



FAMILY MINISTRY CONFERENCE

SIMULCAST HOST GUIDE

Thanks for hosting a watch party for the ETCH 2021 Simulcast! In keeping with our theme of REUNITE, we hope you will bring your ministry leaders together to experience ETCH as a group. These two days will jam-packed with opportunities to laugh together, learn together, and grow together.

This Host Guide will help you with all of the basics you'll need to make your watch party a success. For help with troubleshooting and answers to commonly asked questions, please see our FAQs on the ETCH event page at live.lifeway.com.

Thanks for reuniting virtually with us this year at ETCH!

–Lifeway Kids & Lifeway Students Teams

The logo for ReUNITE features the word "ReUNITE" in a sans-serif font. The "Re" is in yellow, and "UNITE" is in grey. A grey arc connects the top of the "R" and "U".

ReUNITE

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DECIDE WHEN TO HOST YOUR ETCH WATCH PARTY

We recommend viewing the simulcast live in real time on October 11–12, 2021. However, for some time zones, it may be easier to schedule your simulcast party on a delay. If you choose to begin your watch party after our live event kicks off on Monday, October 11th, simply click and drag on the video window to rewind the feed back to the beginning. Then allow it to play for the full length of the program.

The ETCH simulcast will utilize DVR technology, which will allow you to immediately rewatch Monday's content at any point during that day. However, on Tuesday (Oct. 12), the DVR will reset to capture Tuesday's content and only Tuesday's sessions will be immediately available for replay. Following the conclusion of ETCH, our production team will edit the recordings from both days and post it as individual sessions to live.lifeway.com. This process will take a few days to complete. If you do not plan to host your watch party on Oct. 11–12, you will need to allow a few days before all content will be available. During this delay, 30 bonus breakout session will be made available to you.

Your church/host ticket includes access to the simulcast for two weeks after the live event (beginning October 11, 2021 and ending October 25, 2021), so you can choose to host the simulcast at any point within that two-week time frame. Please note that technical support may not be available during your delayed simulcast. Regular support hours are Monday–Friday, 8:00am–5:00pm (CT).

If you, or your attendees, would like to upgrade to a full year of access to the ETCH simulcast (plus 30 bonus breakout sessions), you may purchase the ETCH 2021 Digital Pass from lifeway.com.

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PROMOTE YOUR WATCH PARTY

Download promotional graphics from <https://etchconference.com/group-host-information/> or from the “Event Resources” section of the ETCH simulcast page at live.lifeway.com. Use these to promote your watch party on social media, email, and printed communications.

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INVITE FRIENDS TO YOUR WATCH PARTY

Every person attending your watch party will need to be assigned a digital seat. This is their ticket to the simulcast. Be sure that the number of people you invite matches the number of seats allotted on your Church/Host license. If you need to add on additional seats to your order, please call Lifeway's Customer Service team at 866-713-3512.

How to assign digital seats to participants.

1. Log in to my.lifeway.com.
2. Click "Manage Access" from the menu.
3. Click the blue "Manage Access" button.
4. Enter a valid email address for each participant to assign them a seat.
5. Save and that's it! Each person you assign a seat will receive an email with an access link. All they need to do is click on the link to view the simulcast. (NOTE: Virtual attendees may watch from anywhere on their own devices if they are unable to attend the group viewing.)

You can see who has redeemed a code and keep up with your "user count" under the "Manage Access" page. Registration will stay open until October 10, 2021 for any last-minute additions.

Assign seats to every attendee at least 24 hours prior to the start of the simulcast. Once assigned to a seat, each participant will receive an email with a link to log in at live.lifeway.com. This will allow them to access the simulcast even if they are unable to attend your simulcast viewing in person. It will also give them access to replay sessions and view bonus breakout sessions for two weeks following the live event.

Don't Forget to Upgrade Your Ticket!

If you or your guests would like to upgrade to a full year of access to the ETCH simulcast (plus 30 bonus breakout sessions), simply purchase the ETCH 2021 Digital Pass from lifeway.com.

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FINALIZE YOUR WATCH PARTY SCHEDULE

Read through the event schedule at the end of this guide. (Note: All times central.) Take note of the times when there will be no live content streaming (e.g. lunch and breaks) and decide what you want your group to do during those gaps. For example, enjoy lunch together, engage in group discussions, and so forth. If desired, you may create your own schedule using this one as a guide. (Note: This schedule is also included in the Reunite program available at live.lifeway.com.)

Download the Reunite program and email it to your simulcast attendees in advance. To locate the program, open your Internet browser and go to live.lifeway.com. Click on the "Event Resources" tab at the top right of the ETCH event page. Scroll down and click on the "Program" button to download the program. Include a personal note to get them excited about the simulcast. For example:

"I'm so excited about spending the day with you next Monday & Tuesday for the ETCH Family Ministry Conference simulcast! We'll kick things off at 9:30am (CT) in the Fellowship Hall with coffee and donuts. Attached is a program with info about the speakers and the sessions we'll get to hear. Bring a notepad and pen and come ready to learn. It's going to be a great two days!"



PLAN FOR FOOD AND DISCUSSION

No watch party is complete without food! Attendees will need to stay hydrated and caffeinated to stay engaged in a virtual conference. So plan for snacks and drinks throughout the day, in addition to any meals you choose to offer.

- Offer coffee and light breakfast treats before the watch party begins.
- Place candy, snack bars, or trail mix on the tables for easy access during sessions.
- Provide coffee, water, and soft drinks throughout the day.
- Cater a simple boxed lunch to allow maximum time for networking and fellowship.
- Cover tables with butcher paper. Provide colorful markers and encourage attendees to write quotes, Scripture references, or meaningful things they hear during the sessions.

After each session, allow a few minutes for group discussion. Ask questions such as:

- What is one thing that surprised you during this session?
- What are two take-aways from this session that you can immediately implement in your ministry?
- What challenged or inspired you in this session?
- What is something perhaps you already knew, but is a good reminder for us as a group?

Keep the conversation brief, as people will want a chance to get up and move around, check their email, or go to the restroom before the next session. Encourage attendees to take notes and jot down practical, actionable steps as they listen during the next session.



SET UP AND TEST YOUR TECH

YOU'LL NEED: Internet Connection

- **Best Option:** Network cable connected to router/modem (fastest and most reliable)
- **Next Best:** WiFi (with cellular data as a backup)

Test your Internet speed ahead of time on the device from which you will livestream.

- Go to speedtest.net or fast.com.
- Hit “Go.”
- Check the download speed. We recommend a minimum connection of 700kbps (1 Mbps for good quality; 5 Mbps for best quality) download speed.

YOU'LL NEED: Internet-enabled Device

- **Best Option:** Laptop or desktop computer
- **Next Best:** Tablet
- **Other Option:** Phone

HOW TO CONNECT YOUR DEVICES TO A TV OR PROJECTOR

If you're using a laptop or personal computer:

- **Best Option:** HDMI cable & adapter*
- **Next Best:** VGA cable (mostly for older TVs/projectors) & adapter*

**You will need an adapter for most laptops. If you don't know what kind of adapter to get, search the Internet for “(your type of computer) HDMI adapter” to find one that will work with your computer.*

If you're using a tablet or phone:

You will need an HDMI adapter, which connects the HDMI cable to the charging port on your device. Then plug the HDMI cord into your TV or projector. *(Here's a good one that works well with Apple devices.)*



TUNE IN FOR THE SIMULCAST

When it's time to begin your watch party, simply go to live.lifeway.com and click on the ETCH or Reunite image. (You can also click on the link in your confirmation email.) This will take you to the event page. At the top right of the page you'll see three buttons: "Event Resources," "Watch Live," and "Logout."



To access the schedule, program, and promotional graphics, click on "Event Resources." To watch the live feed of the simulcast, click "Watch Live."

You can watch on almost any Internet-enabled device. You may also watch on the free Lifeway On Demand app available for Roku, Apple TV, or Amazon Fire TV. Please note that the app only allows live streaming in real time; you will not be able to rewind or fast-forward. If viewing online at live.lifeway.com, you will be able to pause, rewind and fast-forward. You may also use screen mirroring/casting to watch on an Apple TV or Chromecast.



ENCOURAGE ATTENDEES TO WATCH THE ADDITIONAL BREAKOUTS

Be sure to thank your attendees for coming to your watch party. Remind them that they each received an access link via email which will give them two weeks to rewatch any sessions they'd like in addition to 30 bonus breakout sessions. Explain that they can upgrade to a year-long access by purchasing the ETCH Digital Pass from lifeway.com.

Thanks again for hosting an ETCH simulcast watch party. We hope to see you next October in person at Music City Center in Nashville, TN for ETCH 2022!

Schedule

Monday, October 11

- 9:30 AM Simulcast Begins (test your connection)
- 9:45 AM Pre-show with Chuck Peters & Zac Workun
- 10:00 AM Main Session 1 (featuring Dr. Noe Garcia)
- 11:45 AM Break for Lunch & Networking
- 1:00 PM Breakout 1: Understanding Adolescents (Sissy Goff)
- 2:15 PM Breakout 2: Nurturing Resilience in Kids (David Thomas)
- 3:15 PM Break
- 3:45 PM Pre-show with Chuck Peters & Zac Workun
- 4:00 PM Main Session 2 (featuring Jonathan Evans)
- 5:30 PM End of Day 1

Tuesday, October 12

- 8:30 AM Simulcast Begins (test your connection)
- 8:45 AM Pre-show with Chuck Peters & Zac Workun
- 9:00 AM Breakout 3: 5 Relationships You Need in Ministry (Ben Trueblood)
- 10:15 AM Breakout 4: Every Age, Every Stage (Ken Hindman)
- 11:30 AM Main Session 3 (featuring The Gettys)
- 12:15 PM End of ETCH 2021

NOTE: All Times Central

CONNECT
WITH US!

WEBSITES

LIFEWAY.COM/KIDS
LIFEWAY.COM/STUDENTMINISTRY

**CONNECT WITH US ON
SOCIAL MEDIA!**

@ETCHCONFERENCE #ETCH21