



The following are the instructions each official will need to follow to use Synergy to access game video. Any questions regarding the use of Synergy that are not answered in this document should be directed to the conference office.

### **Getting Started:**

- Each computer wanting to use Synergy will need Silverlight 5.0 or higher...to check if you have Silverlight 5.0 or if you need to update it, go to [www.microsoft.com/getsilverlight](http://www.microsoft.com/getsilverlight). If you need to update your version of Silverlight and use a Mac computer, please remove all previous versions of Silverlight, restart your computer and download Silverlight 5.0.
- Download Synergy's Video Express software onto your computer by going to [www.synergysportstech.com/videoexpress](http://www.synergysportstech.com/videoexpress). It is compatible with Mac or PC computers. To successfully download the software you will be asked to enter your email address and Synergy password. Your Synergy password is your last name with the first letter capitalized followed by 1234. For example Johnson1234, Stjohn1234 or Mcmichaels1234.

### **To Download a Game:**

- Open the Video Express software.
- Click "New Download" on the far left, in the light blue, in the Downloads section.
- Double check the season is correct, use the drop down to change it if necessary.
- Select the League – either College Men or College Women.
- Select the Team from the drop down menu, either team that played in the game will work.
- Notice the teams schedule will appear in reverse chronological order with the most recent game at the top of the list. If the game you seek is not listed, it means the team has yet to upload the video and it will not be available until they do so.
- You have two options of the type of video you can download:
  - If you click on the Download button under the **Raw Video** column you will download the exact video that was uploaded to Synergy by the home team, the video file type will be exactly what was originally uploaded.
  - If you click on the Download button under the **Synergy Full Game Video** column you will download an MPEG4 version of the game.
- Once you select download, a confirmation pop up window will ask you to verify the game you selected is the game you wanted to download. Click OK.
- You will be automatically sent back to the original Video Express screen and a line will appear under the Downloads section giving you information on your download (Game info, Download Progress, Download Speed, etc).
- Once Download Progress says "Complete" the game has successfully been downloaded.
- To access the actual video, open your Documents or My Documents folder.
- Open the VideoExpress folder that is now present in your Documents/My Documents folder.
- Open the Downloads folder inside of the VideoExpress folder.
- Open the folder that is titled the same as the name of the game you'd like to watch.



- Open the video file.



**To watch video that has been emailed to you by your commissioner of officials:**

- Click on the link inside the email.
- Type your email address into the Login Box titled "Email Address".
- Type your password into the box titled "Password".
- Click the Login button.
- Synergy will run a "speed test" to verify you have an internet connection. When the bandwidth reading appears in RED, click on the link near the bottom of the list that says, "Override the speed test and request Silverlight video".
- The red number will disappear, click on the link that says, "Continue to the page you requested."
- The video will open in a new window and begin to play.

**Technical Specifications for using Video Express:**

*Minimum Computer Specifications*

For optimal performance, computers should have 4GB of RAM to operate the Synergy Sports software. Computers with 2 to 4GB of RAM will operate the Synergy Sports software, but you may experience a lag in performance.

*Acceptable Operating Systems*

Synergy Sports software will only run on computers with the following operating systems

- Windows 7+
- Mac OS X 10.7+

*Internet Bandwidth Requirements*

You will need a sustained high speed internet connection to download games via Video Express. The time it takes to download is 100% dependent on your internet connection speed. To view video emailed to you by the commissioner of officials, you should have a minimum of 2 Mbps.