

## Overview of Training

1. Self-Study & One-on-One Training
2. Shadowing Services
3. Tandem Services
4. Certification & Proficiency

### Self-Study & One-on-One Training

One-on-One training is essential to jump starting your learning. It is recommended that you complete the self-study training either before or midway through the one-on-one training as this foundational understanding will enable you to maximize the value of the one-on-one training.

**Requirement:** minimum of 2 hrs one-on-one training

**Requirement:** complete mandatory self-study training modules as applicable

- [General Self-Study Content \[all positions\]](#)
- [Media/Lights Self-Study Content](#)
- [Audio Self-Study Content](#)
- [Streaming Self-Study Content](#)

### Shadowing Services

Upon completing the offline & one-on-one training, the trainee will sit with a certified operator and shadow them during a service. This will enable them to gain an understanding of the operating environment and flow of the services.

**Requirement:** shadow a minimum of 4 services

**Requirement:** conduct a minimum of 4 virtual services or until confident

### Tandem Services

Once the trainee and media/lights lead is confident, the trainee will run a series of live Sunday evening services with a certified operator at their side.

**Requirement:** complete a minimum of 3 tandem services

**Requirement:** successfully complete at least one of these services without needing assistance

### Certification & Proficiency

Certification is the last step before a trainee is able to operate solo and be scheduled for regular services. Progress towards certification is tracked in the avteam spreadsheet.

**Requirement:** complete all prior training requirements

**Requirement:** pass a test conducted by the media/lights lead

**Certification Tracker:** [AVteam Certification Tracker.xlsx](#)

([Web Link](#))

## General avteam Knowledge Self-Study (applies to all positions)

### **AVteam website (<https://www.cbc4me.org/avteam>):**

- This webpage has key information and documents pertaining to the avteam.

### **Accounts:**

- CBC uses a password manager called Keepass to maintain all its accounts, passwords and related notes. This program opens automatically when you log in; just click OK to open it. Once open, the program is minimized to the task bar. If you need to access any accounts, double click on the program icon to re-open Keepass.
- The avteam uses a google account for the YouTube live streaming and video chatting with missionaries during the services via Google Hang Outs. The account name is [live@cbc4me.org](mailto:live@cbc4me.org). While this account's email is active, it is not the primary address used by the team.

### **Communications:**

- An email distribution [avteam@cbc4me.org](mailto:avteam@cbc4me.org) was created for team communications; all of the avteam members will receive any email sent to this address.

### **Scheduling:**

- Church scheduling is accomplished using a software program called Ministry Scheduler Pro. Once you are certified and ready to be scheduled, you will get an email with further instructions for setting up and managing your schedule. You will be able to mark times when you are not available and request substitutes.
- When fully staffed, the AVteam will have at least (4) certified operators for each position such that each operator should only have to serve one week each month.

### **Tips:**

- Periodically, the avteam lead will add "Tips" to the AVteam website to highlight changes, new techniques, or operating standards for consistency. Review any Tips that pertain to your respective training areas. Note that many of them have portions that relate to all three roles: media/lights, audio, live stream.

# Media/Lights Self-Study

ProPresenter is the software we use to control all media displayed on the projector such as songs, video backgrounds, presentations and videos. The Propresenter user guide, video tutorials, demo software and CBC documentation will provide a solid foundational understanding. The basics are easy to pick up and the interface is very intuitive.

The demo software is fully functional with the only limitation being a demo watermark on the video output. It is highly recommended that you consider installing and practicing with the demo software. It may be helpful to practice some of the items as you go through the video tutorials.

## Online Videos – [ProPresenter Tutorials](#)

- The Basics
  - o [My First Presentation](#) 22:06
  - o [Interface Overview](#) 7:32
  - o [Working With Videos & Images](#) 6:52
- Working with Presentations
  - o [Media Organization and Effects](#) 12:52
  - o [Templates](#) 6:56
  - o [Advanced Slide Design](#) 12:39
  - o [Transitions](#) 7:24
- Beyond Slides
  - o [Props](#) 5:29

## CBC ProPresenter Documentation

- |   |  |
|---|--|
| <a href="#">CBC ProPresenter Workflow.docx</a>        | ( <a href="#">Web Link</a> ) - how CBC uses media with ProPresenter                  |
| <a href="#">CBC ProPresenter Logo Deck Setup.docx</a> | ( <a href="#">Web Link</a> ) - how to create, edit and use CBC backgrounds           |
| <a href="#">CBC ProPresenter Song Management.docx</a> | ( <a href="#">Web Link</a> ) - how to add, edit and use songs                        |
| <a href="#">CBC ProPresenter Maintenance.docx</a>     | ( <a href="#">Web Link</a> ) - how to conduct periodic cleanup                       |
|   |  |
| <a href="#">Media Operator Checklist.docx</a>         | ( <a href="#">Web Link</a> ) - key document with standard pre- & post- service tasks |

## CBC Stage Lighting System

[CBC Stage Lighting System Overview](#)

All Media related documents are located in one of the following church file locations:

- [S:\Media {Working}\ProPresenter Master Repository](#)
- [C:\ProPresenter Local Repository](#)
- [S:\Media {Working}\avteam](#)

## Audio Self-Study

Use the Midas M32 user guide, video tutorials, PC software and CBC configuration to learn the basics of our mixer. Running the mixer requires a solid operational knowledge of the mixer and CBC's configuration which is less challenging than understanding all the advanced aspects such as with mixer routing, dynamics, effects, etc. Knowledge beyond what is required to simply run a service is listed as optional for those who are interested in growing a deeper knowledge of the audio system.

### Online Videos – [Behringer X32 Resources](#) (includes more than what is listed here)

- <a href="#">X32 Overview</a>	1:39:11	
- <a href="#">Using the TFT Screen</a>	2:30	
- <a href="#">EQ Section</a>	1:40	
- <a href="#">Bus Section</a>	3:06	
- <a href="#">Mix Buses</a>	21:23	
- <a href="#">Matrix Mixes</a>	22:01	
- <a href="#">Using DCA Groups</a>	2:37	
- <a href="#">DCAs &amp; Mute Groups</a>	2:05	
- <a href="#">Monitor &amp; Talkback</a>	2:52	
- <a href="#">Scene Management</a>	2:28	
- <a href="#">Using Fx</a>	3:33	
- <a href="#">Using the PC Software (X32-Editor)</a>	3:12	
- <a href="#">Routing Overview</a>	1:48:51	[Optional/Advanced]
- <a href="#">Busses, DCAs, Subgroup and Matrixes</a>	1:51:30	[Optional/Advanced]
- <a href="#">X32 &amp; Reaper</a>	1:48:32	[Optional/Advanced]

### Documentation

- [Audio Operator Checklist.docx](#) ([Web Link](#))
- [Audio Mixing Guide.docx](#) ([Web Link](#))
- CBC Mixer Configuration
  - o [M32 CBC Settings.xlsx](#) ([Web Link](#))
  - o [PC Edit CBC Config](#) ([Web Link](#))
    - Download this file and import it with the PC Edit software
- [Midas M32 Digital Mixer Online Resources](#)
  - o You can install the M32 Edit Software & CBC Settings and explore the control software.

# Streaming Self-Study Materials

## Video Tutorials

- [vMix YouTube Training Playlist](#)
  - o vMix Live Production Software - General Overview & Demonstration 14:08
  - o vMix Training - Recording 3:03
  - o vMix Training - Live Streaming 7:31
  - o vMix Tutorial - Titles and Overlays 9:01
  - o vMix Tutorial - Data Sources 9:36
  - o Streamline your production using Shortcuts & Triggers 12:55
  - o Creating Custom Static Titles in vMix 7:57
  - o Input Multi-View Tutorial – How to add layers to your xMix inputs 9:57
- [Future] Need a video series on production techniques & best practices
  - o Frame Composition & Tracking Subjects
  - o Utilizing Multiple Cameras

## Documentation

- [Live Stream Operator Checklist](#)
- [HDMI Broadcast System User Guide & System Overview](#)
- [CBC Camera Field of View Presets](#)
- [Streaming Your Service: Keeping it Legal](#)
  - o *S:\Technology\Infrastructure\Live Streaming*
- [YouTube Live Streaming Instructions](#)

## Operating Manuals

- [vMix - User Guide.pdf](#)
- [vMix - Knowledge Base](#)
- [SRG-300H Operating Manual.pdf](#)
- [Sony RM-IP10 Manual.pdf](#)