Broadcast User Guide
2022
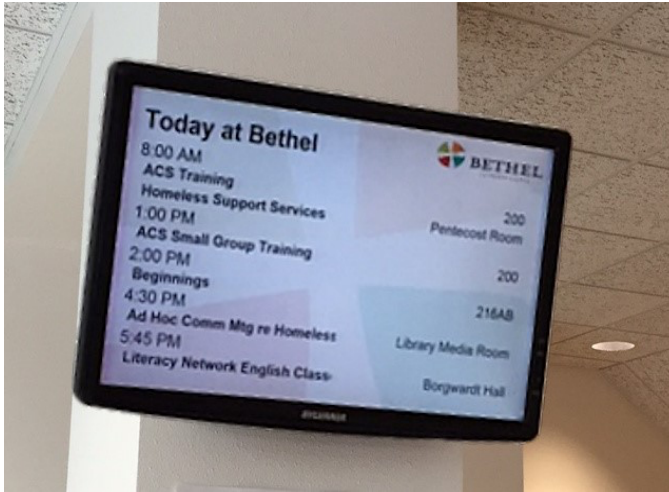
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Introduction

Broadcast is a web application you use in conjunction with ACS Facility Scheduler to post events to digital signage monitors within your building. It's included with ACS Facility Scheduler at no extra charge.

Broadcast saves you the work of creating PowerPoint slide presentations for upcoming events, and automatically updates the event information from ACS Facility Scheduler. You can display published events up to six months out from the current date.

With Broadcast, you can:

- Set up displays with different formats and themes, allowing you to share information that is appropriate to its target audience. For example, you could promote events for children in the children's wing and display church-wide events for all ages near the sanctuary.
- Play a custom video or displaying a custom image when there are no events scheduled.
- Display a custom background image or color for your events.
- Brand your instance of Broadcast for your church or organization using Files.

If you need help setting up Broadcast for the first time, we can walk you through the process. Contact Support.
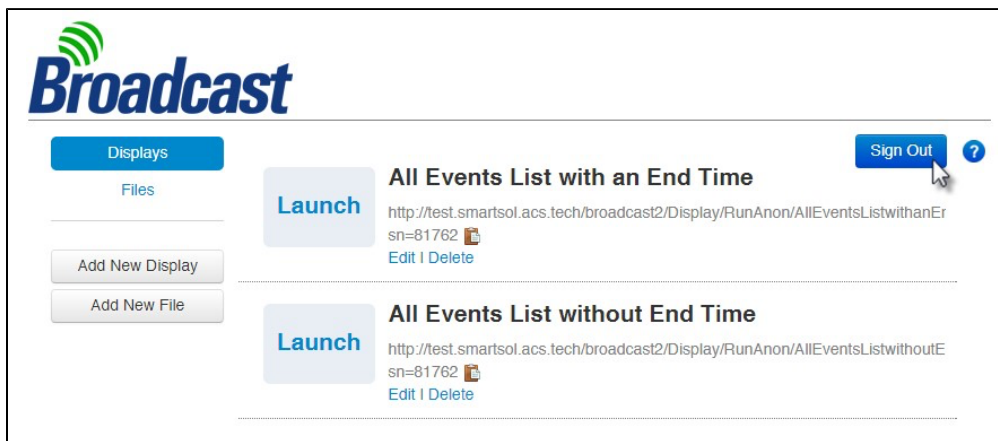
Sign into Broadcast

Use your organization's site number and your ACS Facility Scheduler username and password to log into Broadcast.

Once you're logged in, you can add files, set up and launch displays.

To log in

1. Navigate to the Broadcast Sign-n page.
2. Enter your **Site Number**, **Username**, and **Password**.
3. Click **Sign In**.

To sign out or switch logins, click **Sign Out**.

Set up Displays

Displays can have different formats and themes, so you can share information that's appropriate for your target audience. Think of displays like channels on a TV.

For example, you could promote upcoming summer camps and Mother's Morning Out events on in the children's wing and display church-wide events for all ages near the sanctuary.
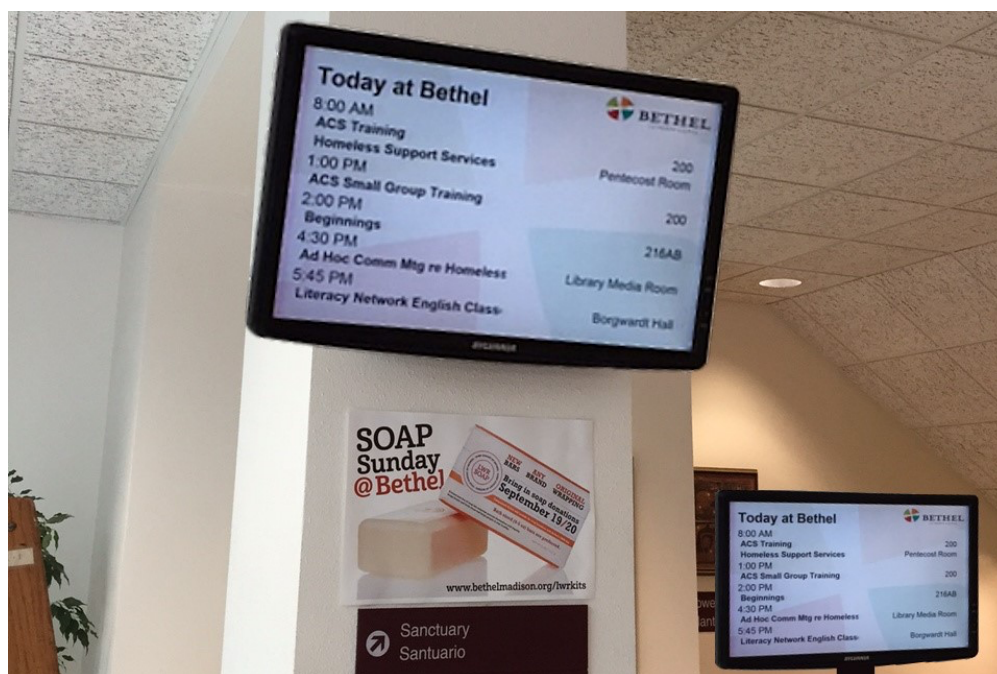
You can customize up to 50 display configurations. You can select any color as a static background, upload images, or MP4 videos to use as a screen saver.

1. In Broadcast, click **Add New Display**.
2. In the drop-down list, select a **Display Type**.
3. Enter a **Display Name**.
4. Customize the other settings as necessary.
5. To save the display, click **Save**. To save and view the display, click **Save & Launch**.

1. On the **Displays** page, click **Edit** below the display you want to edit.
2. Customize the display settings as needed.
3. To save the display, click **Save**. To save and view the display, click **Save & Launch**

Copying a display lets you send the link to another computer to execute it.

1. On the **Displays** page, click **Copy** beside the display you want to copy.
2. When the **Copied!** confirmation message displays, the URL is copied to your clipboard. You can send it to another computer.
3. On the other computer, you must log into Broadcast. When you log in, the display automatically starts.
4. On the **Displays** page, click **Delete** below the display you want to remove.
5. Confirm the deletion.

After you set up your displays, you can launch them throughout your church.

Display Layouts

Events display in chronological order and in one of three layouts: Slide, List, or Room Signage. Monitors throughout your facility can access these displays.

When you display events using the Slide Layout, one event displays at a time with the name, date, description, and primary location.

When you display events using the List Layout, all events for a given selection display and identify the time of the event, name, and primary location.

You can choose to include or exclude the event end time.

To use the Room Signage layout, you must select a location in the Data Filter. The current event or the next upcoming event displays (the location does not display). Before the event starts, the words **Next Event** display, and once the meeting or event starts, these words disappear.

You can also display the current event and a preview of the next event. Fiften minutes before the next event's start time, the display rotates between the current event and the upcoming event. The words **Next Event** display before the upcoming event.

By default, the background file displays if the day has events. If you don't use a background file, the background color displays. You can also display the date and time.

If the room has no events for the day or the last event is over, the screensaver displays. If you don't include a screensaver, the background file displays. If you don't use a screensaver or background file, a black background displays.

Wednesday, October 19   10:18 AM

Next Event

Tutoring Center

4:00 PM - 5:00 PM

Display

Title — Enter or edit the display title. The title displays on the screen.

Display Events — Select the range to include on your event calendar. Depending on the layout selected, you can include today's events, or events for up to 180 days, 26 weeks, or 6 months.

Clock — Select to hide the clock, or to display the current date (or date and time) on the slides.

Layout

Layout Type — Select to use a **List** or **Slides** layout type. If you select **List**, you can include the event's end time.

Background Color — If you don't use a screen saver or background file, select a background color or enter a hex code without the #. The default is black.

Background File — Select a background file to display behind events. You can select an image or video from the Files page.

If there are events to display, the Background File displays. If no Background File is selected, the Background Color displays.

Screen Saver — Select a screen saver to display when no events display. You can select an image or video from the Files page. If you use a video, select **Mute** to mute the sound.

If there are no events to display, the Screen Saver displays. If no Screen Saver link is selected, the background is black.

If you upload an MP4 video to use as a screen saver or background file, use a native MP4 file, not a converted one. Converted MP4 video files may display a black background.


Data

Refresh Events — Select to refresh events every 15, 30, 45, or 60 minutes.

Display Duration — Select how long to display each slide or list. You can display the slide or list from 10 seconds to 1 minute.

Data Filter — Select to display all data or data by calendar or location. You can then choose which calendars or locations to display, and you can display events from multiple calendars.

Launch Displays

After setting up your displays in Broadcast, you can launch them throughout your organization.
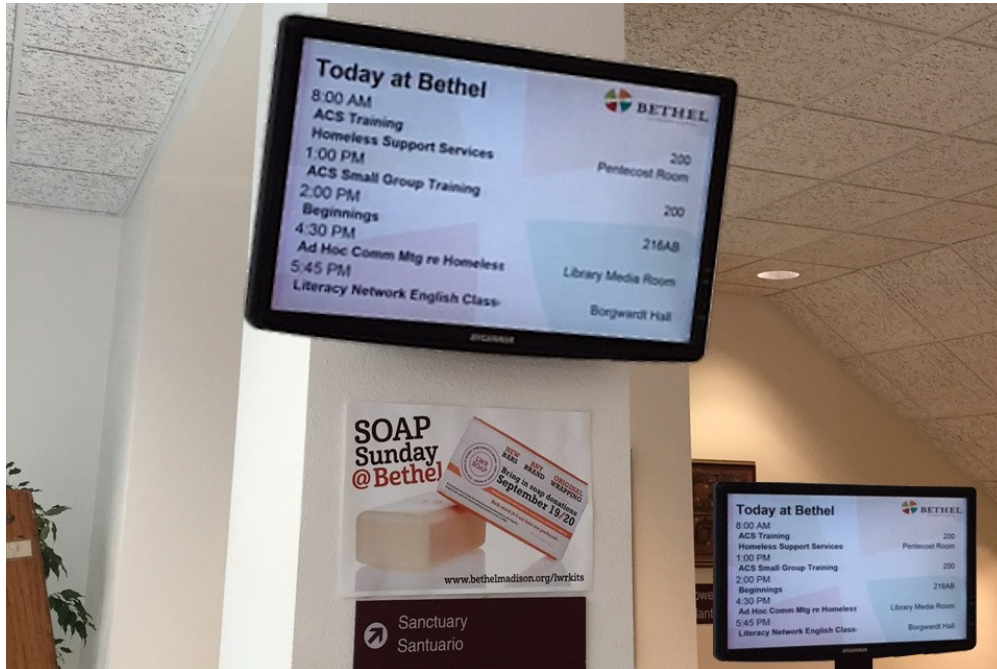
1. On the **Displays** page, click **Launch** for the display you want to view.
2. Press **F-11** within the Broadcast window to toggle the full screen mode.

You can also launch displays on machines that are not logged into Broadcast. For example, you can e-mail the link to someone on your staff, who clicks the link and launches the display.

1. On the **Displays** page, click **Copy Display** to copy the display's URL.
2. Paste this URL into a web browser on the machine that is not logged in.

Files

You can upload custom images and videos for background images on displays. This lets you brand Broadcast for your church or for specific ministries.

For example, your display for the digital signage entering the sanctuary can differ from the digital signage in the children's wing.

Broadcast stores a maximum of 50 files, and you can add, rename, download, or delete files, as needed. Video files should not exceed 50 MB in size, and image files should not exceed 10 MB. The following file types work with Broadcast: .JPG, .PNG, and .MP4

To download files, on the **Files** page, click **Download**.

1. In Broadcast, click **Add New File**.
2. Click **Browse**.
3. Enter a friendly name in the **File Name** field, then click **Save**.
4. On the **Files** page, click **Rename** below the file to rename.
5. Edit the **File Name**, then click **Save**.
6. On the **Files** page, click **Delete** below the file to remove.
7. When the confirmation message displays, click **Yes**.

Browser Compatibility

For a better overall web experience with Broadcast, ACS Technologies recommends that you update your preferred browser regularly. Broadcast works with the latest two versions of the following internet browsers:

- Chrome
- Firefox
- Microsoft Edge

These browsers are compatible for desktop and laptop use.