

Resources

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Contents

1 ProPresenter	2
2 Planning Center Services	3
2.1 Basic Instructions for Planning Center	3
3 CCLI Song Select	5
4 Dropbox	6
4.1 Sync Settings	6

Chapter 1

ProPresenter

ProPresenter Knowledge Base¹

ProPresenter Tutorials²

¹<https://support.renewedvision.com/hc/en-us/categories/360001071753-KnowledgeBase>

²<https://renewedvision.com/propresenter/tutorials/>

Chapter 2

Planning Center Services

2.1 Basic Instructions for Planning Center

2.1.1 The Main Screen

One of the **most important** things to do is to use the **Block Out Dates** tool. When leaders build the schedule out, knowing who is and isn't available on a given week helps them to build a solid schedule, and prevents unnecessary last-minute changes. You can also use the interface to accept or decline service times that have been assigned to you. *Promptly* respond to these, for the same reasons as above!

2.1.2 Specific Services

Clicking on one of the services in your dashboard will open up that service's information, including: - Who else is serving that week - The order of service (what songs, communion, prayer, etc) - Service and rehearsal times

Media

Times

▼ SERVICE TIMES

Su 9:00am
07/16

Su 10:30am
07/16

▼ REHEARSAL TIMES

6:30pm 07/13 **THU**

Sunday Morning Run-thru
7:45am 07/16 **SUN**

Teams

MY TEAMS

▼ Audio/Visual
✔ 1 ✘ 0 ☹ 1

MEDIA

Order Teams Rehearse

📁
🎵

LENGTH	TITLE	< >
4:42	Battle Belongs A	🔗 4
3:00	Announcements	
4:08	Always A	🔗 4
4:30	King Of Kings C	🔗 3
5:30	You've Already Won A	🔗 6
1:00	Prayer	
0:30	Sermon Bumper	
35:00	Message	
58:20		BS

Clicking on any item in the **Order** will let you view associated information. Most of this is for the musicians, but the person running media will want to make note of the *arrangement* of each song, as these can change sometimes.

Chapter 3

CCLI Song Select

Song information is pulled from CCLI's SongSelect¹. You mostly won't need this, but if you are adding a new song, you can connect directly to Song Select from ProPresenter to easily import lyrics. Ask Ben for login details.

If you encounter a song without metadata (Artist, Publisher, etc), use CCLI to look this up.

¹<https://songselect.ccli.com/>

Chapter 4

Dropbox

The AV Machines are already logged into the VBC Tech account on Dropbox. You can find the synced folders in File Explorer, and nearly everything we need will be in the **Tech Team** folder.

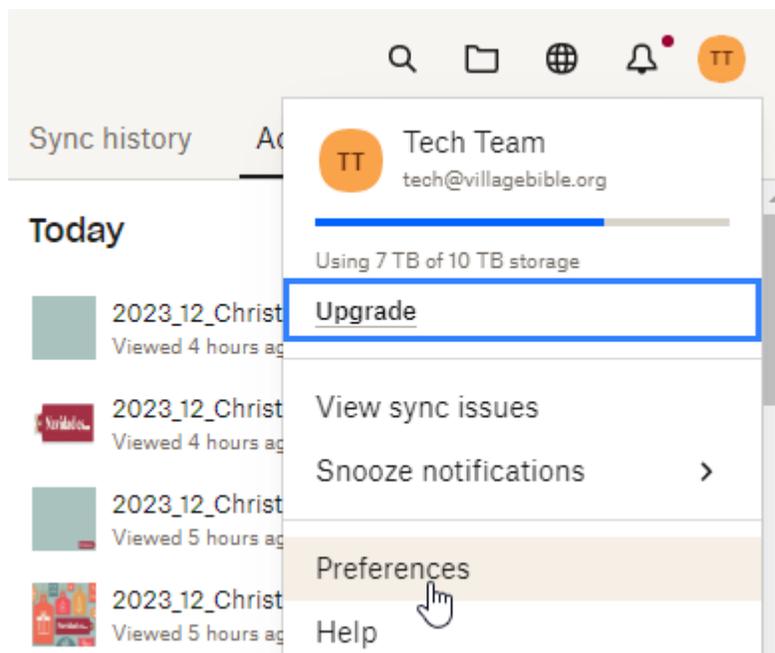
4.1 Sync Settings

You do *not* want to sync the entire folder, as that would eat up over 600 GB of space, and most of it old content we don't need. The computers are already set to sync with:

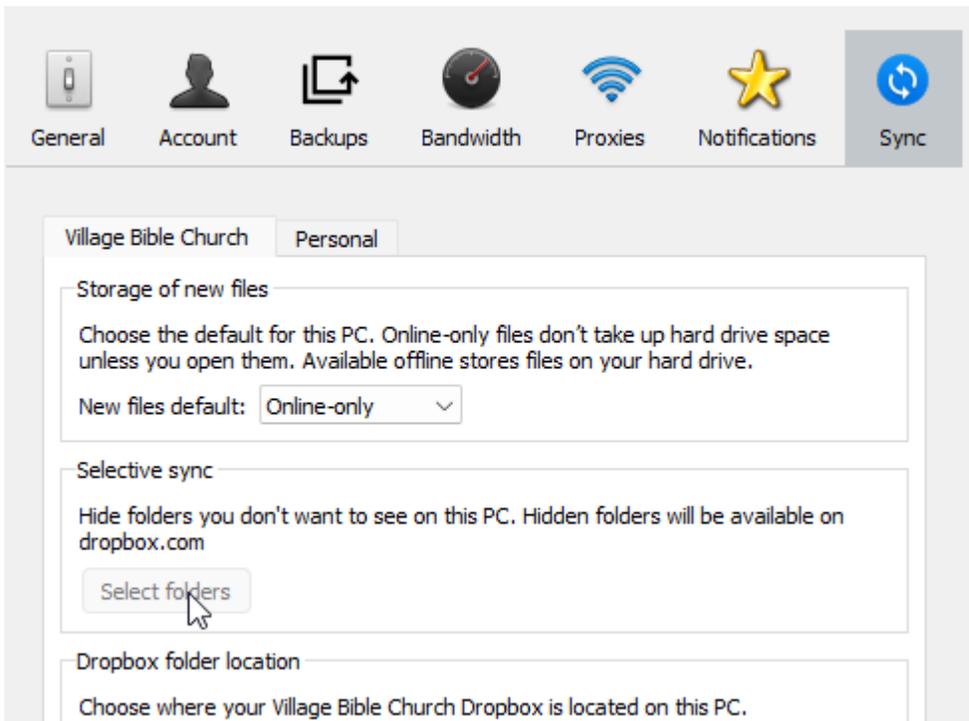
- **_Communications**
 - **_Announcements**
 - * Plano Only
 - * All Campus Banners

We also want to sync with the current sermon series, and any upcoming ones that are available. To adjust sync settings:

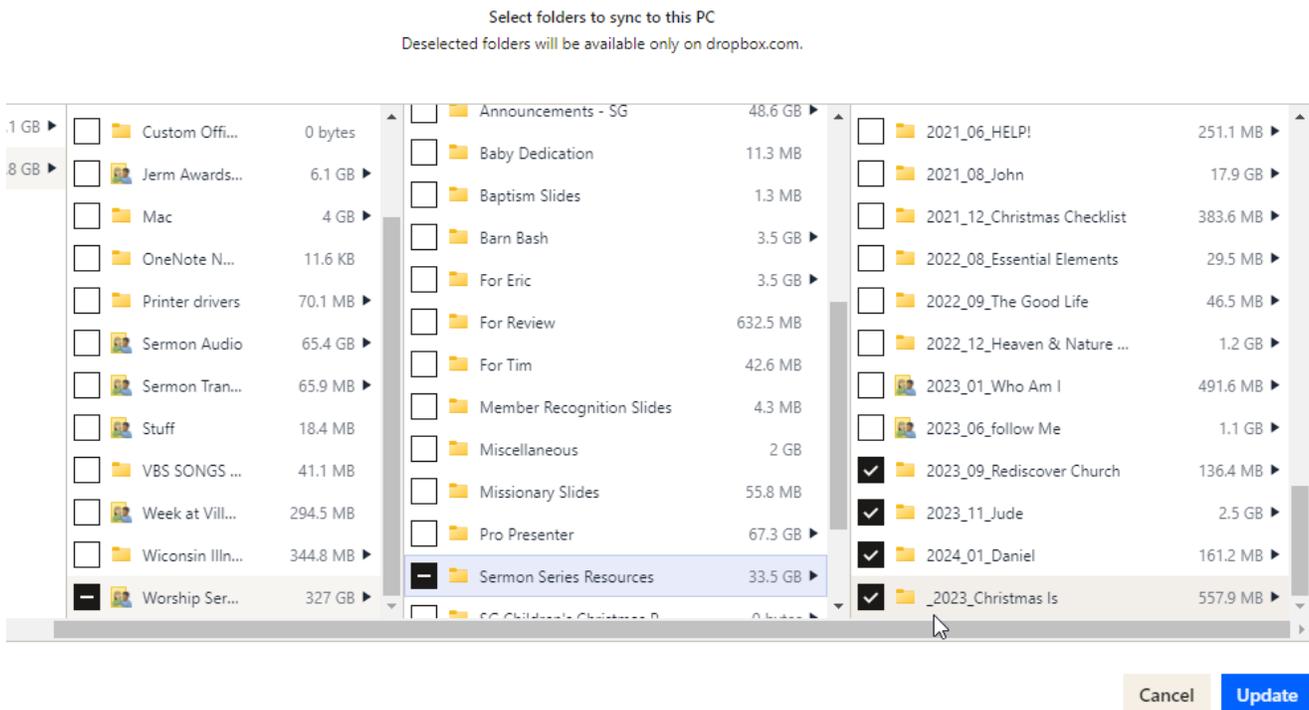
1. Open the Dropbox menu, click the user icon, then select **Preferences**.



2. Go to the **Sync** tab and click **Select folders**.



3. Check and uncheck boxes as needed, then click **Update**.



Tip

It can be hard to know from that view *which* folders have things you need. If you just want to browse the files to try and identify the folders you want to sync, you're better off using the web interface for that.