



Manual of Operations

Hymns, program parts, Scripture and slides for your church livestream

Version 1.2.10 · October 2026
For media ministry operators and volunteers

Contents

1	About StreamMate	what it does and how the pieces fit
2	Installing and starting	installer, tray, sign-in, license
3	The Backoffice	the main screen and its tabs
4	Hymnal	library, categories, adding songs
5	Programs and People	filling in each week's participants
6	Bible	reading and choosing Scripture
7	Slides and the File Loader	PowerPoint in vMix, skipped slides
8	The Live console	running the service
9	Projector	the church screen
10	Media window	slides, videos, audio, FreeShow
11	Speaker notes screen	notes for the pulpit
12	Settings	vMix connection, data sources, participants
13	Setting up vMix	data sources and the web API
14	Sabbath checklist	before, during and after the service
15	Troubleshooting	common problems and fixes
16	About, license and support	

About the screenshots

The pictures in this manual were taken from a demonstration copy of StreamMate with sample names. Your screens show your own hymns, programs and people. The demonstration ran on port `18765` ; a normal installation uses port `8080` (for example `http://localhost:8080/backoffice`).

1. About StreamMate

StreamMate is the companion for a church livestream. It keeps the hymnal, the order of service, the Bible and the presentations in one place, and sends what you choose to your streaming software, such as **vMix**, so the right words appear on screen at the right moment.

What it does

- **Hymns**: the complete SDA Hymnal plus your own songs. Put a hymn on air and step through it line by line.
- **Program parts**: your order of service (Prelude, Call to Worship, Invocation...) with each participant's name, title and position as a lower third.
- **Scripture**: look up any verse in the installed Bible translations and put it on air.
- **Projector**: the screen in the church shows the same hymn line, verse or part as the stream, in your own colours, with one click moving both.
- **Slides and media**: run PowerPoint presentations in vMix or on a screen, play videos and audio, and control **FreeShow** (all of its features).
- **Speaker notes**: show the notes of the slide being presented on a monitor or tablet at the pulpit; StreamMate can open them on their own screen by itself.
- **vMix controls**: show and hide the lyrics, parts and Scripture graphics, the main volume, and your own vMix buttons, from the Live console.

The screens

Screen	Used for	Address
Backoffice	Preparing: hymns, programs, people, slides, settings.	<code>/backoffice</code>
Live console	Running the service: parts, hymns and Scripture side by side, with the vMix panel.	<code>/backoffice?view=live</code>
Speaker notes	A full-screen notes display for the pulpit.	<code>/notes</code>
Projector	The words for the screen in the church.	<code>/projector</code>

They all open in a web browser. StreamMate runs on one PC (normally the vMix PC), and any other PC, laptop or tablet on the same network can open these screens with that PC's address, for example

`http://192.168.1.50:8080/backoffice` .

How it talks to vMix

vMix reads StreamMate's **data sources** (JSON feeds for the hymn lines, the program parts and the Scripture). When you move to the next line or part, StreamMate also tells vMix which row to show, through vMix's **web API**. Chapter 12 explains the one-time vMix setup.

2. Installing and starting

Installing

- 1 Run the installer (`StreamMate_Setup_<version>.exe`) on the PC that will run StreamMate (usually the vMix PC). Administrator rights are needed.
- 2 Accept the license agreement. Choose the options you want:
 - **Start tray and server when Windows starts:** recommended for the vMix PC.
 - **Allow other computers on the network to reach StreamMate:** needed if other PCs or tablets will open StreamMate (adds a Windows Firewall rule).
 - **Desktop icon:** optional.
- 3 Finish. StreamMate is installed under `C:\Program Files\StreamMate`. Later versions install from inside StreamMate (**About** → **Updates**, chapter 16); your hymns, programs, settings and license are kept.

The tray controller

StreamMate runs in the background. Its icon sits in the Windows notification area (bottom-right, near the clock). Right-click it for:

Menu item	What it does
Open Dashboard	Opens the Backoffice in your browser (also a double-click on the icon).
Start / Stop / Restart	Starts or stops the StreamMate server. Restart after changing the port.
License	Shows the license status. Activate... appears while on a trial.
Run at Windows startup	Starts StreamMate automatically when Windows starts.
Quit	Stops StreamMate and removes the tray icon.

Signing in

The first time, StreamMate asks you to **create an administrator account** (a username and a password of at least 8 characters). After that, everyone signs in with it. A sign-in lasts 14 days on each device.

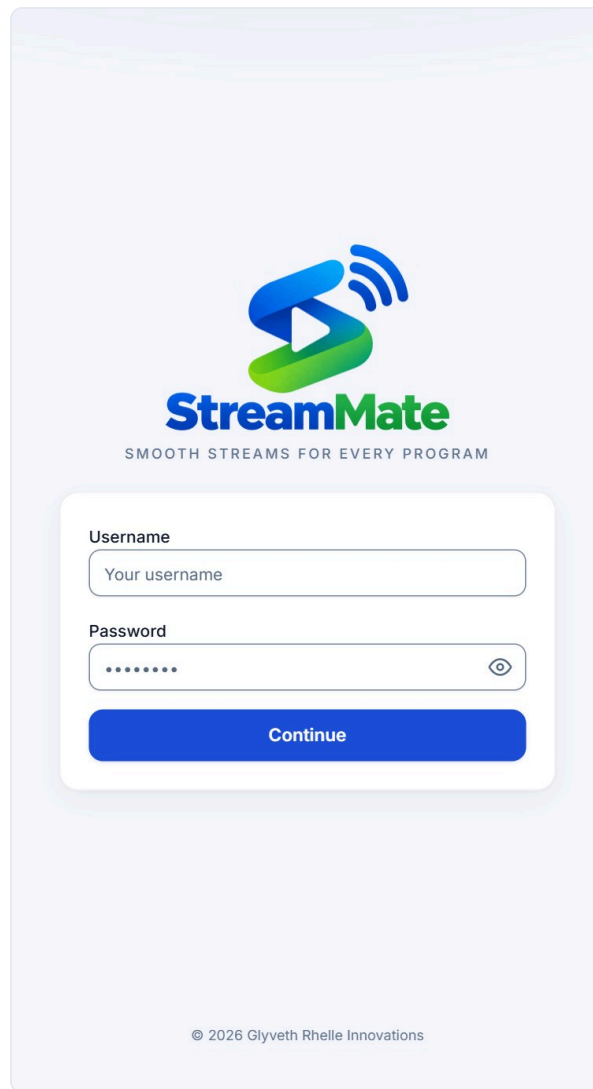


Figure 2.1 Sign-in page.

Forgot the password?

There is no password recovery. Ask the person who looks after the StreamMate PC: with StreamMate stopped, they delete the file `backoffice_auth.json` in StreamMate's data folder, start StreamMate again and create a new account. Hymns, programs and settings are not affected.

License and trial

A new installation runs as a **7-day trial**. To keep using StreamMate after that, it needs an **activation code** made for that PC.

- 1 Open the **Activate** page (tray menu → **Activate...**, or the link at the bottom of the Backoffice while on trial).
- 2 Copy the **device code** shown there (for example `QON3-ZPMT`) and send it to StreamMate (`streammate@cpac.edu.ph`).
- 3 Paste the activation code you receive and click **Activate**.

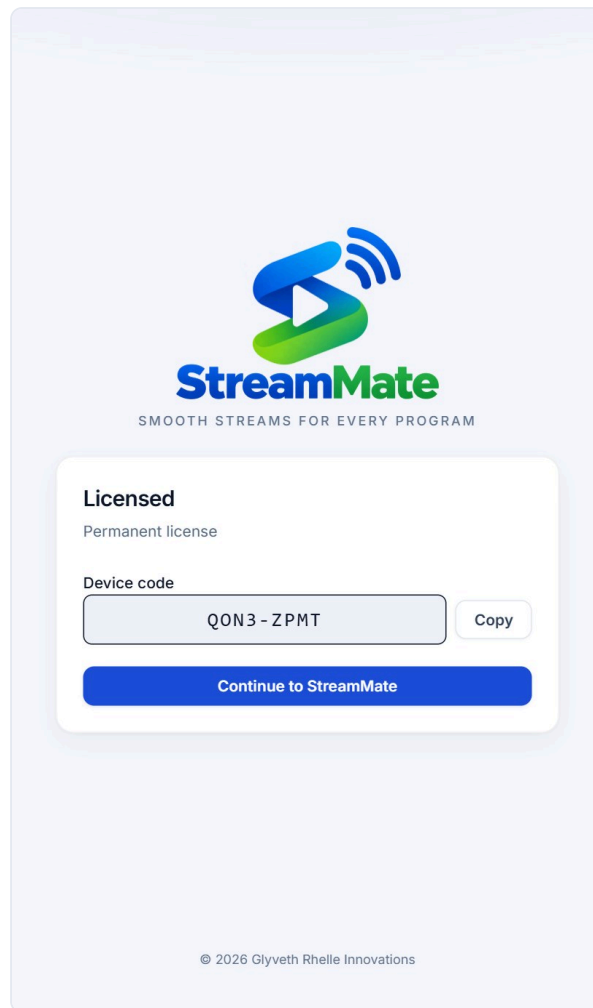


Figure 2.2 The Activate page shows the license status and the device code of this PC.

When the trial or license ends

Everything stops: the screens, and the feeds vMix reads. Activate before a service, not during one.

3. The Backoffice

The Backoffice is where you prepare everything. The tabs across the top:

Tab	Used for
Hymnal	The hymn library, categories and adding your own songs (chapter 4).
Program	Programs (order of service and participants) and People (chapter 5).
Bible	Reading Scripture (chapter 6).
Slides	PowerPoint presentations, skipped slides, the notes screen (chapter 7).
File Loader	Adding presentations, videos, images, audio and titles to vMix (chapter 7).
Help	The vMix data source setup (chapter 13).
About	Version, contact, updates and the license status (chapter 16).

On the right of the top bar:

- **Live console** (shortcut **L**) opens the screen for running the service.
- **Sun / moon** switches the Backoffice between light and dark.
- **Gear** opens **Settings** (chapter 12).
- **Your name** opens the account menu (change password, sign out).

The screenshot shows the StreamMate web interface. At the top, there's a navigation bar with tabs: Hymnal, Program, Bible, Slides, File Loader, Help, and About. To the right of these tabs are icons for 'Live console' (with a keyboard shortcut 'L'), a sun/moon icon for theme switching, a gear icon for settings, and a user profile icon labeled 'operator'. Below the navigation bar, the 'Hymnal' section is active, showing a 'Hymn library' with a search bar and a list of 39 hymns. The hymns are arranged in three columns, each with a number, title, and 'SDA Hymnal' label. To the right of each hymn is an edit icon (a pencil). The list includes hymns like 'Praise to the Lord', 'All Creatures of Our God and King', 'God Himself Is With Us', etc. At the bottom of the interface, there's a copyright notice: '© 2026 Glyveth Rhelle Innovations'.

Figure 3.1 The Backoffice, on the Hymnal tab.

4. Hymnal

Library

All songs: the SDA Hymnal (numbers 1 to 695) and your own songs (numbers 1000 and up). Type a number or part of a title in **Filter** to find a song. Click the **pencil** to correct a song's words.

Categories

Group songs (for example *SDA Hymnal*, *Responses*, *Others*) to keep the library tidy.

Add Songs

Add a song that is not in the hymnal. It gets the next free number from 1000 up, so it never clashes with the hymnal.

- 1 Type the **Title** and choose a **Category**.
- 2 Type each verse in its own box, **one line of the song per row**. Use **Add verse** for more verses.
- 3 Add the **Refrain / Chorus** if the song has one (it is sung after every verse), and a **Coda** if needed.
- 4 Save. The song is ready in the Live console straight away.

StreamMate
SMOOTH STREAMS FOR EVERY PROGRAM

Hymnal

Program

Bible

Slides

File Loader

Help

About

Live console



operator

Library

Categories

Add Songs

Add a hymn

It gets the next free number automatically: 1010 (numbers start at 1000, so they never clash with the hymnal).

Title

Category

Others

Verse 1

One line of the verse per row

Verse 2

One line of the verse per row

+ Add verse

Refrain / Chorus (optional)

Sung after every verse

Coda (optional)

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Figure 4.1 Adding your own song.

5. Programs and People

Each service you hold regularly (Midweek Worship, Vespers, Sabbath School, Hour of Worship, AY Program) is a **program** with its own **usual parts**. The parts rarely change, so the weekly job is mostly **filling in who is on each part**.

Filling in the names

The screenshot shows the StreamMate web application interface. At the top, there's a navigation bar with tabs: Hymnal, Program (selected), Bible, Slides, File Loader, Help, and About. A 'Live console' button and a user profile dropdown (operator) are also present. Below the navigation bar, there's a sidebar on the left with a 'Programs' tab and a 'People' tab. The 'Programs' tab is active, showing a list of programs: Midweek Worship (0 of 6 filled), Vespers Program (0 of 6 filled), Sabbath School Program (0 of 9 filled), Hour of Worship (9 of 15 filled, highlighted), and AY Program (0 of 6 filled). The main area displays the 'Hour of Worship' program, which is 9 of 15 filled. It shows a list of 11 parts with input fields for names. The parts are: 1. Prelude (Sis. Ana R. Cruz), 2. Call to Worship (Bro. Juan Miguel D. Santos), 3. Invocation (Elder Ramon T. Cruz), 4. Welcome Remarks (Bro. Daniel S. Ramos), 5. Opening Song (Type a name...), 6. Opening Prayer (Elder Mario T. Lim), 7. Offertory Reading (Sis. Ruth A. Mendoza), 8. Offertory Music (Type a name...), 9. Offertory Prayer (Type a name...), 10. Children's Homily (Type a name...), and 11. Scripture Reading (Bro. Joshua M. Bautista). The 'Opening Song' part has a dropdown menu showing '450 · Beautiful Zion' and a padlock icon, indicating it is locked. At the bottom, there's a copyright notice: © 2026 Glyveth Rhelle Innovations.

Figure 5.1 Programs: the list on the left shows how many parts are filled; the parts of the selected program are on the right. The Opening Song's hymn is locked (padlock).

- 1 Open **Program** → **Programs** and click the program on the left.
 - 2 Click the name box of the first part and type the name, with the title in front if you like: **Sis. Ana R. Cruz**.
 - 3 Pick a suggestion or keep typing. Press **Enter**: the name is saved and the cursor jumps to the next part.
- **Suggestions:** people who did *that same part* recently come first, then everyone in People. Picking a saved person also fills in their position and organization.
 - **Names from your church database:** if a Participants API or Google Sheet is set up (chapter 12), matching names appear too, marked **API** or **Sheet**.
 - **Several people on one part:** separate the names with commas, each with its own title: **Bro. Juan Miguel D. Santos, Sis. Ana R. Cruz**.
 - **Details:** the **pencil** at the end of a row opens the title, position and organization of that participant.

- **Hymn:** parts whose name contains *Song, Hymn* or *Number (Opening Song, Closing Hymn, Special Number...)* have a second box to link a hymn. It goes on air together with that part.
- **Lock a hymn:** the **padlock** next to the hymn box locks the hymn to the part. **New week** then keeps it, every week (for example the same Doxology or closing song). Click the padlock again to unlock it.
- **Show empty only** hides the parts that already have a name.

Saving

Everything saves by itself ("All changes saved" at the top right). A name is saved when you press Enter, leave the box or pick a suggestion.

Inserting a part for one week

For a special Sabbath (a Special Number, a Dedication, a Baptism...), insert a part without changing the program's usual parts:

- 1 Hover between two parts and click **+ Insert part here**.
- 2 Type the part name. Pick it from the library, or type a new name (it is added to the library for next time).
- 3 Click **Insert part**. The part gets a **this week** tag and an X to remove it.

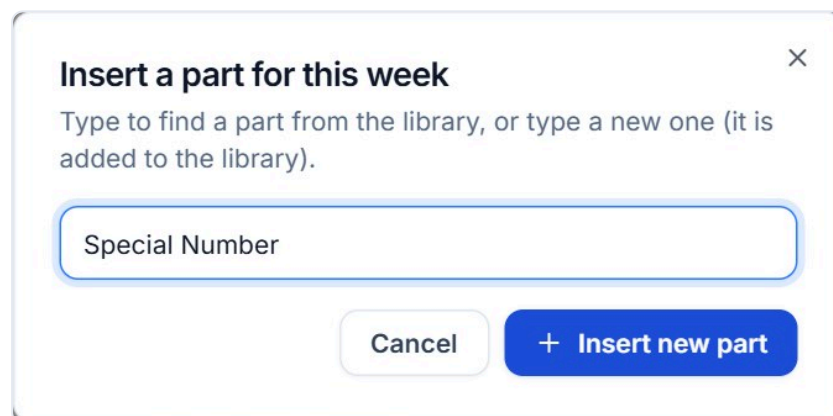


Figure 5.2 Inserting a part for this week only.

Starting a new week

After the service, click **New week**. StreamMate:

- saves this week's names in **History** with the date you choose,
- clears the names and hymns (a **locked** hymn stays),
- removes the parts inserted for this week only, and keeps the usual parts in their order.

Start a new week of Hour of Worship?

×

This week's names are saved in History with the date below. Then the names and hymns are cleared and the usual parts are put back (parts inserted for this week only are removed).

Date of the service being saved

10/17/2026

Cancel

📅

Start new week

Figure 5.3 New week asks for the date of the service being saved.

History

History lists the past weeks of the program, newest first. Click a date to see who was on each part. This also helps the name suggestions: the people who usually do a part are offered first.

History of Hour of Worship

×

The names of past weeks, saved each time a new week was started.

▼ Sat, Oct 10, 2026 · 9 of 15 filled

Prelude	Sis. Esther C. Aquino
Call to Worship	Bro. Juan Miguel D. Santos
Invocation	Elder Pedro L. Reyes
Welcome Remarks	Bro. Daniel S. Ramos
Opening Song	—
Opening Prayer	Elder Mario T. Lim
Offertory Reading	Sis. Ruth A. Mendoza
Offertory Music	—
Offertory Prayer	—
Children's Homily	—
Scripture Reading	Bro. Joshua M. Bautista
Special Music	—
The Spoken Word	Pr. Samuel B. Garcia
Closing Song	—
Benediction	Pr. Samuel B. Garcia

► Sat, Oct 3, 2026 · 9 of 15 filled

Figure 5.4 History of a program.

Changing the usual parts

Click **Edit parts** to change a program for good:

- move parts with the arrows, remove them with the bin, and add usual parts at the bottom (**Manage library** edits the list of part names),
- switch a part between **Usual part** and **This week only**,
- rename the program, or **Delete program**.

Click **Done** when finished. **New program** (the **New** button above the list) makes another program, starting from the parts of an existing one or from none.

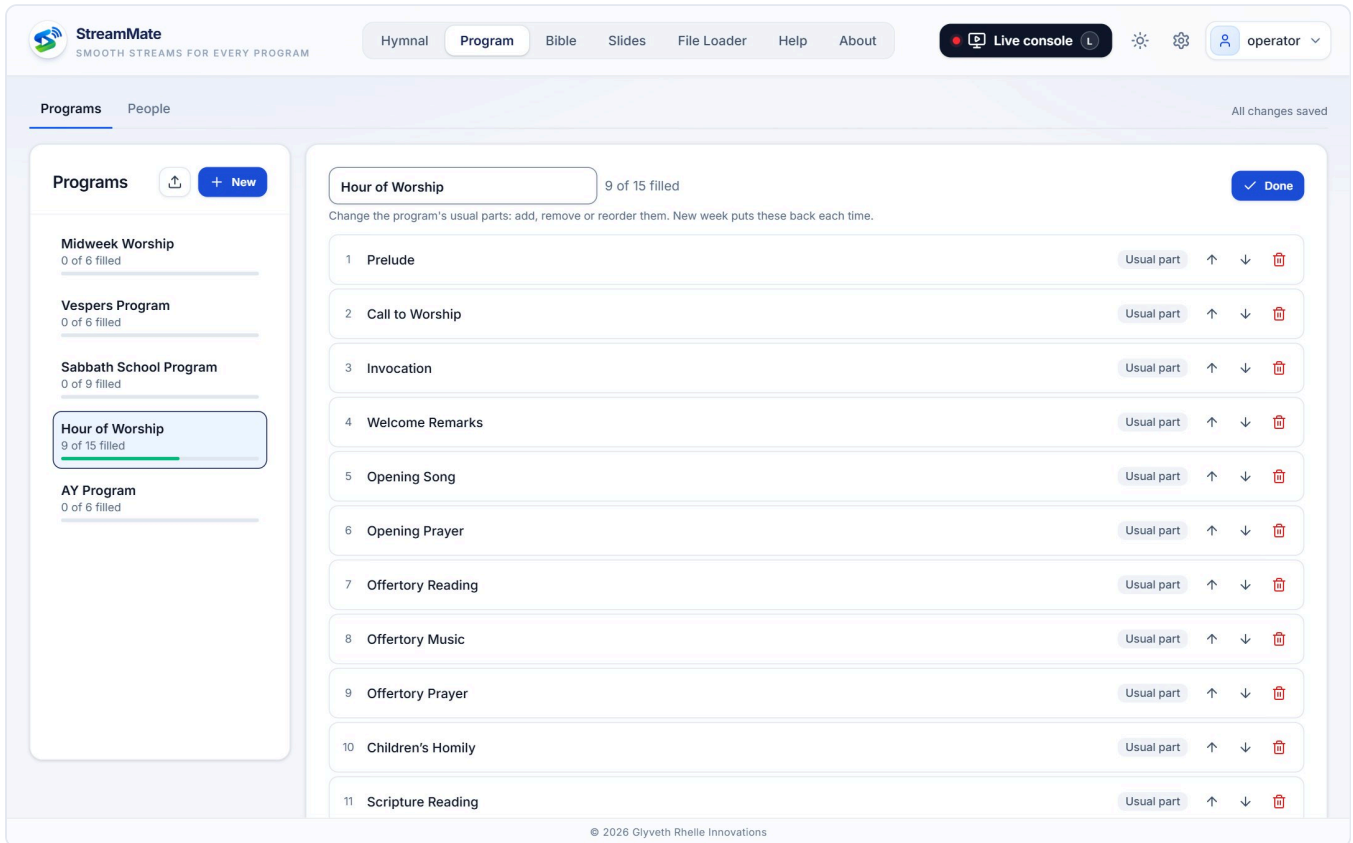


Figure 5.5 Edit parts: the controls for moving and removing parts appear only in this mode.

People

Program → **People** is the list of saved participants with their title, position and organization. Anyone you type into a program is added automatically. Here you can:

- correct a name, title, position or organization (pencil), or delete a person (bin),
- **Add participant** one at a time, paste several lines at once (`Title Name, Position, Organization`), or **Import Excel or CSV** (use **Download template** for the right columns),
- edit the lists of **titles** (Bro., Sis., Elder, Pr....), **designations** and **organizations** offered when filling in a participant. Renaming one renames it everywhere it is used.



StreamMate
SMOOTH STREAMS FOR EVERY PROGRAM

Hymnal
Program
Bible
Slides
File Loader
Help
About

 Live console




 operator

Programs
People

All changes saved

Participants

Reusable people. Position / designation is optional. Anyone you type into a program is saved here automatically.

+ Add participant

Or paste several lines

Pr. Juan Dela Cruz, President, Organization

Add names
Import Excel or CSV
Download template

Search 10 participants

Sis. Ana R. Cruz — Music Coordinator · CPAC SDA Church		
Bro. Daniel S. Ramos — Deacon · CPAC SDA Church		
Sis. Esther C. Aquino — Sabbath School Superintendent · CPAC SDA Church		
Sis. Grace P. Villanueva — Children's Ministries Leader · CPAC SDA Church		
Bro. Joshua M. Bautista — Youth Leader · CPAC SDA Church		
Bro. Juan Miguel D. Santos — Head Elder · CPAC SDA Church		
Elder Mario T. Lim — Elder · CPAC SDA Church		
Elder Pedro L. Reyes — Elder · CPAC SDA Church		

Titles, designations & organizations

Options offered when you fill in a participant. Edit a name to rename it everywhere it is used.

Titles
Bro., Sis., Dr., Pr. ...

Add

Designations
Optional positions such as Head Elder, Music Director ...

Add

Companies / organizations
Churches, schools, departments, companies ...

Add

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Figure 5.6 People.

StreamMate · Manual of Operations

13 / 40

6. Bible

The **Bible** tab is for reading and preparing Scripture. Choose the **translation**, **book**, **chapter** and **verse** on the left; the chapter appears on the right. Click verses to select them (Shift+click for a range); **Copy** copies the selected text.

To put a verse **on air**, use the **Scripture** column of the Live console (chapter 8).

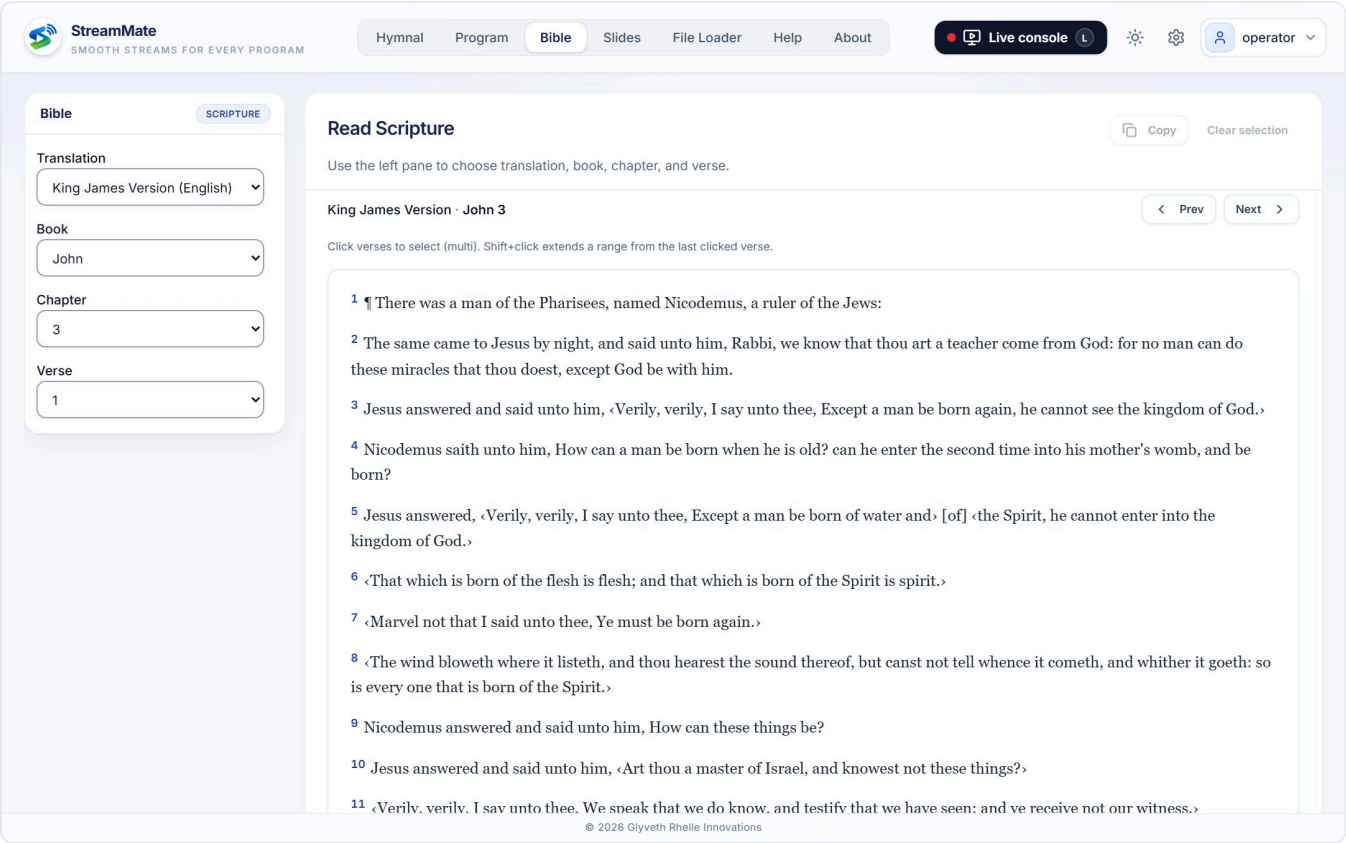


Figure 6.1 Reading Scripture.

7. Slides and the File Loader

Slides

The **Slides** tab runs PowerPoint presentations. At the top, **Play in** chooses where:

- **vMix**: the presentation becomes a vMix PowerPoint input, and StreamMate moves its slides.
- **PowerPoint on this PC**: a PowerPoint slide show on a screen connected to the StreamMate PC (see "Slides and notes on their own screens" below).

The page controls the presentation that is **on screen**: when it opens, it picks the one in vMix (or the one PowerPoint is showing). If you pick another presentation while one is on air, a note says so, with **Control the on-air one** to switch back.

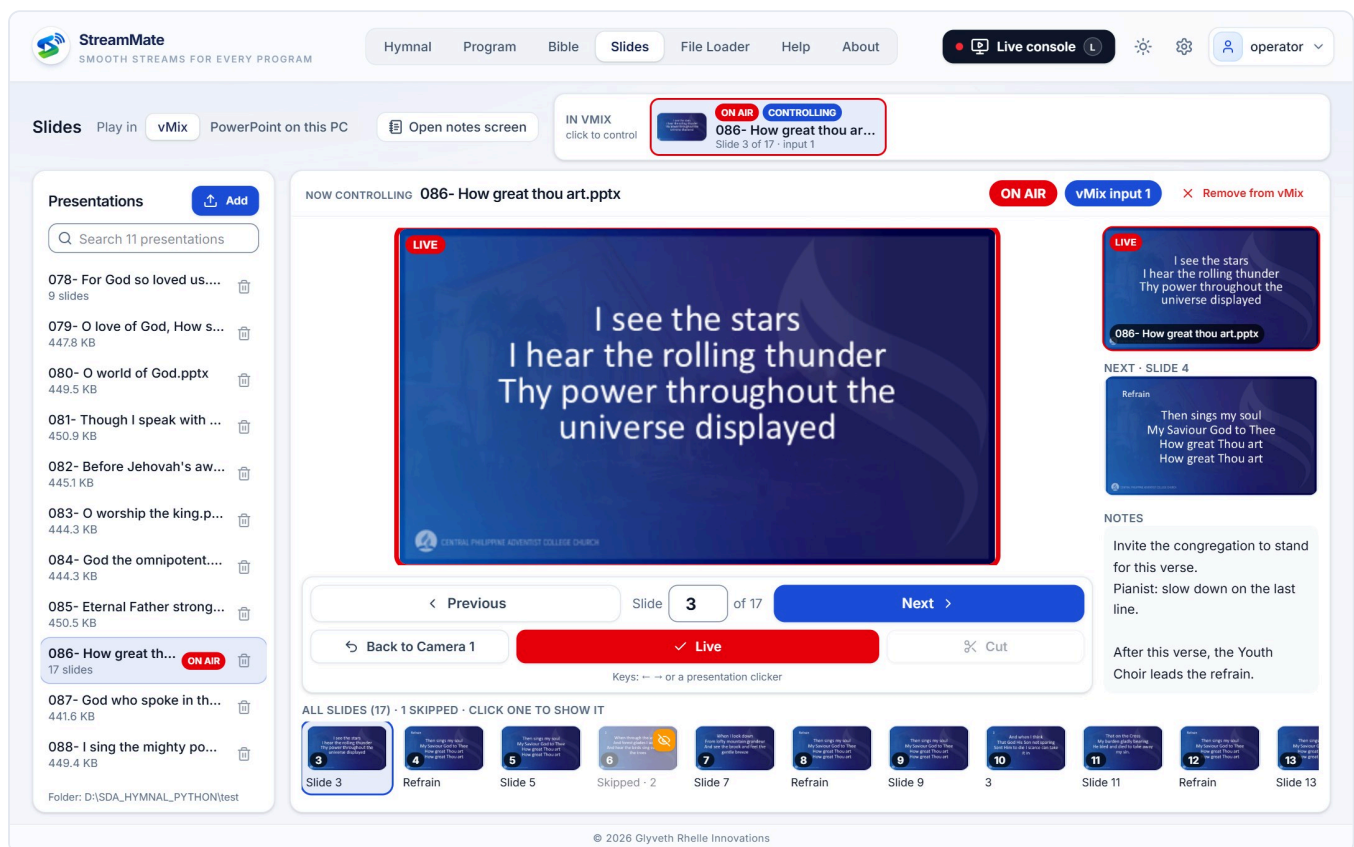


Figure 7.1 Slides: the presentations on the left; the selected one in the middle with the next slide and its notes on the right; all slides at the bottom (slide 6 is skipped).

- 1 Pick a presentation on the left (**Add** uploads a new one).
- 2 Click **Load into vMix** (or **Start from slide...** in PowerPoint mode).
- 3 Move with **Previous** / **Next**, the arrow keys or a presentation clicker. Click a slide at the bottom to jump to it.
- 4 In vMix mode, **Live** fades the presentation to the stream, **Cut** switches without a fade, and **Back to ...** returns to the shot that was live before.

Skipping slides

Hover a slide in the strip at the bottom and click the small **eye** button to **skip** it. Next and Prev then pass over it everywhere (Slides tab, Media window, notes screen). Skipped slides are dimmed with an amber badge; click the badge again to present the slide again. The PowerPoint file is never changed.

Slides and notes on their own screens

In **PowerPoint on this PC** mode, two choices appear at the top of the Slides tab:

- **Slides on:** the screen the congregation sees (projector or TV). The slide show opens full screen there, also when PowerPoint was already open.
- **Notes on:** the speaker's screen (for example a monitor at the pulpit), or **Off**. When a slide show starts, StreamMate opens its notes screen (chapter 11) full screen there, and closes it when the show ends. It signs itself in.

Screens are named by where they sit: *main*, *right of main*, *left of main*, and *upper / lower* when two are stacked, with their size. Changing either choice during a show moves the window at once.

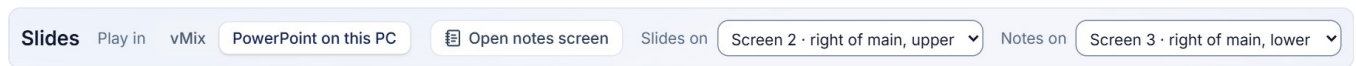


Figure 7.2 PowerPoint mode: Slides on the upper right screen, notes on the lower right screen.

File Loader

The **File Loader** adds media to vMix: presentations (.pptx), videos (.mp4, .mov...), images, audio, vMix titles (.gtzip) and playlists. Drop files on the box or click **Browse....** With **Load into vMix right after upload** ticked, each file becomes a vMix input at once.

The files go to the **slides folder**. vMix opens them from there, so if vMix runs on another PC, the slides folder must be a shared network folder both PCs can reach (set it in Settings → Files & slides).

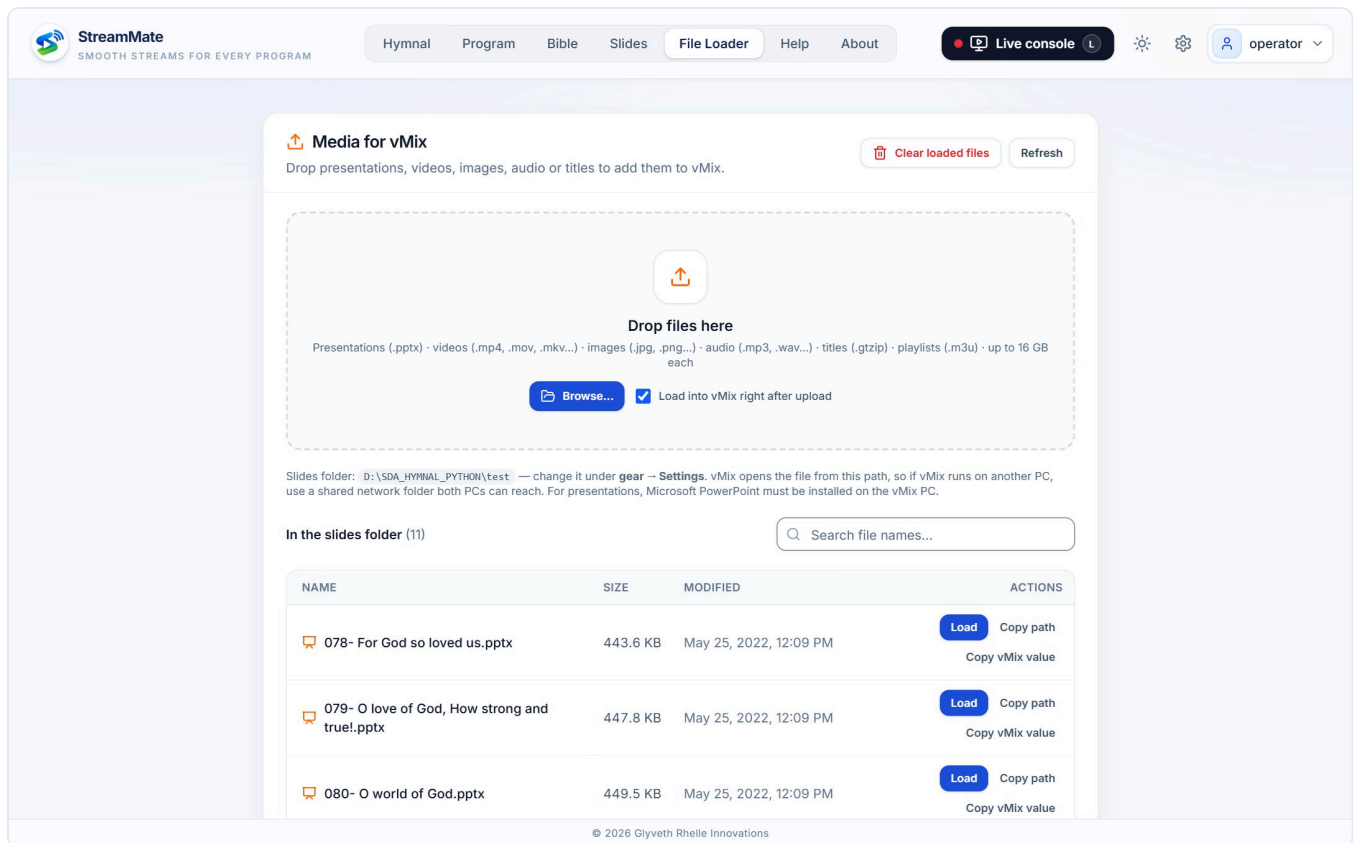


Figure 7.3 File Loader.

8. The Live console

The Live console is the screen for running the service. Open it with the **Live console** button or **L** in the Backoffice.

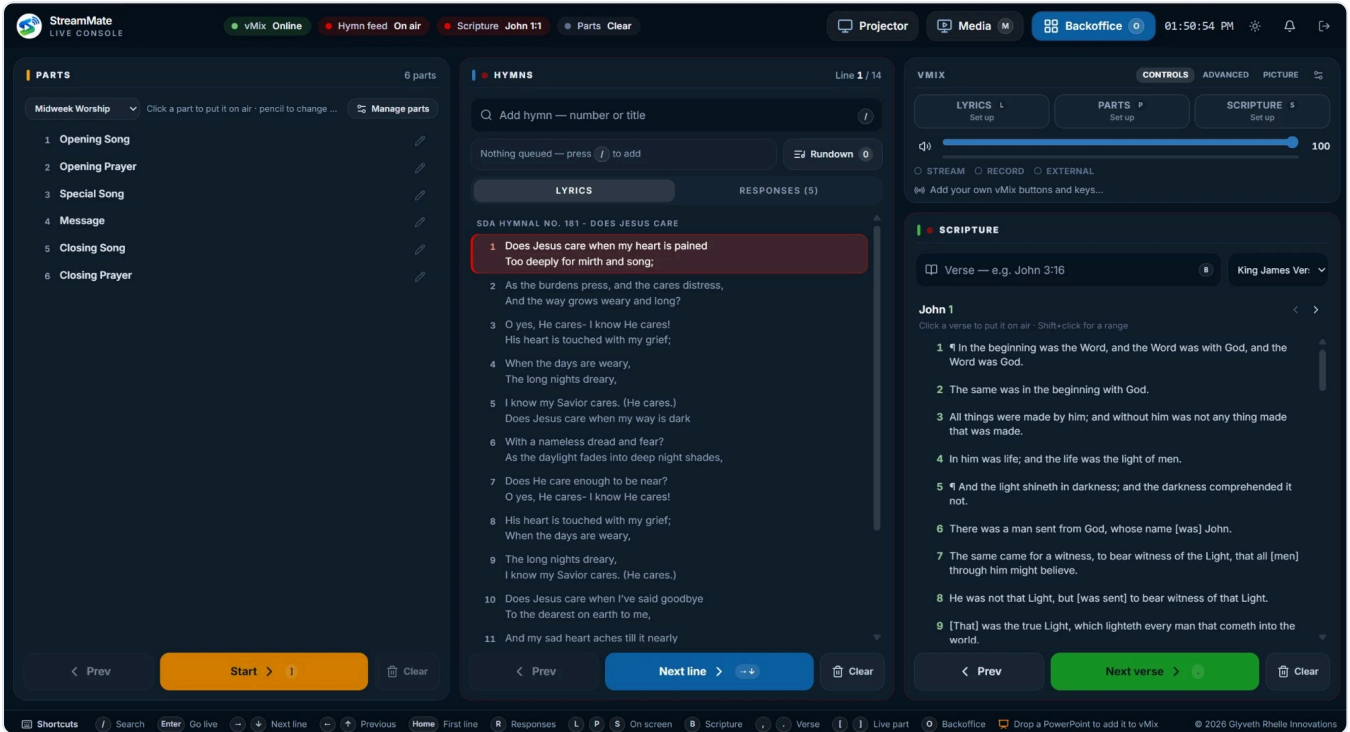


Figure 8.1 The Live console (dark mode): Parts on the left, Hymns in the middle, the vMix panel and Scripture on the right.

The top bar

Pill	Meaning
vMix	Online connected · Offline vMix cannot be reached · Not set up no vMix address in Settings.
Hymn feed · Scripture · Parts	red something is on air (the pill says what) · grey clear.

Also in the top bar: **Projector** (the church screen, chapter 9; it says **Clear**, **Black** or **Off** when the screen is not following), **Media** (**M**, chapter 10), **Backoffice** (**O**), the clock, the **sun / moon** button for light or dark mode, the **bell** (an alarm that beeps when vMix is streaming but its master audio is muted for more than 10 seconds) and sign out. At the bottom, **New update available** appears when there is a newer StreamMate (chapter 16).

Parts

The left column lists the parts of the selected program (choose it in the drop-down). The part on air is highlighted in red. **Click a part** to put it on air, or use **Next part / Prev.** **Manage parts** edits the whole program without leaving the console.

Late change of participant? Click the **pencil** at the right of the part (or right-click the part), change the name and click **Save**; if that part is on air, vMix shows the new name right away. **Save & go live** saves and puts the part on air. For a song part, the same window links its hymn and can **lock** it (chapter 5).

Opening Song ×

Part 5 of 15 in Hour of Worship. Changes update the program feed right away.

Title

Bro.

Atty. Bro. Dr. Elder Engr. Mr. Mrs. Ms. Pastor Pr. Sis.

Pick one, or type a new one — it is added to your Titles list.

Participant name(s)

Start typing a name; saved names and API matches appear

More than one person? Type a comma after a name, then the next name. Each person gets their own title: click their name, then a title above, e.g. *Bro. Juan Miguel D. Santos, Sis. Ana R. Cruz.*

Designation / position (optional)

e.g. Head Elder

Company / organization (optional)

e.g. CPAC

Pick one, or type a new one — it is added to your Organizations list.

Hymn to load with this part (optional)

450 · Beautiful Zion

When this part goes live, the hymn is put on air in the Hymns column too. Empty the box to remove the link.

☒ Lock this hymn: keep it every week (New week leaves it on the part)

Position in the order ↑ Up ↓ Down

🗑️ Remove part

Cancel Save ⏸️ Save & go live

Figure 8.2 Changing a part from the console: participant, linked hymn and its lock.

Hymns

- 1 Press / or click **Add hymn** and type a number or title. Pick it to add it to the **Rundown** (the queue).
- 2 **Next up** shows the first hymn in the rundown. Press Enter to put it on air.
- 3 Step through the lines with **Next line** (→, ↓ or a clicker) and **Prev**. Click a line to jump to it.
- 4 **Clear** takes the hymn off air. It asks for a second click, so it cannot happen by accident.

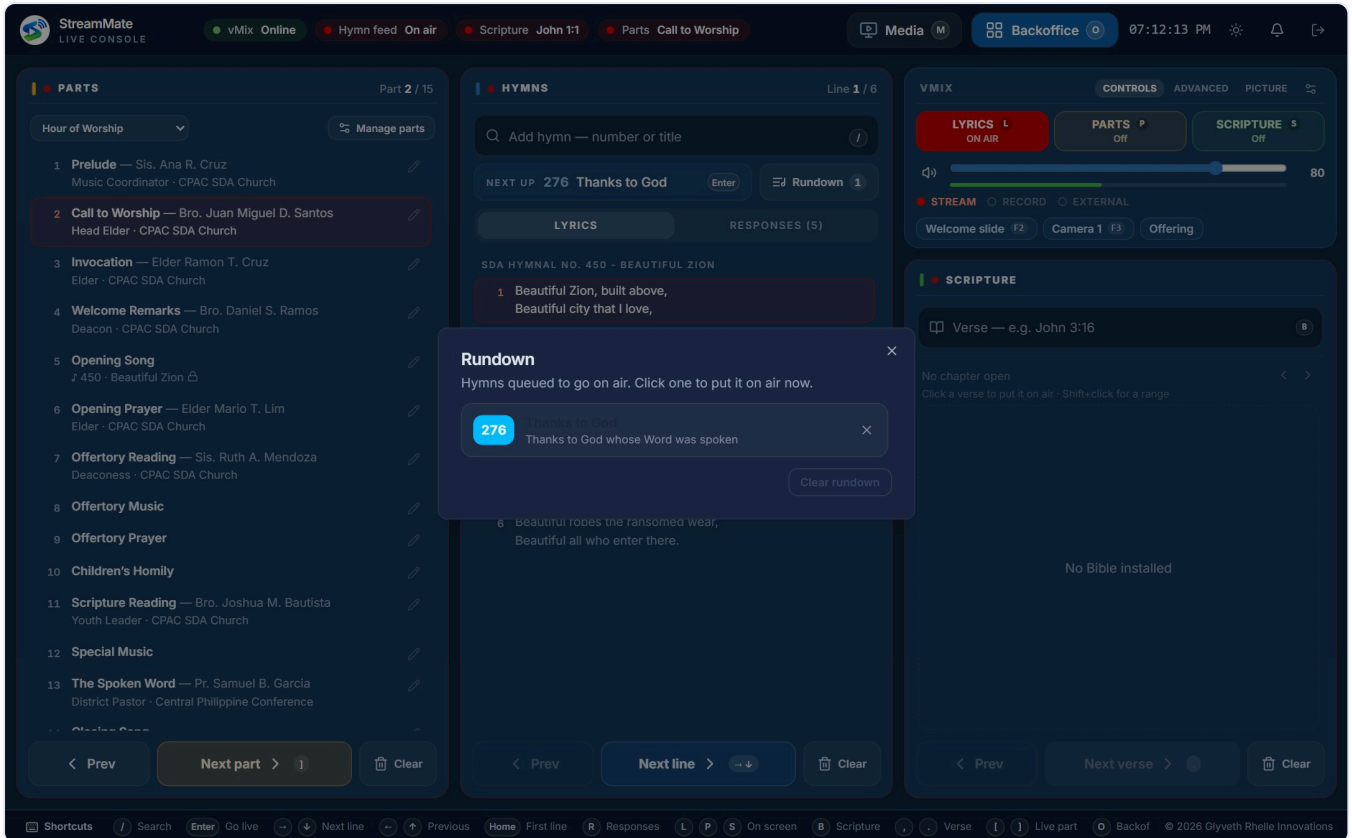


Figure 8.3 The Rundown: hymns queued to go on air.

Responses

The **Responses** tab above the lines lists the songs of the *Responses* category, A to Z. Press **R** to open it, **↑** **↓** to pick a title and **Enter** to put it on air (or click it; **+** adds it to the Rundown). The column then goes back to **Lyrics**. **Esc** goes back without choosing.

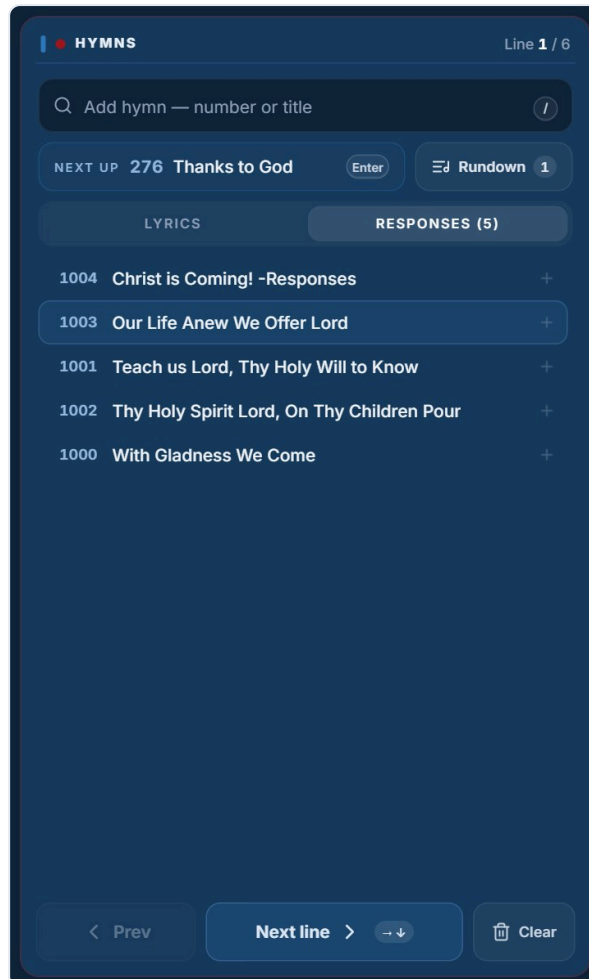


Figure 8.4 The Responses tab, with one title picked.

Scripture

Type a reference in the verse box (**B** jumps there), for example **John 3:16**, and press Enter. The chapter appears; **click a verse** to put it on air (Shift+click for a range). **Next verse** / **Prev** move one verse.

The vMix panel

Above Scripture, the vMix panel controls vMix from the console. Its **Controls** tab has what the lyrics operator needs:

- **Lyrics · Parts · Scripture:** show or hide each graphic on the stream (keys **L P S**). It turns red with **ON AIR** while showing. Each uses its own vMix title and overlay channel (set them with the gear; until then the button says **Set up**).
- **Main volume:** the slider, the mute button (red when muted) and the level of the sound.
- **Stream · Record · External:** whether vMix is streaming, recording or sending to an external output (shown only; start and stop are on the Advanced tab).
- **Your buttons:** buttons your team adds, each running a vMix function, with an optional key.

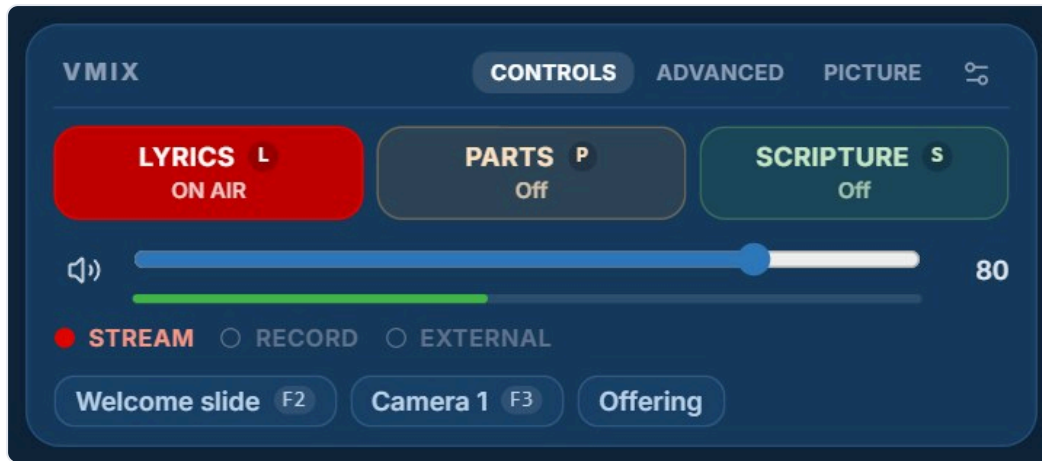


Figure 8.5 The vMix panel: Lyrics on air, the main volume, streaming, and three own buttons.

The **Advanced** tab is for whoever also runs the cameras: start / stop streaming, recording and the external output (stopping asks for a second click), **FTB** (fade to black, also two clicks), **Cut** and the four vMix transitions, and overlays **OVL 1-4** (they put the Preview input on that overlay). The **Picture** tab shows what vMix is sending (vMix on the same PC only).

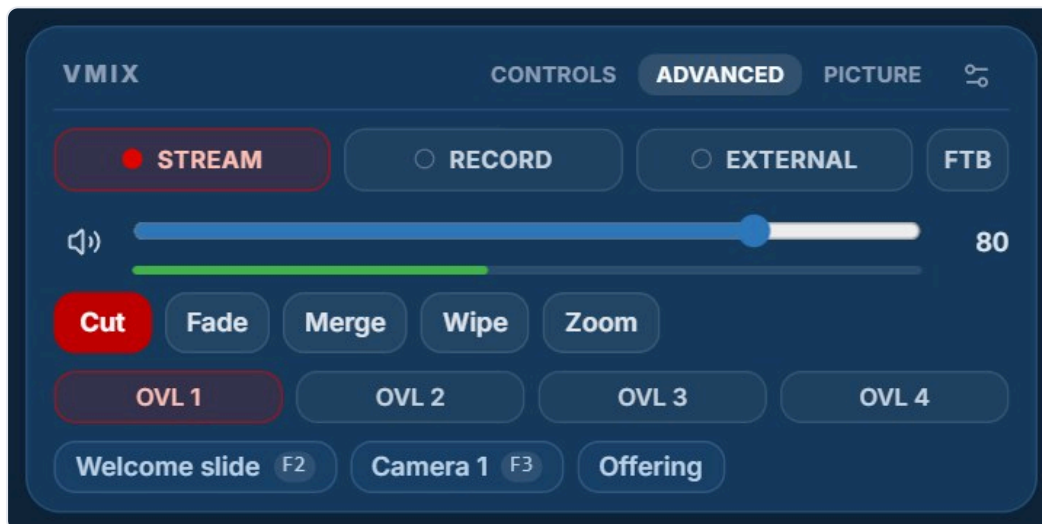


Figure 8.6 The Advanced tab.

Setting it up

Click the **gear** on the panel. Under **Show on screen**, pick the vMix title for Lyrics, Parts and Scripture and the overlay channel for each (each needs its own; picking one that is taken swaps them). Under **Your buttons**, **Add button**: a label, a vMix **function** (the names in vMix → Settings → Shortcuts, such as *Fade* or *PreviewInput*), the **input** it acts on, a **value** if the function needs one, a **key** (click, then press it), and **Ask** for a second click. **Import from vMix preset** adds the shortcuts saved in the preset vMix has open.

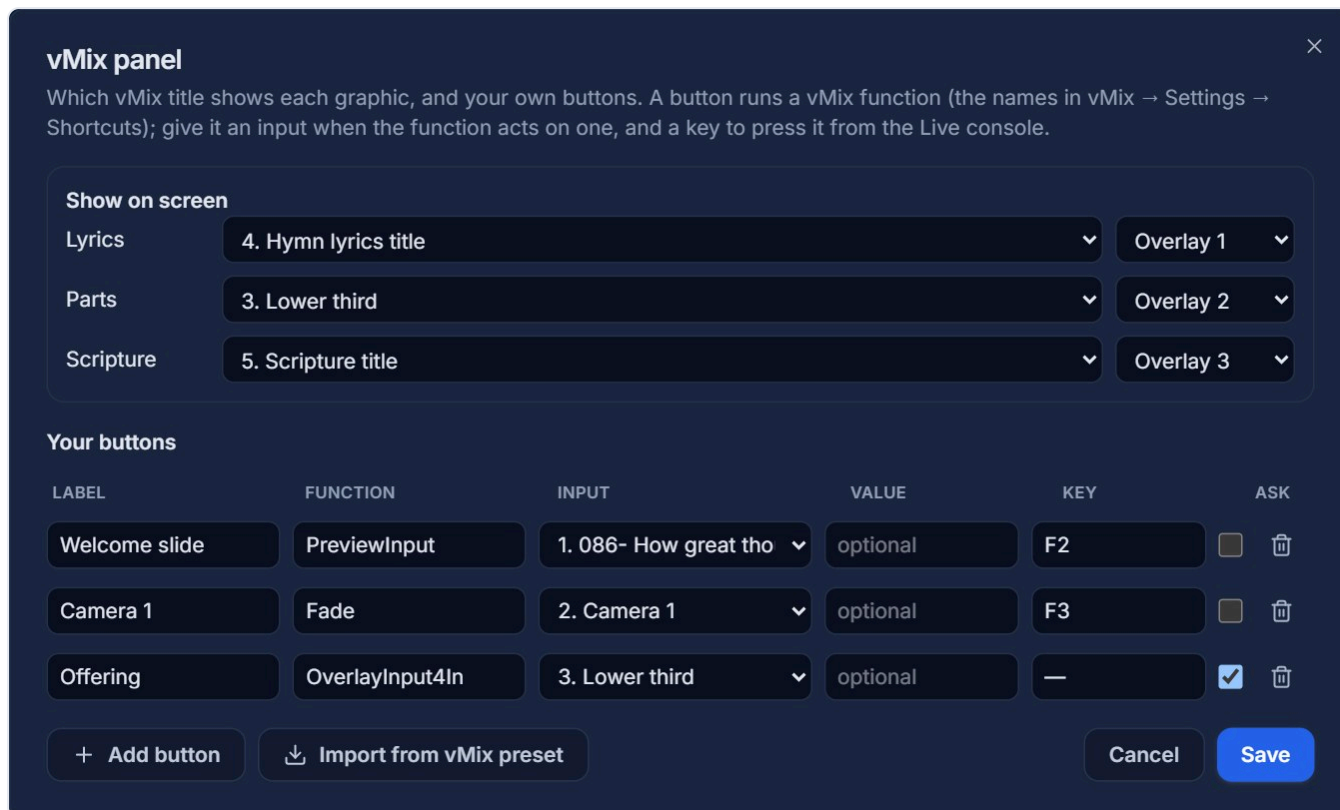


Figure 8.7 The vMix panel settings: the graphics and your own buttons.

Light or dark

The **sun / moon** button switches the console between dark (for a dim booth) and light (for a bright room). Each device remembers its own choice.

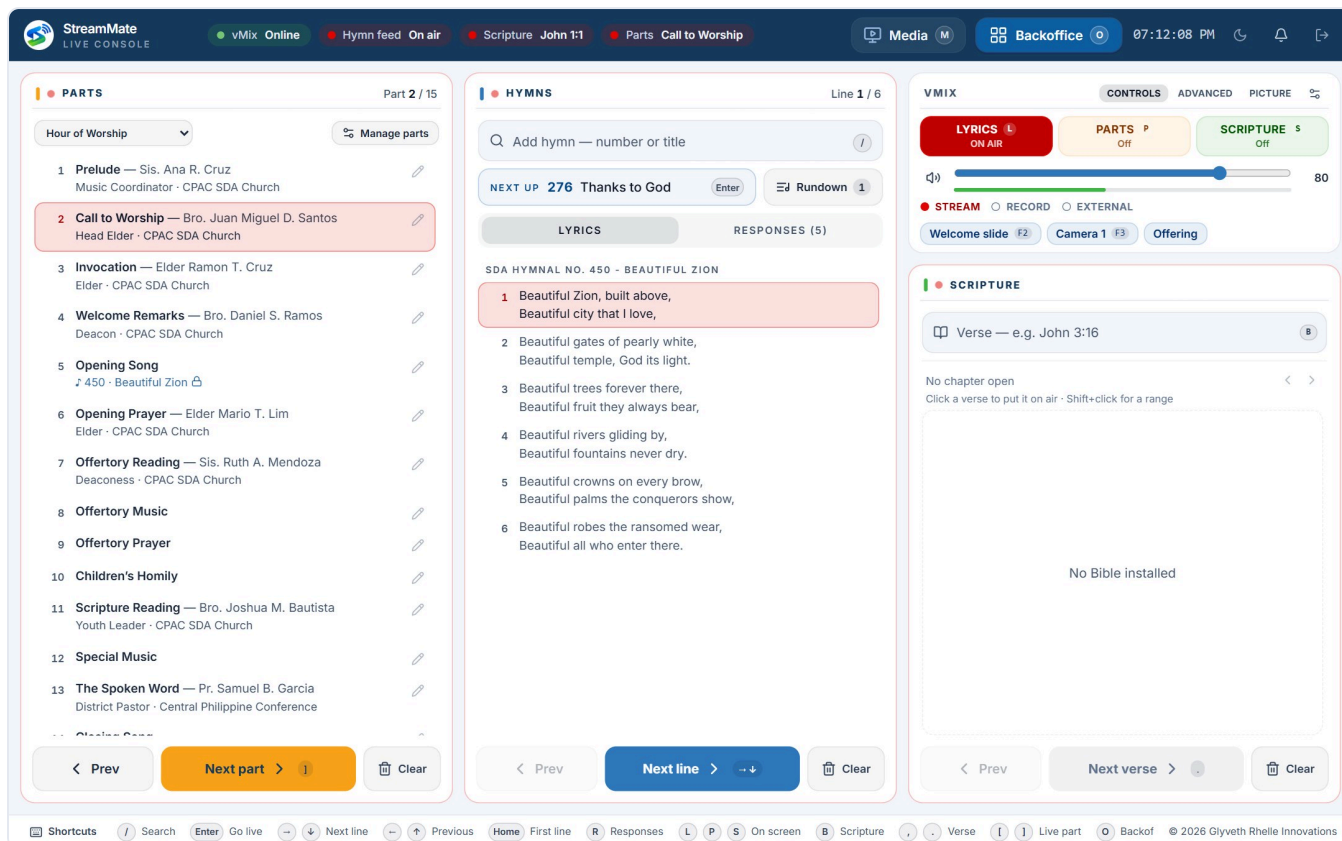


Figure 8.8 The Live console in light mode.

Keyboard shortcuts

Keys (default)	Action
/	Search a hymn
Enter	Put the next rundown hymn on air
→ ↓ Page Down	Next line
← ↑ Page Up	Previous line
Home	First line
R	Open Responses (then ↑ ↓, Enter, Esc)
] / [	Next / previous part
B	Search a verse
. / ,	Next / previous verse
L P S	Lyrics / Parts / Scripture graphic on or off
M	Open Media
O	Go to the Backoffice

To change them, click **Shortcuts** at the bottom-left of the console. Click a key and press the new one (Esc cancels); + **Add key** adds a second or third key (for example a clicker's key). The same key cannot be used twice. **Reset to defaults** puts them back. The keys are saved for every PC that opens the console, and the hints on screen follow them. Keys of your own vMix buttons are set in the vMix panel settings.

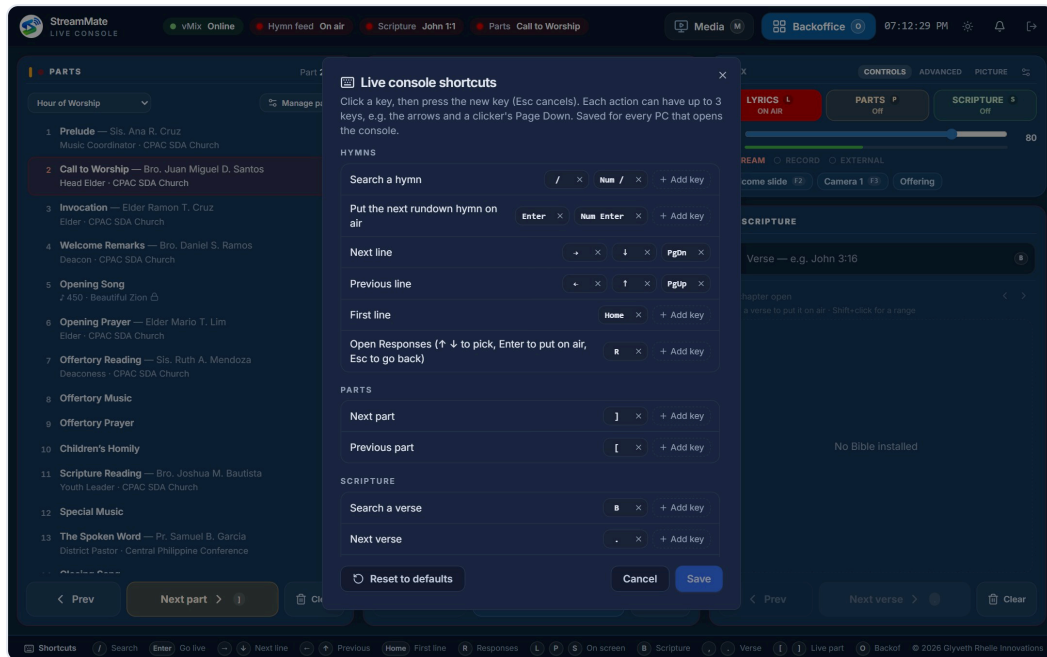


Figure 8.9 Changing the keyboard shortcuts.

9. Projector

The projector shows the words for the people in the church: the hymn line, the Scripture or the part that is on air in the Live console, whichever you moved last. One click in the console moves the stream and the church screen together, so a separate program such as FreeShow is not needed for the lyrics.

Click **Projector** in the Live console's top bar to set it up and control it.

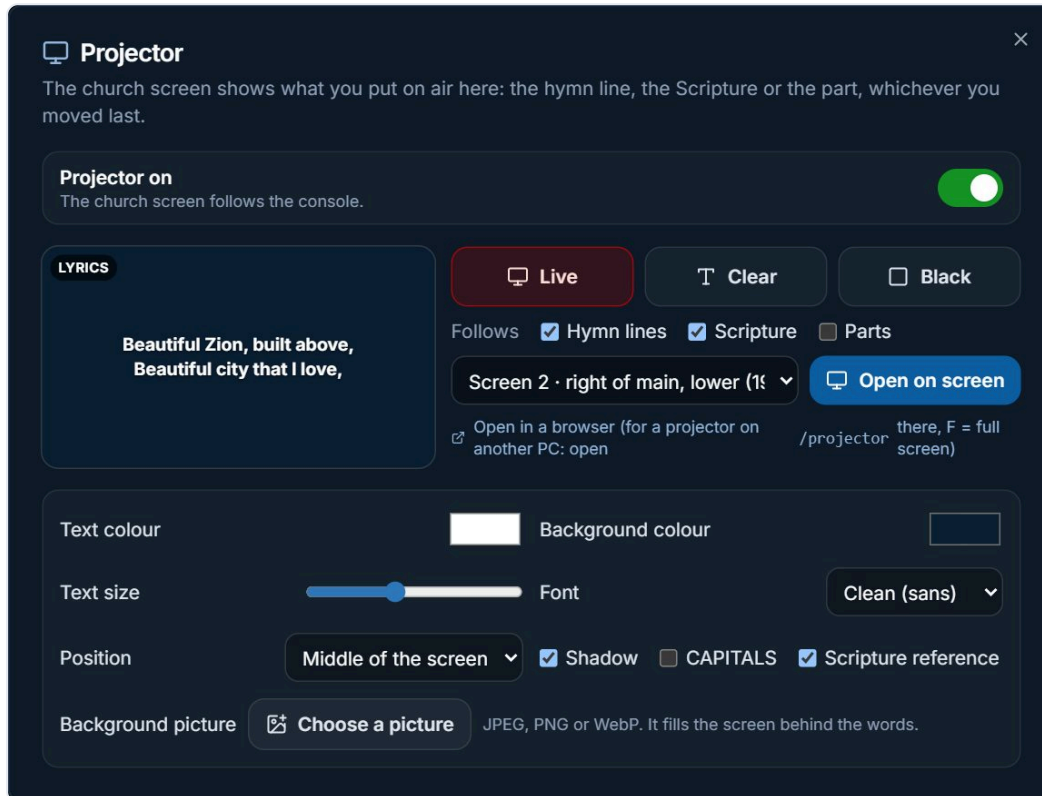


Figure 9.1 The Projector window: on / off, the preview, Live / Clear / Black, what it follows, the screen, and the look.

Showing it on a screen

- 1 Make sure the switch at the top says **Projector on**.
- 2 Pick the projector's screen in the list. The names say where each screen sits (for example *Screen 2 · right of main*) and its size.
- 3 Click **Open on screen**. The words open full screen there; **Close** takes the window away. StreamMate remembers the screen.

Projector on another PC

On a PC or mini PC connected to the projector, open `http://<StreamMate-PC>:8080/projector` in Edge or Chrome and sign in once. Press **F** (or double-click) for full screen. The mouse pointer hides itself.

Live, Clear and Black

Button	What the church screen shows
Live	Follows the console: whatever you put on air.
Clear	No words; the background colour or picture stays. Use it between songs or during prayer.
Black	Nothing at all.

Follows chooses what the projector picks up: **Hymn lines**, **Scripture** and **Parts** (for example, untick Parts if the names should appear only on the stream). The preview shows what is on the church screen now.

The look

- **Text colour** and **Background colour**, or a **Background picture** (JPEG, PNG or WebP) that fills the screen behind the words.
- **Text size**: the words are made as large as fits the screen, up to this size. A hymn keeps **one size for the whole song**, so the words do not jump bigger and smaller from line to line; a long line wraps in two even halves.
- **Font** (clean or classic), **Position** (middle of the screen, or the bottom third, for a screen that also shows a picture or the speaker), **Shadow**, **CAPITALS**, and the **Scripture reference** under a verse.



Figure 9.2 The church screen showing a hymn line.

Switching it off

If your church does not use a projector, turn the switch to **Projector off**. The church screen goes dark, its window closes and nothing is followed; the button in the top bar says **Off**. Turn it on again at any time; your settings are kept.

10. Media window

Media (M) controls media in vMix without leaving the console:

- **Slides:** step through a presentation and put it live, as on the Slides tab. Skipped slides are dimmed and passed over.
- **Videos & audio:** play, pause and put vMix video and audio inputs live.
- **FreeShow:** control FreeShow, on this PC or another PC on the network, if your church uses it. For lyrics and Scripture on the church screen, the Projector (chapter 9) does this by itself.

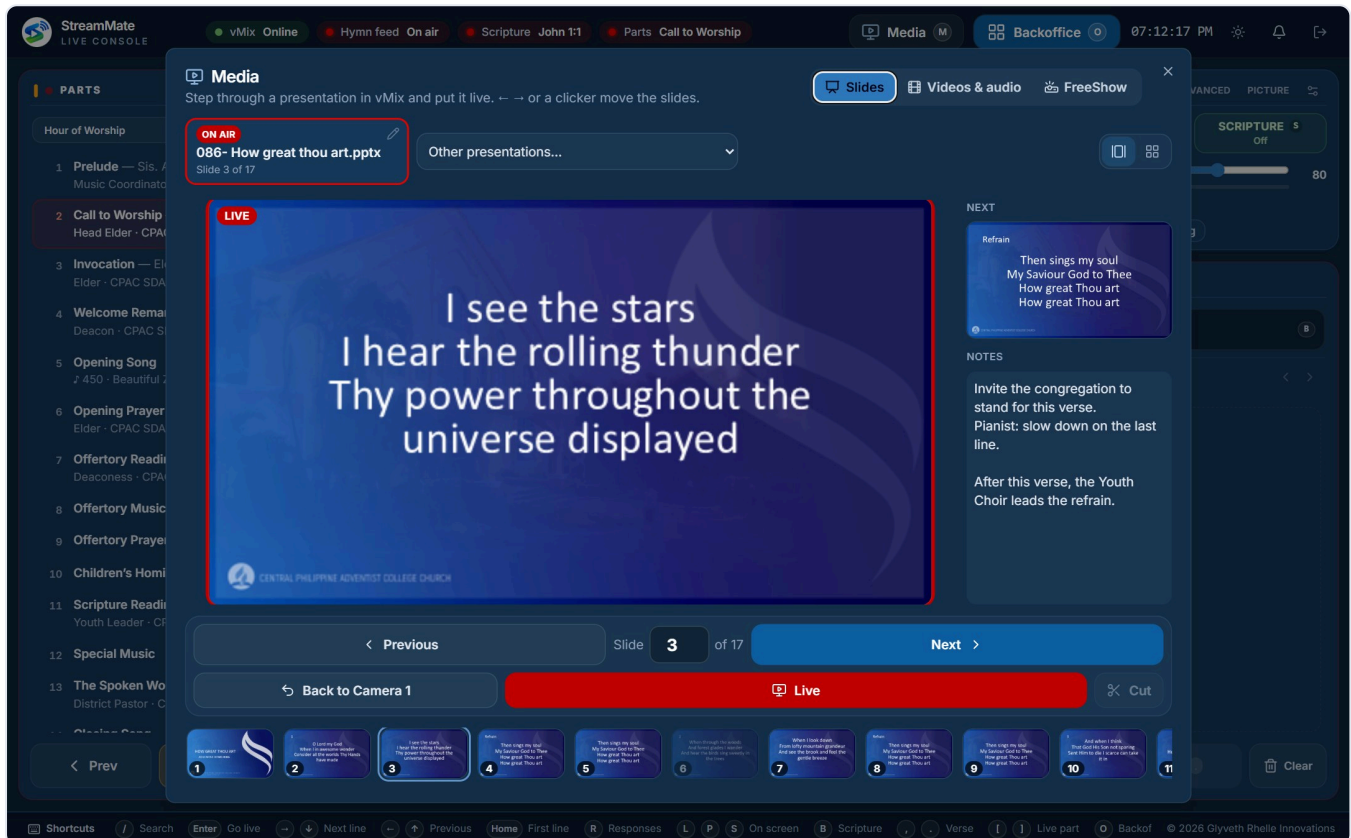


Figure 10.1 The Media window on the Slides tab.

FreeShow

In FreeShow, turn on **Settings** → **Connections** → **WebSocket/REST** (port 5506). If FreeShow runs on another PC or has a password, set it with the **sliders** button in the FreeShow tab. The tab has three parts:

- **Shows:** what is on FreeShow's output, **Previous / Next** (or ← → and a clicker), **Clear text**, **Clear all**, **Restore**, the slides of the show (click one to show it), and the projects or **All shows** with a ► to start one.
- **Controls:** the background video (play / pause, loop, sound, jump), audio (play / pause, stop, volume, mute, playlists, metronome), timers (start, pause, stop), song sections (Verse, Chorus, Bridge...), overlays, Scripture in FreeShow, the output (lock, show / hide, transition), variables, FreeShow's own actions, a new show or project, recording, the timeline, OBS and Spotify.
- **All actions:** every action of FreeShow's API, searchable, with a form for its fields and what FreeShow answers. Actions that delete or affect the stream ask for a second click.

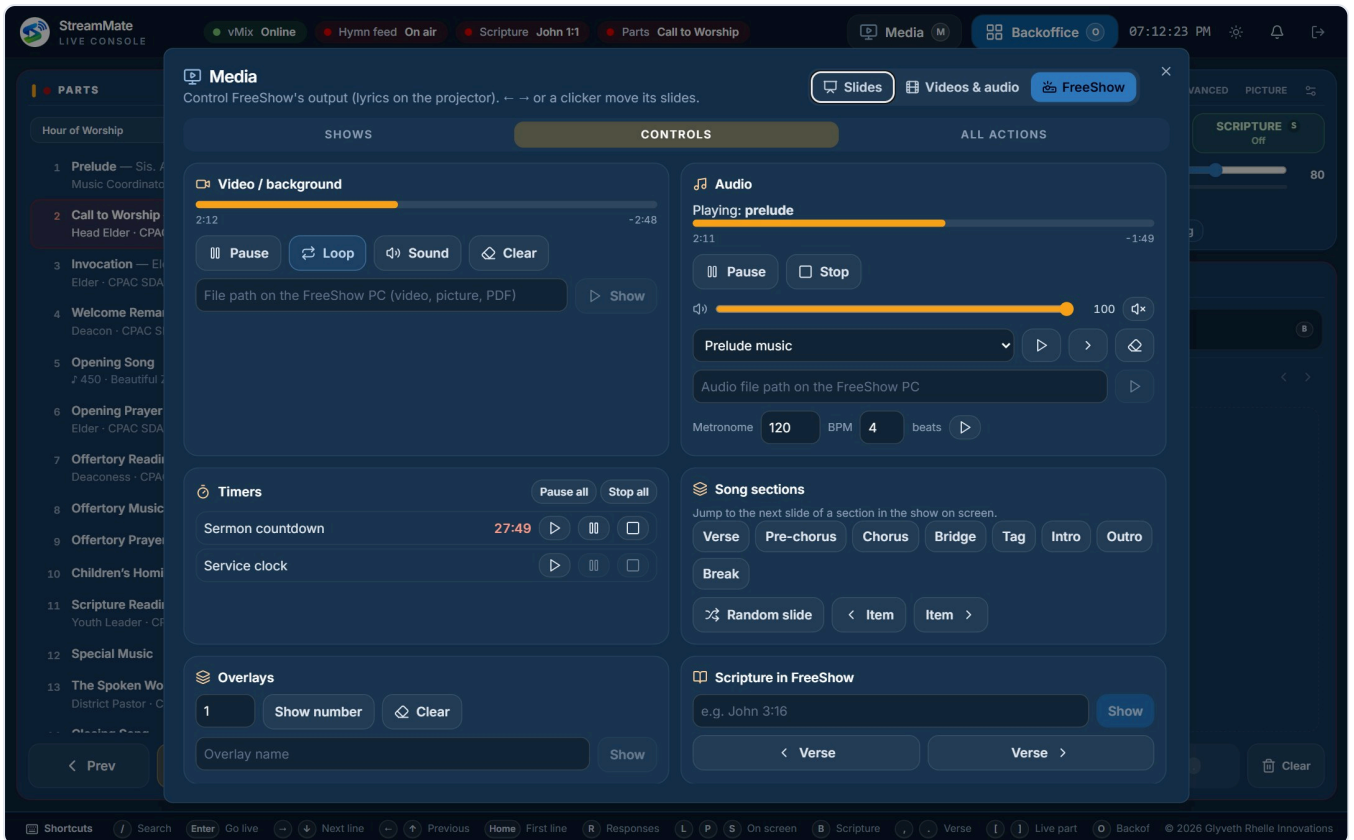


Figure 10.2 FreeShow → Controls.

11. Speaker notes screen

The notes screen shows the **speaker notes** of the slide being presented, in large letters, for a monitor, TV or tablet at the pulpit. It follows the presentation by itself, whether it runs in vMix or in PowerPoint on the StreamMate PC.

- **On a screen of the StreamMate PC:** choose it in **Notes on** on the Slides tab (PowerPoint mode, chapter 7). The notes open full screen there with the slide show and close when it ends.
- **By hand, or on another device:** on the Slides tab click **Open notes screen**, or on a tablet or PC open `http://<StreamMate-PC>:8080/notes` and sign in once. Then click the full-screen button (or press **F**).

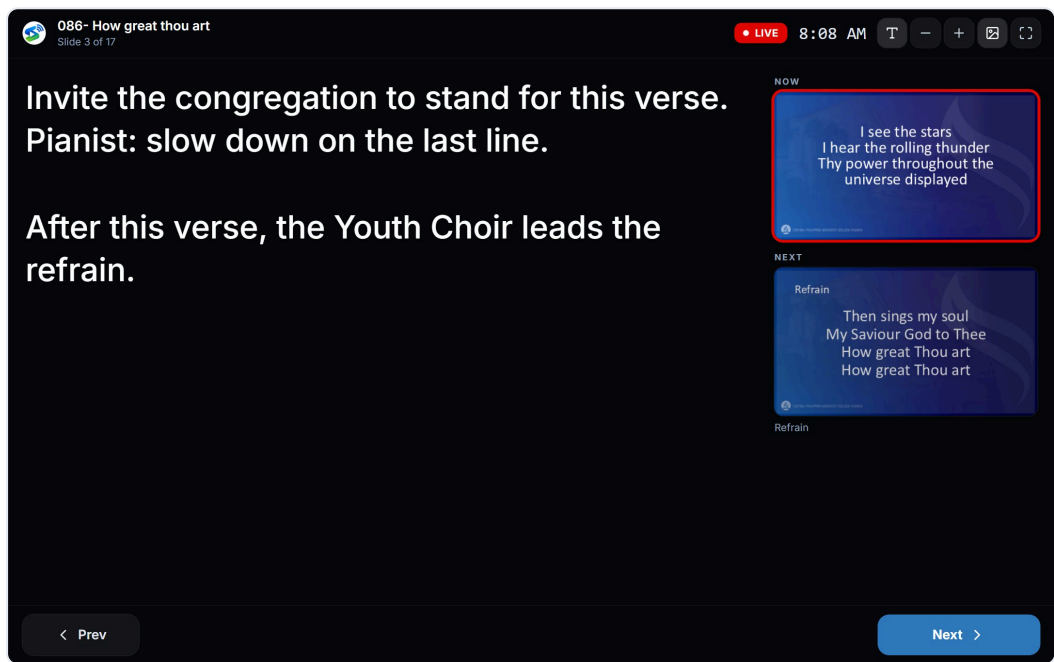


Figure 11.1 The notes screen: the notes on the left, the current and next slide on the right, LIVE badge and clock at the top.

Control	What it does
T button / A	Fit the notes to the screen (on by default): long notes shrink so everything fits, short notes stay large.
- +	Smaller / larger text (with fitting on: the largest size allowed).
Picture button / P	Show or hide the slide pictures.
Full screen / F	Full screen on and off.
Prev / Next, ← → Space	Move the presentation (a clicker plugged into the notes device works too).

Notes come from PowerPoint

Type the notes in PowerPoint's notes area under each slide. The presentation must be in StreamMate's slides folder, and PowerPoint must be installed on the StreamMate PC.

12. Settings

Open Settings with the **gear** in the Backoffice. Each group has its own Save button.

vMix connection

- **vMix web API address:** copy the **Web Site Address** from vMix **Settings** → **Web Controller**, for example `http://127.0.0.1:8088` (same PC) or `http://192.168.1.60:8088`.
- **StreamMate port:** the port StreamMate listens on (default `8080`). Avoid 8088 and 8099, which vMix uses. A change takes effect after a restart (tray → Restart); update the vMix data source addresses too.
- **StreamMate JSON URLs:** the addresses to paste into vMix (chapter 13).

The screenshot shows a 'Settings' dialog box with a close button (X) in the top right. Below the title bar, it says 'Saved in controller_settings.json. Each group has its own Save button.' and 'This app on the network: 192.168.50.240 (e.g. http://192.168.50.240:18765/backoffice)'. On the left is a sidebar with four items: 'vMix connection' (selected, with a plug icon), 'Lyrics & data sources' (with a list icon), 'Files & slides' (with a folder icon), and 'Participants API' (with a group of people icon). The main area is titled 'vMix web API address' and contains the text 'How this app talks to vMix. Copy the Web Site Address from vMix Settings → Web.' Below this is 'Active vMix API: http://127.0.0.1:8190' and 'vMix web API base URL' with a text input field containing 'http://127.0.0.1:8190'. There are two buttons: 'Save vMix URL' and 'Clear saved URL'. Below this is a section for 'StreamMate port' with the text 'The port this app listens on (default 8080). vMix data sources, browsers and other PCs use it, so update their URLs after a change. Takes effect after a restart.' There is a 'Port' label and a text input field containing '18765', followed by a 'Save port' button. At the bottom of the main area, it says 'Avoid 8088 and 8099 (vMix). Other PCs may need the new port allowed in Windows Firewall.' and 'StreamMate JSON URLs'. A 'Close' button is in the bottom right corner.

Figure 12.1 Settings → vMix connection.

Lyrics & data sources

- **Hymn layout in vMix:** how a hymn is split into the TITLE and LINE fields (two lines per row by default; also three lines, one line, or one stanza per row).

- **Data source names in vMix:** the names of your vMix data sources for the hymn lines (default `HYMNS`, table `JSON`) and the program parts (default `PROGRAM PARTS`, table `JSON`). They must match vMix exactly, so StreamMate can move vMix to the line or part you select.

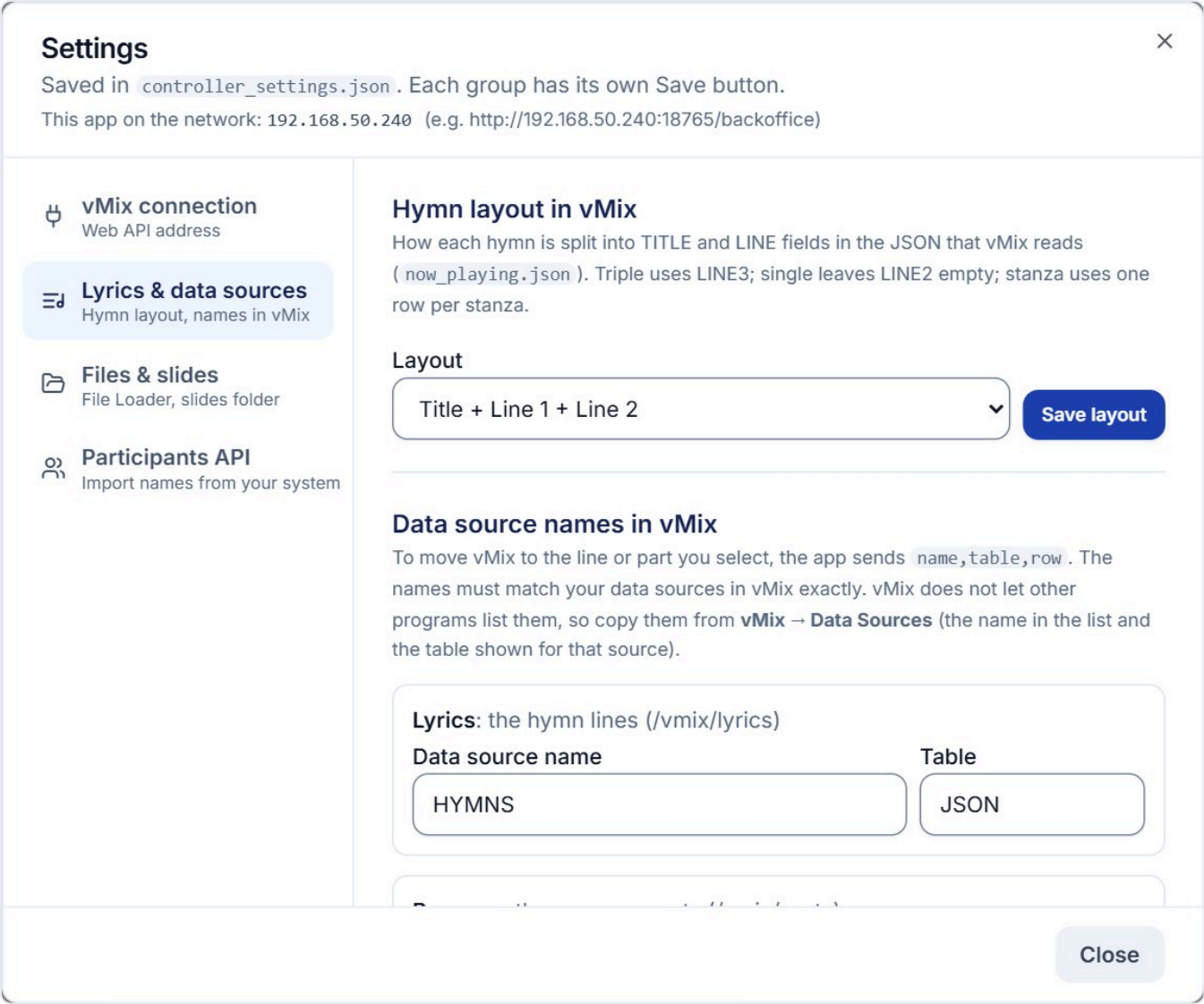


Figure 12.2 Settings → Lyrics & data sources.

Files & slides

The **slides folder** used by the Slides tab and the File Loader, and an optional separate vMix address for loading files.

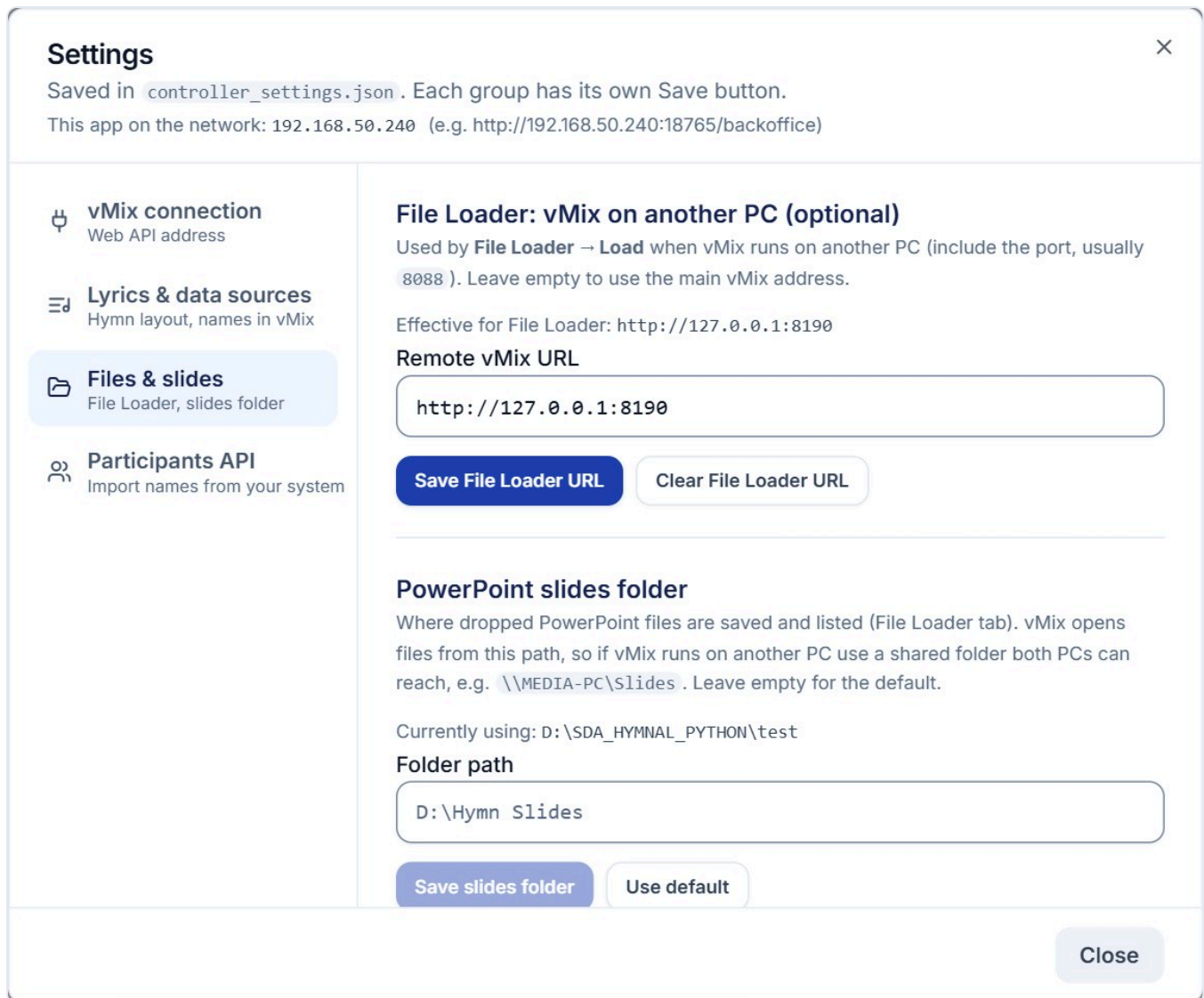


Figure 12.3 Settings → Files & slides.

Participants API

Optional: look up names from your church's member system while filling in a program. The source is either an **API** (an address that returns members as JSON) or a **Google Sheet** (shared as "Anyone with the link" or published as CSV, with the columns `firstname`, `middlename`, `lastname`). Make sure the **source** is set to the one you use. **Test** checks the connection.

Settings

×

Saved in `controller_settings.json` . Each group has its own Save button.

This app on the network: 192.168.50.240 (e.g. `http://192.168.50.240:18765/backoffice`)

 **vMix connection**
Web API address

 **Lyrics & data sources**
Hymn layout, names in vMix

 **Files & slides**
File Loader, slides folder

 **Participants API**
Import names from your system

Participants API

Pull participant names from a **Google Sheet** or your church membership system. Matching names (e.g. **Juan Miguel D. Santos**) are suggested as you type in a **Participant name** box.

Source of names Google Sheets **Membership API**

The app calls **Host + Endpoint** with the username and password (HTTP Basic sign-in) and expects `{ firstname, middlename, lastname }` (one person, a list, or wrapped in `data`).

Host

Username **Password**

Endpoint

Add `{query}` where the typed name goes to let the API search, e.g. `/api/members?name={query}` . Without it, the names the endpoint returns are searched on this PC.

Close

Figure 12.4 Settings → Participants API.

13. Setting up vMix

This is done once on the vMix PC. The **Help** tab shows the exact addresses for your installation.

1. Turn on vMix's web API

In vMix, open **Settings** → **Web Controller**, tick **Enable** and note the **Web Site Address** (port 8088 by default). Enter it in StreamMate's Settings → vMix connection.

2. Add StreamMate's data sources

- 1 In vMix, open **Data Sources** (bottom-right of the main window).
- 2 Add a source of type **JSON** for each feed below and paste its URL. Use the StreamMate PC's address (`127.0.0.1` only works when vMix and StreamMate are on the same PC).
- 3 Name each source exactly as in StreamMate's Settings → Lyrics & data sources.
- 4 Link the fields (TITLE, LINE1, LINE2; Part, Participant, Designation...) to your vMix titles.

Feed	URL (default port)	Name in vMix
Hymn lyrics	<code>http://<PC>:8080/vmix/lyrics</code>	<code>HYMNS</code>
Program parts	<code>http://<PC>:8080/vmix/parts</code>	<code>PROGRAM PARTS</code>
Scripture	<code>http://<PC>:8080/vmix/bible</code>	any

vMix on another PC

Allow StreamMate through the Windows Firewall (the installer option does this), and check from the vMix PC that the URL opens in a browser and shows data.

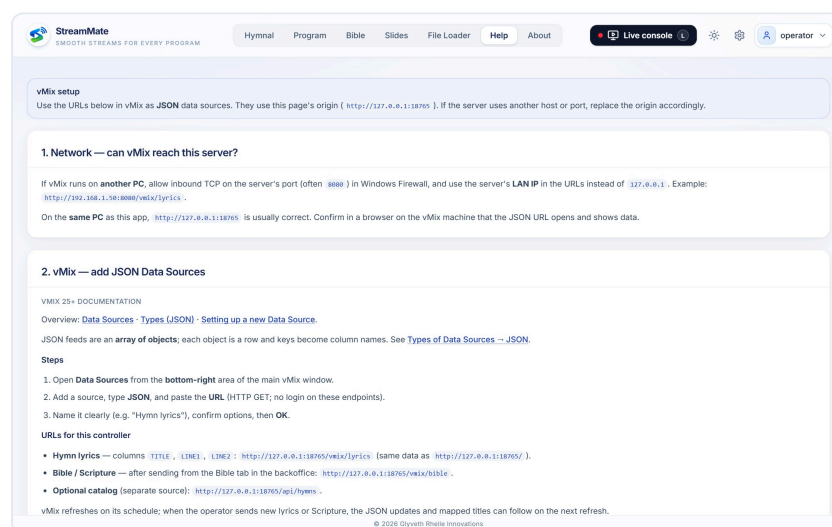


Figure 13.1 The Help tab with the URLs for your installation.

14. Sabbath checklist

During the week

- Program → Programs: fill in the names for each program. Insert any special parts for this week. Link the hymns to the song parts.
- Slides: add the week's presentations; skip slides you will not show; check the speaker notes.
- Hymnal: add any song that is not in the hymnal.

Before the service

- Start vMix, then check the StreamMate tray icon (Start if needed).
- Open the Live console. The **vMix** pill should say **Online**.
- Choose the program in the Parts column. Queue the hymns in the Rundown.
- Load the presentations into vMix (Slides tab or Media window), or in PowerPoint mode check **Slides on** and **Notes on**. Open the notes screen at the pulpit if it does not open by itself.
- Check the vMix panel: Lyrics, Parts and Scripture are set up (no **Set up**), and the main volume is right.
- Projector: **Open on screen** (or open `/projector` on the projector PC) and check it is on **Live**.
- Turn on the **bell** (muted-audio alarm).

During the service

- Parts: **Next part** (**J**) as the service moves on; **P** shows or hides the lower third.
- Hymns: **Enter** puts the next hymn on air; **→** steps the lines; **L** shows or hides the lyrics; **R** for a response.
- Scripture: **B**, type the reference, click the verse; **.** for the next verse; **S** shows or hides it.
- **Clear** each column when its item is finished. On the projector, **Clear** or **Black** for prayer or a video.

After the service

- Program → Programs → **New week** on each program used (saves the names in History and clears them for next week).

15. Troubleshooting

Problem	What to do
The page does not open	Check the tray icon: right-click → Start (or Restart). From another PC, use the StreamMate PC's address and port, and make sure the firewall allows it.
vMix shows Offline	Is vMix running? Is Web Controller enabled in vMix? Is the address in Settings → vMix connection correct?
Lines change in StreamMate but not in vMix	The data source names in Settings → Lyrics & data sources must match the names in vMix Data Sources exactly.
vMix shows old text	vMix reads the data sources on its own schedule; set a short refresh interval on the data source in vMix.
Picture tab: "No picture: vMix is on another PC"	Normal when vMix is not on the StreamMate PC; the picture needs both on the same PC. Everything else works.
Lyrics / Parts / Scripture button says Set up	Pick its vMix title with the gear on the vMix panel. If it worked before, the title was renamed or removed in vMix: pick it again.
The slide show or the notes open on the wrong screen	Slides tab (PowerPoint mode): check Slides on and Notes on . The names say where each screen sits; changing them during a show moves the windows at once.
Next / Previous on the Slides tab do nothing on screen	The page is on a presentation that is not showing. Click Control the on-air one , or pick the presentation that is on screen.
The church screen does not change	Open Projector : the switch must say Projector on , the mode Live , and what you put on air must be ticked under Follows .
The projector opens on the wrong screen	Projector window: pick the right screen in the list and click Open on screen again.
FreeShow "not reachable"	Open FreeShow and turn on Settings → Connections → WebSocket/REST . For FreeShow on another PC, set its address with the sliders button in the FreeShow tab.
An update did not install	Windows' admin prompt must be answered Yes on the StreamMate PC. Click Update now again.
A presentation cannot be read	PowerPoint must be installed on the StreamMate PC. Close any PowerPoint dialog that is waiting, then click Try again .
The notes screen says "Waiting for a presentation"	Show a presentation from the Slides tab (in vMix or PowerPoint). The file must be in the slides folder.
Names from the sheet do not appear	Settings → Participants API: check the source is set to the Sheet, the sheet is shared, and click Test .
Everything is locked	The trial or license has ended: activate (chapter 2).
Forgot the password	See chapter 2, "Signing in".

16. About, license and support

The **About** tab shows the version, the contact email, the license status of this PC (with its device code) and **Updates**.

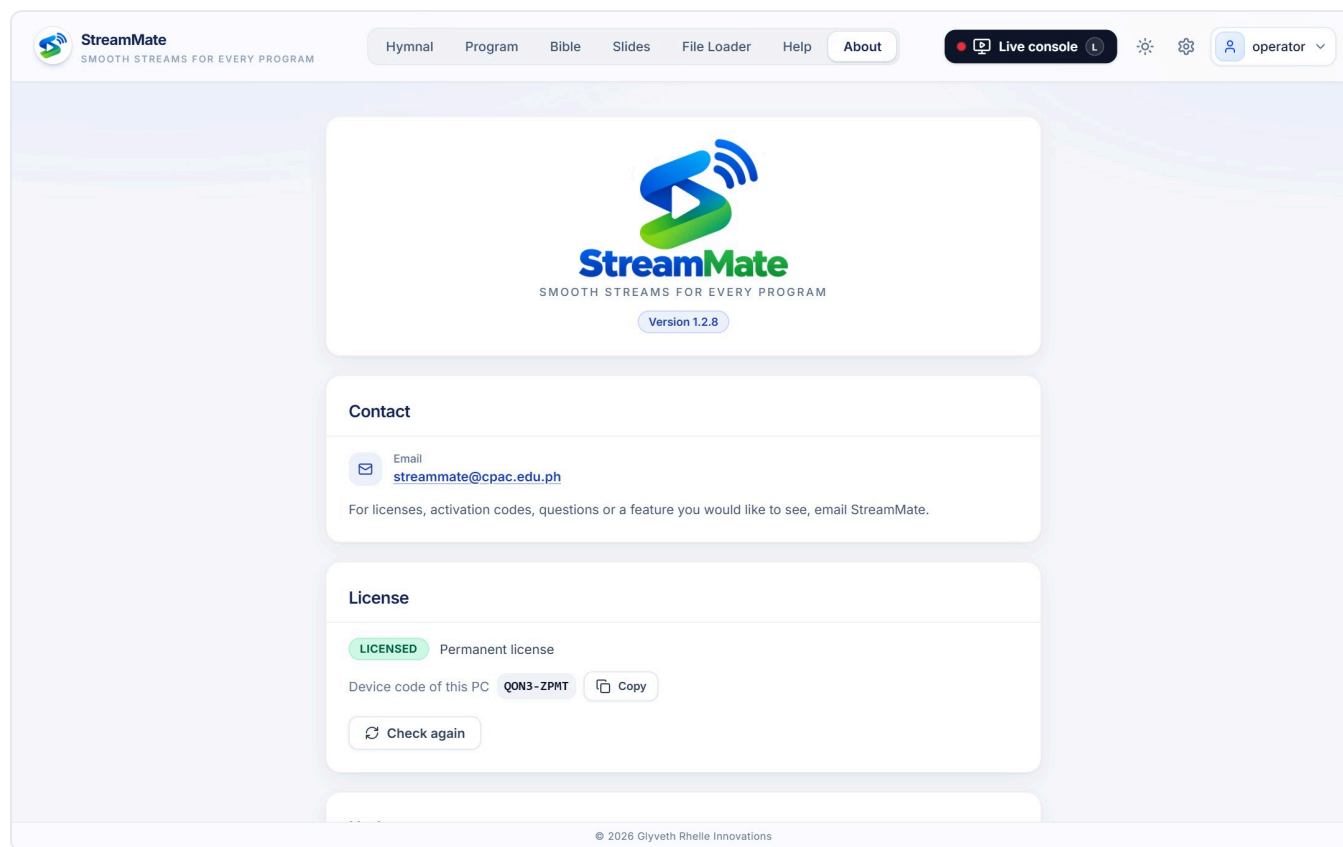


Figure 16.1 The About tab.

Updates

StreamMate checks for a newer version by itself. When there is one, the bottom of the Backoffice says **Update x.y.z available** (the Live console says **New update available**).

- 1 Open **About** → **Updates**. It shows the new version and **What's new**. **Check for updates** asks again at once.
- 2 Click **Update now**, then **Update now (confirm)**. **Not during a service**: StreamMate stops for about a minute.
- 3 On the StreamMate PC, click **Yes** on Windows' admin prompt.
- 4 StreamMate downloads the update, checks it, installs it and starts again. A progress bar shows how far it is; the page reloads when the new version runs.

Nothing is lost

Hymns, programs, people, settings, the sign-in and the license are kept.

Support

For licenses, activation codes, questions or ideas, contact StreamMate:

`streammate@cpac.edu.ph`

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