WATCHMEDAD.COM

Quick Pay 7

Quick Start Guide for Martial Arts

Welcome to QuickPay 7. The software you have installed or about to install represents more than seven years of research and development into the different aspects of broadcasting and running timed, team, and judged events. Whether you are a small time producer or a major production company you will find Quick Pay extremely easy to use and learn while providing you with the flexibility to do almost anything you can imagine as a producer.

Table of Contents

Running a Successful Event

The first item of necessity is great or good internet connection at your dojo or tournament venue. The provider does not matter, but the bandwidth does. You MUST have 750Kbps in upload speed. This is the MINIMUM speed necessary to stream, the ideal amount is 1.00 Mbps for each computer.

The next item of necessity is proper promotion of the event. If you are streaming a tournament, the coaches, family, friends, and relatives must know that the tournament will be streamed live at Watchmedad.com. Advertising at the event through banners and a TV connected to the internet is also a great way to promote the event.

Due to the monetization of the stream, we recommend a test run prior to the tournament. This allows you as producer to gauge the internet reliability, setup of equipment, and mat layout prior to the event; therefore, maximizing profit on the day of the event. Troubleshooting is inevitable with streaming because multiple scenarios can take place. Knowing these problems before the event will make for a smoother streaming experience.

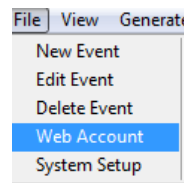**If QuickPay 7 is installed, skip Installation A**

Part I - Introduction

1. Installation

A) Click on the QuickPay icon and allow ALL downloads to occur.

B) You must set up your version of QuickPay 7 with a Web Account on watchmedad.com. The installation wizard will prompt you do this.

    A. Select FILE → WEB ACCOUNT

    B. Then click the CHANGE ACCOUNT button

    C. Choose your web account from the list and create a password that no one else knows. Click OK.

    D. Enter any other information needed. This information is available to the viewer on watchmedad.com when they click the PRODUCED BY: link at the bottom of the player (where your video shows). So enter in only what you want the general public to know.
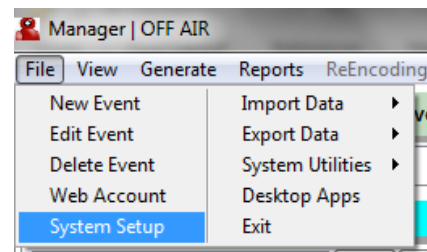
    E. Press UPDATE when complete.
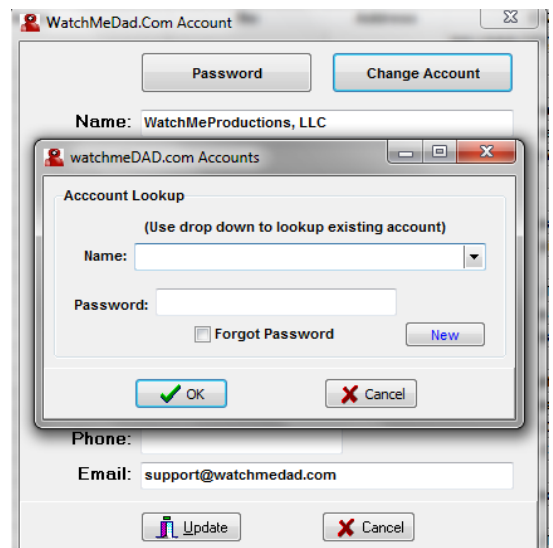
2. Set Up

1) Click on the QuickPay 7 icon on your desktop. When the first page of Quick Pay is seen, notice on the second toolbar the ASSOCIATION tab. This ASSOCIATION is labeled EKE.
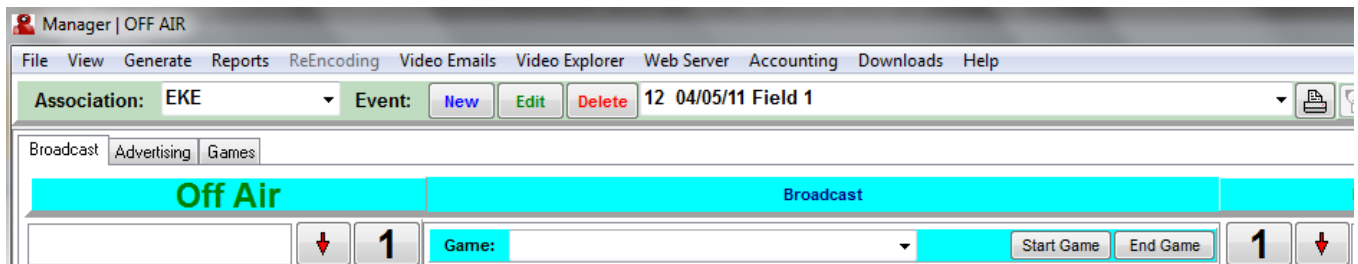
- To change the ASSOCIATION, click on FILE→SYSTEM SETUP.

A. Notice the tabs at the top are labeled. Directly under the tabs is the association your Event is set up under. To change, click the ASSOCIATIONS tab. Click the + button to add a new association. Type the abbreviation that will appear in WatchmeDad.com and Quick Pay. Type the Association name. Ignore the rule descriptions, apptype and disclaimer portions. Click the down arrow for QuickPay 7 to save the event.

B. Go back to the Producer Info tab under System Setup and type in all of the producer information for that event. Set up your email server setup to utilize QuickPay 7's video email option. When complete click the OK button.

3. Request a Publishing Point

A. This step is crucial for your ability to stream to watchmedad.com. Select the HELP TAB from the menu.

B. Scroll and select REQUEST A PUBLISHING POINT.

C. This will email Quick Pay's back office to request a publishing point for streaming. If you cannot stream this might be the primary reason.
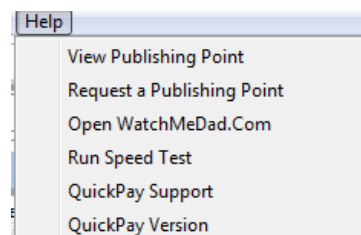
If you wish to stream to the internet and charge money then make sure ALL steps in PART I are followed. The money will not flow correctly QuickPay 7 is not set up properly!!!

QuickPay 7 is designed to manage events completely. Whether a dojo is streaming classes or a tournament one must create an event. Different options within the EDIT EVENT section will define the event in its entirety. Please follow the steps sequentially as they are divided into STREAMING CLASSES, STREAMING TOURNAMENTS, USING PRODUCTS. You will notice that many of the steps are the same, but the intended outcome is different.
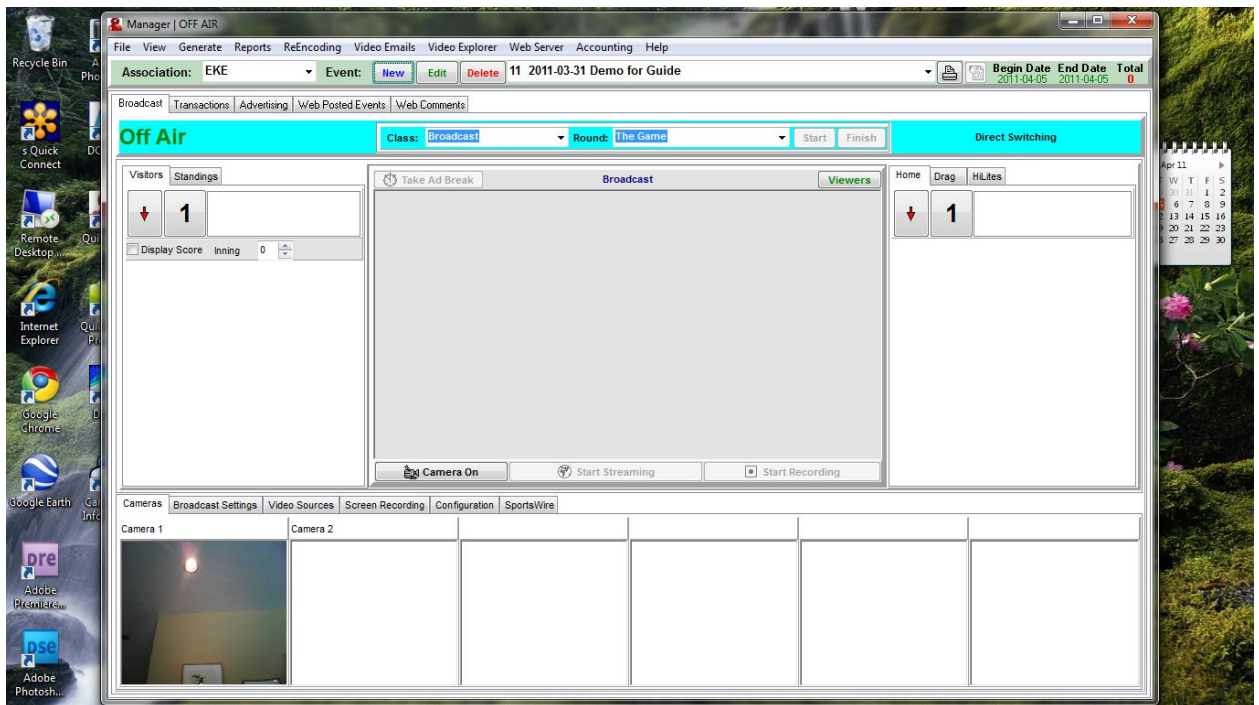
Part II – Streaming Classes

Open QuickPay 7
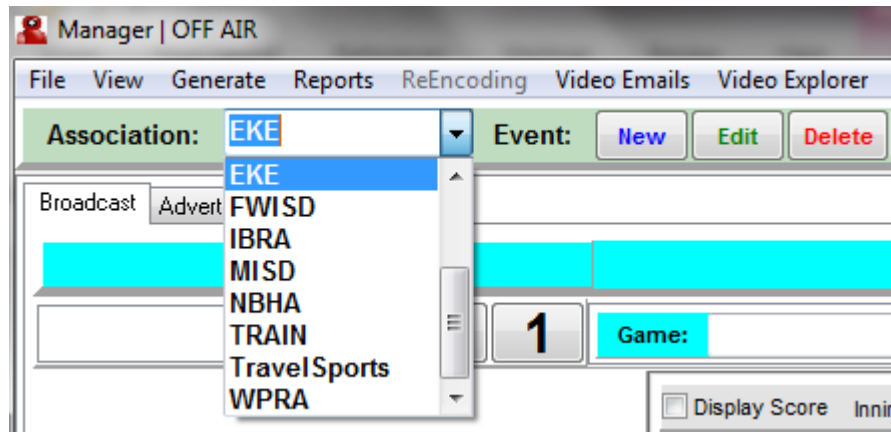
The event page should appear for QuickPay 7. Click the drop down button under Association and scroll to the association you created. This should prompt you to create a new event under that association name. Click OK. It prompts you to enter the event category and event type. Select League as your event category and martial arts as your event type. Do not use the wizard.

1. New Event

a. Type in Event Name
b. The Header #1 and Header #2 spaces are used for announcements of events
c. Click next to proceed.
d. You choose if you want your event broadcast live on WatchmeDad.com while the event is in progress. If you are archiving the event ONLY make sure this button is NOT checked.
e. Click Finish to return to QuickPay 7 Home page.

Notice your association and your event title with date are on the drop down lists at the top.

2. Edit Event

- Click EDIT button to edit your event.

- Notice you are under the event info tab at the top left corner.
- Your category, event type and event name have already been specified as you entered.

A. Click Setup Bank Account button – this allows QuickPay 7's back office to transfer monies from any sales of your content. Your information uploads to QuickPay 7's back office and is safe from any viewer. Follow prompts and enter in all information correctly. Click OK when all information is accurate.

B. On the right side are 6 boxes to check. To classes for a dojo check post to web; place in schedule; broadcast events; database and ledger; and auto upload event information (to WMD's server). If your dojo is sharing the month's classes with another dojo then check Share and the percentage of revenue you have designated to share with that other dojo.

C. Now under the Specifics tab:

    a. Make sure date and time for event is correct (we recommend the entire month for the classes offered Ex: April 2011 classes)

    b. Stream live to server needs to be checked

    c. Use audio/video needs to be checked

    d. Silverlight is the player to use on WMD

D. Group settings is very important to understand, but not for streaming weekly classes only. Do not check anything under this section for streaming classes only.

E. Revenue Sources: If you choose to charge for viewing the content of your event click the PayWatch button. Designate different charges for the pay daily charge and pay all charge for your event. It is important that this is done correctly or your content is free to view.

> - Daily Charge – viewer is allowed until midnight to view archived and live stream
>
> - Event Charge – viewer is allowed to watch live and archived content for one year.
>
> - Game Charge – viewer is allowed to watch one game of an entire tournament and this must be designated under the games and bracketing portion of the software.
>
> - Download Charge – once viewer has purchased the event charge, they are able to download the archived content to their personal computer's hard drive for and additional fee.
>
> - Licenses – this allows the viewer who paid the event charge to watch the content on multiple computers for the price of the event charge.
>
> - Disclaimer – allows for you to communicate with the viewer before they purchase any content to view.
>
> - Ads close date – you may sell ads to be viewed during the live stream. The company may upload their ad through watchmedad.com and you are able to use it during the broadcast. All revenue from ads during lives streams is yours. Set this date a few days before the events begin so you know which ads to feed into the live stream. This is an excellent way to have sponsors pay for your equipment.

3. Setting up Classes

A) Please select the CLASSES tab at the top left of the Edit Event page.

B) This opens the Classes window of the software. The screen is divided into two sections: Classes and Broadcast. The Classes section defines what is to be broadcast and the Broadcast section is the details. Examine the pictures below for further help.
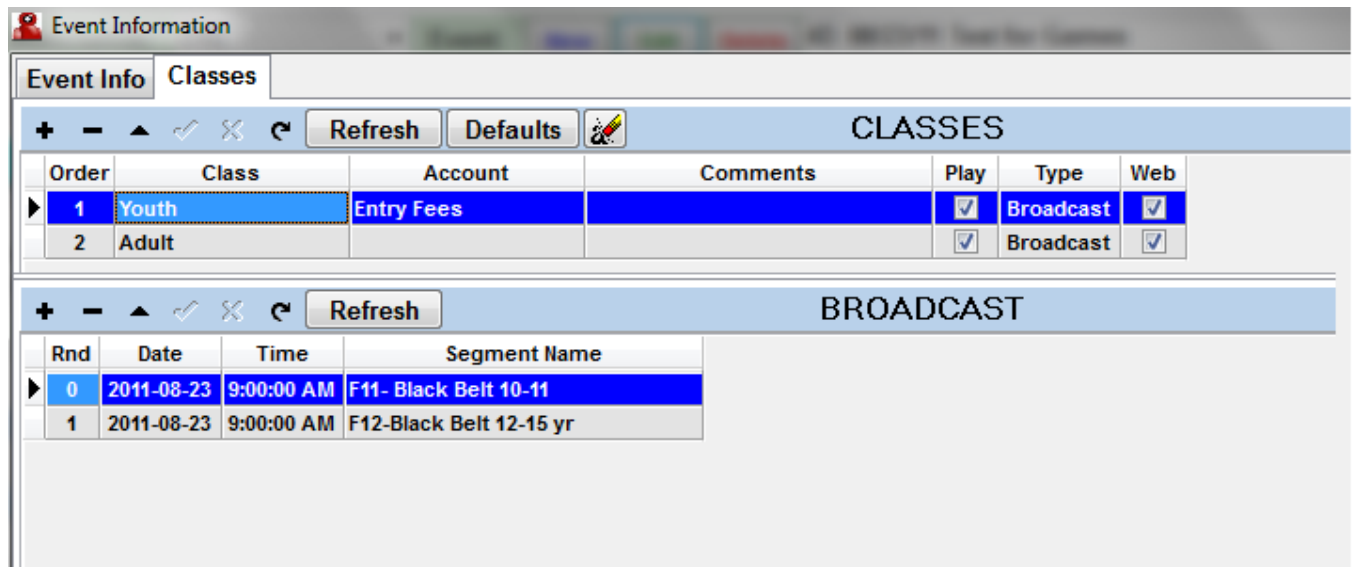
C) The Class 1 is Youth with the Broadcast being Segment 0: F11-Black Belt 10-11 and Segment 1:F12-BlackBelt 12-15 yr.
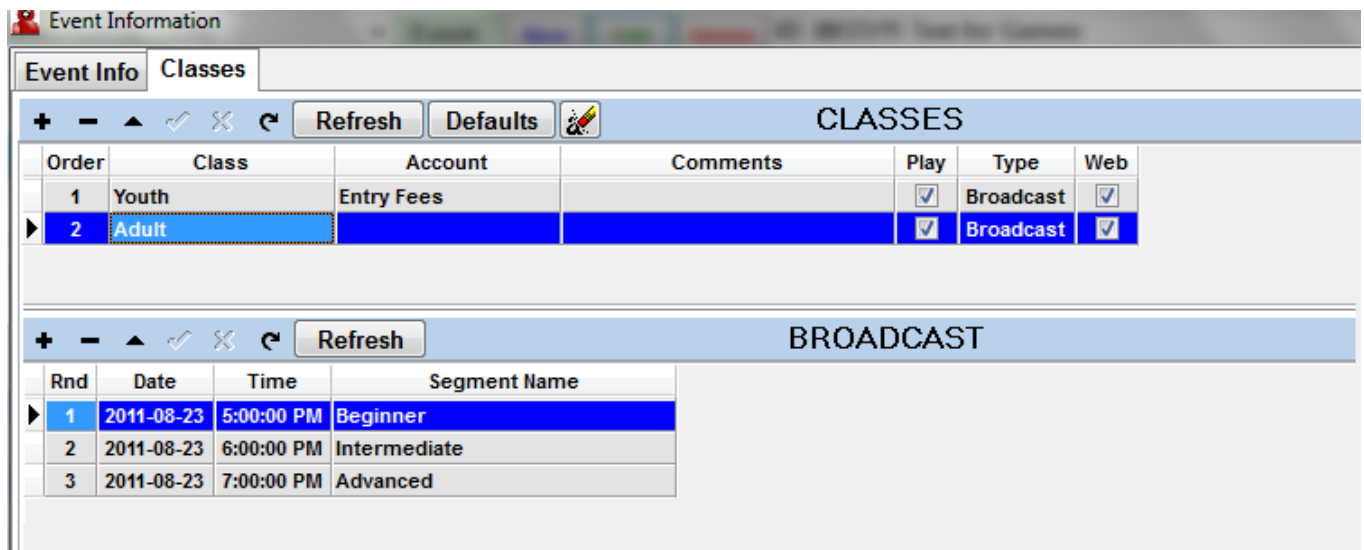
D) Notice in this picture that Class 2 is highlighted and is titled Adult. The Broadcast detail underneath is labeled as Beginner, Intermediate, and Advanced. Please use these features and adapt your dojo class schedule using these fields.

E) Understanding the buttons at the top is necessary when entering fields under CLASSES.
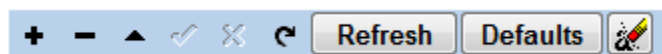
- The plus button adds a record

- The dash/minus button deletes a record

- The triangle allows you to edit a record

- The check mark sets a record as final

- The X cancels the changes made to that current record

- The clockwise arrow refreshes the content of the database

F) Once all classes are set up for your dojo schedule for the month, click the DEFAULT button, to make these default classes every month. The DEFAULT button allows you to create a new event for each month of streaming your classes and with the same classes over and over being used when selected to stream.

G) Once all of these steps are completed, you have set up your Event in QuickPay 7 for streaming your monthly classes. Please skip Part III and begin again with Part IV- Equipment Setup.

Part III - Streaming Tournaments

QuickPay 7 will allow you to separate the accounting of your dojo classes and the accounting for a tournament. There are two ways to define the revenue generated. For streaming your classes, the money flows like the diagram below:

Producer ID ➡️ Association ➡️ Event Number ➡️ Event Title

For streaming a tournament, the Producer ID will not change for the master (header) computer. You can create a new Association, so the accounting for a tournament flows only through that Association or you can leave it the same for Streaming your Classes and **create a new event for the tournament**. Please see the Accounting section at the end of this guide for further details.

1. Creating the Event

We are going to create a separate Association for our tournaments. If you desire to keep it all under one association then simply create a new event and resume steps A.a.

A. Creating a new Association is easy. Please follow the steps in Part I Step 2 for instructions on creating an Association. Once you create you Association to run the tournaments through, QuickPay will prompt you to create a new event.

a. Type in Event Name
b. The Header #1 and Header #2 spaces are used for announcements of events
c. Click next to proceed.
d. You choose if you want your event broadcast live on WatchmeDad.com while the event is in progress. If you are archiving the event ONLY make sure this button is NOT checked.
e. Click Finish to return to QuickPay 7 Home page.
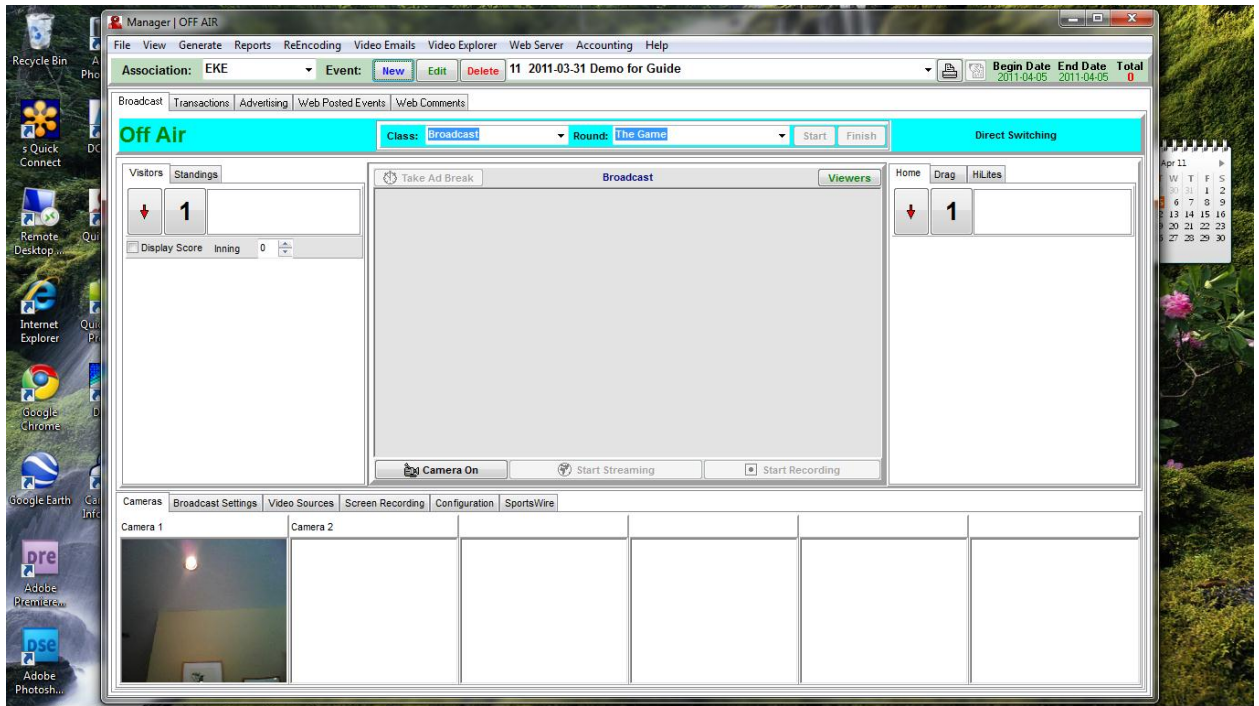
Notice your association and your event title with date are on the drop down lists at the top.

2. Edit Event

- Click EDIT button to edit your event.

- Notice you are under the event info tab at the top left corner.
- Your category, event type and event name have already been specified as you entered them.

A. Click Setup Bank Account button – this allows QuickPay 7's back office to transfer monies from any sales of your content. Your information uploads to QuickPay 7's back office and is safe from any viewer. Follow prompts and enter in all information correctly. Click OK when all information is accurate.

B. On the right side are 6 boxes to check. To stream a martial arts tournament check post to web; place in schedule; broadcast events; database; ledger; and auto upload event information (to WMD's server). If your dojo is sharing the tournament with another dojo then check Share and the percentage of revenue you have designated to share with that other dojo or website.

C. Now under the Specifics tab:
   a. Make sure date and time for event is correct
   b. Stream live to server needs to be checked
   c. Use audio/video needs to be checked
   d. Silverlight is the player to use on WMD

D. Group settings are very important:

   i. Designate ONE computer as your header/master computer to which all workstation computers are connected to. Check the "group events together" and the "make this event the group header" boxes. Also check the "combine multiple broadcast points with group header" button. The title of event in QuickPay 7 will come up under the "select group header" drop down list.
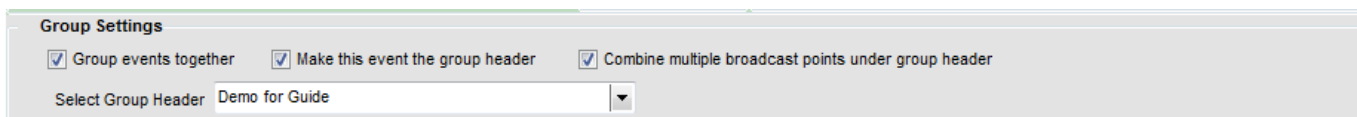
E. Revenue Sources: If you choose to charge for viewing the content of your event click the PayWatch button. Designate different charges for the pay daily charge and pay all charge for your event. It is important that this is done correctly or your content is free to view.

   - Daily Charge – viewer is allowed until midnight to view archived and live stream

   - Event Charge – viewer is allowed to watch live and archived content for one year.

   - Game Charge – viewer is allowed to pay to watch one game of an entire tournament and this must be designated under the games and bracketing portion of the software.

   - Download Charge – once viewer has purchased the event charge, they are able to download the archived content to their personal computer's hard drive for and additional fee.

   - Licenses – this allows the viewer who paid the event charge to watch the content on multiple computers for the price of the event charge.

   - Disclaimer – allows for you to communicate with the viewer before they purchase any content to view.

   - Ads close date – you may sell ads to be viewed during the live stream. The company may upload their ad through watchmedad.com and you are able to use it during the broadcast. All revenue from ads during lives streams is yours. Set this date a few days before the events begin so you know which ads to feed into the live stream. This is an excellent way to have sponsors pay for your equipment.

Revenue Sources

☑ PayWatch ☐ Daily Charge [ ] ☑ Event Charge $9.95 ☐ Game Charge [ ] ☑ Download Charge $4.95 Licenses 2

(12:00 am)

☐ Disclaimer [▼] [ ] ☐ Ads for Live Broadcasts, Close Date: 2011-04-05 ▼

F. Click the OK button when this page is set up correctly.

3. Entering Divisions

Entering and managing divisions for a tournament is simple with QuickPay 7 and can be handled two ways. The first is by using Classes as defined in steps A-J. The second way is by using the Games & Bracketing feature of the software and entering the divisions in as a team. The Teams Only way will allow you to upload the divisions (teams) to the server and download them on all of the mat workstation computers. Entering divisions as Classes will have to be done on each workstation computer.

A. This section is where you can manage the money flow, posting a schedule for your event on the website, managing categories of contestants (feather weight, heavy weight,…); ads both archived and live stream, and so much more. In this guide we will focus on entering contestants and the other items are available under the frequently asked questions page on Watchmedad.com.
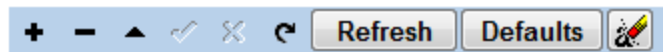
B. Select the EDIT button at the top of the BROADCASTING tab.
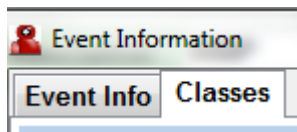
C. Then click the CLASSES tab at the top left corner.

D. The CLASSES tab will appear. Please take a minute to examine this page.

E. Understanding the buttons at the top is necessary when entering fields under CLASSES.


- The plus button adds a record

- The dash/minus button deletes a record

- The triangle allows you to edit a record

- The check mark sets a record as final

- The X cancels the changes made to that current record

- The clockwise arrow refreshes the content of the database

Order	Class	Account	Comments	Play	Type	Web
0	Broadcast	Entry Fees		☐		☑
1	Broadcast	Entry Fees		☐	Broadcast	☑

F. Notice that the first line is order 0: Class is Broadcast, the Account (for accounting purposes) Entry Fees; No type and Check to web is selected. Each of those fields is adjustable. Let's look at the next record. Order 1; Class Broadcast; Account; Entry Fees; Type Broadcast; Web check. We need all of these items to remain the same except the title of class: Change it to Featherweight.
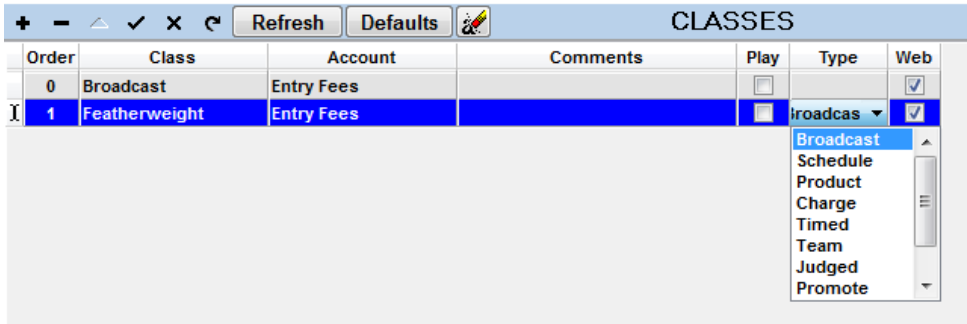
G. Notice the bottom portion of the screen has a record, with no fields entered. This is where you type in the contestants names for the Featherweight class.
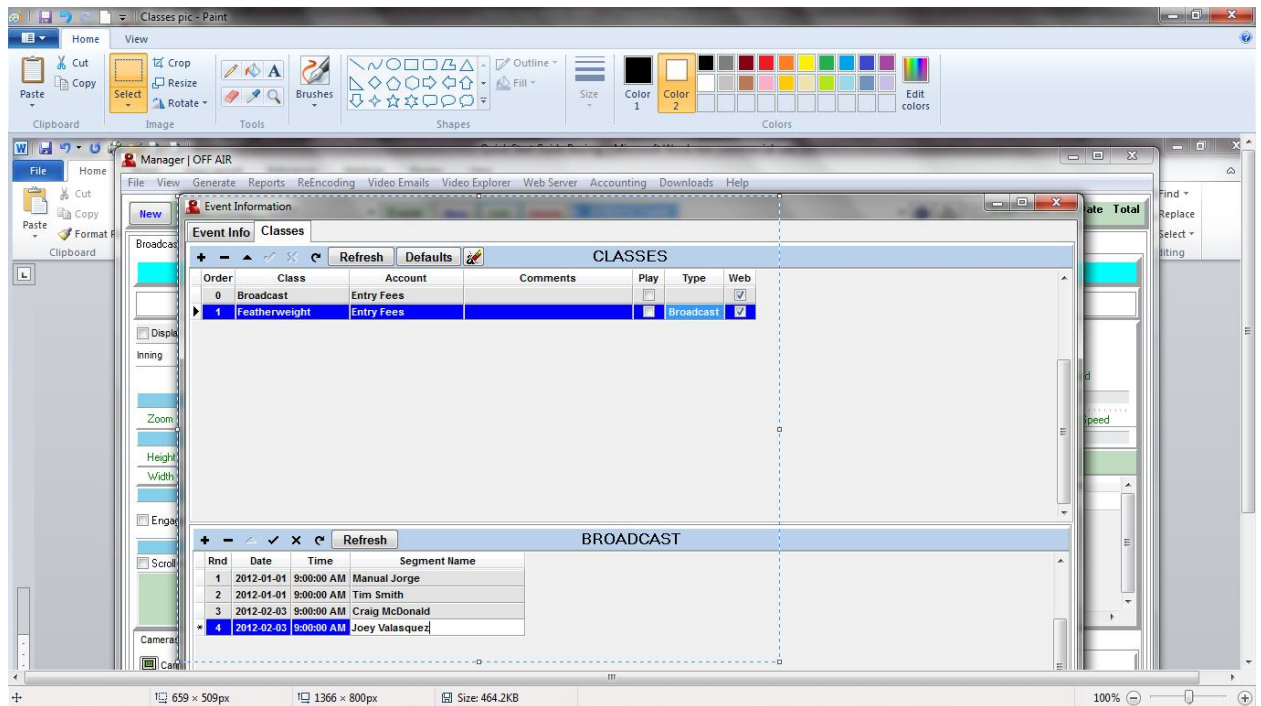
H. Follow steps E and F for each weight class. Once you have your Classes set up, you can click the DEFAULT button and it will save this set of classes and any time you make a new event, it will have them saved already. This prevents you from constantly entering the same classes repeatedly for each new event.

I. Click OK when all is set appropriately.

J. The BROADCAST tab will appear and notice that your classes and contest names are automatically fed right above the player in the middle. Use the drop down list to select the class and round/contestant. When you begin your broadcast or your match simply select the weight class and contestant, check the DISPLAY CLASS button on the left of the screen and those contestants names will appear on the video footage. This is also very important for having your fights archived correctly for your viewers to find.

4. Workstation Computers

Open a scorer's computer and begin steps 1-5 again for setting up an association and event.

1) Download QuickPay 7/Windows Media Encoder/Request publishing point

2) Create your Association

3) Create an Event – title it the mat title (Mat A; Mat 1...)

4) QuickPay 7 Home Page is the same as the picture above but with your titles.

5) Click the EDIT button to begin editing the event created.

a. On the right side are 5 boxes to check. For streaming of a martial arts tournament select: post to web; place in schedule; broadcast events; database; and auto upload event information (to WMD's server).

b. Now under the Specifics tab:

    a. Check all dates and times for event
    b. Stream live to server needs to be checked
    c. Use audio/video
    d. Silverlight is the player to use on Watchmedad.com

c. Group settings is where you now tie into the header computer.

    - ONLY check the "group events together" box. Then scroll until you find the header event.

d. Click OK once scorer computer is connected to header event by group settings.

At this point the workstation computer is connected to the header computer.

F. If you have multiple mats or workstation computers to connect to your event, repeat these steps again for each workstation computer for each mat.

Part IV – Equipment Setup –

You cannot stream without a sound device recognized by QuickPay 7

1. Push-Firewire Camera Setup

a. To stream with a handheld camcorder, you must have seven items:

1) Camcorder with power supply

2) Wide angle lens

3) FireWire 1394a, 2-port Express Card

4) 4pin/6pin cord or 4pin/4pin cord

5) Mounting device (tripod, poles…)

6) Internet source

7) Laptop computer with express card/firewire port available

8) Microphone (can be included in camcorder)

b. Connect AC adapter into camcorder and plug into a power outlet.

c. Establish a connection between computer and internet source.

d. Connect wide angle lens to camcorder

e. Plug in Firewire Express Card into computer. Make sure your computer reads this device or QuickPay 7 will not pull up your broadcasting camera.

f. Plug the 4pin/6pin cord into the camera and the Firewire Express Card.

g. Once the computer is finished reading the device, QuickPay 7 will show the camera under the broadcasting tab.
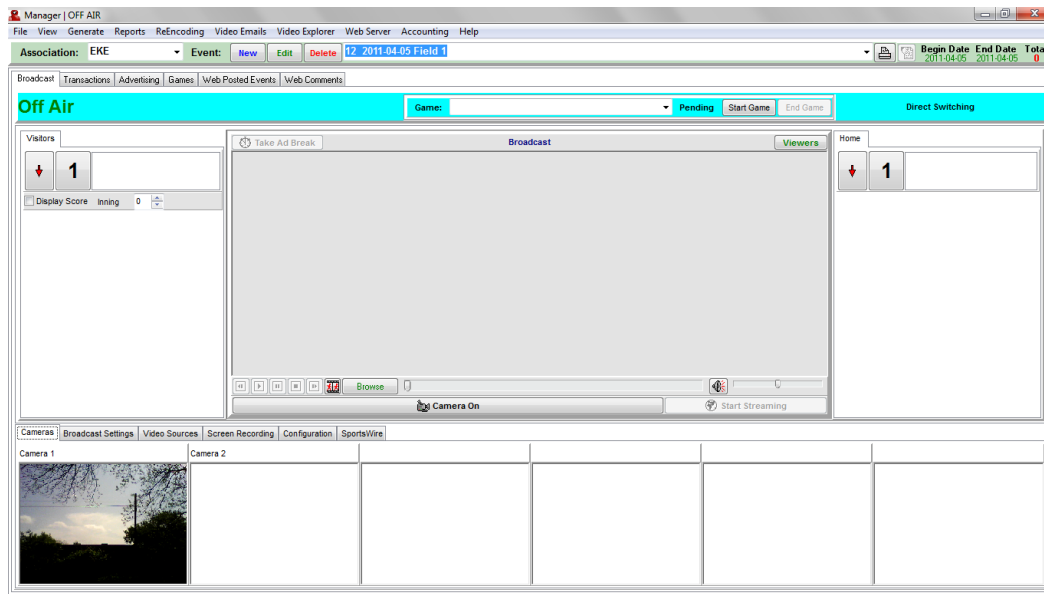
2. Push – IP Camera Setup

 The Push IP configuration requires these items for a one camera setup:

1) IP Camera (IVigil – TNB2 lens comes with it)

2) Crossover Ethernet cable (2-3ft) - Orange

3) Ethernet cord (50-100ft) - Yellow

4) Power of Ethernet (PoE) injector and adapter

5) Computer with power source

6) 3- Outlet black extension cord (1 ft)

7) Microphone into USB port

8) Portable camera mount (tripod, tripad, umbrella base with poles….)

Two camera Push IP configuration requirements:

1) 2 – IP Cameras (IVigil – TNB@2)

2) 1 – Cross over Ethernet cable (2-3ft)

3) 2 – 50-100ft Ethernet cables

4) 1-NetGear Prosafe 8 –Port Switch with 4-Port PoE
with power source

5) 1 – computer with power source

6) Microphone with USB connector

7) 2 - Portable camera mount (tripod, tripad,
umbrella base with poles….)

IP Camera Setup for 1 camera:

a. Plug in computer and allow it to boot up completely without anything plugged in for streaming.

b. Connect the Ethernet cord (yellow) into the camera and the AP/Bridge port on the PoE injector.

c. Connect the crossover ethernet cable (orange) into the Network Port on the PoE injector and the computer.

d. Plug the PoE injector adapter into an outlet or small 3 outlet black extension cord.

e. Connect the microphone into a USB port.

Cat 5 into IP Camera

PoE Injector cords

Cross over cable into computer

f. Allow the drivers to install correctly for all devices as they are connected.

g. The IP camera in the example is an I Vigil camera and when connected to the internet it searches for an IP address.

Microphone into USB port

IP Camera setup for 2 cameras:

a. Plug in computer and allow it to boot up completely with nothing plugged in for streaming.

b. Plug the NetGear PoE port switcher into power source.

c. Connect the Cat 5 ethernet cable to the Ring side camera and to the #5 position on the Switcher.

d. Connect another Cat 5 ethernet cable to the White side camera and to #6 position on the switcher.

d. Connect the Cross over Ethernet cable to the #1position on the PoE side of the switcher and to the port on the computer.

e. Connect the USB portion of the microphone into a USB port.

f. Allow the drivers to install correctly for all devices as they are connected.

3. Getting your camera to be recognized by the computer

1) Install the software that came on the disk with the camera into the computers you wish to stream from.

Please choose the SecureUtility version. Connect the Crossover cable to the computer while installing.

- Install the camera manual in PDF format from this page as well. Understanding your camera settings is key to quality video stream.
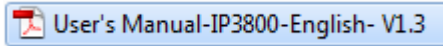
2) Put a short cut on your desktop for the software that runs the IVigil camera for ease of access.

3) Understanding the factory default settings for the I Vigil camera is necessary. When searching for an IP or internet protocol address, the factory settings are programmed automatically. For ALL I Vigil – FNB2 cameras the factory default IP address is: 192.168.100.100.

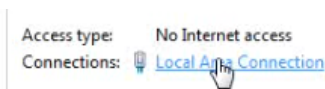4) To make sure your internet settings on your computer can read this camera you must manually configure.

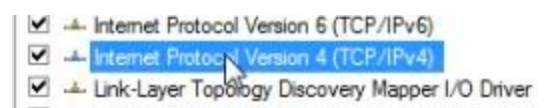5) Scroll to the bottom right corner of your computer and click the internet "bar" button.

Click the "bar" button and at the bottom of the list click on the "Open Network and Sharing Center".

6) Click on "Local Area Connection".

7) Once the page opens, notice you have no internet access and you are on the IPv4/IPv6 connectivity. Please click the properties button.

8) Numerous options appear, however you are most interested in the Internet Protocol Version 4 (TCP/IPv4). Click on this and the properties button will appear for it. Please

click on Properties button.

9) This opens up the properties for the TCP/IPv4 Connection properties. Remember the default factory IP address for the IVigil camera is 192.168.100.100. You need to set the IP address to 192.168.100.101. It needs to be exactly like the picture to the right. Once it is then click the OK button. Click OK or Close for all open windows. Now that you have manually set up connectivety properties, your camera will be connected to the internet source it is reading.
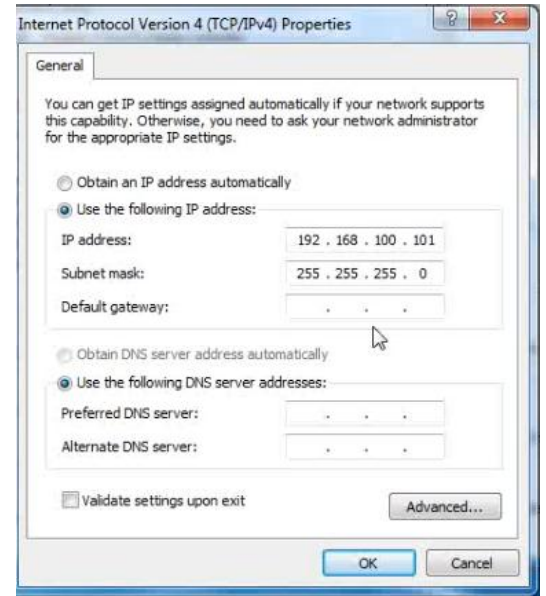
Make sure only one camera is plugged into the PoE switcher at one time while configuring the settings!

10) Please type in the camera IP address into your Internet Explorer search bar for the camera software to appear.
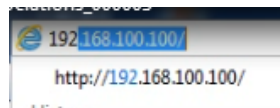
11) The camera software is password protected and the factory default settings are:

 Name: admin

 Password: admin

Then click the log in button. This will pull up the camera feed. Please note that default settings have the camera working in H.264 video type and RTSP/TCP protocol type. Please leave these settings because it works best with Quick Pay 7. Allow the pop-up blocker to install a program.
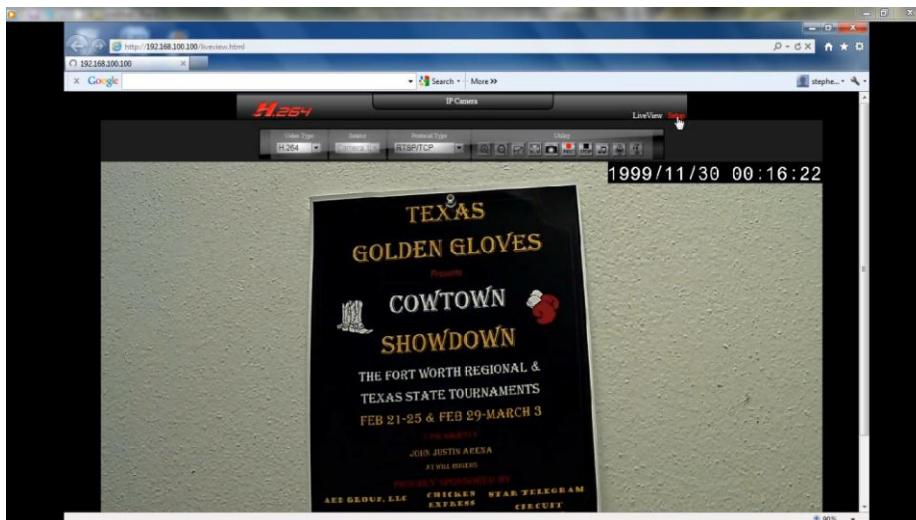
12) Getting to know your camera is a great idea! It affects your quality of video. This portion will not go to the depth necessary for you to understand all of the IVigil settings. Please download a user guide from the SecurCon website for further help. Nevertheless, we will adjust a few settings below that are necessary for a professional looking video using QuickPay 7 software.

    a. Removing date and time from screen:

        - Go to SetUp in the upper right corner of the screen and click on it.

        - Click on Camera tab on left of video stream.

        - Go to the OSD (on screen display) section and click the SETTINGS tab.

        - Scroll down to the bottom and Uncheck the Enable button for the date and time.

        - Then click SAVE.

    b. Setting the Resolution/Bitrate/Frames for streaming

        - Click the BASIC tab on the upper left portion above the video feed.

        - Notice it is H.264 format

        - Change the RESOLUTION tab from 1040x720 to 720X480.

        - Change the BitRate to 3.

        -Change the Frames to 30 then click save.

What this means is you are streaming at 720 Kbits per second of your 1Mgbits to stream. This is very important because QuickPay 7 will require you to know what Resolution and BitRate you are streaming at.

   c. Changing your IP address on your camera:

        - Click the NETWORK tab on the main setup page.

        - Since the computers network address is set to 192.168.100.101, and the factory default IP address is set to: 192.168.100.100 it is a good idea to change the camera to 192.168.100.102.

        - Change it and click SAVE.

        - Always inspect what you expect: so type into the web browser the IP address 192.168.100.102.

        - Enter the same name and password as above and once the software is loaded click the SETUP button on the upper right hand side of the screen.

        - Select the NETWORK tab and make sure the IP address of the camera is correct.

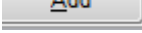   - Exit the program and open Quick Pay 7.

Configure settings for SECOND IP camera:

1) Please plug in the second camera to the PoE port switcher and unplug the first one.

2) Follow all portions of steps 11 and 12.

Displaying camera in QuickPay 7:

1) Open QuickPay 7

2) Pause and take a moment to read the broadcasting screen that is first displayed. It is best to read right to left starting and the top. Notice it opens up to the Broadcast section.

3) Click the Video Sources tab at the bottom of the page.
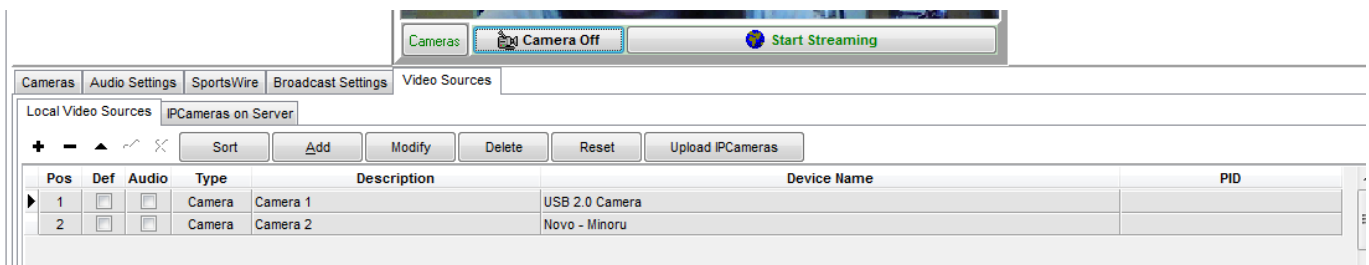
4) Click the Add button to add the IP camera to the list of video sources. Quickpay 7 allows you to adjust the position of the camera (Camera 1, Camera 3, Camera 6…) and name that particular device.

5). Under the MEDIA SOURCE drop down list, select IP Camera as your media source.
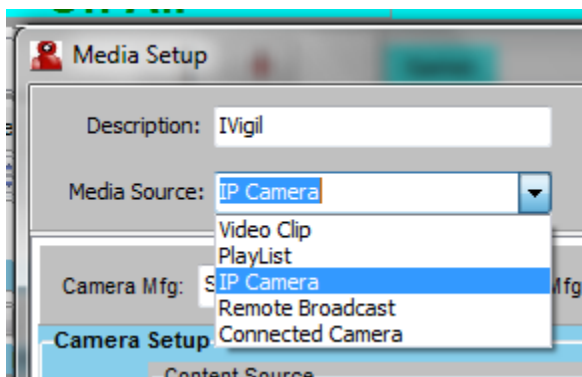
a. Type in the description of the camera (Field 1, Yankee Stadium, Ring Side…)

b. Use the drop down menu for Camera Mfg.(Manufacture) and select the appropriate manufacture (SecureCon for the example)

c. When the manufacture is selected, the software selects the correct Camera URL as well.

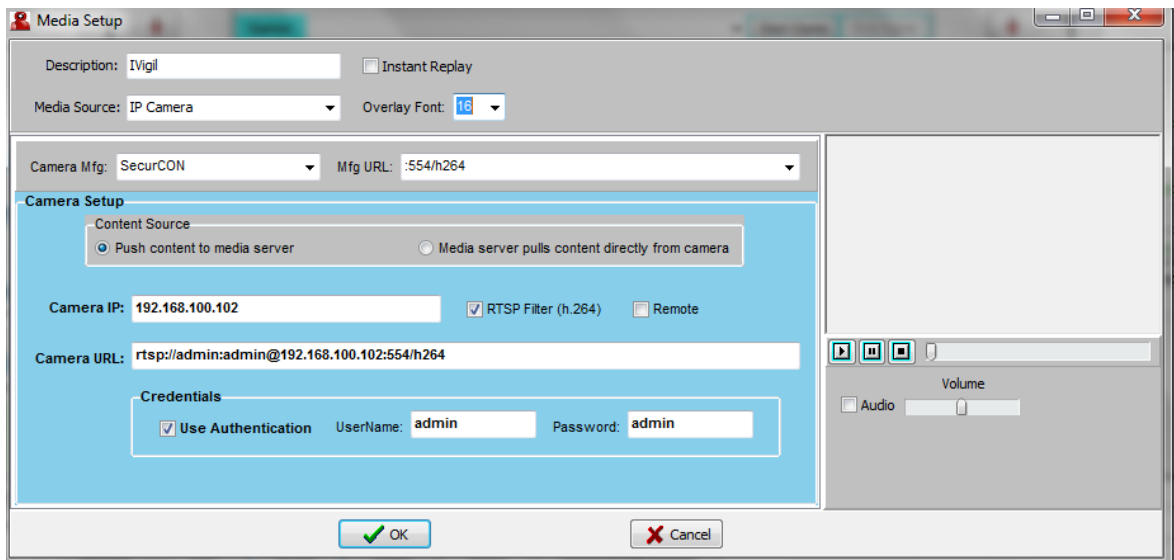d. Under Camera IP, type in the address given during the installation process of the IP Camera.

Example: 192.169.100.102

e. "Credentials" is necessary when a password is required for the IVigil:

Username: admin

Password: admin

f. Click the Play button on the right hand side of the controls to see your video feed play in QuickPay 7.

g. When the video plays, click OK and Quick Pay will recognize the camera source and it will appear as one of the six camera feeds on the screen.

h. Repeat step 4 and 5 for any additional camera sources but using the appropriate camera IP address you set up in previous steps. Example: 192.168.100.103……

6) Please note that IF all steps were mimicked exactly your IP addresses should be as follows:

Computer IP address: 192.168.100.101

IVigil 1 or Mat 1: 192.168.100.102

IVigil 2 or Mat 2: 192.168.100.103

7) The Video Sources will appear under the Video Sources tab and you choose the position of the cameras.

Pos	Omit	Def	Audio	Type	Description	Font	Blend	RTSP	Remote	Device Name
3	☐	☐	☐	IPCamera	Ringside	18	☐	☑	☐	rtsp://admin:admin@192.168.100.103:554/h2
1	☐	☐	☐	VideoClip		12	☐	☐	☐	C:\Users\PubPoint4\Pictures\WMD Pics\mana
2	☐	☐	☐	IPCamera	White Corner	18	☐	☑	☐	rtsp://admin:admin@192.168.100.102:554/h2

8) Once the cameras are in the correct positions, click the Cameras tab to see the footage from the specific cameras. If it doesn't appear, right click on the space and click to refresh the camera source.
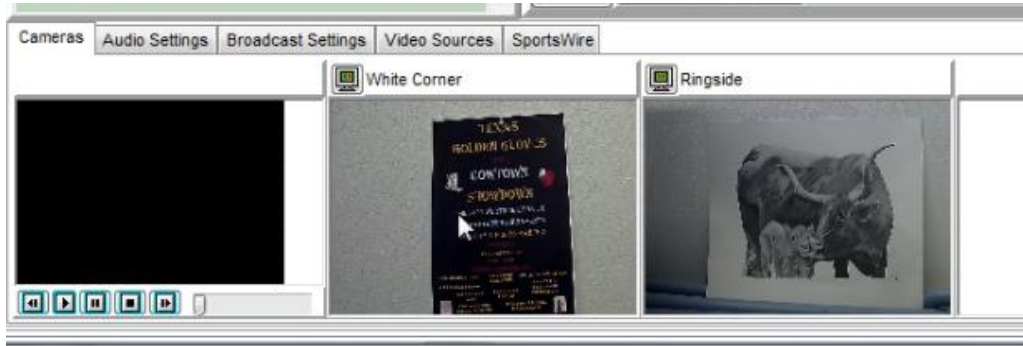
Part V – Broadcasting

Open QuickPay 7 and the program will open to the BROADCASTING tab.

1. Streaming Settings

Notice that there are five tabs directly above the six camera screens. These tabs allow you to adjust your streaming settings.


A. Cameras: Notice the camera sources QuickPay 7 reads. In this case, it's a video clip, White Corner and Ringside camera in positions 1, 2, 3.

.   - When you click on the camera you wish to stream it will appear in the large screen at the center.

B. Video sources: This tab ties directly into the cameras that QuickPay 7 reads. This is where you add video sources like cameras, video clips for ads, webcams... or any other camera sources that are utilized in the live broadcast.
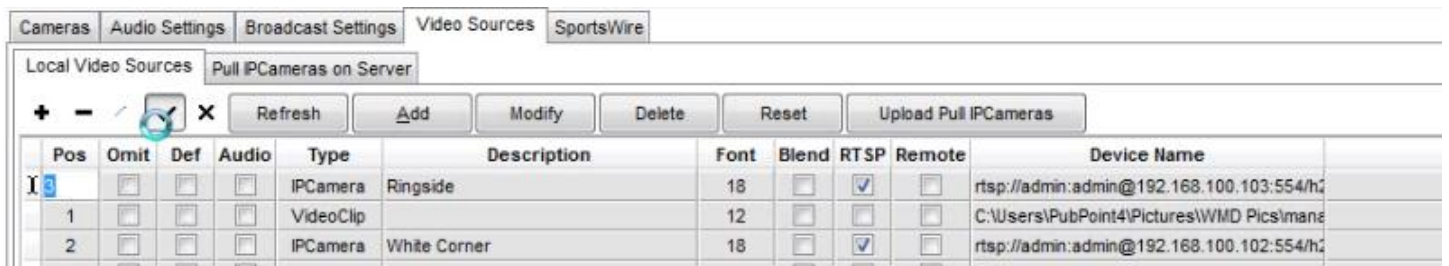

C. Audio Settings: This tab is where the meter reads the level of sound played on the live stream. Quickpay will automatically read the internal sound source (microphone) in the cameras.
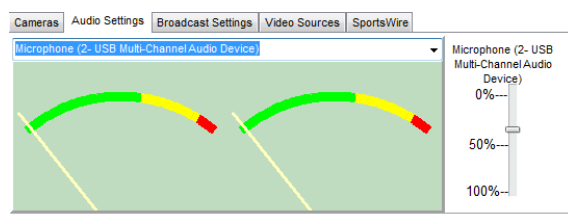
- Make sure the volume bar is set at ~50%, so the microphone is reading the ambient sound nicely.
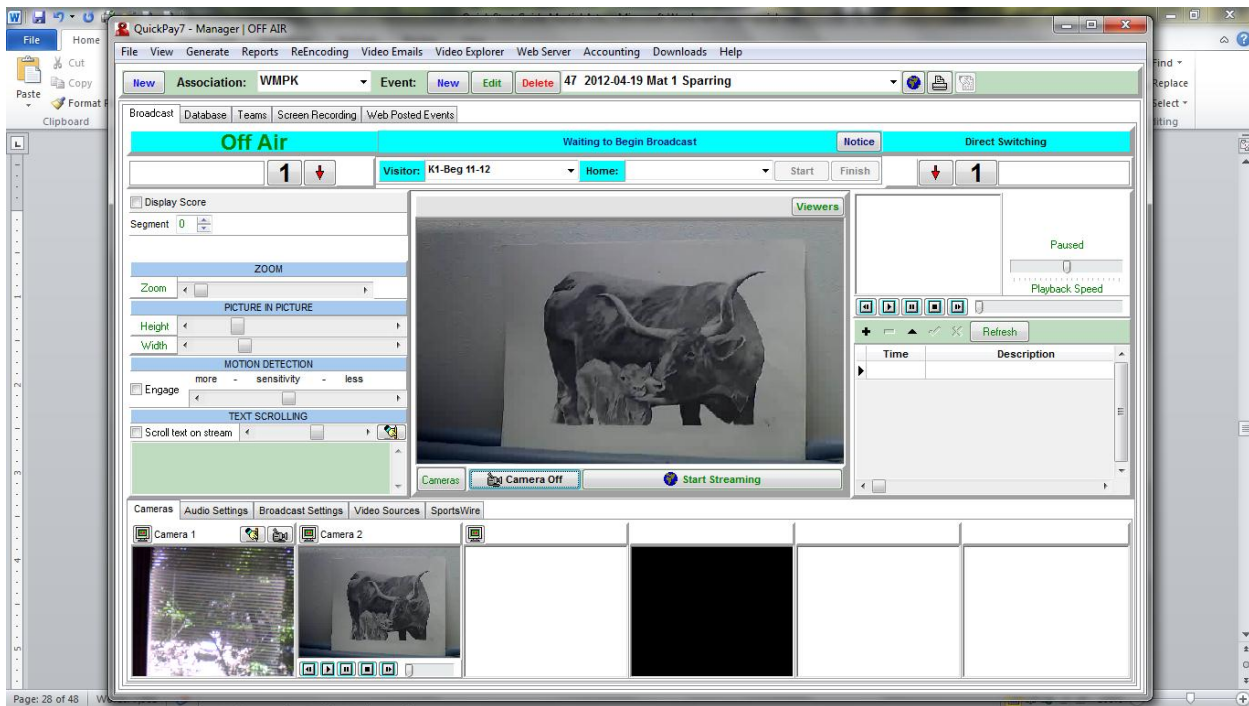
D. Broadcast settings tab allows you to choose your video stream settings and your speaker volume. ==SAVE STREAM TO SERVER MUST BE CHECKED OR YOU ARE STREAMING TO DEAD AIR.==
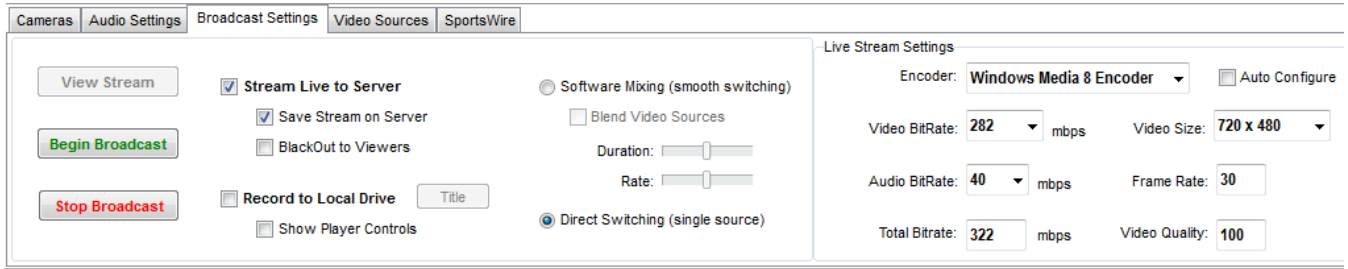

E. SportsWire is for typing a message that you want your viewers to see on watchmedad.com and is similar to the ticker tape on ESPN or FoxNews.

2. Start Streaming

1. Notice you are OFF AIR (upper right near tabs) and there is no division in the division scroll bar.

2. Click the down arrow under game on the scrollbar to select the division you wish to begin streaming.

3. To start streaming a blank mat, so your viewers know a match will happen shortly, click the START STREAMING button on the bottom right of the broadcast screen.

g. Once the match begins, click the START button. Notice it was switched to ON AIR/RECORDING; BROADCAST STARTED; AND PLAYING.
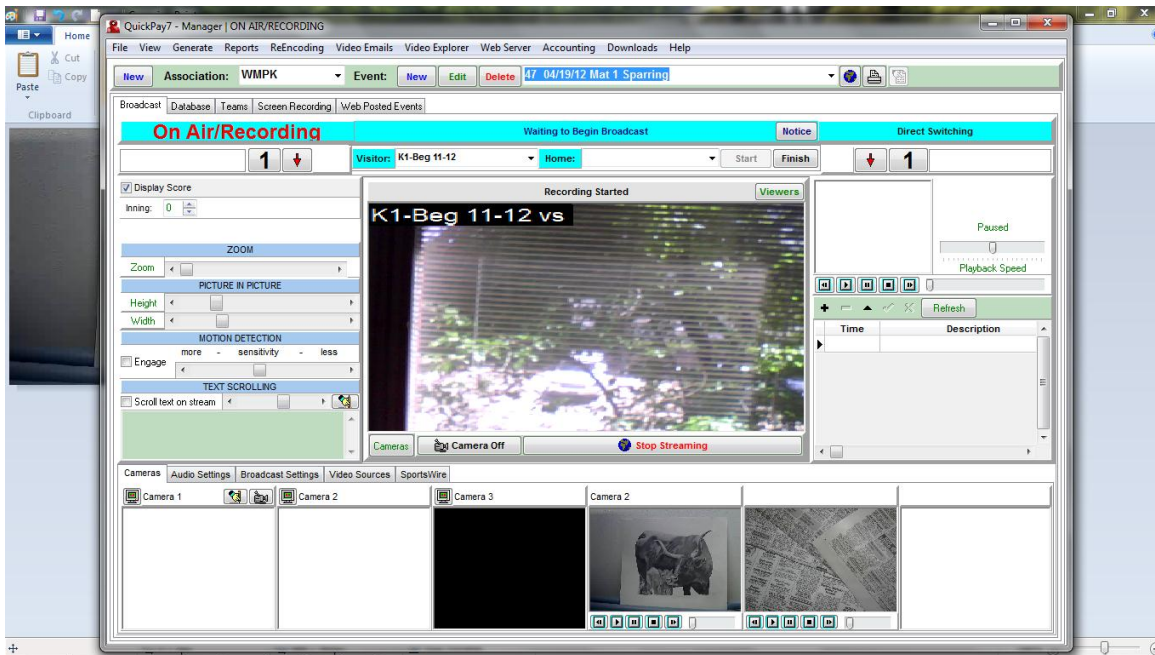
h. When the match is over, click FINISH and QuickPay 7 will archive the match as the team name entered or the class chosen. Notice your screen now reads ON AIR; FINAL; BROADCAST STARTED. If more divisions will be fought on this mat then continue streaming. If there are no further divisions competing on this mat, click the NOTICE button and type in a message to the viewer's stating this.
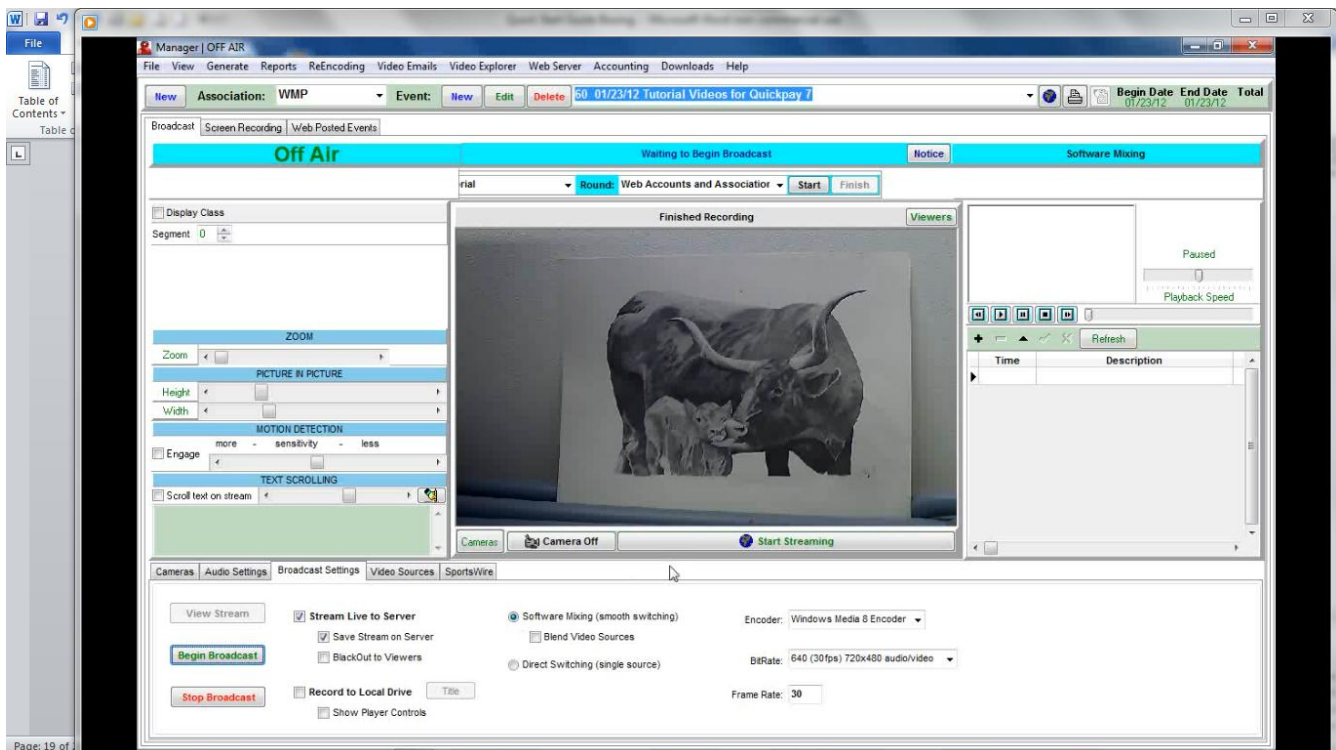
To switch to a new division, hit the down arrow and select the next division to be streamed on that mat.

i. Once a new division is ready to begin, click the START GAME button and do steps g – i again.
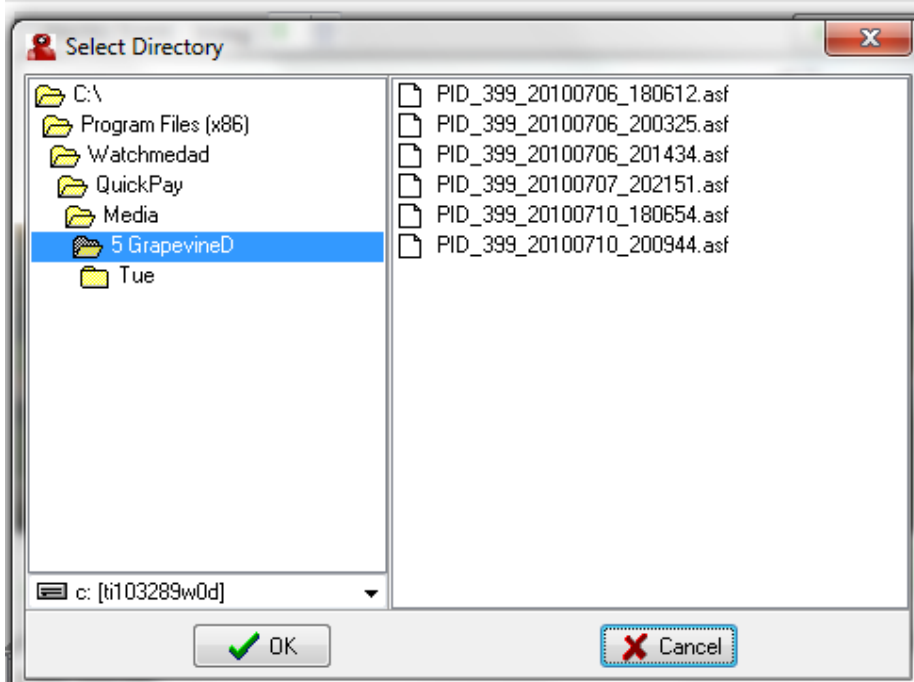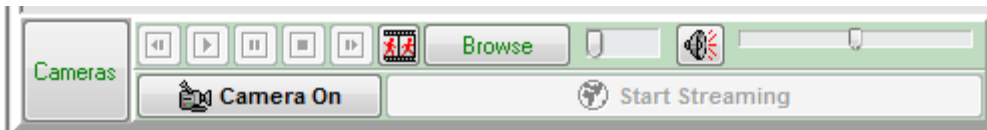
3. Archived Content

If you do not wish to live stream your broadcast, on the edit event page your need to have archive to server checked. Also, "save stream on server" and "blackout broadcast on server" need to be checked.

When a stream is interrupted, the video automatically saves on the hard drive of the computer. The producer needs to manually place this saved content into the event folder on the server.
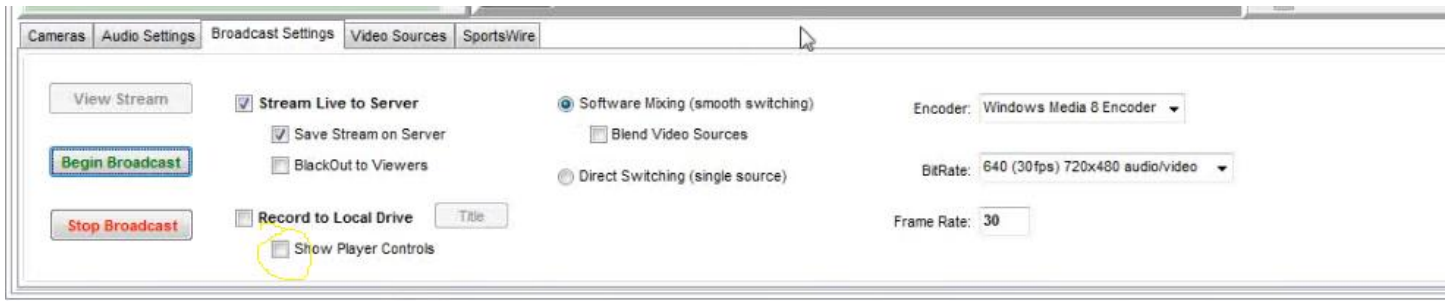

When the "Show player controls" is checked, click "BROWSE" and it will pull up the video content saved on the

hard drive.

The content is that was not archived shows up on the right side (as pictured above). Highlight the content desired and click ok. This brings you back to the broadcast page where the video begins to play.

If this is the correct footage you want to place on the server under that event, then click **Video Explorer** on the toolbar (where FILE is located).
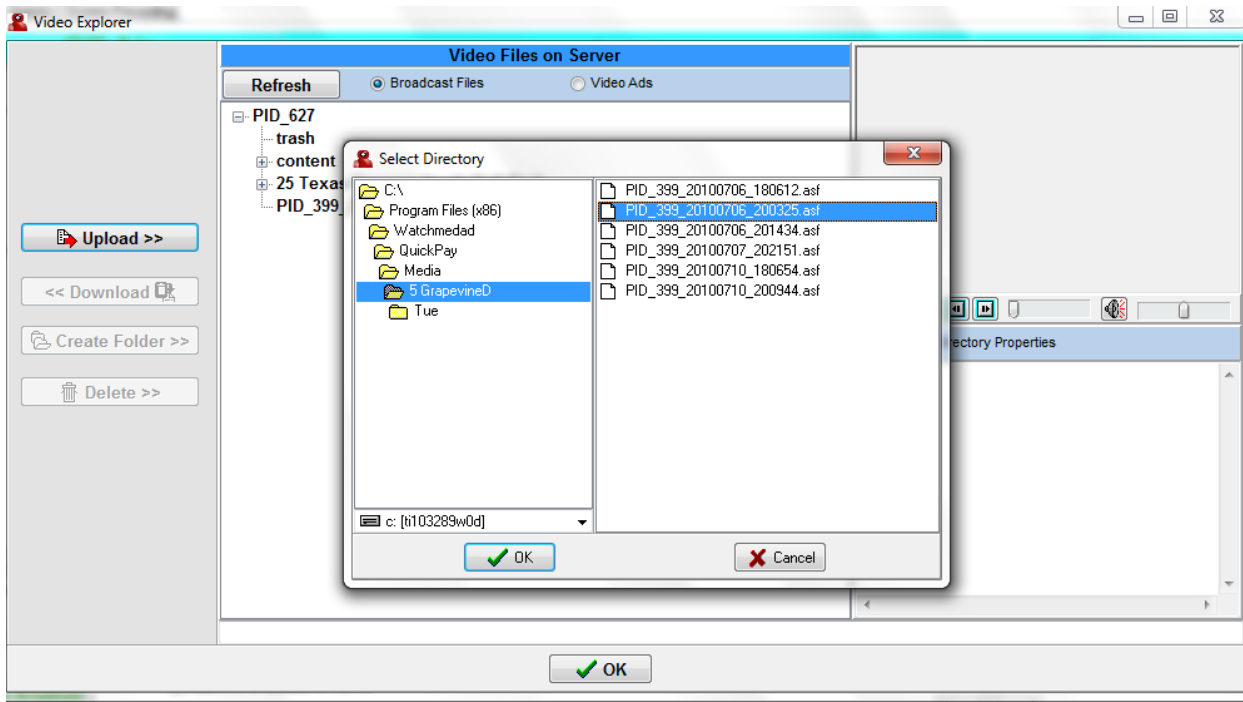

Click the **Upload >>** button to upload that particular clip. Follow the prompts generated.

Click and drag the file clip into the folder created for the game that had missing footage. QuickPay sorts the clip by time, so if an inning was missing, it places it in the correct order.

Part VI - Troubleshooting a dropped stream

1. Loss of internet

QuickPay 7 only functions properly if connected to the internet. When streaming live and saving it on our server an example of the broadcast screen when internet is lost looks as follows:
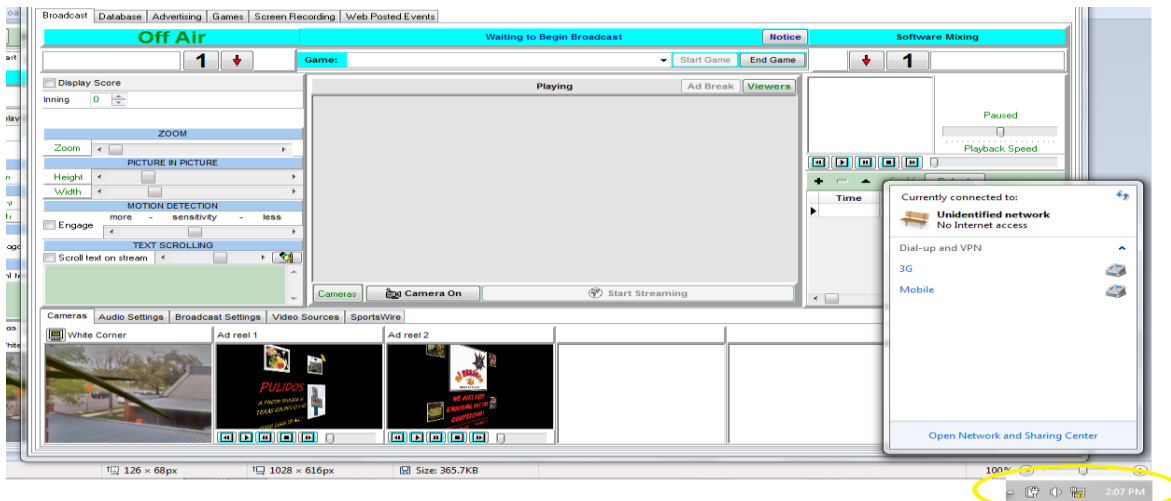
Notice it is off air, the start streaming button is gone but the camera is still in the camera bank.

When clicking on the icon on the bottom right of the screen, there are no bars for the internet.

Also if you tried to click the END GAME button, this message will appear:
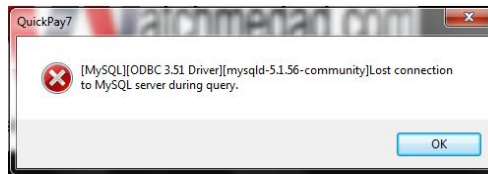
How to fix this:

1) Reconnect to the internet. If it is wireless internet, then turn the wireless antenna back on.

    If it is hardwired internet, go to the modem or transceiver and reset the device.

2) QuickPay is frozen. So hold CTRL + ALT + DELETE and start the TASK MANAGER. On the APPLICATIONS tab, right click on QuickPay 7 and select GO TO PROCESS. Then click the END PROCESS tab at the bottom right.

3) Restart QuckPay 7 once internet is connected.

4) Make sure your sound is good, and select your camera to put in the camera bank.

5) Click Start Stream, choose the game that is to be streamed, click display score and START GAME. Reset the score.

2. QuickPay Freezes

Sometimes the software freezes for various reasons. The easiest way to know is that one of the buttons disappears when it should not. Below shows that Quikcpay is OFF AIR yet the STOP STREAMING button is highlighted. When the START STREAMING button is selected, QuickPay will recognize that it is ON AIR.
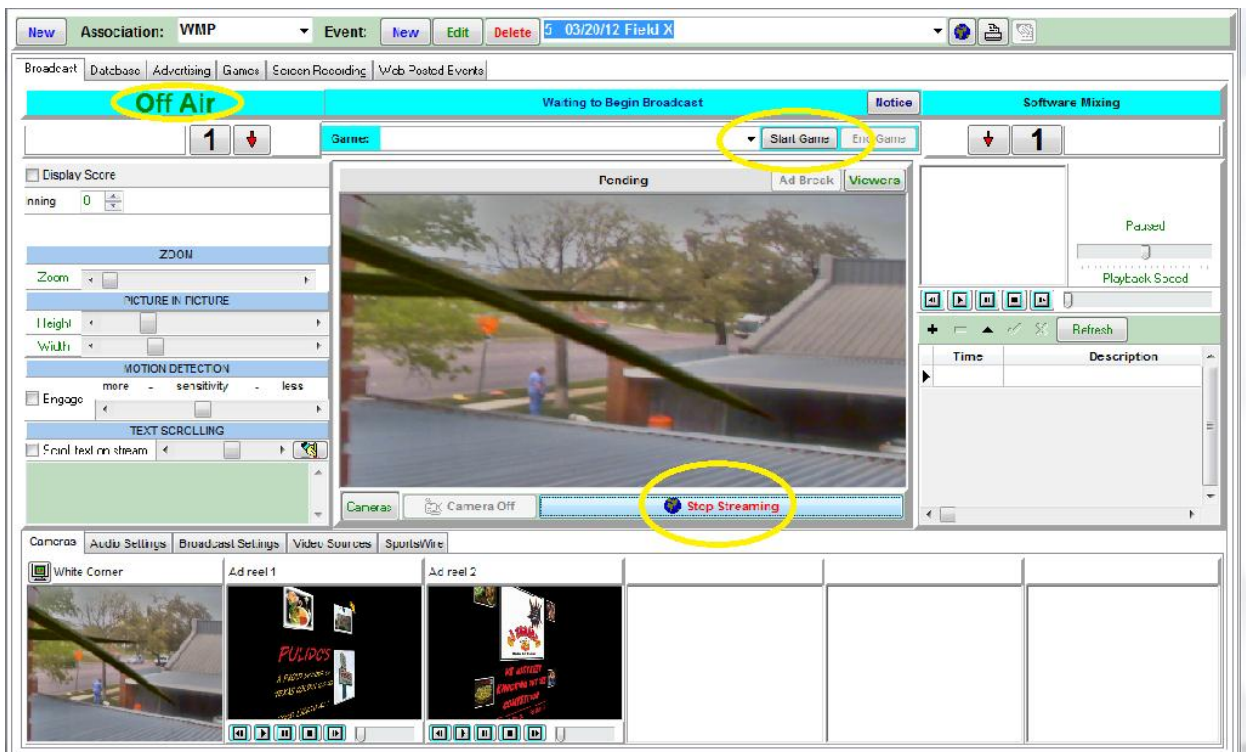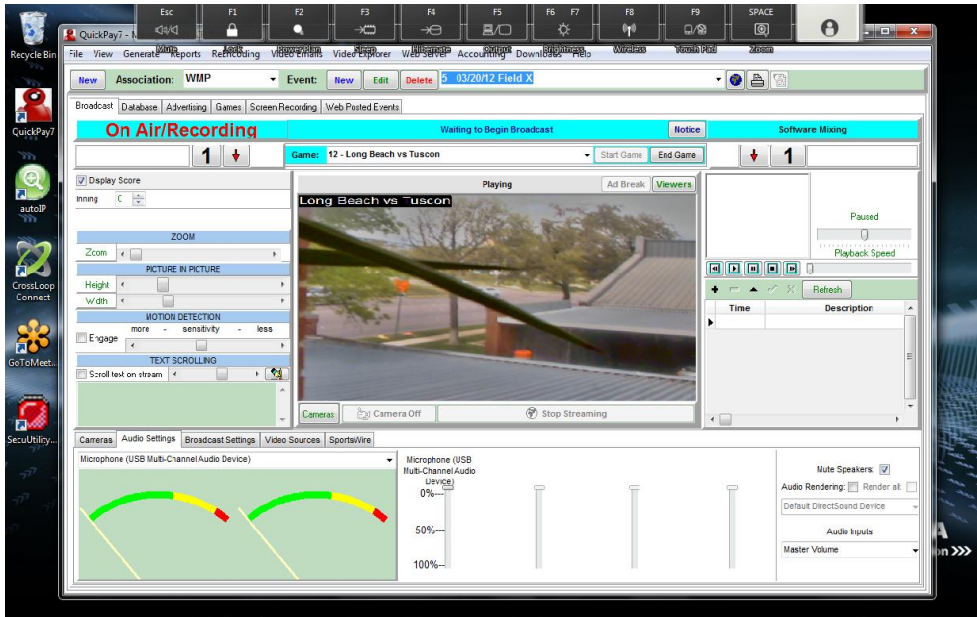

How to fix this:

1) Restart QuickPay since it is frozen it will reset itself. So hold CTRL + ALT + DELETE and start the TASK MANAGER. On the APPLICATIONS tab, right click on QuickPay 7 and select GO TO PROCESS. Then click the END PROCESS tab at the bottom right.

2) Make sure your sound is good, and select your camera to put in the camera bank.

3) Click Start Stream, choose the game that is to be streamed, click display score and START GAME. Reset the score.

3. No sound

QuickPay 7 has multiple settings for a stream: Video only, sound only, video & sound.

Most stream with video & sound checked; therefore if the microphone becomes unplugged or is not read by QuickPay any longer, it will drop the stream. In this picture the audio settings meter is not reading anything nor is the volume button being read. Please note that the stream is still going meaning QuickPay 7 is On Air/Recording and the End Game button is ready to be selected.
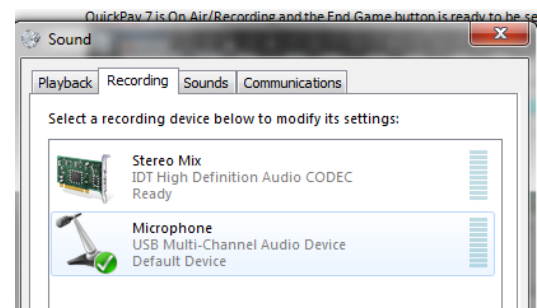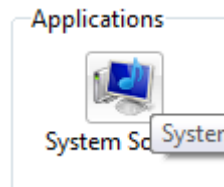

How to fix this:

1) Use your cursor and click the speaker button at the bottom right of your computer.

2) Open the mixer. Select the applications option

3) Select the Recording tab and make sure that

Windows is correctly reading the microphone (there will

be green volume bars as you make noise)

4) Shut down QuickPay either using CTRL + ALT+ DELETE or by the red X.

5) Restart Quickpay, plug in the sound device and make sure your sound is good, and select your camera to put in the camera bank.

6) Click Start Stream, choose the game that is to be streamed, click display score and START GAME. Reset the score.

Part VII - Basics of QuickPay Accounting

QuickPay 7 has the ability to fully maintain an accounting record for each event managed by it. It will manage expense and income accounts, equity and liabilities, write checks, make journal records, print income statements and balance sheets for any given time period. All records are stored on watchmedad.com's webserver and are easily downloaded within the software itself.

At any given time, by selecting the ACCOUNTING drop down menu, there is access to your financial information from the HEADER computer only. We recommend that this HEADER computer is not used to stream or broadcast, it can be done; however anyone who understands our software has access to your financial information including your bank account number.

Please refer to the Complete Quick Pay Manual on WatchMeDad.com under Support for a detailed description of every component involved in Quick Pay's accounting system.

This guide is simply written to aid those who want a basic accounting for the event produced. Know that the software is written for formal accounting which means you must look at your financial transactions from your point of view. Further information is in Appendix A on this matter.

1. Money Flow

Understanding how the payments are processed or assigned is necessary for understanding how the money flows into your checking account.

1) Your Producer ID (PID) is the first way the money is sorted. You find this by selecting the HELP menu and VIEW PUBLISHING POINT.
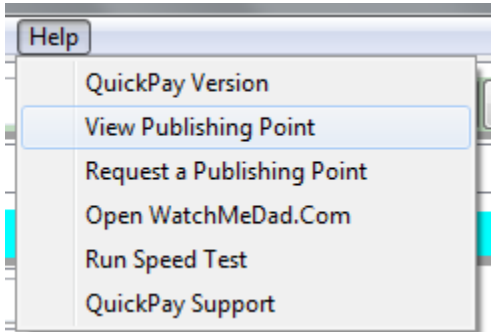
2) The next item is by your Association. You may have numerous associations with any given producer ID (PID).
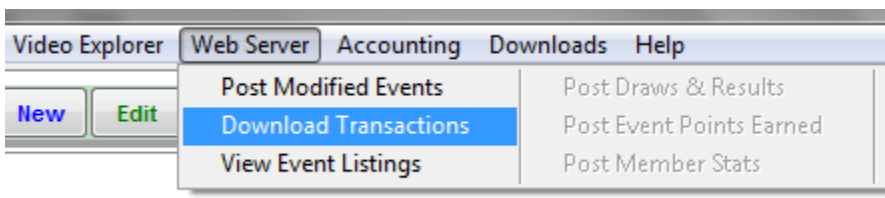
3) The third way money is transferred is by your event number. This information is on the Header computer by the event title and date.
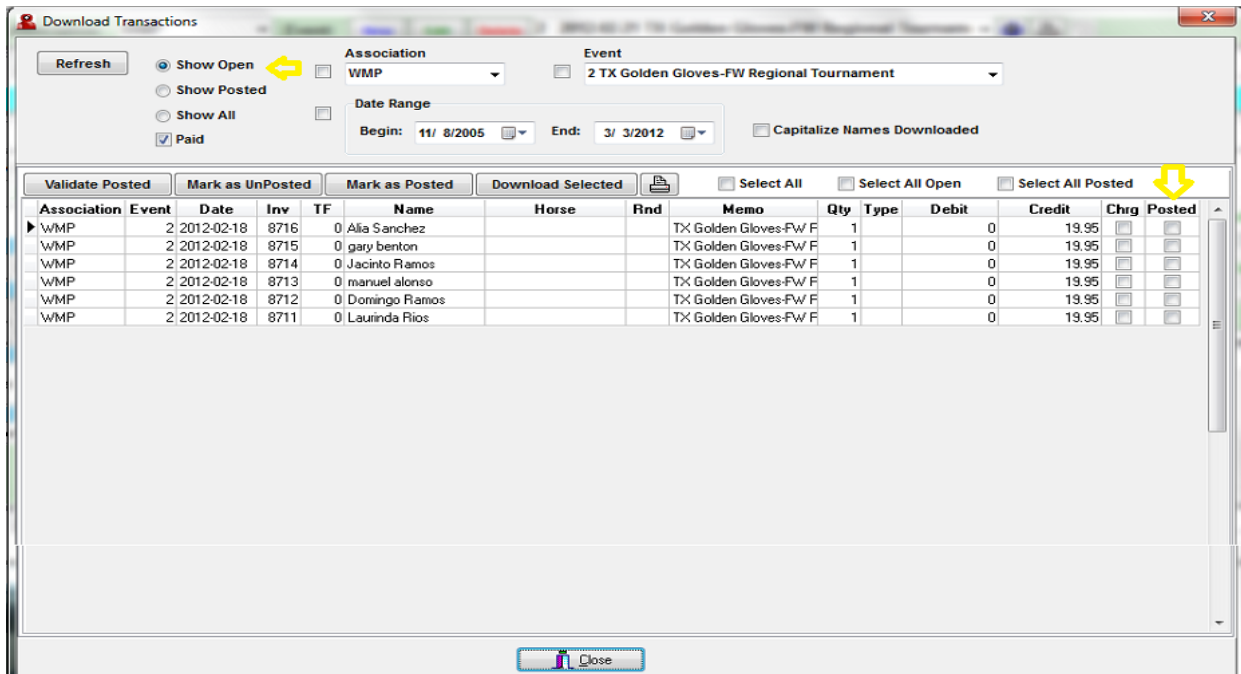

2. Downloading Transactions

1) Open QuickPay 7. Please be connected to the internet first.

2) On the HEADER computer only, click the WEB SERVER tab and scroll to DOWNLOAD TRANSACTIONS.

3) When the downloading screen appears, take a moment and read what features are on this page starting at the upper left corner working down to the bottom.

❖ Notice you may sort your information by three categories:

- SHOW OPEN – Transactions on the server that need to be recorded in your ledger.
- SHOW POSTED – Transactions previously downloaded that ARE recorded on your ledger.
- SHOW ALL – Both open and posted transactions associated with your PID or Association.
- Select the REFRESH button once you choose your category sort.

❖ You may also narrow your sort further by Association, Event title or Date for each of the three accounting categories mentioned above.

❖ Selecting the ☐ Capitalize Names Downloaded option allows for you to identify which transactions are most current within your transaction list.

❖ The next section is another sorting mechanism that allows you to select only the transactions you desire to download from watchmedad.com's server.

➢ Validate Posted – will highlight all transactions that did not get posted or downloaded to your register.

➢ Mark as Unposted – Sets all selected transactions as unposted to the register or general journal. Use this button in conjunction with the Validate Posted button.

➢ Mark as Posted – this takes all transactions and marks them as posted to your register and general journal. When examining numerous transactions, it is helpful to check the Capitalize Names Downloaded button to distinguish between ones posted before a given date.

➢ Download Selected – this downloads selected transactions from the watchmedad.com server to your register. To select specific records hold the CTRL key down and using your mouse click on each record. Click the Download Selected button and the program will prompt you as to how man transactions you are downloading.

Validate Posted	Mark as UnPosted	Mark as Posted	Download Selected		Select All	Select All Open	Select All Posted	
Association	Event	Date	Inv	TF	Name	Horse	Rnd	Memo	Qty	Type	Debit	Credit	Chrg	Posted

Now that you have read this page and understand its functions, let's get on with the steps of downloading your transactions.

4) This event has 6 transactions that are OPEN and need to be posted to the register.

5) Since none of these transactions are selected or posted, hit the Select All Open button. This will highlight in blue the transactions you wish to download.
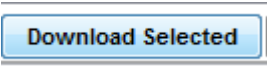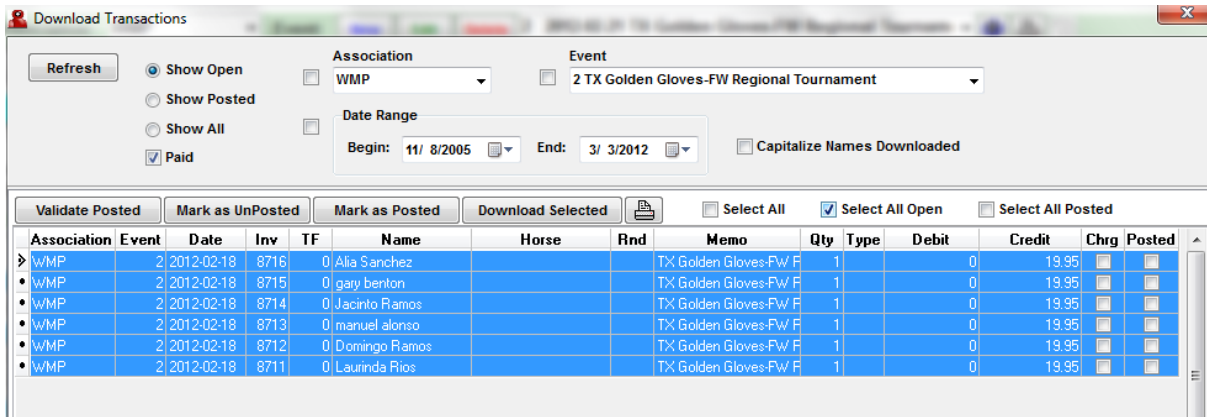
6) Select the DOWNLOAD SELECTED button ![Download Selected] and it will prompt you that there are 6 transactions to download. Follow the prompts.

7) The transactions disappear from the SHOW OPEN sort screen because they are not open anymore. If you select the SHOW POSTED button and hit REFRESH at the upper left corner, these six transactions will appear with checkmarks in the POSTED column on the right side of the page.

8) Click the close button at the bottom of the page if you have no further transactions to download.

3. Accounting Menu

1) The accounting menu opens a window that provides 5 tabs and a menu for viewing different accounting functions. Each menu item has a list of functions that are also available on each tab page. You can access these functions from the menu or click on the tab and use the buttons on the tab.

Tabs on the Accounting Page:

Accounts – is a table of your chart of accounts that maintain balances for each account.

General Journal – is a table of journal transactions for all contestants ledgers, checks and deposits.

Checks – is a table that lists all checks written.

Vendors – is a table of accounts payable vendors that you can use to lookup names during the writing of checks.

Defaults – Displays default accounts that tell QuickPay how to manager special accounting procedures that virtually automates the accounting process. It is also on this tab that checking account specifics are stored. Specifics such as the next check number to print, the check form to use when printing checks and graphics palettes for storing two signatures.

2) Before we move any further, let's define your default set of accounts.

- Click the default accounts tab
-

This will bring up an ACCOUNTS tab. An account is made up of seven fields. The Account #, Description, Category, Prior, Debit, Credit and Balance fields. Below is a description of each field.

Account # - The account number can be any number you choose, however, standard accounting practices would dictate that Asset accounts are 100-1999. Liabilities are 2000-2999, Owner's Equity are 3000-3999, Income are 4000-4999, and Expenses are numbered 5000+.

Description – should reflect how the account relates to the activity you are tracking.

Category - Allows you to group accounts within the number ranges of the different classes of accounts. For example, Assets are numbered in the 1000's, but the easiest way to tell if an asset is current or fixed is to simply categorize the account as such. QuickPay supplies a list of category's already defined. These categories are accessed through a drop down list box why you click on the Category field of the account you are working with.

It is critical that each account received a category or financial reports will not reflect accurately the state of your accounting.

Prior – is the prior year balance. It is established after you have closed the year.

Debit – Increases Assets and Expenses and decreases Liabilities and Income.

Credit – Increases Liabilities and Income and decreases Assets and Expenses.

Balance – The balance value will depend on whether you have asked QuickPay to Generate Balances for an event or for the Fiscal Year. Generating Balances for an event will hide the Prior column and look at only the Debit and Credit amounts for each journal entry for the selected event as it effects each Account. Generating Balances for the Fiscal Year will look at all the General Journal entries for the current year and add them together to the Prior Balances resulting in an up-to-date balance for each Account.

Part VIII - Rebuilding your Database in QuickPay 7

Rebuilding your Database in QuickPay 7 is a normal procedure. Since QuickPay 7 is such a vast program, many times database links and indexes can get broken from frequent use or closing QuickPay 7 by using CTRL-ALT_DELETE.

If this is your first time to run Chimney Sweep 5.1 with QuickPay 7, then please follow the steps below. If you have created a job and run Chimney Sweep 5.1, then please select the RUN JOB button now and follow the steps in Section II for guidance.

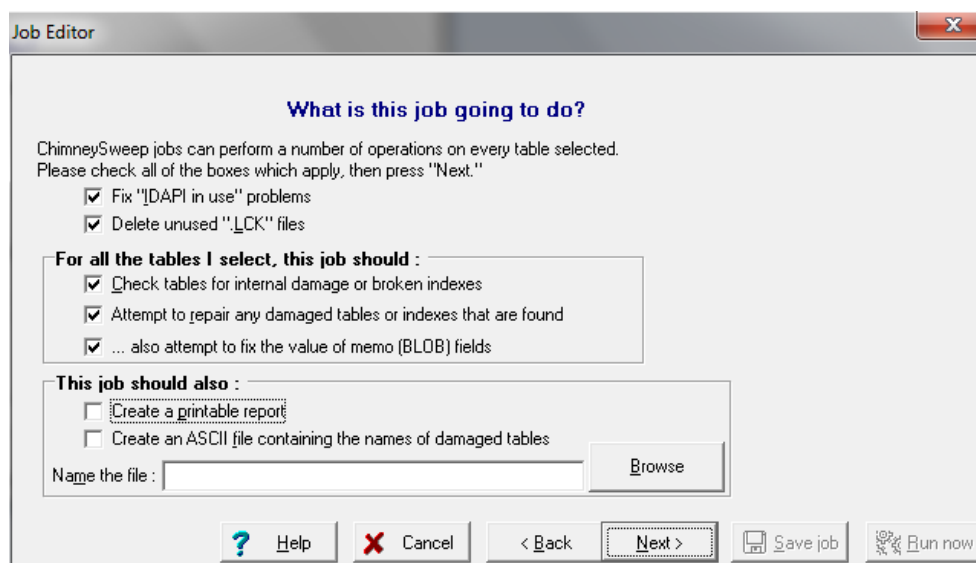## 1. Creating a job in Chimney Sweep 5.1

      1) Open QuickPay 7
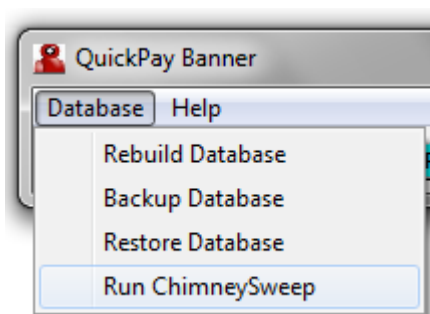
2) Click File and scroll to Desktop Apps

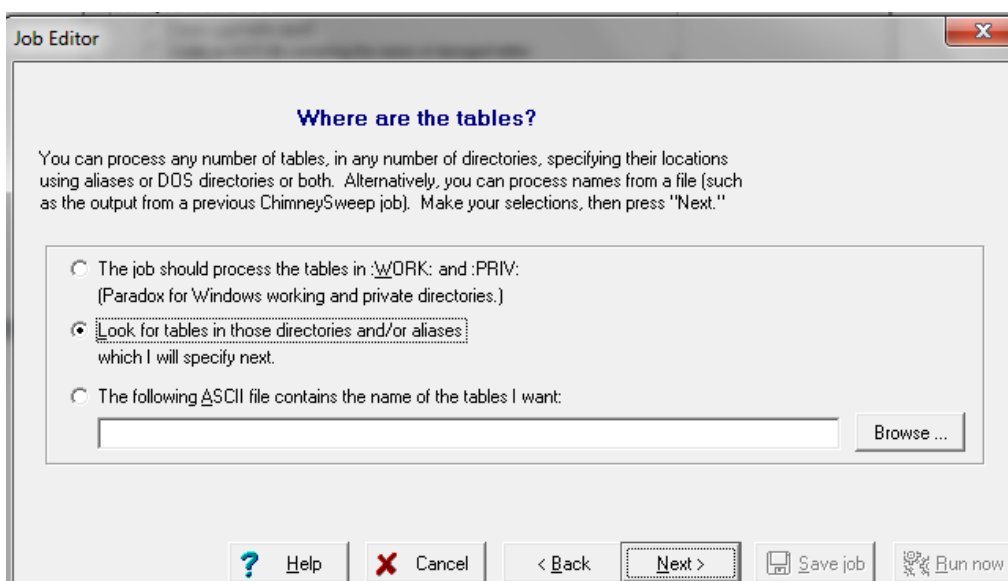3) Allow QuickPay Banner to appear, select DATABASE-Run Chimney Sweep.

4) Please select the NEW JOB button. Then click the NEXT button.

New job

5) A window pops up "What is this job going to do?". Please select the first 5 boxes and then click NEXT.
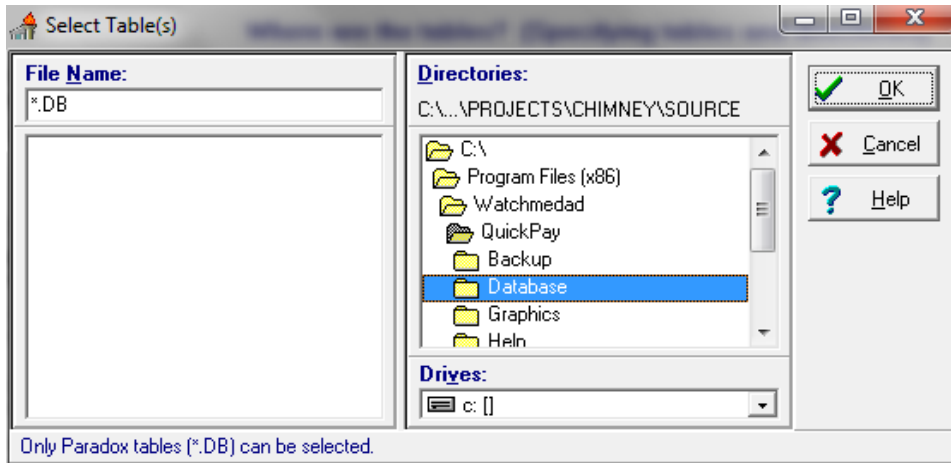

6) This opens the "Where have all the tables gone?" window. Select the 'look for tables in directories' dial and then click NEXT.
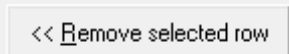
7) This opens the "Where are the tables?" window. Select the [Add files/directories ... >>] button.

This opens QuickPay 7 on files on your C: drive. DOUBLE CLICK on DATABASE and click OK.

8) The file directory should look exactly like the picture below:

Directory / Alias	Tables
C:\Program Files (x86)\Watchmedad\QuickPay\Database\	*.DB

- If it does, then click NEXT.

- If Database is not at the end of the file directory, select the [<< Remove selected row] button.
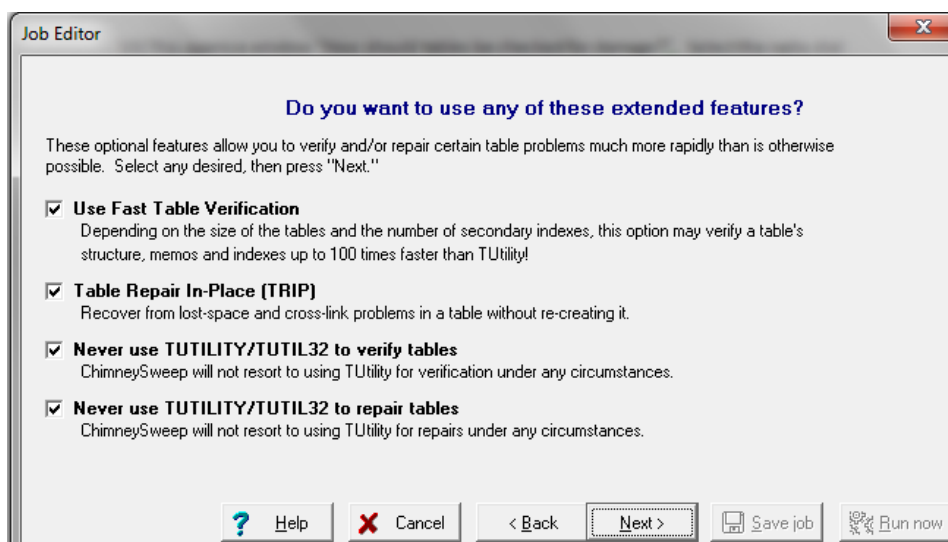- Then, follow step #7 again.

9) There is NO password to enter. Select NEXT.

10) This opens a window "How should tables be checked for damage?". Select the radio dial: Through test: verify each table button. Then select NEXT.
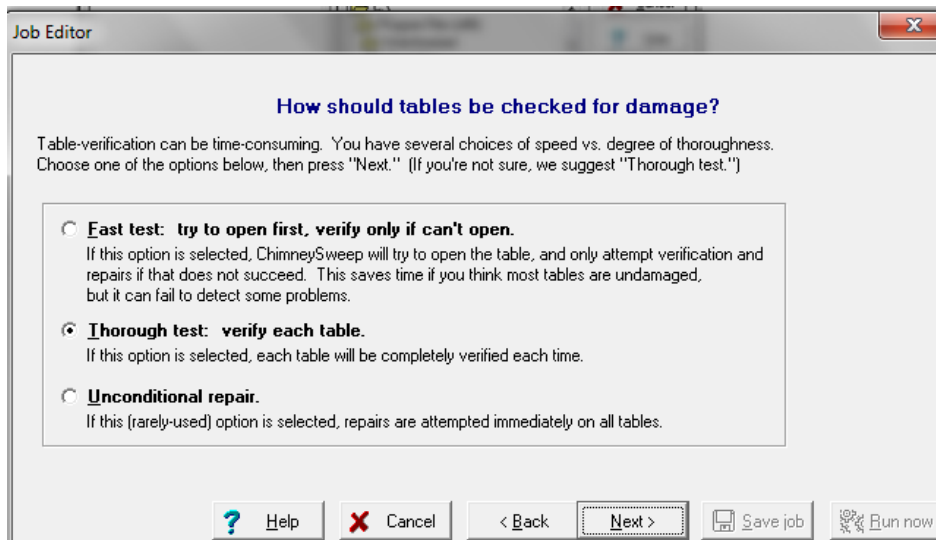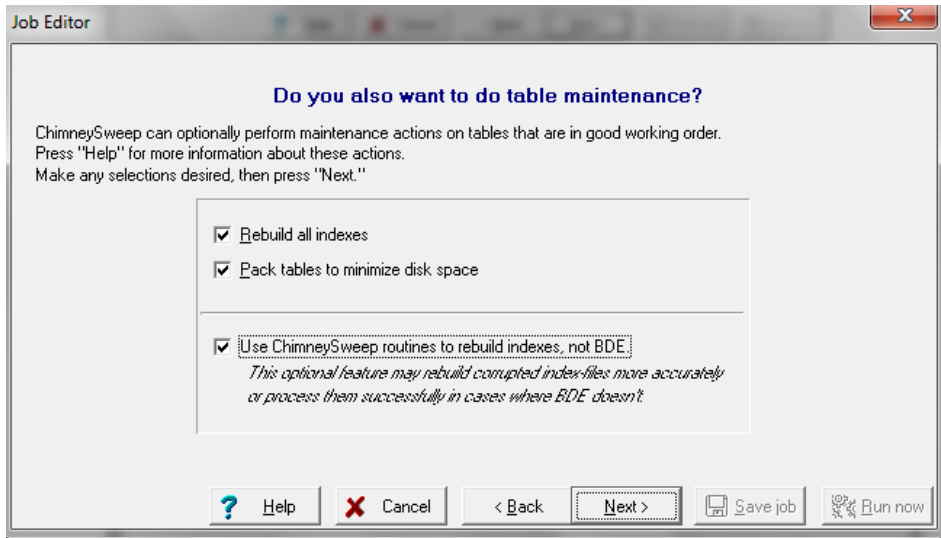
11) This opens a window "Do you want to use any of these extended features?". All four radio dials need to be selected. Then click NEXT.

 12) This opens the "Do you also want to do table maintenance?" window. Select ALL 3 radio dials and then click the NEXT button.
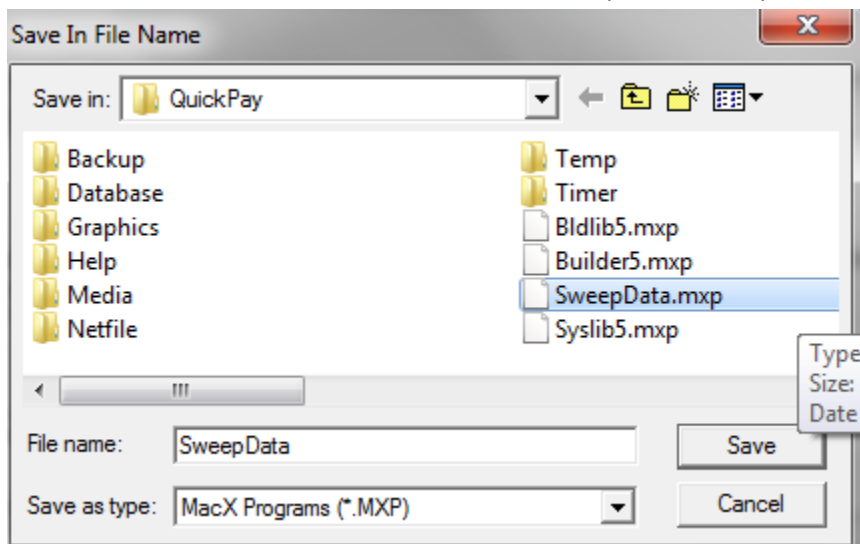
13) This opens the Miscellaneous and Advanced options window. Just select the NEXT button.

14) The FINISHED! Window pops up. Please name this procedure in the DESCRIPTION line as:

REBUILD DATABASE.

- Select the BROWSE button and select QPSweepdata.MXP option.

- Then select the SAVE button. The file name should be exactly like the picture below.


-

15) Select the SAVE JOB button.

2. Run the job in Chimney Sweep 5.1

1) Select the RUN JOB button.

-Then select the Rebuild database file and the
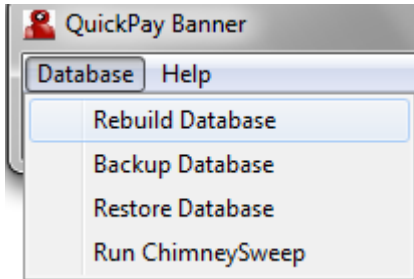RUN JOB button.

17) PLEASE ALLOW THE TABLES TO TOTALLY REBUILD. DO NOT CLOSE THIS TABLE WHILE IT IS REBUILDING
PHASE. NOTICE THE TIMER AT THE BOTTOM OF THIS PICTURE. PLEASE ALLOW IT TO FINISH AND THE
PROGRAM WILL PULL UP THE MAIN MENU AGAIN WHERE YOU CAN CLOSE CHIMNEY SWEEP 5.1.
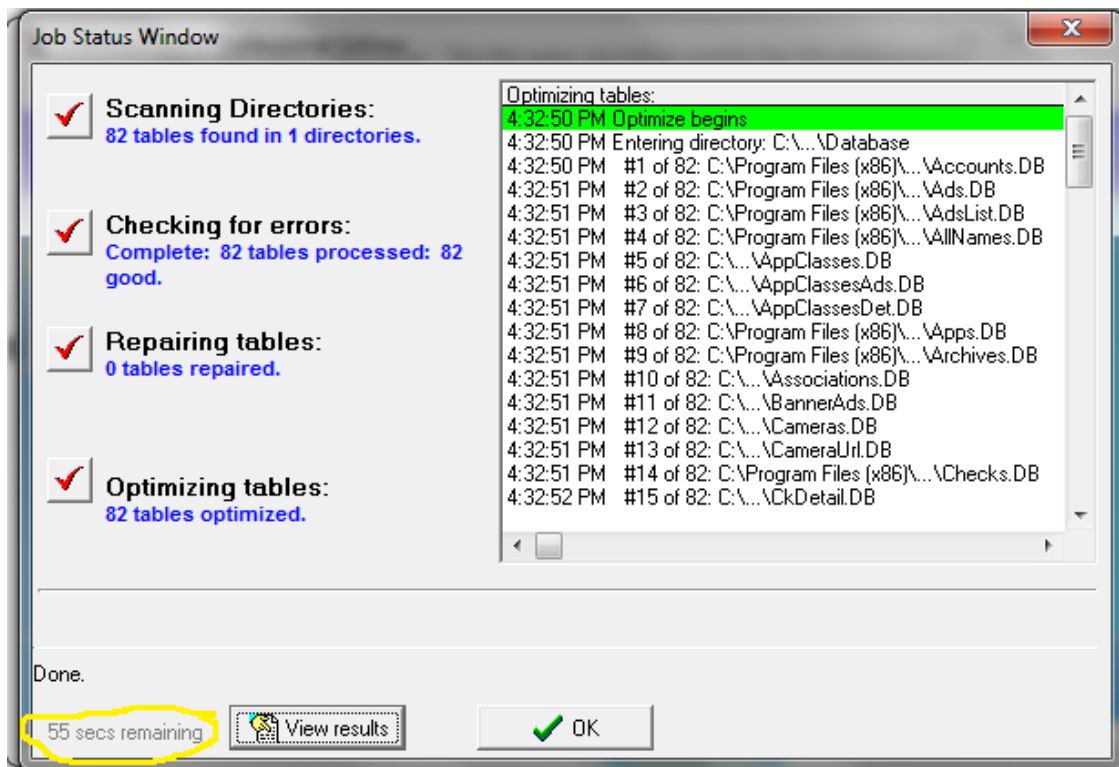
You have successfully rebuilt your indexes.

3. Rebuilding your Tables Database

a. Open QuickPay 7 again. Go to File ➡ Desktop Apps.

b. QuickPay Banner program comes up.

c. Select Rebuild Database and follow prompts.

d. Again, it is very important to allow the counter on the bottom left of the screen to time out.
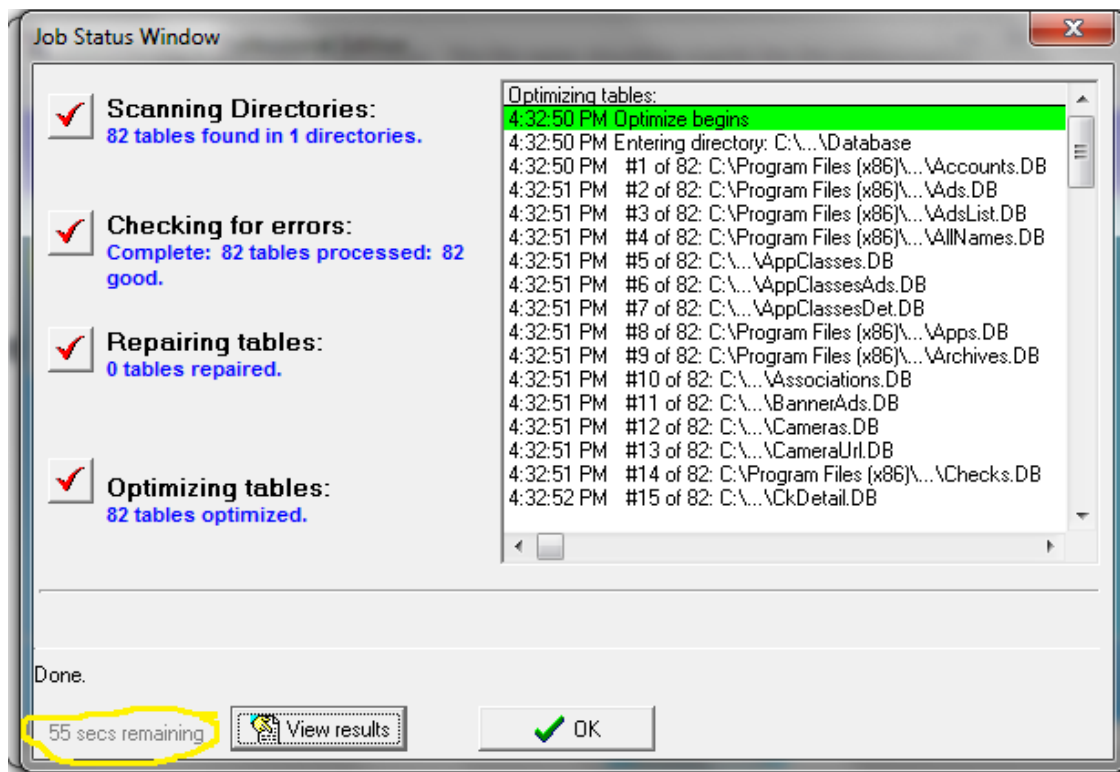
You have successfully rebuilt the tables portion of your database. QuickPay 7 will run properly now!