

# **VARSITY** / **SCOREBOARDS** /

\_\_\_\_\_ **Scorer's Table Operation User Manual**

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# **VARSITY** /

## **SCOREBOARDS** /

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

# **SCORER'S TABLE**

## **Standard Operators Kit**

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**Congratulations on the purchase of your  
new Scorer's Table!**

**Attached is the list of materials included in your purchase.**

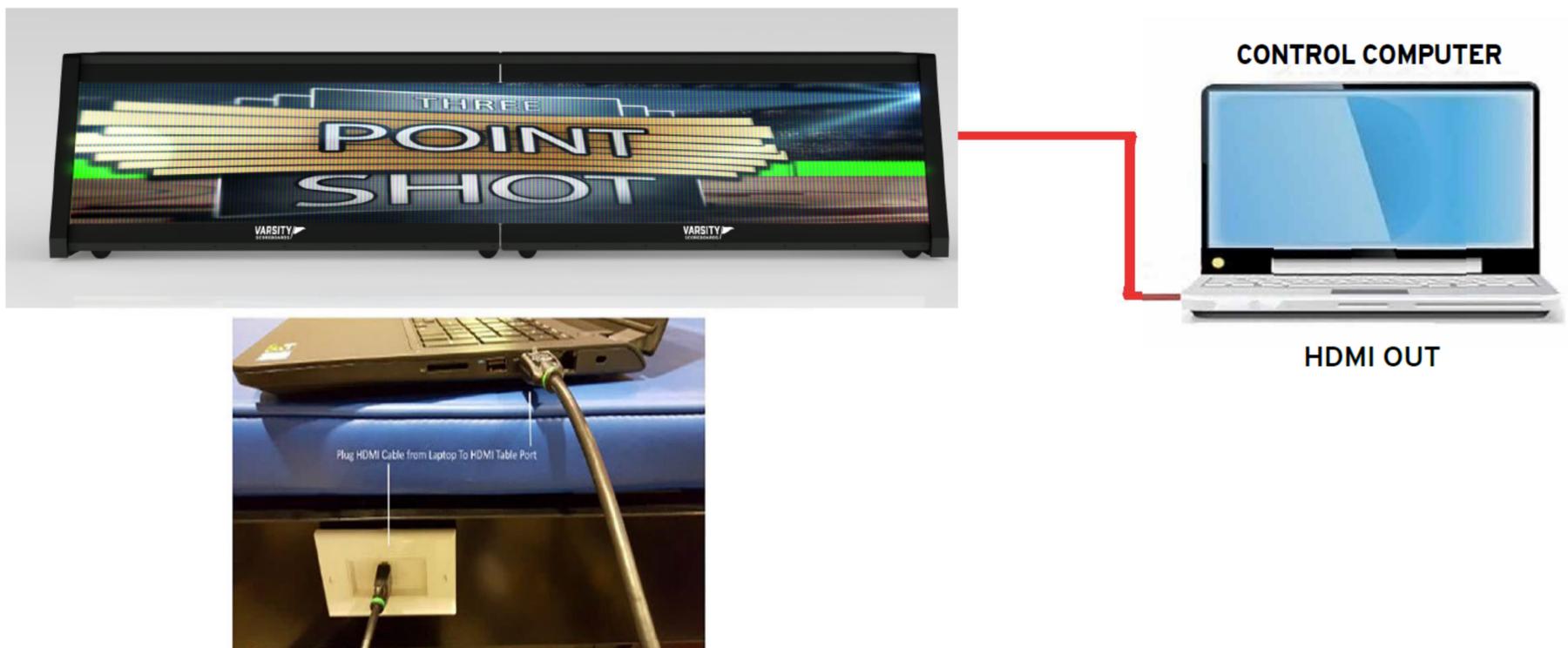
- Laptop Computer with video streaming and production software and carry bag
- Audio Interface for connection to in-house sound system
- USB Cable
- HDMI Cable
- Sender Box



# SETTING UP YOUR OPERATING SYSTEM

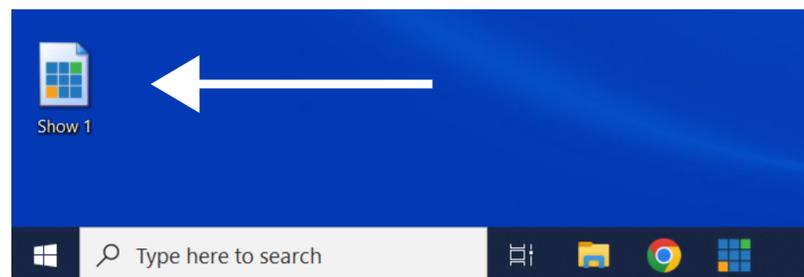
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1. Connect power to the scorer's table
2. Turn on the scorer's table power strip
3. Connect the laptop A/C power to the scorer's table power strip
4. Connect the HDMI cable from the laptop to the scorer's table  
laptop port

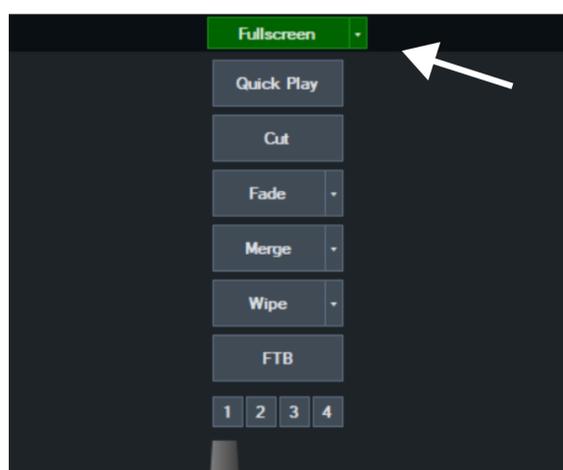


# TESTING SCORER'S TABLE FOR POWER AND CORRECT CONNECTIONS

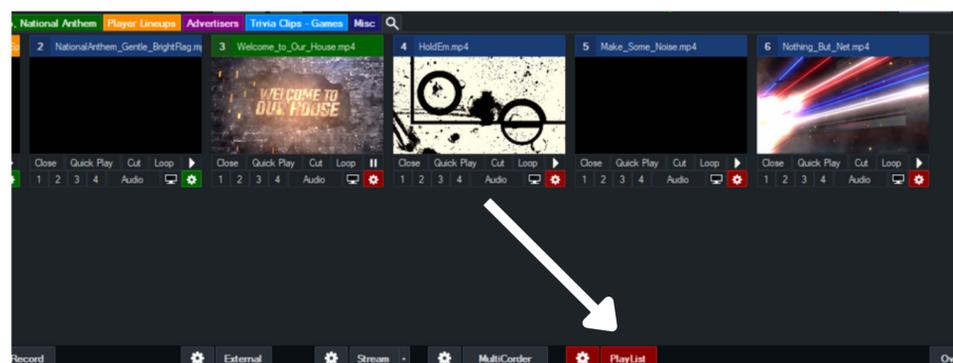
1. Once you have set up your operating system, power on the laptop.
2. The laptop password is "password"
3. Open the "Show 1-shortcut" on the desktop



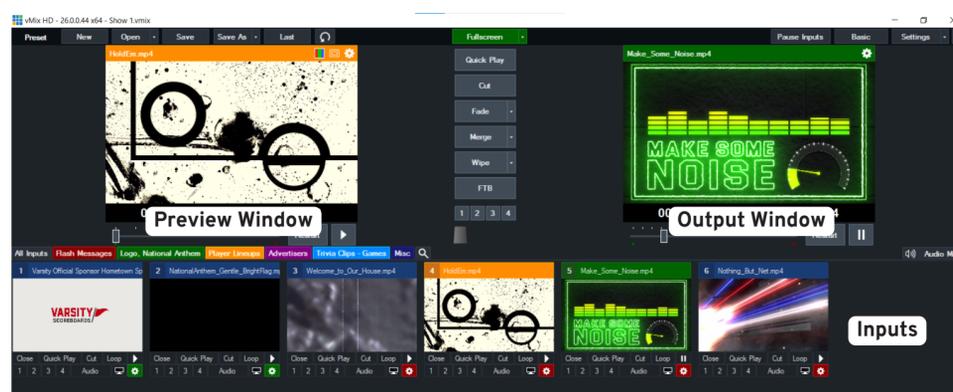
4. Once the Show 1 preset loads in vMix, verify the "fullscreen" button at the top center of the interface is in green, signaling it's ON (if it's in gray, select the button to turn it on, turning it green)



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



6. Your scorer's table 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 Scorer's table
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 operation 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** /

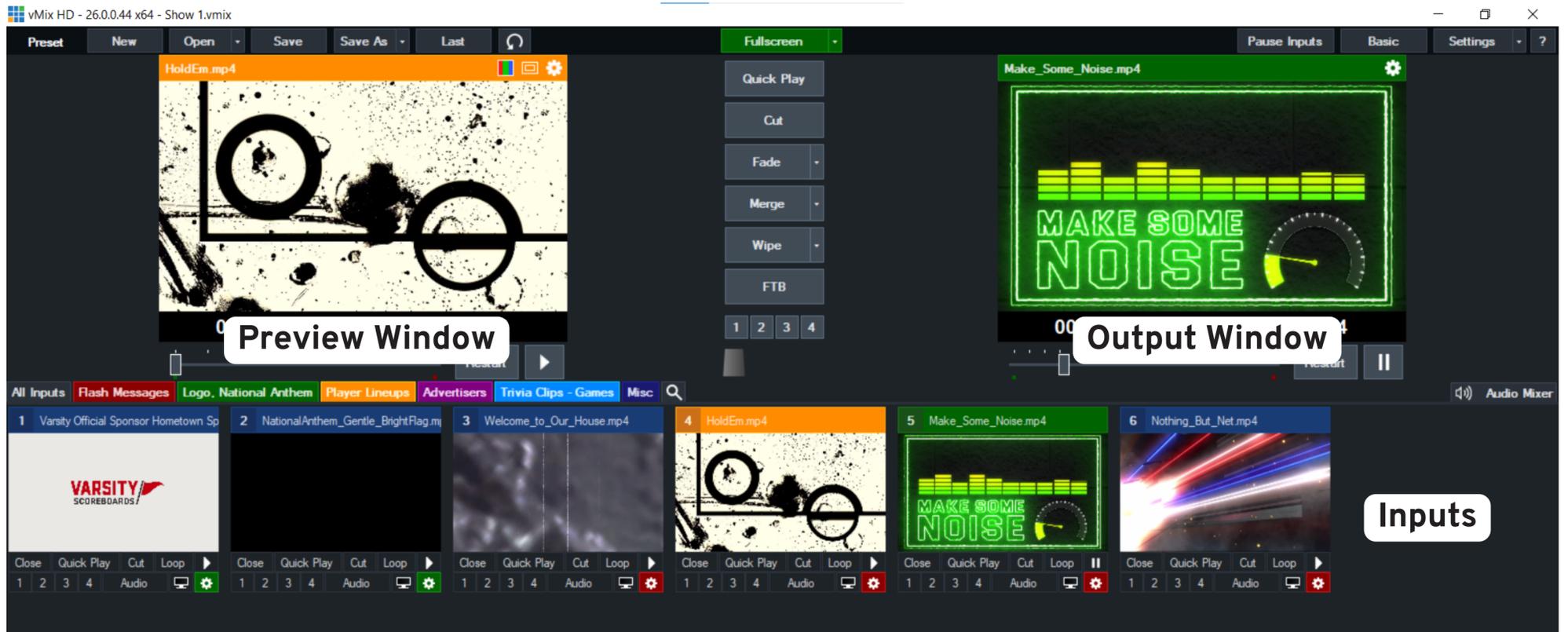
## **SCOREBOARDS** /



**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

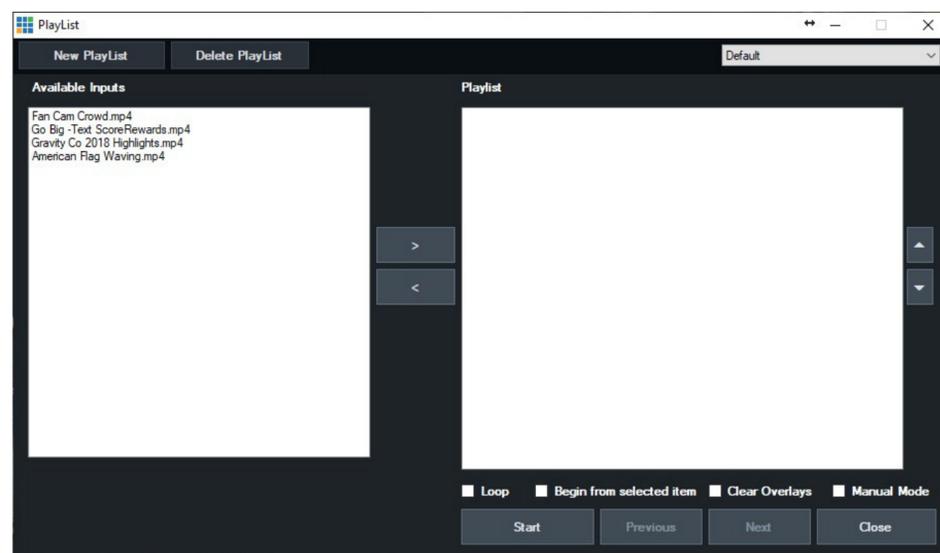
Creating a playlist in vMix will allow you to run content on your scorer's table pregame, at halftime or anytime a game is not being played.

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: 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



## VMIX FAQ

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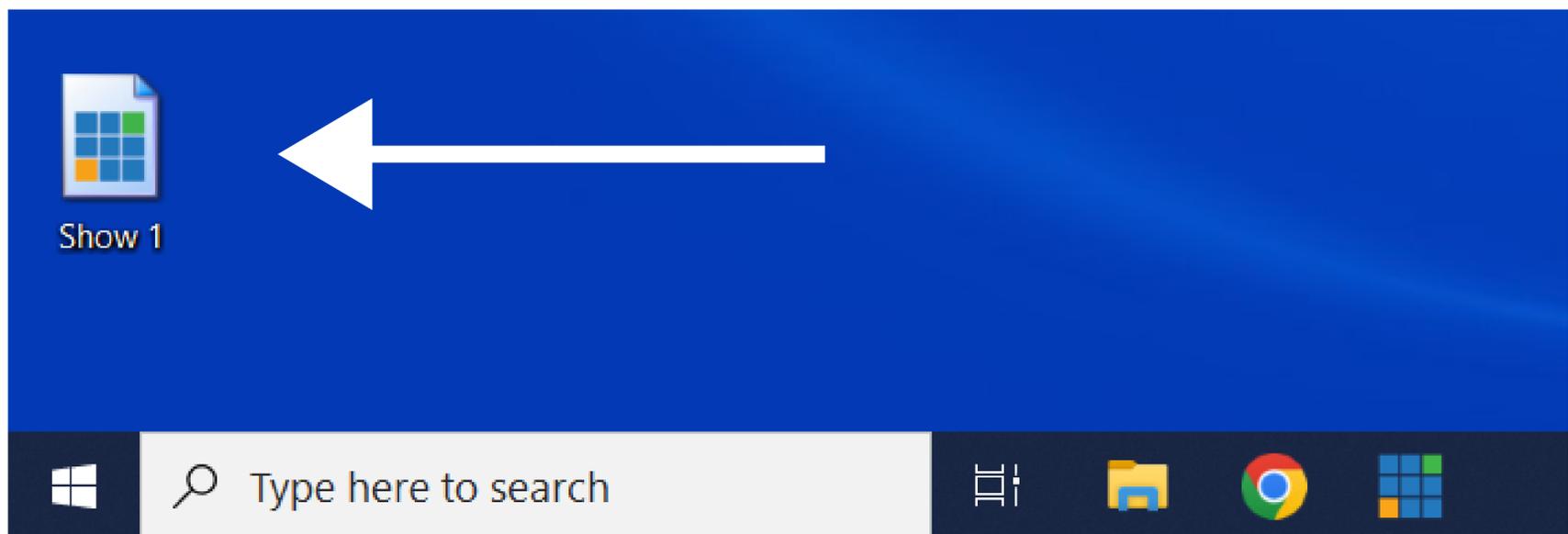
### How often should I update my Windows software and Anti-Virus software?

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 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.



# **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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## 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>

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## 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

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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=82kal5hi6lcospv5sd0igost1&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>



# 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 the sizes listed on page 28 that correspond with your scorer's table model.
- 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 scorer's table video dimensions will depend on your model. Refer to page 29 to find the correct dimensions.
- The preferred file type is .MP4.

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## TUTORIALS: CREATING PLAYER PROFILES & 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 scorer's table, 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>



# **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 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

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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 Basketball, etc). Refer to page 25 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 flash messages
- Play a hype video if available
- Run your school logo until 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 their player profile if available

### Half Time:

- 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 their player profile if available



# 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 17](#)). Also use the Tutorials folder (or refer to pages 21-23) 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 25](#) 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)
- Run the national anthem video
- Run school logo until kickoff/tipoff

### 1st Half:

- Play flash messages during the game at the appropriate times (3 point shot, etc)
- When players score a goal, show their player profile if available

### Half Time:

- Run the senior night or homecoming animations and pictures of the students participating
- 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 (3 point shot, etc)
- When players score a goal, show their player profile if available



# 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 25 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.

## Graduation Scorer's Table Outline

Play your graduation animations from the Content Library or graduation slide images of your students.

## 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

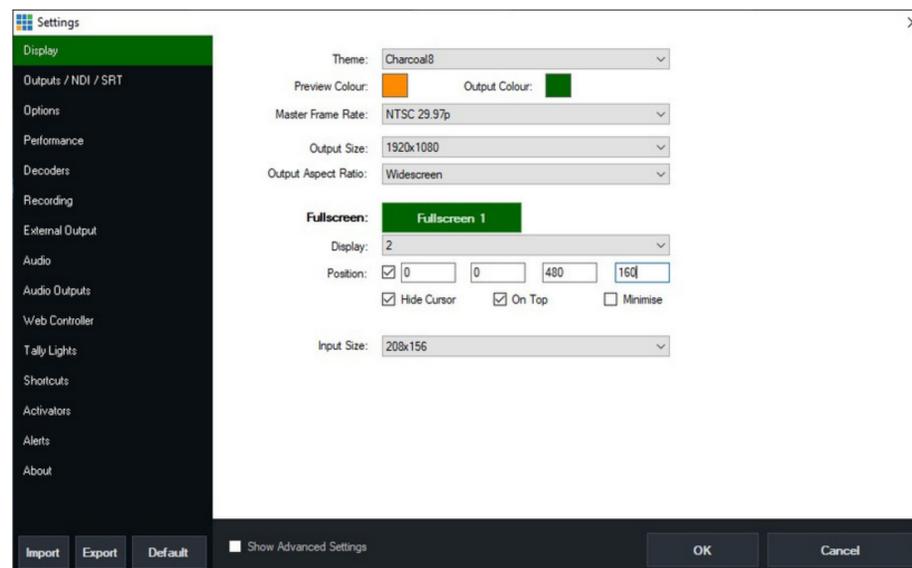
## Scorer's Table vMix Display Output Settings

### THE DEFAULT SETTINGS ARE SET PROPERLY FOR THE SCORER'S TABLE.

If your scorer's table 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: 768x432
- 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 scorer's table. Please see below for the width and height of the scorer's table models:
  - **Model 4410: 480 W x 160 H**
  - **Model 4420: 640 W x 160 H**
  - **Model 4430: 960 W x 160 H**
  - **Model 4440: 1280 W x 160 H**
  - **Model 4450: 1920 W x 160 H**
- Check the boxes for "Hide Cursor" and "On Top" options.
- Set the Input Size to: 208x156

**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**

