HOW TO PERSONALIZE A TRIBUCAST®

Personalizing a TribuCast® takes about the same amount of time as organizing the furniture, flowers, picture boards and memorabilia in your visitation room or chapel, and is even more important because it becomes an enduring reflection of the care and attention you bring to the families you serve.

GETTING STARTED

1. Log onto www.tribucast.com/memorials and click on "Management" or "Edit" a TribuCast® (they both take you to the same place).

2. Click on the green "Edit" button associated with the TribuCast® you wish to personalize.

3. Start by confirming the service details in the Personalization column.

   a) Make sure the name of the deceased is spelled properly.

   b) Make sure the service date, time, time zone and type of service are accurately reflected.

4. Then move on to personalizing the interactive touch points. Each TribuCast® has six interactive touch points surrounding the live portion of the service.

ADDITIONAL TIPS

1. To upload and share video files, PDFs and other documents and files not already on the internet, consider posting them to a location like Google Drive where you can get a shareable link which you can then post in the Link field of your interactive touchpoints.

2. To ensure the best presentation of a family's photos across all devices, web browsers and platforms, TribuCast® has been optimized for square images. The easiest way to make a portrait or landscape image square is to open the image on your computer and capture a square image of it using Light Shot, the free screen capture tool found on your TribuCast® dashboard. If you have a family photo you really want to use but can't make it square without losing important aspects of it, we suggest pasting it on a 4" x 4" square background using a tool like Microsoft Paint.

3. If you have any questions, or would like assistance in personalizing a TribuCast®, please contact us at 800-782-0104.

PERSONALIZING INTERACTIVE TOUCH POINTS

1. To personalize an interactive touch point, click on the "gear" associated with the touch point you wish to personalize. Note you'll find suggestions on what is possible by clicking on the black information buttons located next to each gear.

   a) Click on the "Choose File/Browse" button to select an image to upload.

   - Note that TribuCast® prefers square images because of the wide variety of devices and browsers your TribuCast® will be viewed on around the globe.

   - Consider downloading and using a Screen Capture tool like the one found under Tools on your TribuCast® Dashboard to help you easily capture and resize images.

   - If you have an image you simply can't crop to square, consider saving it onto a square background using a simple tool like Microsoft Paint and uploading that.

   b) Then Link that image to a website or an uploaded Google drive link.

   - Note that given the wide variety of browsers and security protocol settings we recommend you navigate directly to the page you wish to link to and then "Copy" and "Paste" that address into the Link field.

   c) Then choose a Title to add to your interactive touch point to provide remote attendees with guidance on what they will find if they click on the image.

IDEAS FOR INTERACTIVE TOUCH POINTS

Your funeral home's logo | Obituary | Military Service
Awards & Hobbies | Tribute Video | Family Photos
Service Program | In Lieu of Flowers *(for links to donation sites)*
Send flowers | Graveside Service
Planning Ahead *(for links to your own pre-need services)*

The options for personalization are limitless.

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BUILDING YOUR VIRTUAL BRAND
WITH TRIBUCAST® USING OVERLAYS

Using overlays is a great way to increase the professional presentation of your broadcast. They can also help guide remote attendees' expectations by signaling that a service will start shortly, or that a service has completed.

TO CREATE AN OVERLAY

1. Access the "Overlays" menu in Airmix Solo by swiping right to left on the right side of the Airmix Solo screen.

2. Click "Add New Overlay."

3. Click to add an Image, Custom Text or Title.

4. To show or remove an overlay, click on its box in the right menu.
   a) If it is surrounded in green it is visible to viewers, if it is surrounded in white it is not.

IDEAS FOR OVERLAYS

1. Image of the deceased with custom text stating that the service for [name] will begin shortly.

2. Image of your funeral home logo with custom text thanking people for attending remotely (for use at the conclusion of the service).

3. Image of your funeral home, flowers or peaceful scenery with custom text signaling a transition if you need to adjust your camera location so people don't see you moving.

The finished product then becomes your virtual calling card for those who watch the service later.

ADDITIONAL TIPS

1. Consider starting each broadcast 5-10 minutes early with an overlay in place stating that the service will begin shortly. Remote attendees often access the page prior to the service start time.

2. Use an overlay at the end of the service to signal that it has ended and thanking those attending remotely. Consider adding your phone number and website address.

3. Consider the $9.99 in-app record feature (found in blue gears/Extra Features) for peace of mind when broadcasting from a location with questionable internet.

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Need Help Getting Started?

If you have questions, or would like assistance adding overlays to your TribuCast®, please contact us at:

800-782-0104

HOW TO ADD AN MP4 VIDEO OR PDF DOCUMENT TO A TRIBUCAST® PAGE

Google Drive makes it very easy to add a video or document to the interactive touch points on a TribuCast® page. For example, a service program can be saved as a PDF file which can then be uploaded into Google Drive creating a shareable link. Here are the simple steps to follow when you want to include a document or video file on your TribuCast® page.

ADDING AN MP4 VIDEO OR PDF DOCUMENT TO YOUR TRIBUCAST® PAGE

1. Create the document or video using a convenient tool:

  a) Microsoft Word can output to PDF (*.pdf). In the "Save as" option, go to "Save as type" and then use the dropdown box to select PDF (*.pdf)

  b) The built-in video camera in an iPad or iPhone can be used to create videos

From the device where you have the file you want to use, log on to Google. You can do this directly from an iPad/iPhone if uploading a video file created on that device.

2. Click on the Google Apps icon (9-dot-square) and select "Google Drive."

  a) In upper left corner, click on "+ New" and upload the file you want to use/share (location may be different if not using desktop version of Google).

  b) Once the file is uploaded, right click on it and choose "Get shareable link."

  c) Change share preference from "Restricted" to "Anyone with the link."

  d) Click "Copy link", log into your TribuCast® Dashboard and paste the link into the "Link" box of the TribuCast® interactive touch point you want to use.

3. Associate a photo with the link by clicking "Choose File."

  a) Give it a descriptive title using the "Text Box" and choose a color for the title using the drop-down menu

  b) Click the blue "Save" button at the top of the page to save your work

4. Test the link to make sure everything looks and works the way you want.

ADDITIONAL TIPS

1. This is a great way to add a recorded graveside service or Military Honors ceremony to your TribuCast® page if internet service is questionable without incurring the cost of an additional service segment.

2. Any document that can be converted to a PDF file can be added to your TribuCast® page, including: readings, poems, service programs, prayer cards, remembrances, etc.

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Need Help Getting Started?

If you have any questions or would like assistance adding videos or documents to your TribuCast® page, please contact us at:

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INSTRUCTIONS FOR CREATING A SHUTTERFLY PHOTO ALBUM

- Open webpage: **www.shutterfly.com**
- First time user: Click "Sign-up" on the bar at the top of the page
- Fill out the information on the left-hand side of the screen and click "Sign-up"

CREATING A SHARE SITE

After you sign-in, click "Share Sites" at the top right of the page. When you open the share sites, you have to click "Create A Site" that takes you to the next page where you click the orange button "Make A Free Site."

1. Choose which type of Share Site you want to make. We suggest using the Events/Celebrations site. Choose the Event type (memorial/celebration of life), the event date, and the name of your site. By default, the name will also be entered as the site address (URL), but you can edit this if desired (or required, if the URL is already taken/in use). You will need to select who can view this site – be sure to pick "Anyone with the website URL." Click "Continue" when finished.

2. Select a design for your site. Click the design you like and then click "Create site." You will need to check the box to confirm you are not a robot.

If you made a mistake in the title of your site, or simply wish to change it in the future, go to the "Customize" menu and select "Edit site settings", then enter the new title for your site. **Please note that this will only change the title, not the site's URL.**

ADDING PHOTOS AND OTHER CONTENT TO YOUR SHARE SITE

Select your share site and hover your mouse over the "Add/+" button at the top-right corner, then select the option to "Add Pictures." You can also go to your Share Sites page and look for the "Add pictures" option using the drop down menu to the right of the album title to add photos to an existing album.

To allow others to add photos, set the permissions to allow visitors and/or members to contribute to your site. A contributor must have a Shutterfly account. To set your site permission, click the settings gear icon at the top right. Select "Edit site permissions" and update your preferences.

MAKING CHANGES TO YOUR SHARE SITE

1. **To make changes to different sections,** at the top-right corner of each section, there is an "options" drop-down menu that lists editing and viewing options for that section. Play with the options and see what you like best.

2. **To change the page layout,** simply click the settings gear icon at the top right. Select "Edit page layout" and select a new layout. Click "Save."

3. **To change the order of the pages,** click the settings gear icon at the top right. Select "Edit page order" and rearrange the page order. Click "Save."

4. **To change the background/style,** click the settings gear icon at the top right. Select "Edit site style" and select a new style. Click "Save."

5. **To change the title of your Share Site,** click the settings gear icon at the top right. Select "Edit site info" and update the "Site title" field. Click "Save."

6. **To delete a section from your Share Site,** hover your mouse over the "Options" menu at the top right of the section. Click "Edit section" and click "Delete section". You will see an option to delete or cancel on the next screen.

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Need Help Getting Started?

If you have questions, or would like assistance creating a Shutterfly photo album, please contact us at:

800-782-0104

HOW TO RECORD A SERVICE AND BROADCAST IT LATER

Occasionally, you may have a need to record a service and post it to a TribuCast® page later. Using an iPad or iPhone and Airmix Solo, it is very easy to broadcast a recorded service to a TribuCast® page.

HOW TO RECORD A SERVICE AND BROADCAST THE RECORDING

1. Record the service in landscape mode using the iPad/iPhone's default iOS Camera Video function.

2. From a location with sufficient internet service, open the Airmix Solo app and enter the Stream Security Code (Gipfy) for the TribuCast® page (Distribution Link) you want to broadcast to and test it.

3. In the hidden "Add Sources" menu on the left side of Airmix Solo, deselect iOS camera so the screen goes black and then select "Add New Source" and then "Video Files."

4. Select the video file you want to broadcast and click "Done." This will place the video in the video source menu.

5. Go live broadcasting a black screen, then select the video you just loaded into the video source menu. This will automatically start broadcasting your video file to your TribuCast® page.

6. Press the timer to stop the broadcast as soon as the video ends.

7. The same rules for internet upload speeds and internet stability exist. If the internet is weak or unreliable, the upload could buffer and/or break. If this happens, the process needs to be started again.

ADDITIONAL TIPS

1. Consider recording your service if your upload speed is below 8 Mbps or your internet is intermittent (if your upload speed is below 3 Mbps recording is your only safe option).

2. Post a message on the TribuCast® page alerting remote attendees that the service will be recorded and posted to the same link later in the day.

3. Broadcast the recorded service from a location with adequate upload speeds and internet stability.

4. Consider the $9.99 in-app recording feature (found in blue gears/Extra Features) for peace of mind when broadcasting from a location with questionable internet.

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Need Help Getting Started?

If you have questions, or would like assistance broadcasting a recorded service, please contact us at:

800-782-0104