

# **VARSITY** /

## **SCOREBOARDS** /

\_\_\_\_\_ **Outdoor Video Operation User Manual**

## TABLE OF CONTENTS

### 1 Quickstart Guide/ Before you begin

- What's included
- How to set up operating system
- Testing video display for power and correct connections
- Powering down your video display
- QR code for training

### 2 vMix Operation

- How to:
  - Create a playlist in vMix
  - Connect a camera
  - Connect a fan cam
  - Play a DVD
  - Play online/YouTube content using vMix
  - Stream movies, play online content *without* vMix
  - Show a PowerPoint
  - Connect to sound system
- vMix FAQ

### 3 Camera Operation

- Live streaming via phone app
- Wireless camera operation

### 4 Content Library

- Full Content Library
- Key phrases: Explaining the different animations and when they can be used
- Tutorials:
  - Recommended editing software
  - Creating your first graphics
  - Creating a team lineup pro version
  - Creating a team lineup free version
  - Creating ad loops
  - Creating sponsored fan cams

### 5 Running Events

- Preparing for your first game
- Running your first game: play by play schedule
- Running specialty events:
  - Homecoming and senior night
  - Movie night
  - Graduation

### 6 Troubleshooting

### 7 Contact Information

# **VARSITY** /

## **SCOREBOARDS** /

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

# **OUTDOOR Standard Operators Kit**

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**Congratulations on the purchase of your  
new Outdoor 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

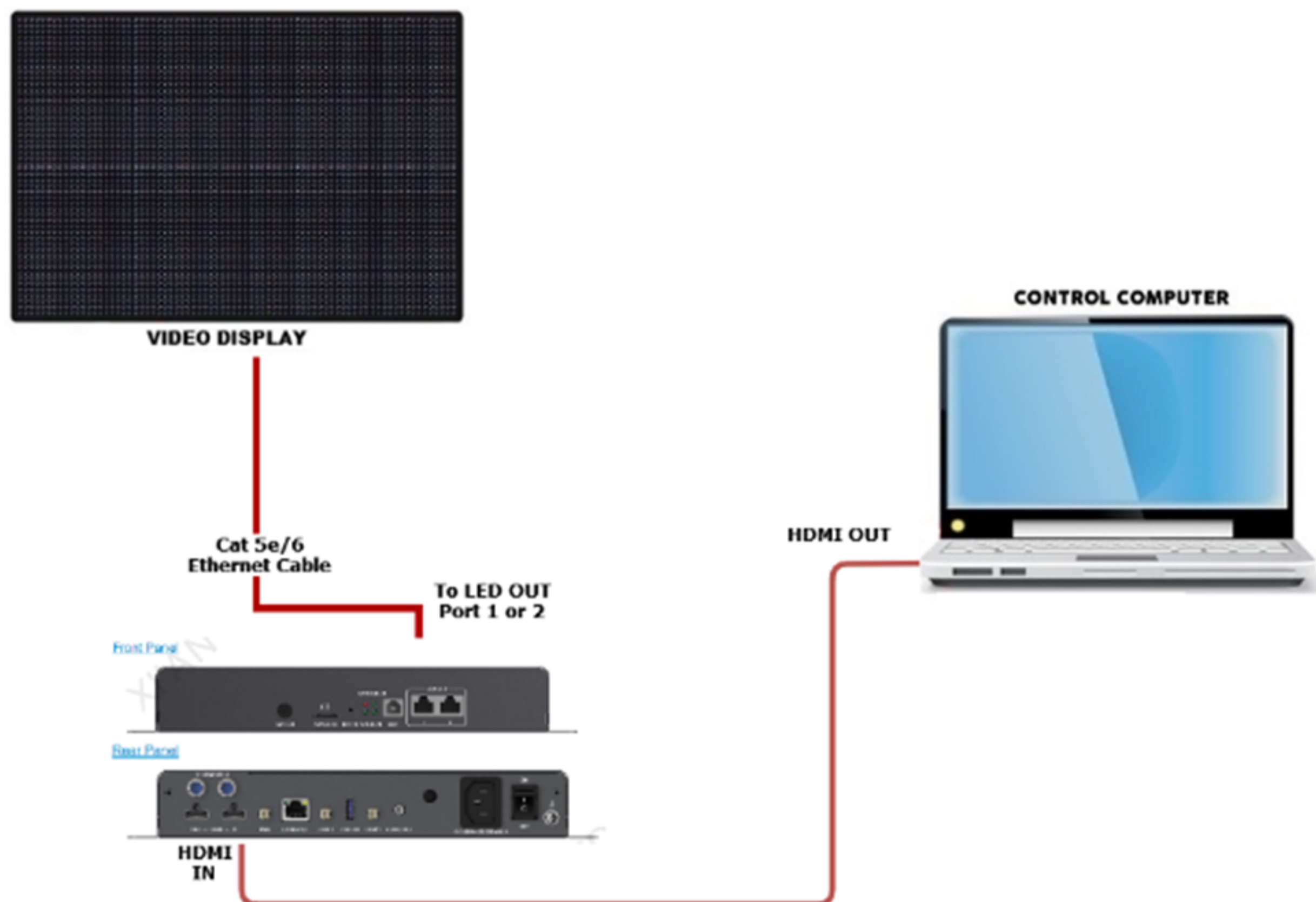


# SETTING UP YOUR OPERATING SYSTEM

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1. Connect the ethernet cable to the first cabinet on the first row.
2. Connect the other end of the ethernet cable that's connected to the video display to the fiber converter. At the press box, connect another ethernet cable to the other end of the fiber converter. Connect the other end of the ethernet cable 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.

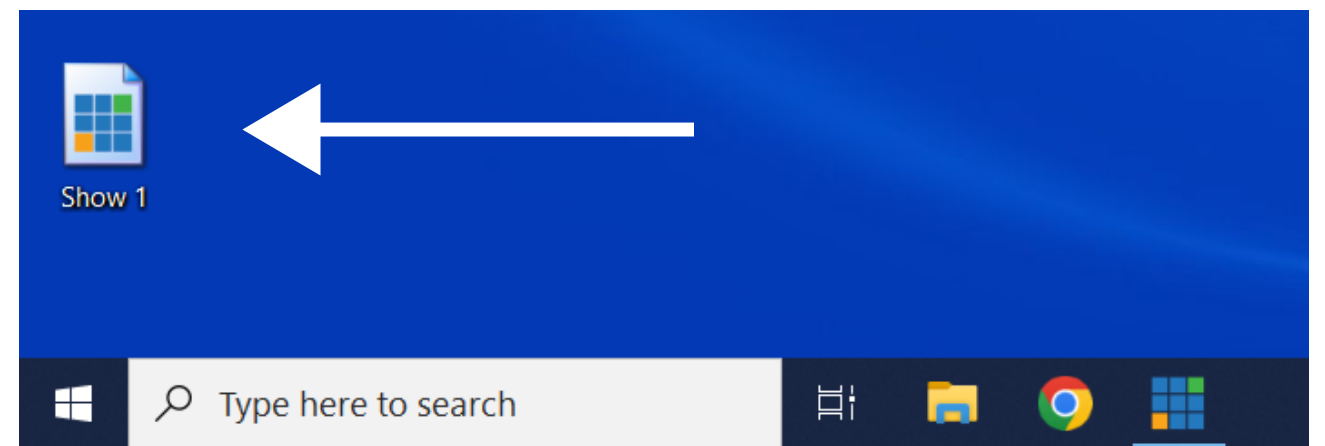
## VIDEO DISPLAY OPERATOR POSITION CABLE CONNECTION DIAGRAM



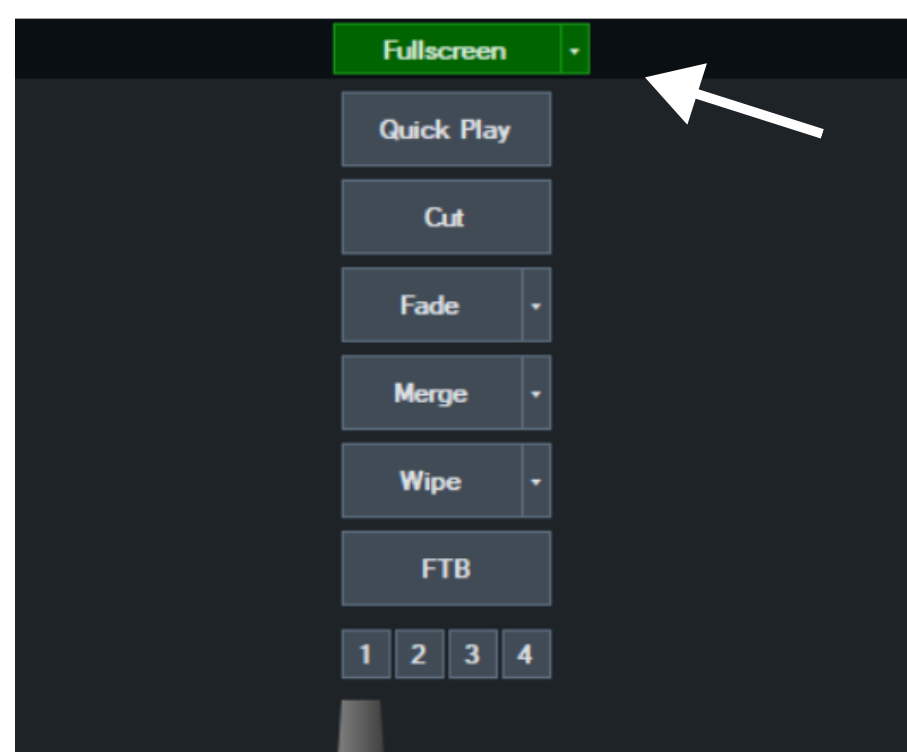


# TESTING VIDEO DISPLAY FOR POWER AND CORRECT CONNECTIONS

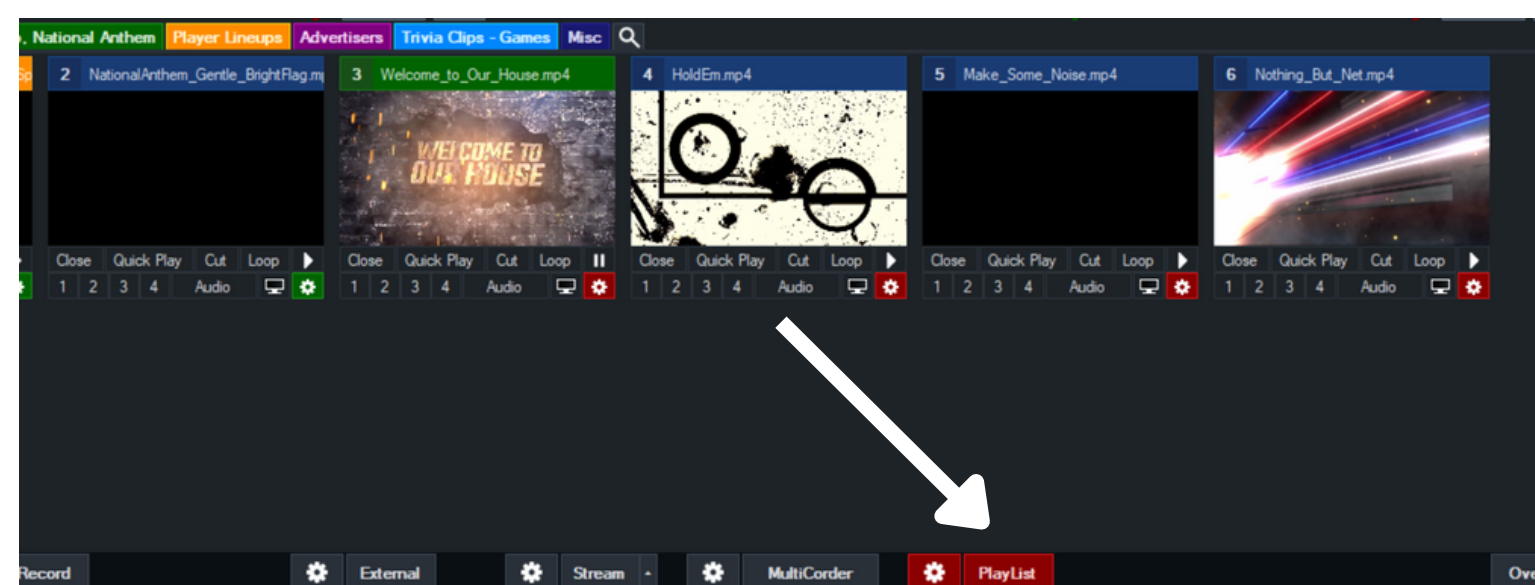
1. Once you have set up your operating system, power on the laptop.
2. The laptop password is "password"
3. Open the "Show 1-shortcut" on the desktop



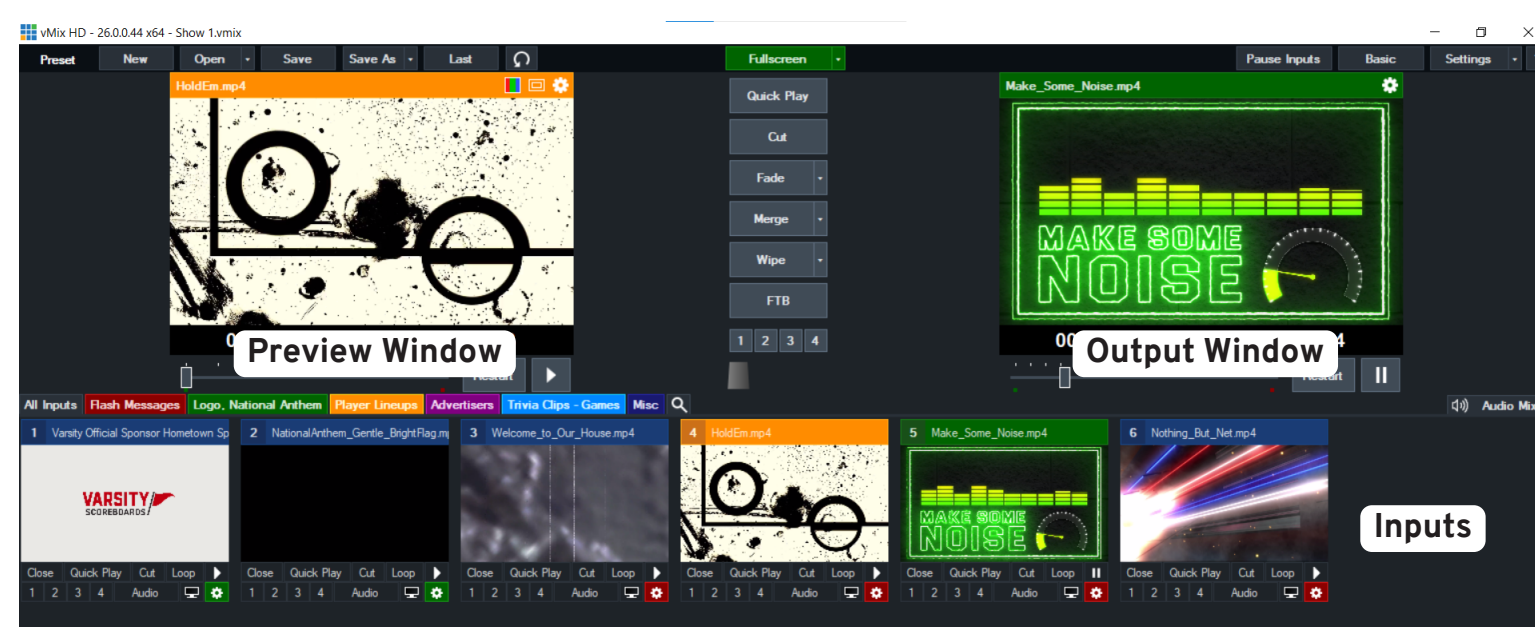
4. Once the Show 1 preset loads in vMix, verify the "fullscreen" button at the top center of the interface is in green, signaling it's ON (if it's in gray, select the button to turn it on, turning it green)



5. Select the playlist button at the bottom center of vMix (the button will be 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

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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

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**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>**



# **VARSITY** /

## **SCOREBOARDS** /

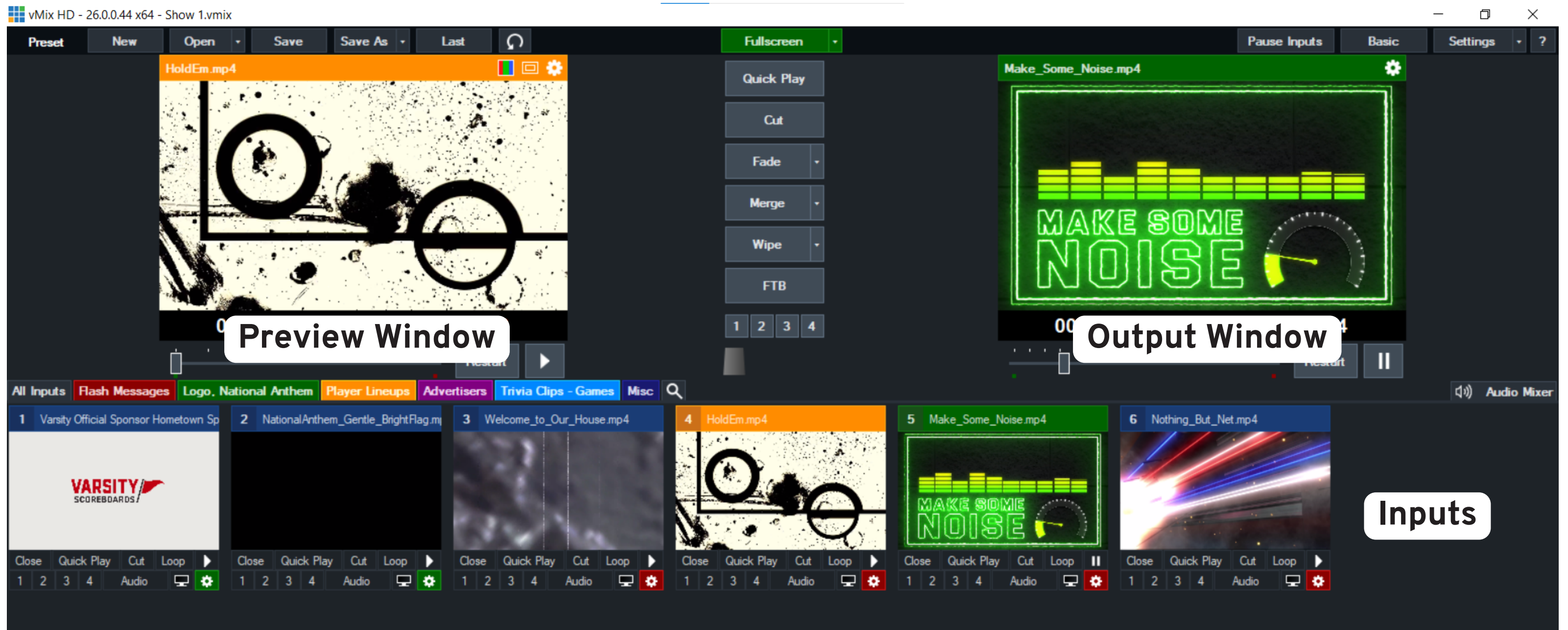


**vMix Operation**



# vMix Terms

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- **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

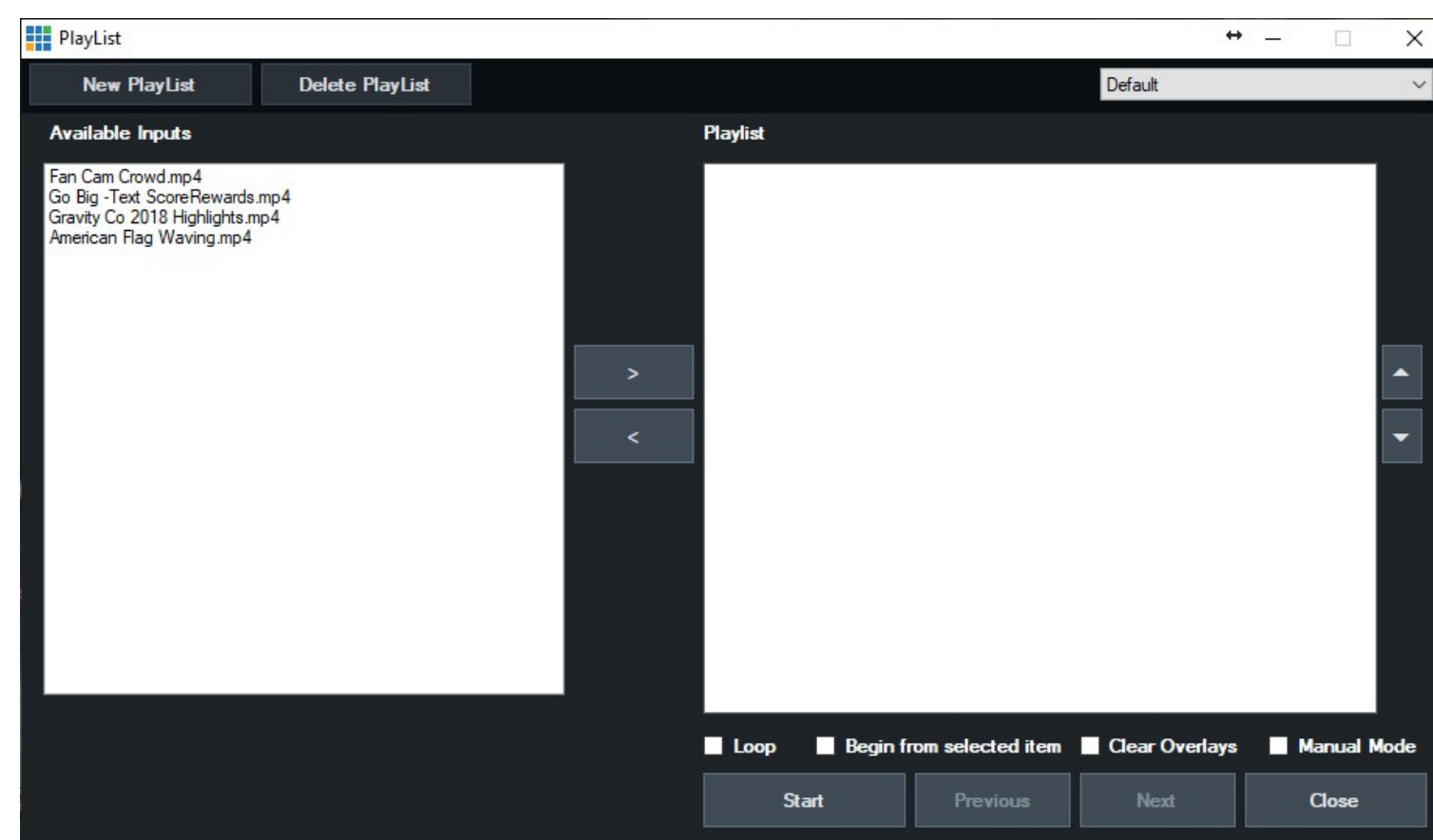
Creating a playlist in vMix will allow you to run content on your video display pregame, at halftime or anytime a game is not being played.

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 to add the input to the playlist or select the left arrow 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

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\*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 (top right 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>

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## 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>

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## HOW TO: PLAY ONLINE/YOUTUBE CONTENT WITH VMIX

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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, 1080 and select "OK"
6. Now the page will load in the vMix web browser, select 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>

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## 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.
3. 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>

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# HOW TO: CONNECT TO SOUND SYSTEM

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



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

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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

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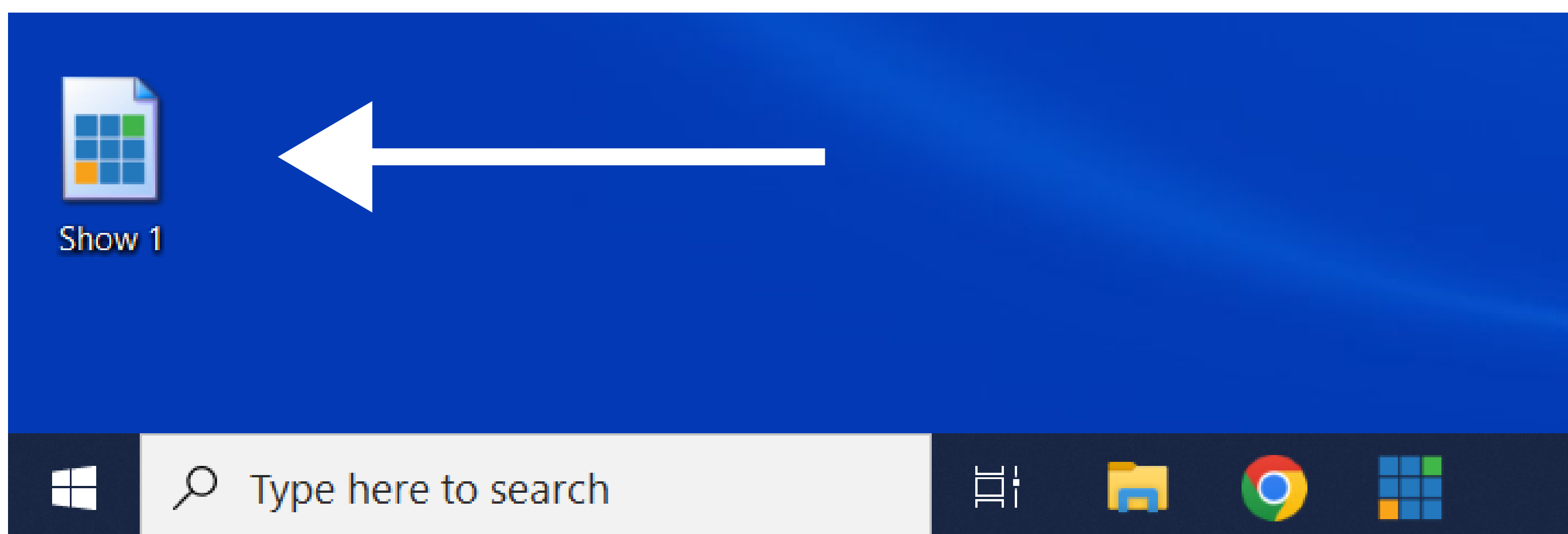
### How often should I update my Windows software and Anti-Virus software?

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.**

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### 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 Football) then save it to a folder on your desktop. Click on the saved show icon on your desktop to open a previously saved show.



# **VARSITY** /

## **SCOREBOARDS** /



**Camera Operation**

# WIRELESS CAMERA OPERATION

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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

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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

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## 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>



# **VARSITY** /

## **SCOREBOARDS** /



**Content Library**

# FULL CONTENT LIBRARY

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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.**

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## Baseball/Softball Key Phrase Sheet

- **Full Count:** Play when batter has 3 balls and 2 strikes
- **Grand Slam:** Play when bases are loaded and the player up to bat hits a home run
- **Home Run:** Play when batter is able to run all consecutive bases immediately after hitting
- **1st-9th Inning:** Play before to announce the start of each inning
- **Nice Bunt:** Play after batter bunts and makes at least a base hit
- **Out 1-3:** Play after out is made
- **Safe:** Play after batter is marked safe by umpire
- **7th Inning Stretch:** Play between the "on the field" switch of the 7th inning for fans to stand and stretch
- **Strikeout:** Play after pitcher strikes the batter out

### BASEBALL FLASH MESSAGES



Click the QR code or use your phone camera to scan the QR code or visit:  
<https://vimeo.com/user/202306940/folder/17812102>

### SOFTBALL FLASH MESSAGES



Click the QR code or use your phone camera to scan the QR code or visit:  
<https://vimeo.com/user/202306940/folder/17812659>



## Football Key Phrase Sheet

- **Field Goal:** Displayed when the kicking team attempts a field goal or successfully kicks the ball through the uprights, indicating that the team has scored three points.
- **Fired Up:** Shown before the game starts or during pregame introductions to ignite enthusiasm and motivate both the players and the crowd.
- **Football Defense:** Displayed when the home team's defense makes a big play, such as a tackle for a loss, a sack, or a turnover, to recognize their strong defensive effort.
- **Get Pumped Up:** Displayed during timeouts or breaks in the game to energize the crowd and encourage them to support the team with high energy and enthusiasm.
- **Great Catch:** Displayed when a receiver makes an exceptional or acrobatic catch, highlighting the skill and athleticism involved in the play.
- **Great Punt:** Displayed when the punter kicks a long or well-placed punt, helping the team gain field position and pinning the opposing team deep in their territory.
- **Great Pass:** Shown after a quarterback throws a well-executed pass, particularly if it results in a completion or a touchdown, acknowledging the accuracy and skill of the quarterback.
- **Half Time:** Displayed during the halftime break to indicate the start and end of the halftime period, allowing the crowd to be aware of the duration of the break.
- **Make Some Noise:** Shown during key moments of the game when the home team needs a boost of energy and crowd support, urging the fans to make noise and create a lively atmosphere.
- **No Good:** Displayed when the opposing team misses a field goal or extra point attempt, signifying that the attempt was unsuccessful and the home team's defense has held.
- **Pick:** Displayed when the home team's defense intercepts a pass thrown by the opposing team, recognizing the defensive player's achievement and generating excitement.
- **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.
- **Touchdown:** Shown when the home team scores a touchdown, displaying celebration graphics and acknowledging the team's accomplishment with excitement.
- **Welcome to Our House:** Displayed before the game or during pregame introductions, showcasing team spirit and creating a sense of home-field advantage for the home team.

## FOOTBALL FLASH MESSAGES



Click the QR code or use your phone camera to scan the QR code  
or visit: <https://vimeo.com/user/202306940/folder/17811942>





## Soccer Key Phrase Sheet

- **Bend it:** Displayed when a player successfully executes a curving or bending shot or pass, showcasing their skill and technique. It can be projected when a player takes a shot that curves or when a well-placed curved pass is made.
- **Defense:** Displayed to acknowledge a strong defensive play or a collective effort by the defensive players to prevent the opposing team from scoring. It can be projected after a series of successful tackles, interceptions, or clearances by the defense.
- **Goal:** Displayed when a goal is scored by either team. This can include showing the scorer's name, team, and potentially replaying the goal to generate excitement and celebration among the crowd.
- **Nice Save:** Shown when the goalkeeper makes a remarkable or skillful save to prevent a goal. It can be projected after a diving save, a fingertip deflection, or any other impressive save that deserves recognition.
- **Throw In:** Displayed when a throw-in is awarded to either team. This can include a visual representation of the throw-in area on the field and the team that has possession of the throw-in.

## SOCCKER FLASH MESSAGES



Click the QR code or use your phone camera to scan the QR code or visit: <https://vimeo.com/user/202306940/folder/17812620>





## OTHER CONTENT

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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

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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

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## 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

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## 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.

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## 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**

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This tutorial uses the free version of Canva. Learn more at [canva.com](https://canva.com).



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

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## **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](https://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**

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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](https://canva.com)



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

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## **TUTORIALS: CREATING A TEAM LINEUP FREE VERSION**

This tutorial uses the free version of Canva. Learn more at [canva.com](https://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

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This tutorial uses the free version of Canva. Learn more at [canva.com](https://canva.com).



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

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## 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](https://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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# **VARSITY** /

## **SCOREBOARDS** /



**Running Events**

# PREPARING FOR YOUR FIRST GAME

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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 football game, upload the football 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 Football”

## 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

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### 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 Football, 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 (football, cheer, soccer, 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 kickoff
- Run the live stream via phone or wireless camera for tipoff

### 1st Half:

- Play flash messages during the game at the appropriate times (touchdown, goal, etc)
- When players score a goal/touchdown, 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 (touchdown, goal, etc.)
- When players score a goal/touchdown, 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

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### 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 (football, 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 kickoff
- Run the live stream via phone or wireless camera for tipoff

### 1st Half:

- Play flash messages during the game at the appropriate times (touchdown, goal, etc)
- When players score a goal/touchdown, 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 (touchdown, goal, etc)
- When players score a goal/touchdown, 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)

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## 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

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## 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

## Outdoor Video vMix Display Output Settings

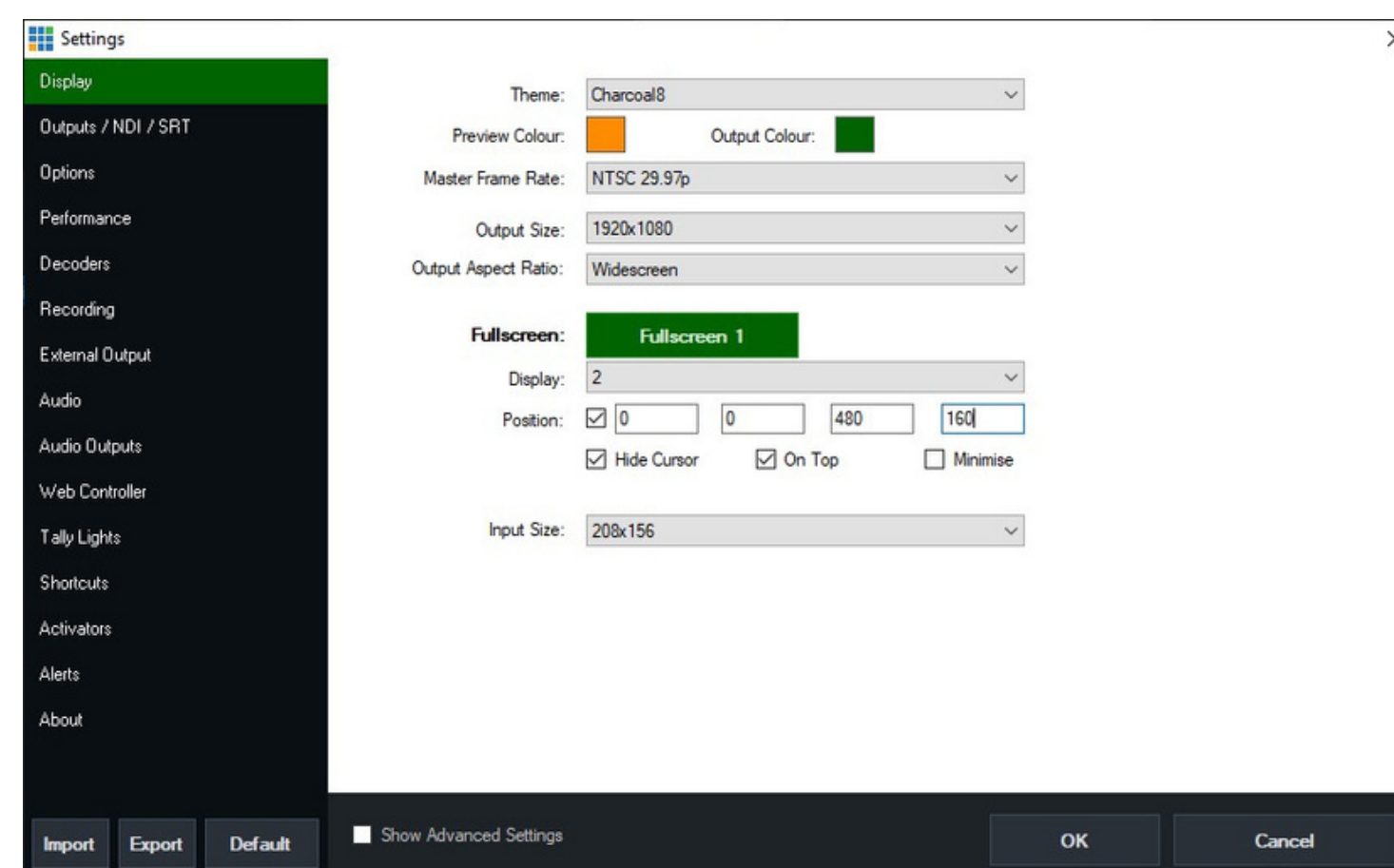
### THE DEFAULT SETTINGS ARE SET PROPERLY FOR THE VIDEO DISPLAY.

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 9910: 240 W x 156 H**
  - **Model 9920: 360 W x 180 H**
  - **Model 9930: 480 W x 270 H**
  - **Model 9940: 600 W x 360 H**
  - **Model 9950: 600 W x 270 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

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**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**

