDED EDITING SOFTWARE

Any video software program that can work with multiple layers of video in each presentation such as:
Adobe Premiere, Sony Vegas Video, Final Cut Pro

To create graphics for your video display, we recommend using Canva Pro, Power Point, Photoshop, Corel Draw. Canva Pro is free for K-12 teachers and students or \$14.99/month.

Video Tutorials for creating graphics using Canva Pro are provided on the laptop located in the tutorials folder. You can also refer to the following pages for the tutorials located on Vimeo.



TUTORIALS: CREATING YOUR FIRST GRAPHIC

This tutorial uses the free version of Canva. Learn more at canva.com.



Click the QR code or use your phone camera to scan the QR code or visit: <https://vimeo.com/varsityscoreboards/graphics>

TUTORIALS: CREATING A TEAM GRAPHIC PRO VERSION

This tutorial uses Canva Pro features. Canva Pro is free for K-12 teachers and students, or \$14.99/month. Learn more at canva.com



Click the QR code or use your phone camera to scan the QR code or visit: <https://vimeo.com/varsityscoreboards/teamgraphic>



TUTORIALS: CREATING A TEAM LINEUP PRO VERSION

This tutorial uses Canva Pro features. Canva Pro is free for K-12 teachers and students, or \$14.99/month. Learn more at canva.com



Click the QR code or use your phone camera to scan the QR code or visit: <https://vimeo.com/varsityscoreboards/prolineups>

TUTORIALS: CREATING A TEAM LINEUP FREE VERSION

This tutorial uses the free version of Canva. Learn more at canva.com.



Click the QR code or use your phone camera to scan the QR code or visit: <https://vimeo.com/varsityscoreboards/freelineups>



TUTORIALS: CREATING AD LOOPS

This tutorial uses the free version of Canva. Learn more at canva.com.



Click the QR code or use your phone camera to scan the QR code or visit: <https://vimeo.com/varsityscoreboards/advertisements>

TUTORIALS: CREATING SPONSORED FAN CAMS

This tutorial uses Canva Pro features. Canva Pro is free for K-12 teachers and students, or \$14.99/month. Learn more at canva.com

NOTE: Any platform that allows you to save as a .png or with a transparent background will work.



Click the QR code or use your phone camera to scan the QR code or visit: <https://vimeo.com/varsityscoreboards/sponsoredfancam>



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Running Events

PREPARING FOR YOUR FIRST GAME

The vMix loaded onto your laptop has preloaded categories such as flash messages, player lineups, advertisers, etc. To add new categories, right click on an existing category, and type in your category name under the “Custom Categories” section. Double click the square to the right of the category name to change the color of the tab.

1. Start by uploading the appropriate content under the different category tabs. For example, for a basketball game, upload the basketball flash messages under the “flash messages” category tab.
2. Continue doing this under each category tab with the appropriate content for your event/game.
3. When you have all your content uploaded, press “save as” and save your vMix show as your event such as “Varsity Basketball”

PREPARING FOR YOUR FIRST GAME: TUTORIAL VIDEO



Click the QR code or use your phone camera to scan the QR code or visit:
<https://vimeo.com/varsityscoreboards/preparingforagame>



RUNNING EVENTS YOUR FIRST GAME - PLAY BY PLAY

Tips:

Check out the sport specific folders in the Content Library section included on your laptop. Also use the Tutorials folder and use the templates for creating content for the game.

Once you have created all of your game content, place your materials into a new show in vMix and save it as the name of the event (Varsity Basketball, etc). Refer to page 32 for loading your game specific content into a show and saving it.

Before Game:

- An hour before the game starts, run the advertising loop for about 30 minutes (can include school logo and schedule if preferred)
- 30 minutes before the game starts, run player profiles (basketball, cheer, volleyball, etc) and highlight videos if available
- Run the national anthem video and/or cut to live stream if you have a live performance
- Play a hype video if available
- Run your school logo until tipoff
- Run the live stream via phone or wireless camera for tipoff

1st Half:

- Play flash messages during the game at the appropriate times (3 point shot, free throw, etc)
- When players score a goal, show a video of them doing a celebration if available
- Run the trivia games or Fan Cams during timeouts (for the Fan Cams, find who you want to choose beforehand so you aren't scrambling to find someone with the live camera)

Half Time:

- Live feed any activities during halftime for crowd interaction
- Show your school logo/ad loop during dead periods

2nd Half:

- Play flash messages during the game at the appropriate times (3 point shot, free throw, etc.)
- When players score a goal, show a video of them doing a celebration if available
- Run the trivia games or Fan Cams during timeouts (for the Fan Cams, find who you want to choose beforehand so you aren't scrambling to find someone with the live camera)



RUNNING EVENTS

HOMECOMING - SENIOR NIGHT - MOVIE NIGHT

Tips:

Check out the Scholastic Events and Senior Night folders in the Content Library section included on your laptop (or refer to [page 24](#)). Also use the Tutorials folder (or refer to pages 28-30) and use the templates for creating content for the game.

Once you have created all of your game content, place your materials into a new show in vMix and save it as the name of the event (Homecoming or Senior Night). Refer to [page 32](#) for loading your game specific content into a show and saving it.

Tip: Some options to include for these events are getting parents to send in good luck messages, senior highlights, baby pictures, etc.

Before Game:

- An hour before the game starts, run the advertising loop for about 30 minutes (can include school logo and schedule if preferred)
- 30 minutes before the game starts, run senior player profiles (basketball, cheer, volleyball, etc) and highlight videos if available
- Run the national anthem video and/or cut to live stream if you have a live performance
- Play hype video if available
- Run school logo until tipoff
- Run the live stream via phone or wireless camera for tipoff

1st Half:

- Play flash messages during the game at the appropriate times (free throw, 3 point shot, etc)
- When players score a goal, show a video of them doing a celebration if available
- Run the trivia games or Fan Cams during timeouts (for the Fan Cams, find who you want to choose beforehand so you aren't scrambling to find someone with the live camera)

Half Time:

- Live feed the homecoming court or senior night celebration
- Show parents messages, senior highlights, or the ad loop/school logo during dead periods

2nd Half:

- Play flash messages during the game at the appropriate times (free throw, 3 point shot, etc)
- When players score a goal, show a video of them doing a celebration if available
- Run the trivia games or Fan Cams during timeouts (for the Fan Cams, find who you want to choose beforehand so you aren't scrambling to find someone with the live camera)

MOVIE NIGHT

See “How to: Play a DVD” on [page 11](#)

See “How to: Stream online content (Netflix, Hulu, etc)” on [page 12](#)



RUNNING EVENTS: GRADUATION

Tips:

Check out the Graduation Animations Folder in the Content Library section included on your laptop. Also use the Templates and Guides folder and use the Graduation Templates for creating content for the ceremony.

Once you have created all of your graduation pictures and materials and ordered them, place your materials into a new "Graduation Show" in vMix ([refer to page 32 on how to set this up](#)). The order of your materials is determined by the graduation ceremony order of events (this can include parent messages, baby pictures, student highlights, etc).

Create and use a "Playlist" ([refer to page 10](#)) to play the majority of your student images in the pre-ceremony. This will automate your show and simplify your production. You will need to position the video camera or cameras to see the podium and to see the students walking across the stage to receive their diplomas ([refer to page 17-19](#)).

Graduation Video Display Outline

- 1. Doors Open:** This is a good time to play your graduation animation from the Content Library or graduation slide images of your students.
- 2. Ceremony Begins:** Display live camera of the presenters at the podium.
- 3. Ceremony Continues:** Continue using the live camera for all of the students. Optional: Mix in any video clips or images of the students during the graduation
- 4. Ceremony Ends:** Use your camera to capture the cap toss and all of the celebrations of your students and their families at the end of the ceremony.

GRADUATION ANIMATIONS



Click the QR code or use your phone camera to scan the QR code or visit: <https://vimeo.com/user/202306940/folder/17812131>



TROUBLESHOOTING

Indoor Video vMix Display Output Settings

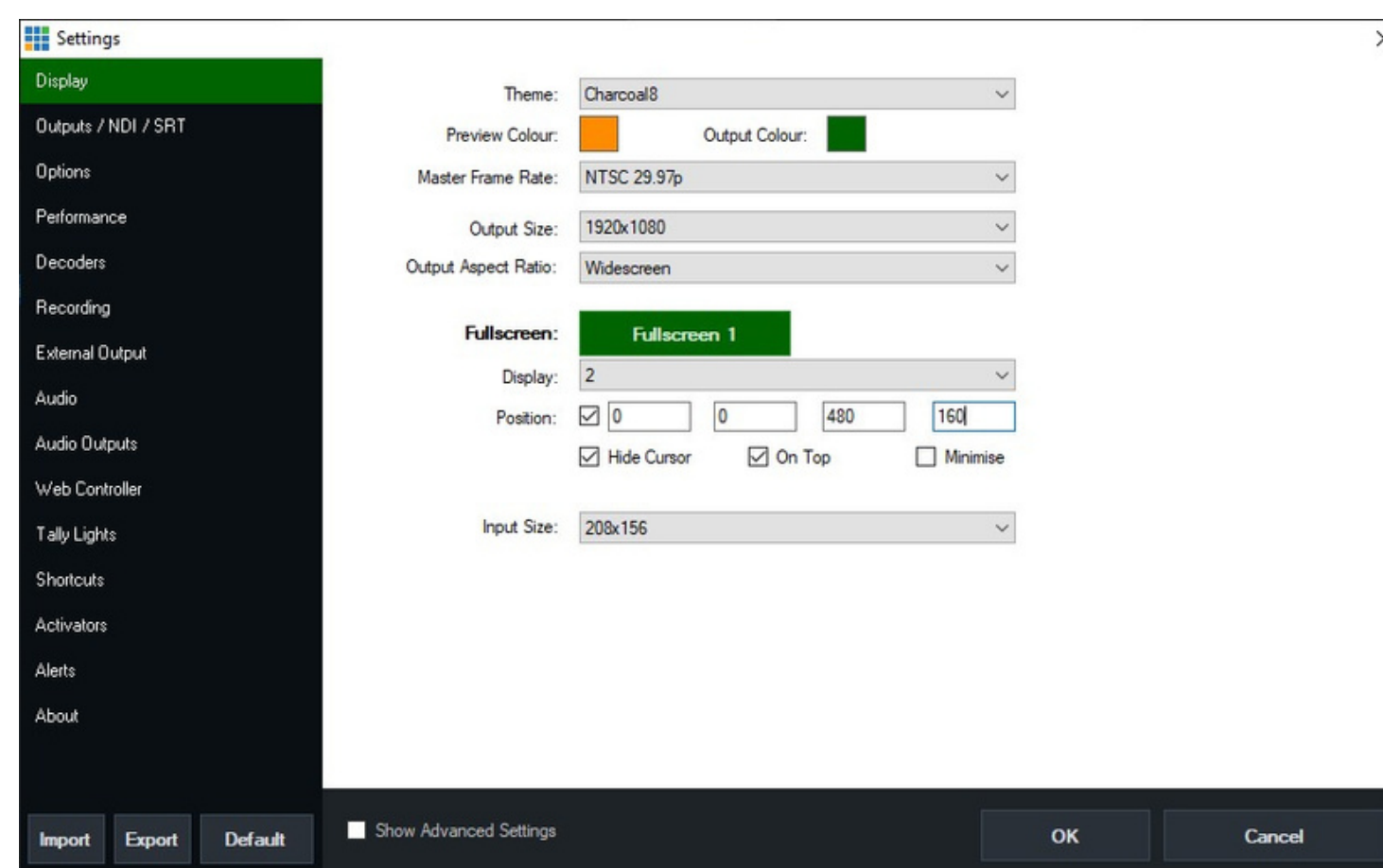
THE DEFAULT SETTINGS ARE SET PROPERLY FOR THE VIDEO DISPLAY.

If your video display default settings get changed, reset the settings by following these steps:

- Open vMix and click on "Settings" in the top right corner
- Set the Output Size to: 1920x1080*
- Set the Output Aspect Ratio to: Widescreen
- Set the Fullscreen to: Fullscreen 1
- Set the Display to: 2
- Under Position: check the box next to "Position". The last 2 boxes on the right next to "Position" should have the width and height of the video display. Please see below for the width and height of the video display models:
 - **Model 8810: 640 W x 320 H**
 - **Model 8820: 800 W x 480 H**
 - **Model 8830: 960 W x 640 H**
 - **Model 8840: 1280 W x 640 H**
 - **Model 8850: 1280 W x 800 H**
- Check the boxes for "Hide Cursor" and "On Top" options.
- Set the Input Size to: 208x156

*All the video displays can be no larger than 1920x1080, .mp4 for videos, .jpg or .png for images

This is an example of the vMix settings. The "Position" numbers will vary based on model purchased. Please refer to models above for the correct position numbers.



CONTACT INFORMATION

**For technical questions, please contact
800-411-3136 or visit**

<https://varsityscoreboards.com/tech-service/contact-tech-service/>

For video operating questions, please contact 800-323-7745 Ext. 144

