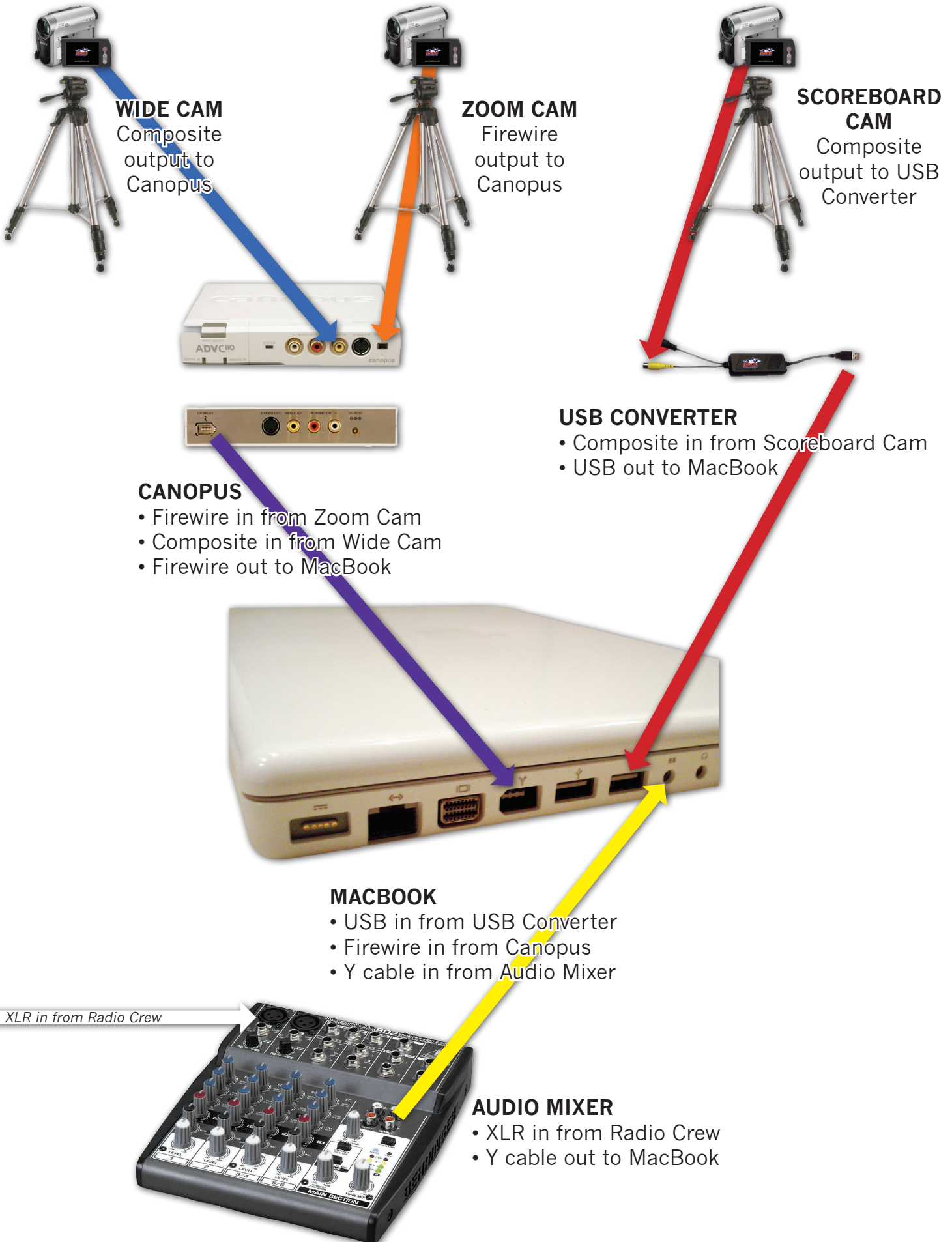


PACKCAST QUICK SET-UP GUIDE



PACKCAST PRODUCTION

Ensure all equipment is set-up properly before beginning any PackCast Production.

- Turn the MacBook on and test your internet connection by launching Safari
- Go to www.PackNetwork.com/packcast/saintanselm to download pertinent files (this is set as the home page)
- Download the Wirecast file
- Download the appropriate note graphics files (home, away and conference)
Remember to save the files as home.png, away.png and conference.png
- Go to the desktop and drag the downloaded graphics into the “Graphics” folder
- Double-click the Wirecast production file (.wcst) that you just downloaded
*Remember that you must drag graphics into the graphics folder BEFORE launching the production file
For detailed instructions on setting up the graphics, see page 2*
- Check the Normal layer to ensure that all cameras are working properly
- Check the scoreboard (Title layer) and note graphics (Foreground layer) to ensure that the ones you download are installed correctly
- Mute all cameras
*Go to the Normal layer, double click a camera.
Click Channel A --> Playback tab
Mute the camera by clicking the speaker in the lower right corner
Continue this process for all cameras*
- If you black bars are present on the top/bottom or sides of your cameras in the Normal layer, adjust aspect ratios
*Go to the Normal layer, double click a camera.
Click Channel A --> Effects tab
Be sure the “Respect Aspect Ratio” box is UNCHECKED
If slight black bars still exist, stretch the camera by holding down the Command key, click and drag down*
- Set up the game clock
For more detailed instructions on setting up the game clock, see page 2
- Go to the Audio layer and select “Built-in Input”
- Click “Go”
- Click “Broadcast”
- Click “Record” just before the beginning of the start to start the archive

HELPFUL HINTS

- Save and save often
- Smooth transition is used only during pre/post game and halftime/intermission, use the Cut transition during live action
- Remind the radio/TV broadcasters that their mics are “live” during breaks
- Command + G can be used instead of clicking “GO”

- Command + R can be used to rename a shot
- Command + D can be used to duplicate a shot
- Remember all cameras on all layers must be muted (Channel A, B or C --> Playback --> Mute)

SETTING UP THE GAME CLOCK

- Click on the Title layer
- Double-click the shot that contains the scoreboard graphic
- Click on the Scene layer
- Click on the scoreboard camera shots in the “A” window
- Resize the scoreboard to by holding down the Command key, click and drag up/down to the desired size
- To crop the scoreboard, click on the “Channel A” layer --> Effects tab
- Adjust the cropping fields to get the desired look
- Click on the Scene layer --> Filter tab
- Click on the “+” button
- Adjust the sliders for Saturation, Contract & Brightness until the clock appears black & white
- Click on the Title layer --> Title tab
- Enter visiting team on Line 1, home team on Line 2 and start time on Line 3.
- Close out the editing window

CREATING/UPLOADING THE ARCHIVE

- Quit out of Wirecast and close other unnecessary windows
- On the desktop, double-click the “RECORDINGS” folder.
- Combine any files from the recently completed game (use copy and paste)
- Delete all pre-game, halftime and postgame footage
- Choose File --> Export
- Select “Movie to Hinted Movie”
- Rename the file using the following naming method LCsportyearmonthday.mov a few examples are below:
 - STAmbasketball101120.mov • STAbaseball100429.mov • STAmlacrosse100503.mov
- Be sure to save the file to the “RECORDINGS” folder on the desktop
- When the file has finished exporting, go to the desktop, double-click the “Upload archives” folder on the desktop
- Once the “Movies” folder has mounted on the desktop, drag and drop the newly created archive file to the folder
- This process may take 10-15 minutes, so be patient and DO NOT UNPLUG THE ETHERNET CABLE