

STATION OPERATING MANUAL

Trinity Trainer Methodist Church

TRIN-DB · COMMUNITY RADIO MINISTRY

1 • Welcome — What You Have

Trinity Trainer Methodist Church operates its own internet radio station, **TRIN-DB**, as part of the U-Rock® Network. Everything is already built and running. Your ministry has three pieces:

Piece	Address	What it does
Public station page	urock.directory/station/trin-db	Where your congregation and community listens. Shows live services, announcements, and the community board.
Church Console	affiliate.urock.network/church.html	Your control room — go live, publish announcements, approve community notes.
Live Studio	Inside the console	Broadcast from any computer with a microphone — no equipment or software needed.

The station is quiet between broadcasts on purpose — the page reads “*Quiet hours.*” The moment you go live, it switches to **LIVE FROM THE SANCTUARY** automatically. There are no ads on your station or page, ever.

2 • Signing In

Console address	affiliate.urock.network/church.html
Email	trinity@urock.network
Password	(provided separately by your U-Rock® contact)

Sign in once and you'll see five panels: **On the Air**, **This Week**, **Community Board**, **Your Look**, and **Help**. Each is covered below.

3 • Going Live (Sunday Service or Any Time)

The easy way — from the browser

1. Open the Church Console and look at the **On the Air** panel. The status dot shows whether the station is live or quiet.
2. Press “**Enter the Live Studio.**” A broadcast booth page opens.

3. When the browser asks for microphone access, choose **Allow**.
4. Enter the streamer credentials below and press **Start Streaming**.
5. You are on the air. The public page flips to *LIVE FROM THE SANCTUARY* within about 15 seconds.
6. When the service ends, press **Stop Streaming**. The page returns to quiet hours.

Streamer user	trinity_live
Streamer password	8h4c3ot2-yic97n

Tip: do a 2-minute test on a weekday — go live, open the station page on a phone, hear yourself, stop. Once you've done it once, Sunday is routine.

The sound-board way — with broadcast software

If the church later wants to plug in a mixing board, any standard broadcast app (BUTT, Mixxx, and similar) can stream with these settings:

Server	broadcast.urock.network
Port	8175
Username	trinity_live
Password	8h4c3ot2-yic97n

4 • This Week — Announcements & Events

The **This Week** composer publishes straight to your public page. Use it for service times, choir practice, potlucks, food drives, youth group — anything the congregation should see.

1. In the console, find the **This Week** panel.
2. Choose **Announcement** or **Event**.
3. Write a title and a sentence or two. Plain language is perfect.
4. Press **Publish**. It appears on the station page immediately under *This Week*.
5. Made a mistake? Every published item has a **Remove** action in the same panel.

5 • Parish & Community Board

Anyone in the community can submit a note — an announcement or a prayer request — from the public station page. **Nothing appears until you approve it.**

- 1. Open the **Community Board** panel in the console. New submissions wait in the pending queue.
- 2. Read each note. Choose **Approve** (it goes on the public board), **Decline** (it quietly disappears), or **Delete**.

You are the editor. If a note isn't right for the board, decline it — no explanation owed. A quick check twice a week keeps the queue moving.

6 • Your Look — Logo & Banner

The **Your Look** panel opens the branding tool. Upload the church's logo and a banner photo (the sanctuary, the front of the building, a stained-glass window) and they appear on your public page. PNG or JPG, up to 8 MB. You can change them any time.

7 • The Weekly Bulletin

If a weekly bulletin/magazine is published for the station, a **Bulletin card** appears on the public page automatically — nothing for you to configure. Ask your U-Rock® contact about setting this up when you're ready.

8 • Good Habits & Troubleshooting

Situation	What to do
Page still says quiet hours after going live	Wait 15–30 seconds and refresh. If it persists, stop and restart the stream.
Browser can't use the microphone	Check the padlock icon in the address bar → allow the microphone, then reload the booth page.
No sound on the station page	On phones, tap the play button — mobile browsers never auto-play audio.

Forgot the console password	Contact your U-Rock® contact — it can be reset in minutes.
Anything else	Reach your U-Rock® Network representative — they can fix anything on the station side.

A simple weekly rhythm

- **Sunday:** go live for the service (arrive 10 minutes early, start the stream at the prelude).
- **Monday:** post the week's announcements in This Week.
- **Midweek:** approve pending community-board notes.

We built the station. You just have to speak.