ProPresenter Operator - Quick Tips & How-To

Welcome to the Media Team! Running ProPresenter helps guide worship and keep the congregation engaged with lyrics, scriptures, and sermon slides. Here's a quick-start guide to serving with excellence:

🖥️ BEFORE SERVICE

- **Open the Right Playlist**: Double-check date and service name

- **Verify All Slides**:

    ○ Worship lyrics: spelling, transitions, timing

    ○ Message slides: check order and formatting

    ○ Backgrounds and videos: make sure they're linked and play correctly

    ○ **Set Videos to Stop**: Ensure all Offering and bumper videos are set to "stop" in the inspector

- **Test Media**: Run through each item once with audio muted

🎛️ DURING SERVICE

- **Follow the Leader**: Watch worship leader and listen to service director via in-ears

- **Click with the Music**: Advance lyrics a half-beat ahead of when they're sung

- **Stay Focused**: Don't scroll ahead too far; watch both the screen and stage

- **Correct Mistakes Gracefully**: If you click wrong, fix it quietly and move on

🔄 TIPS FOR EXCELLENCE

- Communicate clearly with the band, tech team, and pastors before service

- Use Clear All between major transitions (songs to sermon)

- Stay off phones — you are actively part of the worship experience

- Learn shortcuts to move quickly and confidently:

    ○ **Spacebar**: Advance to the next slide

- ○ **Arrow Keys**: Navigate slide-by-slide

- ○ **Cmd + Option**: split slides

- ○ **Cmd + V,C,B**: Trigger items in different parts of the song

🧹 AFTER SERVICE

- • **Clear Unused Items**: Remove any placeholders or test slides

- • **Reset for Next Time**: Close ProPresenter and log out

- • **Report Issues**: Any problems with slides, media, or cues — let a leader know

Thanks for keeping worship flowing smoothly and distraction-free!