



Pro Presenter

** This program is only to be used by trained volunteers and leaders

Do not use this program if you have never been trained on it before!

Create a new Show

1. Go to the playlists menu and right click on the last Sunday's Show, now rename it to this coming Sundays date
2. Then delete all the cues that are not going to be used for this new show
 - a. Ex. Last Sundays Worship Songs
 - b. Change Announcement slide's

To add new Songs

1. Go to the main menu bar located at the top of the screen and click "Song Select"
2. Once the Song Select database has opened search for the song that you would like to import into the Churches database, Click on the song and then Click "Import"
3. Then make sure that the words are split every 4 delimiters.
4. Then click "Import All"
5. Then follow the next set of instructions

To put songs from the Churches database into a show

1. Go to the database section on the left side of the screen above the playlist.
2. Search for the song or name of the file you would like and then click and drag it into the show

Putting Songs in Order

1. Once you have put the song into the playlist (show), over above the lyrics by the title of the song on the right had side. Select the button 1st button
2. To make a new arrangement click the button on the left and click "Add new Arrangement" Then name is "Anew Church"
3. Then put the order of the song in whatever order you need it to be in
4. To go back to an arrangement already made
5. Click the button on the left and Select "Anew Church"
 - a. Then it will be in order of whatever it was last played

To edit a Slide

1. Right Click on the slide that needs to be edited
2. If you just need to edit text select "Quick Edit"
3. If you need to edit pictures select "Edit Slide"
4. If you need to add a blank slide hit CTL+ENTER
5. To add a background make sure you are on the main screen and select the slide you want to add the background to. Right click and select "Add Media Cue"
 - a. Then if it is a video make sure to change the file type in the bottom right hand corner to "Video Files"

To Save

1. Click "file" on the top menu bar and then "Save All"

What is Expected of Pro Presenter

1. In between services play the Pre Service Video and have music playing at all times
2. Countdown Clock in between services
 - a. 9:00am
 - b. 10:30am
 - c. 12:00 noon
3. Play the 5:00 minutes countdown clock:
 - a. Play on the live screens
 - b. Play on the Video Teams system
4. The words during worship are to be ahead of the lead singer
5. Always clear the screen of text when there is a break of the songs
6. Communicate with the light volunteer of the next color
7. Always be in sync with the light volunteer, that way there is more of a transition between songs and people speaking