

RootsTech Family Discovery Day

TECHNICAL GUIDELINES
OCTOBER 2014 UPDATE



1. Overview

The content for your local family discovery day will be provided from the RootsTech conference, an annual family history and technology conference held in Salt Lake City, Utah.

The content from the RootsTech conference is available to download on the video links page found on the Organizer's Admin Tool (www.lds.org/planfair).

2. Room Setup

2.1 Room Setup for Each Classroom

You will need the following items for each classroom:

- Laptop (ideally with Windows 7 or higher).
- Projector to connect to the laptop.
- Screen or large white wall to project video onto.
- Speakers to amplify the sound coming from the laptop.
- Microphone and podium for any live instructors you plan to have.
- Table to put the laptop and projector on. (Make sure the table is positioned near an outlet so the laptop can be plugged in and so the cord will not cross a walkway.)
- Any extension cords needed for the rooms and for your equipment.

2.2 Laptop Preparation

- a. Get a laptop for each room in which you plan to offer a class (approximately four to six laptops).
- b. Designate each laptop for the room it will be used in. Label the laptop with a sticky note (or something similar) that says "Relief Society Room" or other such location.
- c. Download and test any class videos you plan to use. Play all the videos all the way through, and make sure the download was successful and complete.
 - i. Download the videos to the laptop from the online Organizer's Admin Tool (see section 3).
 - ii. Create a folder on the desktop of the computer, and transfer each downloaded video to that folder.
 - iii. Once all of the files are in the folder, rename the files to get them in the correct order for the day. (For example, the first file might be "1. 9:00 a.m. Getting Started with Family Search." The next file would be renamed to "2. 10:00 a.m. Scanning and Preserving Techniques.")
 - iv. Test the downloaded file on the actual laptop that will be used. Make sure that the full file downloaded successfully and that the recording is available in its entirety.
 - v. Turn the volume up, and make sure the audio does not have a drastic delay.
 - vi. Ensure that the sound will be loud enough for your attendees to hear.

3. Content Options

3.1 Downloadable Media

- a. The video recordings will be available via download from the Organizer’s Admin Tool page (www.lds.org/planfair). It is recommended that you download the videos from a location that has a wired Internet connection to ensure the fastest speeds possible. This type of connection will also increase the likelihood of a complete file download.
- b. As with general conference, there is a choice in media sizes for download. All of the following are available:
 - 720p (HD), which streams at about 2,500k—about one GB in file size to download
 - 360p—about 500 MB in file size to downloadTIP: Most projectors do not have the ability to show resolutions higher than 360p.
- c. Once you download the files, you will need to transfer them to the computers you plan on using in each of the classrooms, which correlate to your class schedule. Remember to update any software needed on your computer in order to be able to play the downloaded media.
- d. You may select the video playing software you prefer. Most computers are defaulted to use Windows Media Player or QuickTime. A third option we recommend is downloading a free software called VLC, which is also equipped with a playlist feature that will help put the videos in the correct order for the particular room. The download page for this free software can be found here: <http://www.videolan.org/vlc/index.html>.

3.2 Video on Demand

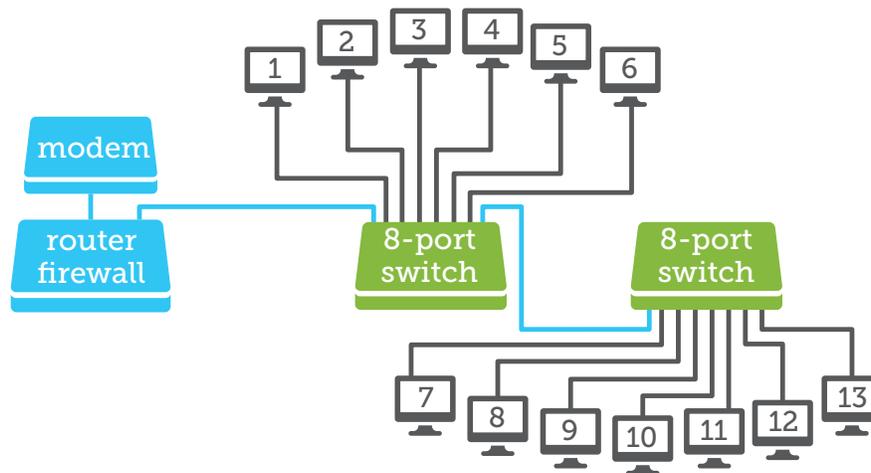
- a. As a backup, we recommend understanding how to use the video-on-demand system for each recording. If your file fails for some reason, you can always find the file on the video links page and simply click the **Play** button with the blue triangle. You will probably have a wireless Internet connection in the classrooms, so the connection may not be as reliable for video-on-demand. But this option can be used in urgent need.

4. Computer Lab

4.1 Setting Up a Computer Lab

- a. We highly recommend setting up a hands-on computer lab at the family discovery day. In order to make it a good experience, we recommend setting up wired Internet lines to each computer rather than relying on wireless Internet, which is not capable of functioning well during an event of this kind.
- b. First, you will need to find the firewall, which is located somewhere in the building. The location is different in every building, but there is probably a small closet that holds the equipment, or sometimes it is in the attic.
 - Determining the location of the firewall will help you select the location for your computer lab. If the room where you want to set up the lab does not already have an Ethernet connection available, you will need to run an Ethernet cable to it. The closer the room is to the actual firewall equipment, the easier it will be to run the cable to it and the less it will cost for the cable. (CAT5 Ethernet cables generally are not sold longer than 100 feet. If you need more distance, consider connecting two 100-foot cables with a network switch).

- If time permits, you may contact the person assigned as the facility manager of the building. That person can request their facilities contact to install a network line in the cultural hall for your event. This process can take more than a month to facilitate, however, so if your time is limited, you will need to run cables from the firewall to the computer lab area. (Ask your stake leadership to determine who is assigned as the facilities manager of the particular building where you will hold your event.)
- c. You will need to purchase a few items to facilitate the computer lab:
- Long Ethernet CAT5 cables: you will need at least one long cable to run from the firewall to the computer lab (approximately a 100-foot cable).
 - Network switch: you will need at least one Internet switch with 8 to 16 ports, depending how many computers you want to set up (a 16-port switch will give you the ability to set up 15 computers in the cultural hall). If you would like more than 15 computers, you can connect another switch and chain the switches together.
 - Shorter Ethernet CAT5 cables: you will need one Ethernet cable for each computer in the lab. The cable will need to be long enough to run from the switch to where the computer is positioned in the room. You will likely need a 10- to 20-foot cable for each computer.
- d. Refer to the diagram below that illustrates the connecting of cables and computers to each other. The number of computers could be increased if you purchase 16-port network switches, which will allow more computers to run on the Internet lines.



- e. Gather computers for the lab from members who are willing to provide a computer or laptop for the event.
- Consider leaving some of the Ethernet cables open for people who bring their own laptop to the event. You may also encourage your attendees to bring their own laptops.
 - The Family History Department of the Church is unable to supply computers for the events at this time.

4.2 Ideas for the Computer Lab

- a. You may consider setting up a projector and screen in the computer lab so one person can demonstrate a product or feature, and everyone else can follow along.
- b. We have seen great success in having youth as hands-on helpers who help others navigate from application to website, as needed. (This option will likely require some introduction or training for the youth beforehand).
- c. The lab is the best way for attendees to have a personal experience with family history as they login to FamilySearch and see the photos and stories that have been uploaded to their family tree. This could be the biggest success of your event if you provide time for participants to login and try the tools and applications. They will be more likely to continue their online experience when they return home.

5. Troubleshooting Contact Information

For questions regarding meetinghouse technology (for example, bandwidth), contact:

James R. Hunter
Information and Communication Services Department
Solutions Manager
Office: 1-801-240-6738
Mobile: 1-801-403-5282
jhunter@ldschurch.org

For questions regarding the live stream, video playback, and downloads, contact:

Bret Barton
Publishing Services Department
Broadcast Producer
Office: 1-801-240-8758
Mobile: 1-801-725-5885
bartonb@ldschurch.org

Please always contact the family discovery day support team for all questions regarding the planning efforts for your event: familyhistoryfair@FamilySearch.org.



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