Table of Contents

Topic Page

General Topics 4
Viewing Recent Worship Sets 4
Viewing Songs 5
Managing Songs 7
Song Play Corporate Edition 9
Viewing Playlists 9
Managing Playlists 11
Attaching a File to a Song or Playlist 16
Exporting a Presentation 17
Exporting a Lyric Sheet 18
Viewing Song Usage Statistics 19
Song and Playlist Repositories Overview 20
Importing PowerPoint Slides into SongPlay 21
Broadcasting SongPlay Presentations on the Website 22
Displaying Recent Worship Sets 23
Song Play Group Edition 24
Group Edition Overview 24
Using Group Edition 25
Connecting Group Edition to a TV or Home Theater 27
Adding Slide Timings to a Song 28
Adding a Feature Verse to a Song 29

Table of Figures

Topic Page

Figure 1 Music From Recent Worship.... 4
Figure 2 Song List within Song Editor.... 5
Figure 3 Song Editor.... 6
Figure 4 New Song button within Song Editor.... 7
Figure 5 View Song button within Song Editor.... 7
Figure 6 Delete song button.... 7
Figure 7 Export song button.... 7
Figure 8 Copy song button.... 7
Figure 9 Insert Slide.... 8
Figure 10 Remove Slide.... 8
Figure 11 Playlist List within Playlist Editor.... 9
Figure 12 Song List within Playlist item.... 10
Figure 13 New Playlist button.... 11
Figure 14 New Playlist.... 11
Figure 15 Edit Title/Attributes button.... 11
Figure 16 Edit Title/Attributes.... 12
Figure 17 Copy playlist button.... 12
Figure 18 Approve playlist button.... 12
Figure 19 Unapprove playlist button.... 12
Figure 20 Delete playlist button.... 12
Figure 21 Edit song button from playlist.... 12
Figure 22 Export song button from playlist.... 13
Figure 23 Move down song button within playlist.... 13
Figure 24 Move up song button within playlist.... 13
Figure 25 Remove song from playlist button.... 13
Figure 26 Add song to playlist button.... 13
Figure 27 Add Song from This Repository tab.... 13
Figure 28 Add Song button.... 14
Figure 29 Add Song from Other Repository tab.... 14
Figure 30 Select Song from Other Repository dialog.... 15
Figure 31 Export playlist button.... 15
Figure 32 Attachment bar.... 16
Figure 33 Export Song within Song Editor.... 17
Figure 34 Export Song within Playlist Editor.... 17
Figure 35 Export Song within Song Editor.... 17
Figure 36 Export Song within Song Editor.... 18
Figure 37 Export Song within Playlist Editor.... 18
Figure 38 Export button within Song Editor.... 18
Figure 39 View Song Usage Statistics.... 19
Figure 40 SongPlay Share.... 22
Figure 41 Recent Worship Sets.... 23
Figure 42 SongPlay Group Edition Home Screen.... 25
Figure 43 SongPlay Group Edition Play Options.... 26

Figure 45 Song File Field and Playback Controls 28
Figure 46 Timing buttons underneath slide 28

General Topics

Viewing Recent Worship Sets
All Users

The music performed during recent weekend services is available on the website. The website will display the author, artist, and album that the song is from. Additionally, a link may be provided for each song.

To view the recent worship sets,

- Go to http://home.gfc.org
- Select “weekend services” from the topbar
- Select “music from recent worship”
- The music performed during recent worship services will be displayed, starting from the most recent, as shown in Figure 1.

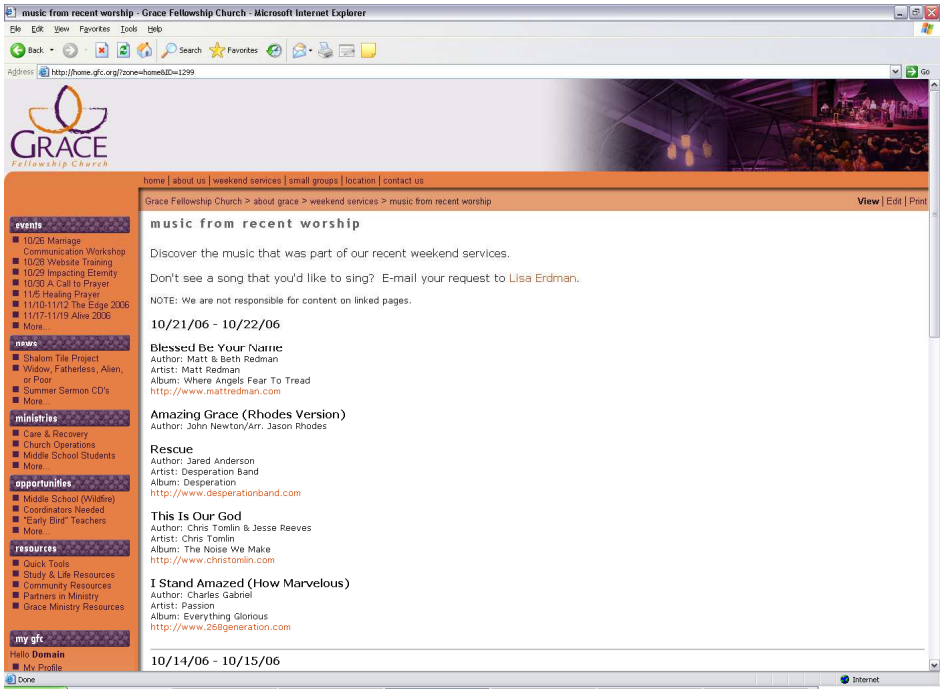

Figure 1 Music From Recent Worship

Viewing Songs
All Worship Leaders

SongPlay supports the viewing of songs through the Song Editor. By default, songs are displayed in alphabetical order, based on title. Songs can be sorted by title, artist, or album by clicking on those respective column headers. Sorting in ascending and descending order are both supported. If a song is marked as "approved", it indicates that the maintainer of the song repository has certified that the song works properly inside of SongPlay. If you select a song, title and author information, lyrics, and potentially some attached files will be displayed. The Song Editor is displayed in Figure 3.

To display a particular song:

- Find the song in the list of songs, shown in Figure 2.
- Click on the title of the song

To display songs in a different repository:

- Select the desired repository in the "Repository" box
- Click "Go"

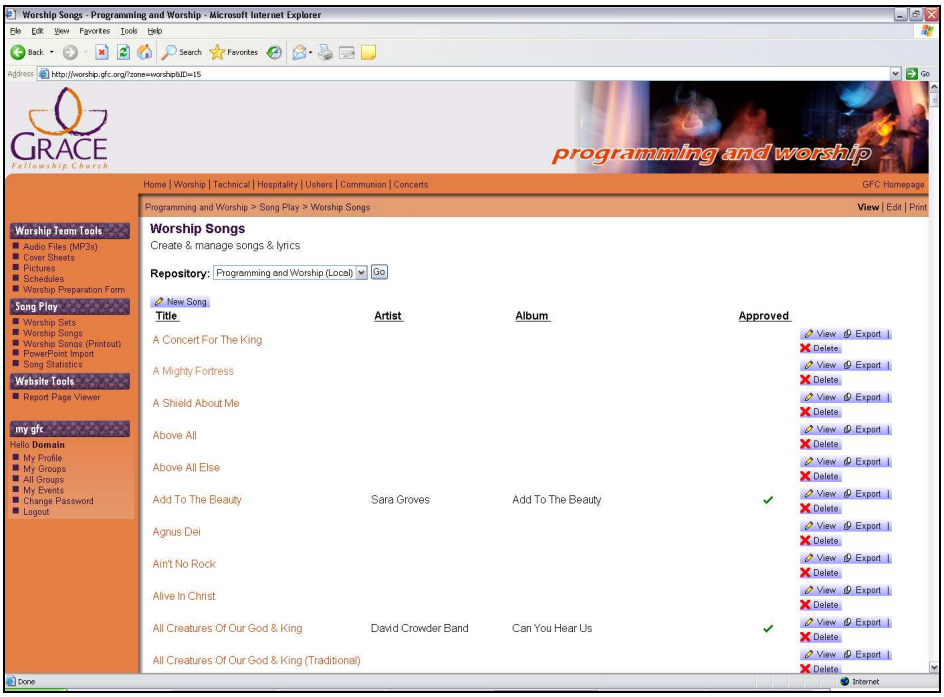

Figure 2 Song List within Song Editor

Inside of a particular song, the following information is stored:

- Title
- Artist
- Album

- Copyright Authors
- Copyright Notice
- Copyright Number
- Web Address
- UPC
- Approval Status
- Lyrics (potentially with verse / chorus markers and slide timings)
- Attachments

The lyrics are displayed in a scrollable window which shows each song slide. Scroll to the right to see all slides for a particular song.

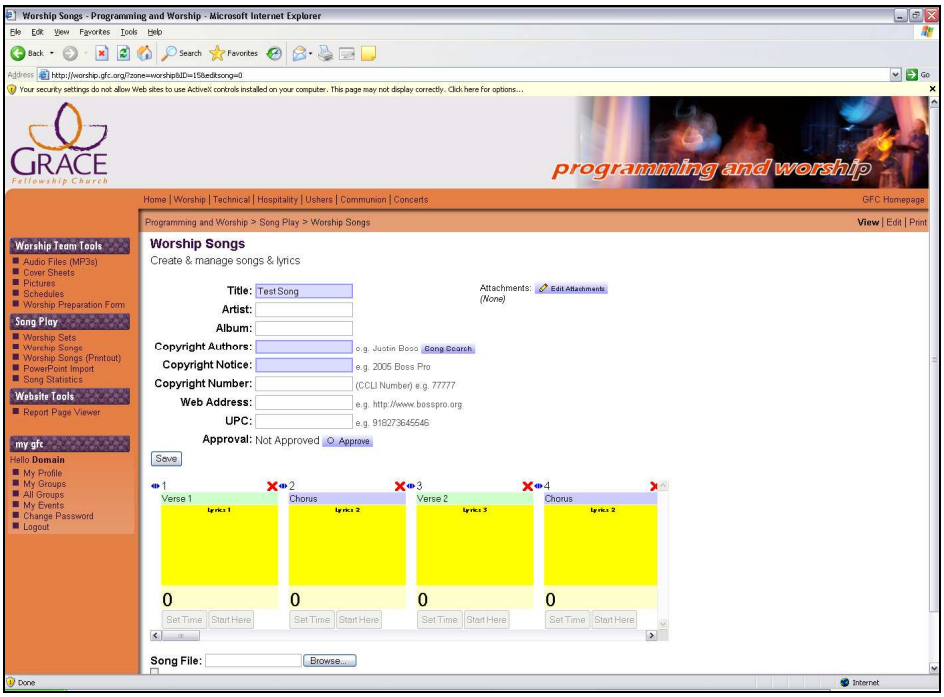

Figure 3 Song Editor

Managing Songs
All Worship Administrators

SongPlay supports the management of songs through the Song Editor. Navigating through the Song Editor is explained in Viewing Songs. When editing a song, click the "Save" button to save changes to slides or attributes made within the editor.

The following tasks can be performed from the list of Songs:

To create a new song:

- Click on "New Song" button, shown in Figure 4. This will display a blank song editing window

Figure 4 New Song button within Song Editor

View a song:

- Click on "View" button, shown in Figure 5. This will display the selected song in the song editing window

Figure 5 View Song button within Song Editor

Delete a song:

- Click on "Delete" button, shown in Figure 6. This will display the selected song in the song editing window
- Select "OK" to the box confirming that you want to delete the song.

Figure 6 Delete song button

Export a song:

- Click on the "Export" button for a particular song, shown in Figure 7. This will display the report wizard.

Figure 7 Export song button

Copy a song from a different repository:

- Click on the "Copy" button for a particular song, shown in Figure 8.

Figure 8 Copy song button

Filling in song attributes:

- Click on the song's title of the song that will be edited.
- In the Title field, enter the song's name. This is displayed in output Exports.
- In the Artist field, enter the name of an Artist that has a recording of this element.
- In the Album field, enter the name of the Album for which a recording of this element is available by the Artist entered.
- Click on the "Song Search" link. Use the search tool to find the song that is being entered. Using the Search Type of "Text" allows for searching by using a phrase from the song's lyrics. When the song is found in the search tool, enter the appropriate values in the Copyright Authors, Copyright Notice, and Copyright Number fields.
- Enter a website address for the artist, album, or song in the Web Address field.
- If the product was purchased in a box and the item contains a UPC (Universal Product Code), enter the code in the UPC field. This allows users to purchase the song from online retailers.

Creating a slide:

- Click on the song's title of the song that will be edited.
- Enter a title for the slide in the green/blue title box above an empty yellow slide box. A chorus should be named "Chorus". Repeated Choruses are automatically reduced in a Lyric Print Export. Other example titles include "Verse 1", "Bridge", and "Intro".
- Place selection in the empty slide box.
- Enter the first line of the slide.
- Press Shift+Enter to cause a newline.
- Enter the subsequent lines of the slide using Shift+Enter to add another line.

Inserting a slide between existing slides:

- Click on the song's title of the song that will be edited.
- To insert a slide between two existing slides, click the Insert button between the two slides where the new slide will be inserted. The Insert icon is shown in Figure 9.

Figure 9 Insert Slide

Removing a slide:

- Click the Remove icon in the upper right of the icon that is to be deleted. The Remove icon is shown in Figure 10.

Figure 10 Remove Slide

Approving a song:

- When a song is completely edited and has already been saved, it can be approved. A song must be approved for it to be downloaded SongPlay Group Edition clients.

Song Play Corporate Edition

Viewing Playlists
All Worship Leaders

SongPlay supports the viewing of playlists through the Playlist Editor. Playlists are displayed in alphabetical order, based on title. Inside of a playlist, the songs included in that playlist are displayed.

To view a playlist:

- Go to the Playlist Editor, shown in Figure 11.
- Find the desired playlist in the list.
- Click on the title of the playlist.

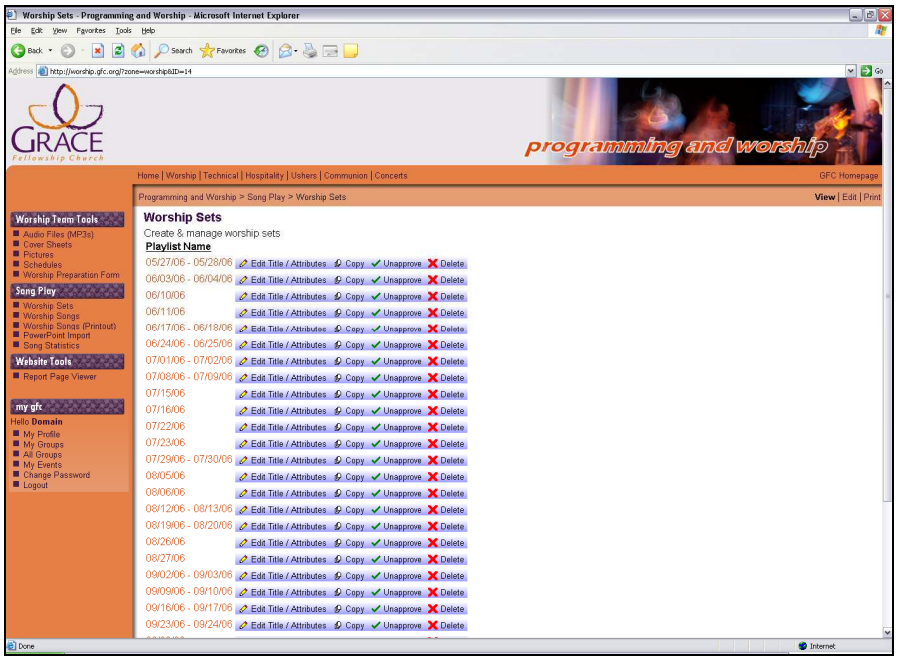

Figure 11 Playlist List within Playlist Editor

To view a song in the playlist editor:

- Go to the desired playlist (see instructions above)
- Find the desired song in the playlist, shown in Figure 12.
- Click on the title of the song.

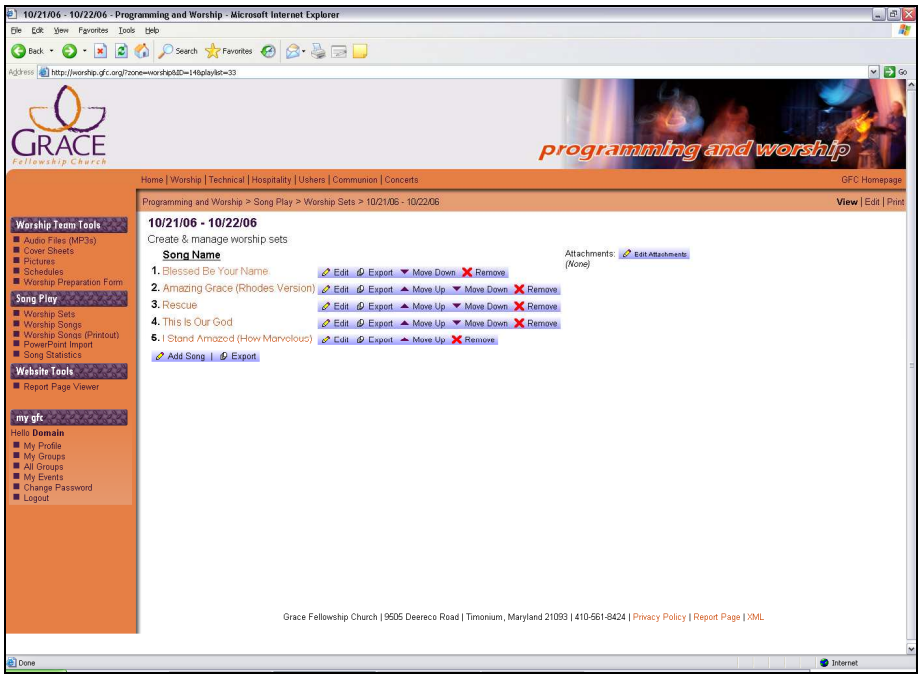

Figure 12 Song List within Playlist item

Managing Playlists
All Worship Administrators

SongPlay supports the management of playlists through the Playlist Editor. Navigating through the Playlist Editor is explained in Viewing Playlists.

The following tasks can be performed from the list of playlists:

Creating a new playlist:

- Click on the "New Playlist" button, shown in Figure 13. This will display a place to enter the new playlist
- Enter in the Name and Start Date of the playlist, shown in Figure 14. If the playlist has an End Date, enter that date as well.
- Click "Add"

Figure 13 New Playlist button

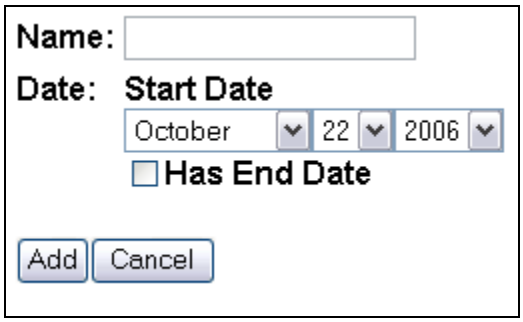

Figure 14 New Playlist

Updating the title or attributes of an existing playlist:

- Click on the "Edit Title / Attributes" button for a particular playlist, shown in Figure 15. This will display a place to edit the playlist.
- Update the fields that need to be changed in the Edit Attribute region shown in Figure 16.
- Click "Update"

Figure 15 Edit Title/Attributes button

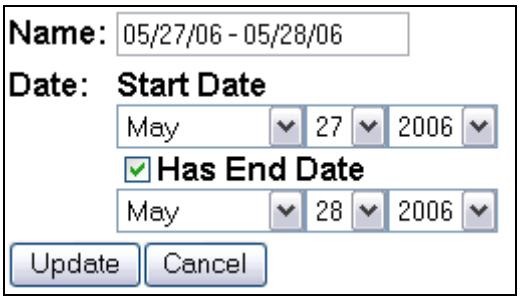

Figure 16 Edit Title/Attributes

Copy a playlist:

- Click on the "Copy" button for a particular playlist, shown in Figure 17. This will create a copy of the playlist with "(Copy)" appended to the end of the playlist's name.

Figure 17 Copy playlist button

Approve a playlist:

- Click on the "Approve" button for a particular playlist, shown in Figure 18. This will allow the playlist to appear on a "Recent Worship Sets" page.

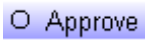

Figure 18 Approve playlist button

Unapprove a playlist:

- Click on the "Unapprove" button for a particular playlist, shown in Figure 19. This will make the playlist unable to be shown in the "Recent Worship Sets" page.

Figure 19 Unapprove playlist button

Delete a playlist:

- Click on the "Delete" button for a particular playlist, shown in Figure 20.
- Select "OK" to the box confirming that you want to delete the playlist

Figure 20 Delete playlist button

The following tasks can be performed from within a playlist:

Edit a song:

- Click on the "Edit" button for a particular song, shown in Figure 21.

Figure 21 Edit song button from playlist

Export a song:

- Click on the "Export" button for a particular song, shown in Figure 22. This will display the Report Wizard.

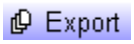

Figure 22 Export song button from playlist

Move a song later in a playlist:

- Click on the "Move Down" button for a particular song, shown in Figure 23.

Figure 23 Move down song button within playlist

Move a song earlier in a playlist:

- Click on the "Move Up" button for a particular song, shown in Figure 24.

Figure 24 Move up song button within playlist

Remove a song from a playlist:

- Click on the "Remove" button for a particular song, shown in Figure 25.
- Select "OK" to the box confirming that you want to remove the song from the playlist

Figure 25 Remove song from playlist button

Add a song to a playlist from the repository in the current zone:

- Click on the "Add Song" button for a particular song, shown in Figure 26.
- Select the desired song from the list from the Song field, shown in Figure 27.
- Click "OK"

Figure 26 Add song to playlist button

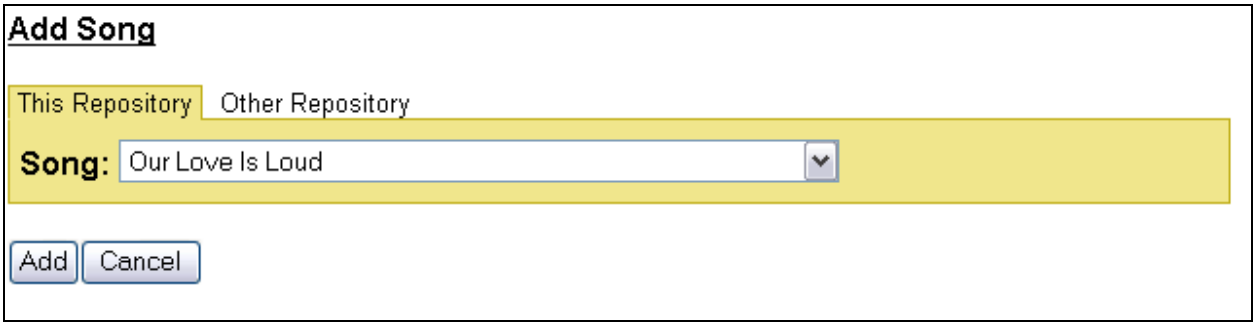

Figure 27 Add Song from This Repository tab

Add a song to a playlist from a repository in a different zone:

- Click on the "Add Song" button for a particular song, shown in Figure 28.

- Click on “Other Repository” in the Add Song area shown in Figure 29.
- Click on “Select Song”. This displays the “Select Song” box.
- Click on the zone that contains the desired song. This will display all songs in that zone’s repository.
- Select the desired song from the tree, shown in Figure 30.
- Click “OK”. This will close the “Select Song” box.
- Click “OK”

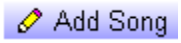

Figure 28 Add Song button

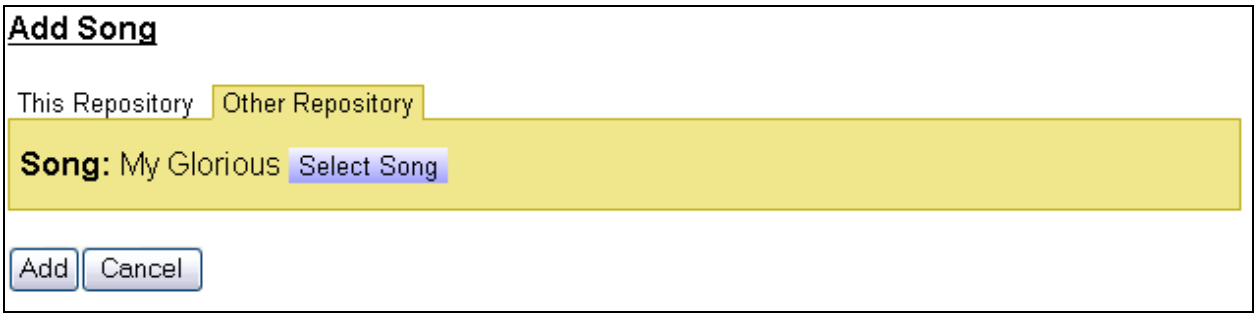

Figure 29 Add Song from Other Repository tab

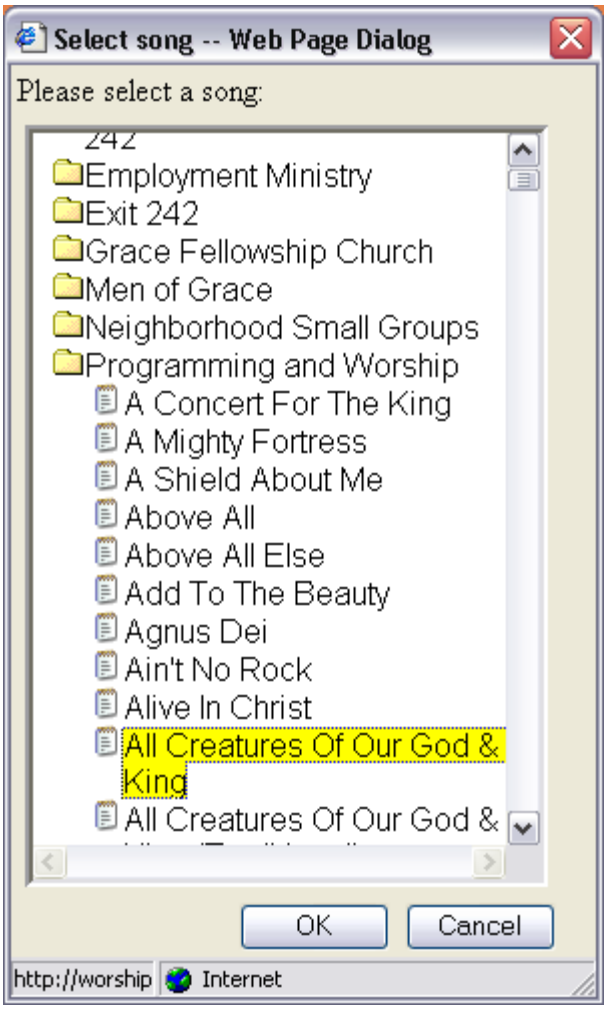

Figure 30 Select Song from Other Repository dialog

Export a playlist:

- Click on the "Export" button at the bottom of the list of songs, shown in Figure 31. This will display the report wizard.

Figure 31 Export playlist button

Attaching a File to a Song or Playlist
All Worship Administrators

One of the uses of the website is to share files with group members including worship musicians.

NOTE regarding images: Before uploading an image, it is recommended to reduce the image's size using a photo editor. Instructions on how to do this will be available soon.

To attach a file to a page

- Go to the page where the file will be placed. If this is to be associated with a Song, go to the Song that is to be associated with the file. If this is to be associated with a Playlist, go to the Playlist that is to be associated with the file.
- Within the attachments bar (in the middle of the page), click "Edit Attachments" to enter Attachment editing mode. The attachment bar is displayed in Figure 32.
- Within the "Name" field, enter a friendly name for this file or image.
- Within the "File" field, click the "Browse..." button and select the file to upload. Click the "Open" button.
- Select the appropriate media streaming options for the file:
    - Download only: (Default) File will be available as a regular download.
    - Streaming only: File will only be available as streaming audio / video
    - Streaming or Download: File will be available as a regular download or as streaming audio / video
- Click the "Add" button to upload the file. This may take several seconds or minutes.
- The attached document will be displayed in the list of Attachments.

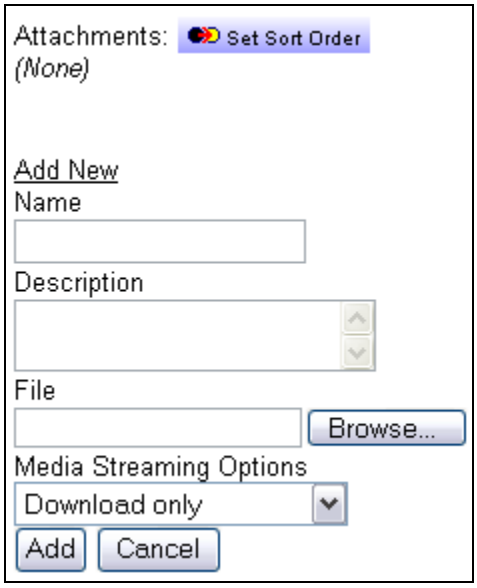

Figure 32 Attachment bar

Exporting a Presentation

All Worship Administrators

SongPlay supports exporting a song or playlist to multiple presentation formats. A playlist can be exported from the Playlist Editor. A song can be exported from the Song Editor or the Playlist Editor.

To export a song or playlist as a presentation:

- Click on "Export" to the right of the song (shown in Figure 33 or Figure 34) or at the bottom of the playlist (shown in Figure 35).
- Select Presentation as the Type of Report
- Click "Next"
- Select which format you would like to export to
- Fill in any other additional options. Click "Next".
- Click "Finish".
- PowerPoint export format:
    - A File Download box will appear asking if you want to run "runme.vbs". Click "Open".
    - A Security Warning box will appear asking if you want to run "runme.vbs". Click "Run"
    - PowerPoint will load and your slideshow will be generated. Wait for all slides to be generated before using PowerPoint.
- Other export formats:
    - A File Download box will appear asking if you want to open the presentation. Click "Open".

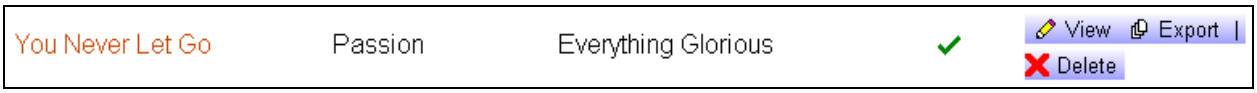

Figure 33 Export Song within Song Editor

Figure 34 Export Song within Playlist Editor

Figure 35 Export Song within Song Editor

Supported formats:

- **PowerPoint**: PowerPoint 2000 or newer
- **OpenDocument**: OpenOffice.org Impress 2.x
- **Office Open XML**: PowerPoint 2007, Keynote '08

Exporting a Lyric Sheet
All Worship Administrators

SongPlay supports exporting a lyric sheet. A playlist can be exported from the Playlist Editor. A song can be exported from the Song Editor or the Playlist Editor. When a song is created, if parts of the song are tagged to be the same lyrics, then when the song is output, it will compress the output accordingly, indicating the referenced lyrics [for example, "(Chorus)"].

To export a song or playlist to a lyric sheet:

- Click on "Export" to the right of the song (shown in Figure 36 or Figure 37) or at the bottom of the playlist (shown in Figure 38).
- Select "Lyric Sheet" or "Multicolumn Lyric Sheet" as the Type of Report
- Click "Next"
- If any additional options appear, fill in those additional options. Click "Next".
- Click "Finish".
- The lyric sheet will be displayed in the web browser or Microsoft Word.

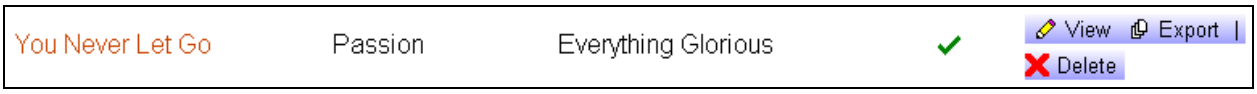

Figure 36 Export Song within Song Editor

Figure 37 Export Song within Playlist Editor

Figure 38 Export button within Song Editor

Viewing Song Usage Statistics
All Worship Leaders

SongPlay supports the ability to view how often songs are used in playlists over a specified time period. A song can be viewed from this page by clicking on the title of the song. Songs that are used more often appear earlier in the results. If a song has not been used in the specified time range, it will not appear in the results. The Song Statistics page is shown in Figure 39.

The Song Statistics page displays:

- Title
- Artist
- Album
- Times Used
- Last Used

To change the time range displayed:

- Select the desired time range
- Click Submit

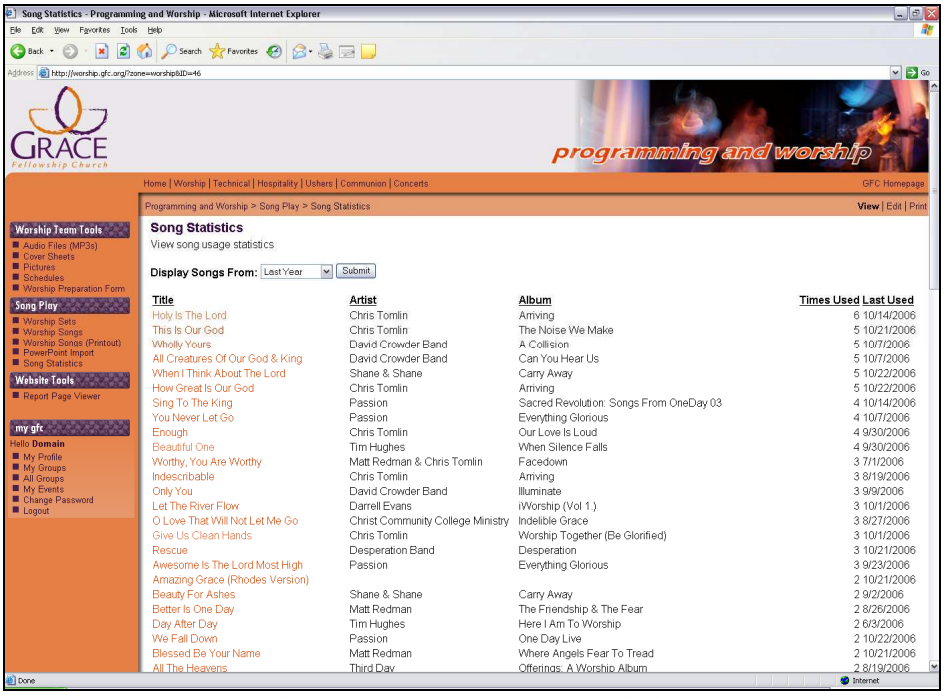

Figure 39 View Song Usage Statistics

Song and Playlist Repositories Overview
All Worship Administrators

Each zone of the website has a repository of songs. A repository of songs is editable by only those people who are able to edit songs using the Song Editor. A song repository is visible to all users of the SongPlay system. Playlists can be built using any combination of songs in your zone and songs in other zones. If the rendition of a song in a different zone is not exactly what you want, you have the option to make a copy of the song in your repository.

Each group in a zone has a repository of playlists. A group's playlists are private to that group. Similarly, a Song Statistics page is configured to display statistics of a specific group. In the Song Editor, you will see uses of songs in groups that you are a part of interleaved with each other.

Importing PowerPoint Slides into SongPlay
All Worship Administrators

If you have a set of existing PowerPoint slides that you would like to import into SongPlay, you can use the PowerPoint Import tool. You must run this utility from a system that has PowerPoint 2000 (or newer) installed.

- Install the spimport utility on your computer
- Go to the PowerPoint Import page
- Click on the “Launch the Import Tool” link
- Click "Open" or "Run" on any "Security Warning" dialogs.
- On the "Browse for Folder" dialog, select the folder of PowerPoint files to import.
- Click OK button.
- Songs will be loaded into SongPlay automatically. A dialog will be displayed if songs could not be imported.
- On "Song Import Complete" dialog, click OK button.
- The imported songs will appear in the Song Editor.

Broadcasting SongPlay Presentations on the Website
All Users

A utility can be installed on a system that presents PowerPoint slides which can broadcast the current slide to the website. This can allow the slides to be viewed in additional places beyond the main location displaying the slides [backstage, remote sites, etc.]. This page can be set up in a ministry website to have the security credentials of the intended audience (Everyone, Authenticated Users, or a private group). Song Play Share is shown in Figure 40.

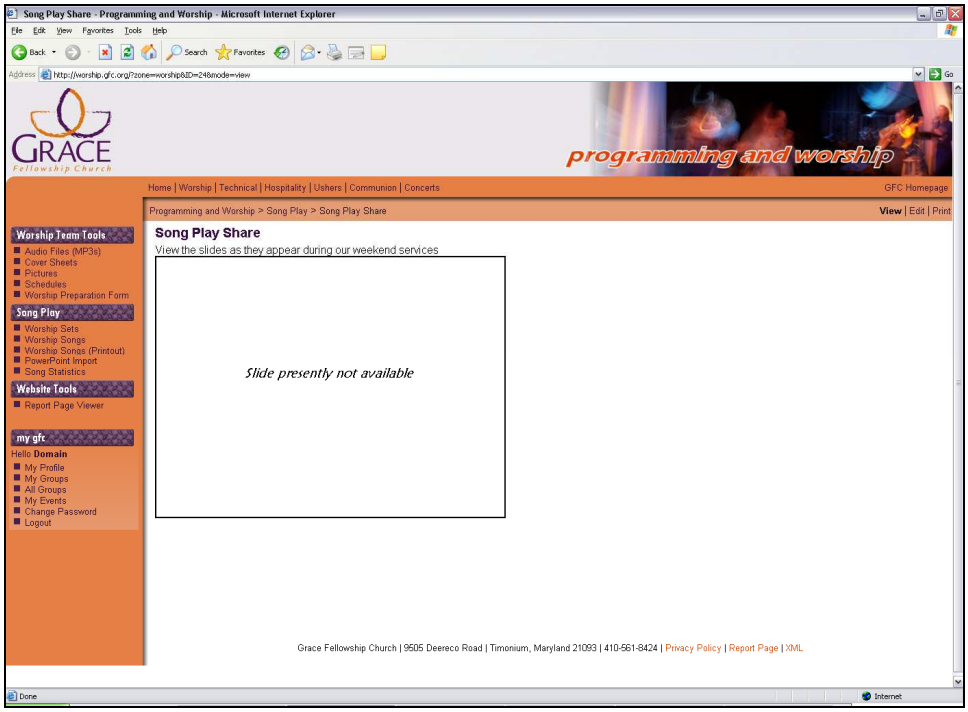

Figure 40 SongPlay Share

Displaying Recent Worship Sets
All Worship Administrators

SongPlay supports the ability to display recent worship sets for others to view. This page can be configured to show the recent worship sets of a particular group for a configurable amount of time in the past (or future). The Recent Worship Sets page is shown in Figure 41. This page supports the following instance parameters:

- Start Offset – Show worship sets from this many days in the future
- End Offset – Show worship sets from this many days in the past
- Zone – Zone of group whose worship set is to be displayed
- Remote Group – Group ID of group whose worship set is to be displayed

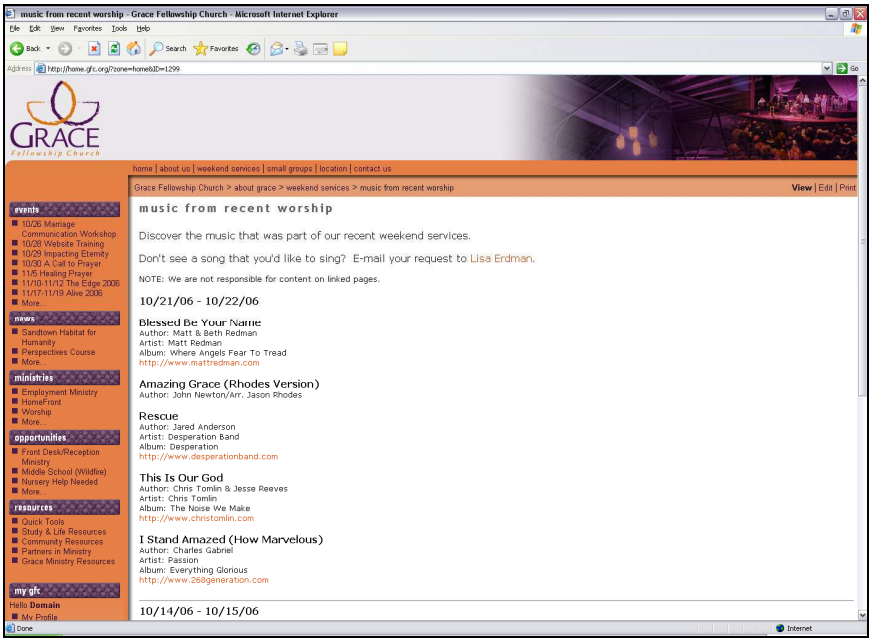

Figure 41 Recent Worship Sets

Song Play Group Edition

Group Edition Overview
All Group Edition Users

With SongPlay, groups can sing worship songs without any musicians by using the SongPlay Group Edition player that displays the synchronized lyrics during the song.

SongPlay Group Edition has the following features:

- No need to type or search online for lyrics -- Song lyric files are downloaded automatically
- Easy to use -- Song lyric file updates are automatically downloaded when the program loads
- Easy to maintain -- Playlists are editable within Windows Media Player
- Support for multiple monitors -- Supports laptops and allows display on secondary monitors
- Ever-growing song selections -- Song lyric files are continuing to be made available weekly and immediately available for download as soon as they are uploaded to the SongPlay server
- Plays all kinds of music -- SongPlay is designed to play songs from CDs that you already own
- View Videos -- SongPlay can play songs on top of videos, including HighwayVideo products

Lyric information is downloaded for the songs that you have in Windows Media Player that are presently cataloged in the system. Once downloaded, the songs may be played in a location that does not have an Internet connection.

SongPlay Group Edition can be controlled by using a web-enabled handheld, a remote control, or a computer joystick/controller/footpedals.

SongPlay Group Edition can be connected to a television using TV-out functionality built-in to some laptops or by using special video converter products.

This tool automatically displays CCLI licensing information and is available for group leaders of CCLI-holding organizations only.

Using Group Edition
All Group Edition Users

Follow these instructions to download available lyric files and then play a song using SongPlay.

- If you are planning on downloading lyric files, make sure an Internet connection is present.
- Double-click SongPlay Group Edition application.
- SongPlay will open and automatically attempt to download lyric files.
  NOTE: If an Internet connection is not present, the previously downloaded lyric files will be used.
- SongPlay will open to the home screen, detailed in Figure 42.
- Select a way to traverse to a song (either by Song, Artist, Album, Genre, or Playlist)
- If Artist, Album, or Genre was selected, select the appropriate option.
- On the displayed screen, select a song to play.
- The selected song will play. When finished, the song list will be displayed.

NOTE: To stop a song that is playing, right-click anywhere in the SongPlay window, press a cursor key or Enter key. The Play Options screen will be displayed, shown in Figure 43. Then click the "Stop" option. To resume the song, select the "Resume" option.

Figure 42 SongPlay Group Edition Home Screen

Figure 43 SongPlay Group Edition Play Options

Connecting Group Edition to a TV or Home Theater
All Group Edition Users

SongPlay Group Edition can be displayed on an external television or monitor if it is connected to the computer running SongPlay. The way that it is connected depends on the connectors available on both the computer and the external display or television. To hear the song through your external display or a sound system, a sound cable must also be used.

If a VGA monitor input on your display:

Use the VGA monitor input to connect your computer to your display, just like a monitor is connected. If you need a VGA cable, you can purchase one at Best Buy.

If you have a high definition display (HDTV) and do not have a VGA monitor input on your display:

Consider purchasing a video card that outputs HDTV signals, using the Component Video output. If your computer supports PCI-Express, we recommend the Xtasy Radeon X700 video card (~$180).

If your computer supports AGP, try a card that outputs 1920x1080 resolution. If your computer only supports PCI, you will not be able to see a true HD quality picture. After installing the card, you probably will want to disable the on-board video card, if your computer has a video card built-in to the computer. If you desire not to purchase a new video card, please follow the directions in the standard definition below.

If you have a standard definition display (regular TV or EDTV):

Purchase a PC-to-TV convertor cable. We recommend the AVerMedia QuickPlay (~$70). It is pictured in Figure 44. The QuickPlay is plug-and-play and works well with SongPlay.

The QuickPlay supports XGA resolution and supports displays with Composite (RCA), S-Video, and Component inputs. It also features a Monitor pass-thru if you desire to use it in conjunction with an ordinary monitor.

Figure 44
AVermedia QuickPlay

Connecting the sound into the television or home theater

Connect your computer to your sound system or display using a stereo mini phone to RCA/Composite audio cable (~$10).

AVerMedia™ and QuickPlay™ are used under license and are a registered trademark of AVerMedia Technologies, Inc. U.S.A.

Adding Slide Timings to a Song
All Worship Administrators

So that a song that is on a SongPlay Server is able to be used with SongPlay Group Edition, it must be connected to a song and have timings for each lyric slide. These steps must be performed within Microsoft Internet Explorer 6. (Windows Internet Explorer 7 is presently not supported)

- If the song has not been added to Windows Media Player, add the song to the Windows Media Player library, or a playlist. This is often able to be done by playing the song within Windows Media Player.
- Go to the Song Editor, described in ().
- Select the song that will be updated for SongPlay Group Edition.
- In the Song File field, shown in Figure 45, click the Browse button and select a Song File of a Song that is presently within Windows Media Player. Click OK button to close file dialog.
- Click Play button located under the time slider.
- To pause the music, click the pause button at any time. To record a timing to go with the current time of the song, click the "Set Time" button located underneath each slide, shown in Figure 46. The time will be recorded in the field above the "Set Time" button. This text field may be edited by using the mouse and keyboard, if needed. To restart music at the point of the slide change, click the "Start Here" button.
- When completed, click the "Save" button to save the song.

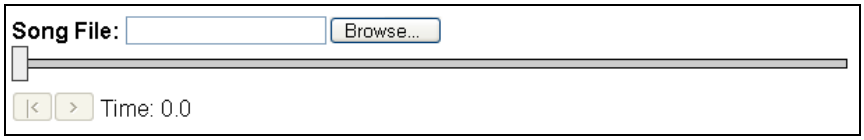

Figure 45 Song File Field and Playback Controls

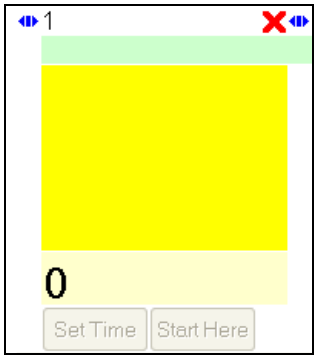

Figure 46 Timing buttons underneath slide

Adding a Feature Verse to a Song
All Worship Administrators

During an interlude before a song begins or a pause in the middle of a song, or perhaps before the song track ends, it might be fitting to display a verse of Scripture, or perhaps a quotation. Follow these steps to mark that a slide contains a verse. Feature slides are animated to encourage progressive reading during parts of songs that do not have lyrics.

- Go to the Song Editor, described in ().
- Select the song that will be updated for SongPlay Group Edition.
- Add titles to each verse by filling in the title field (located above each slide in a blue or green box.
- Use the title of “Feature” for slides that contain a feature verse.
- When completed, click the “Save” button to save the song.