

MPFC Veo Camera Instruction

Guide below is specific to MPFC Veo Camera use. For further information on using the Camera, the Tripod, the Veo Camera App, and viewing Recordings in Veo, please refer to the [Veo website](#), and/or plenty of Veo tutorial videos and tips online.

Pre-Match

- Make sure the Veo Camera is fully charged (three green lights on back right)
 - The Veo Camera can take 3-4 hours to fully charge.
 - A full charge (3 solid green lights) will last 4-5 hours (2.5 full games).
 - If left turned off for several days it will lose power (and will need a recharge).
 - If not used for many weeks (off-season etc) the battery may die and it will not charge. So charge up regularly even when not using.
- Make sure your phone is charged (although the App does not use much power).
- Make sure you have the Veo Camera App on your phone. See here for [instructions for downloading the app](#).
- Make sure the Power Pack is also fully charged (needed for 5+ hours use during the day)

What to take to a game

- Veo Camera (in the hard case).
- Tripod (with connector base)
- Pegs and/or sandbags
- Tie ropes (for setting up fully extended, and/or in strong winds)
- Power pack (to extend battery life beyond 5 hours - for multiple games):
 - Power pack (fully charged) and power pack cable - if using for multiple games
 - Power pack bag – to tie to top of tripod and hold the Power Pack (to charge whilst in use)

If there is heavy rain then DO NOT USE the camera. It is shower proof, but driving rain will damage the camera

Setting up the Tripod

1. Set tripod up at halfway line, with sun behind, and about 80-100% distance away as the height of the tripod (about 1m if fully extended)
2. Extend tripod base legs only - use top adjuster on base, not bottom. Do not extend the rest of the tripod yet.
3. Extendable leg: Note that there is one extendable leg. This can be used to level the tripod if the ground is uneven.
4. Put pegs in three ends of base to secure - stamp or hammer down so that tripod does not move or shake (with extender leg furthest from pitch)

5. If windy or setting up with tripod fully extended (7m) then connect ropes with the 3 carabinas (at end of ropes to silver metal connector on top of tripod)
6. Attach the Veo Camera onto the tripod. It should easily click in, but also lock it with the small metal pin (if metal pin is on the tripod connector pad)
7. Turn on the camera. two green lights on left should light, and 1-3 green lights on right (three if fully charged)
8. Connect to the camera with the Veo Camera App
 - 8.1. Note: it connects via Wi-Fi
 - 8.2. When connecting it may not connect first go (says Unable to connect). Just try again once or twice. It seems to eventually connect.
 - 8.3. When connected:
 - 8.3.1. a second green light should now appear on the left back of the camera
 - 8.3.2. the app will show the view the panorama camera has.
9. Extend Tripod:
 - 9.1. top first, loosening and then re-tightening (fairly firmly) each as you go.
 - 9.2. Make sure you loosen the right one each time otherwise it will slam down
 - 9.3. Tripod extends to 7m, which offers the best view of a full-size pitch
10. Secure and adjust the tripod:
 - 10.1. Place pins in ground around tripod and connect each rope to a loose tension
 - 10.2. Tighten each rope carefully in turn
 - 10.3. Without the tripod extended fully it is difficult to tighten ropes, but if it is very windy then you may want to extend all but the top one (first one) as this is the thinnest.
11. Check the view of pitch through the app (on your phone) – it will be a full panorama, but check you can see all four of the corner flags.

Using the Camera App to Start and/or Stop the Recording (or Live Stream)

1. START CAMERA: When the match is about to begin (5-10 mins before kick-off), use the Veo Camera App to start:
 - a. To record only: press Start Recording. And then sit back and relax!!
 - b. To stream live (auto records also): select Go-Live
 - i. Select the pitch size
 - ii. Select the team (if your team is not an option then select XX ARCHIVE as your team)
 - iii. Name the Opposition
 - iv. Select Home or Away
 - v. Select Next
 - vi. Check all lights are green (for pitch set up, connection etc). If G connection then you will not be able to live stream, and Record only is possible. If Field Assistance not green you can ignore and select Accept Default
 - vii. Swipe Right to start Live Stream (this may take 10-30 seconds. Be patient)
2. NOTE: The steps to Start may not work the first time, or be very slow. Reconnect the camera and try again if there is an issue. In most cases the camera will eventually start.
3. STOP CAMERA: When the match is over, open the App and reconnect to the camera (if not already) and press Stop Recording. Make sure you are connecting to the MPFC camera (not someone else's nearby)

Packing Away Tripod and Camera

1. If there is no other user that day you must pack away the Veo camera, tripod and accessories.
2. Lower each of the tripod extensions carefully, loosening and tightening each as you go (make sure you loosen the right one – otherwise your fingers may be caught as it slams down!)
3. Once lowered, turn the camera off. Note: after pressing the power off button for a couple of seconds (it may then take 8-10 seconds to power down and the lights to go off)
4. Remove the camera from the tripod and pack away into secure case
5. Remove each of the carabines and loosely roll up each of the ropes, and stuff them into the bag (one in each pocket) AND make sure all three pins are collected and also placed in the bag.
6. Return tripod and rope back (with pins) to Equipment Room.
7. Do not leave the Camera in the Equipment Room. Take it home and

7.1. For Juniors Camera contact secretary@mpfc.com.au

7.2. For Senior Camera contact Ben@mpfc.com.au

Post-Match

If there is no other user that day and you wish to upload the recording, simply connect the Veo Camera to a power source at home (to charge while uploading, light on right will pulse) and turn it on. It should automatically start uploading (the two lights back left pulse slowly).

If the recording does not upload you will have to Connect to the Camera using the Veo Camera App. When connected,

- 1) Select Library (top left)
- 2) In Library you will see “Recordings ready to Upload”
- 3) In the list will be those recordings that are either:
 - a) Uploading
 - b) Scheduled for Upload
 - c) Or need to be named to be able to upload. In this case, you will need to Select Edit for that recording and name the recording (Home Team and Away Team). Once done it will either start uploading, or be Scheduled for Upload.

Upload of one hour of recording will take about 1 hour to upload (and then 1-2 hours to process).