

Checkpoint Celebrates!

2020

Can't stop. won't stop.

USER GUIDE

CHECKPOINT CELEBRATES! 2020 User Guide

Thank you for joining us at ***Checkpoint Celebrates! 2020: Can't Stop, Won't Stop***, our first-ever online fundraiser.

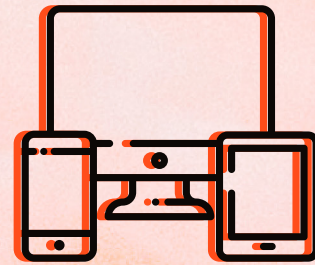
This user guide will help you access and navigate the online platform for the best viewing and listening experience. The show will be live streamed through Vimeo Live.

Our programme will go live on **Sat 21 November 2020 at 8.30pm** sharp. We suggest that you log in **at least 20 minutes earlier** in case of any technical difficulties.

Please note that the stream cannot be paused or rewound, as it is a live broadcast.

Getting Started

Recommended Devices



- **Laptops** (connected to a TV for optimal viewing experience)
- **Desktop computers**
- **Tablets**

Smartphones can be used, but we recommend a larger screen for better viewing experience. Please note that our stream is not supported by Chromecast or Smart TVs.

Getting Started

Recommended Browsers



- Vimeo Live is optimised for most browsers (including **Google Chrome, Firefox, Safari**).
- Avoid Internet Explorer if possible (not all versions of Internet Explorer support Vimeo).
- We recommend that you update your browser to the latest version available.

Sound



To best enjoy the music performances in our show, we highly recommend connecting your device to one of the following:

- TV with a sound system
- External speakers
- Headphones (for private viewing)

How to Log In

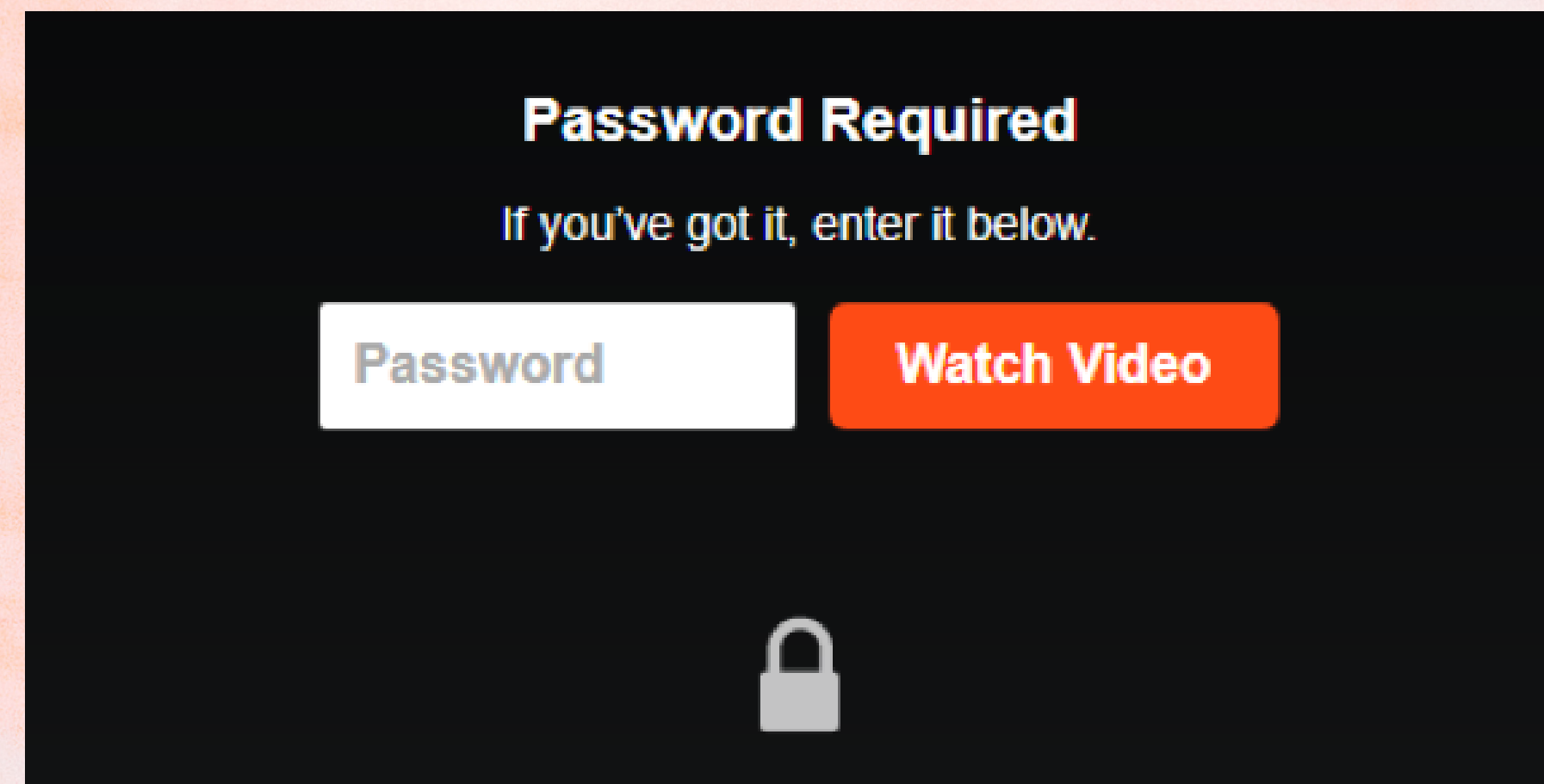


Step 1

Open www.checkpoint-theatre.org/2020fundraiser in your chosen browser.

Step 2

The landing page will look like the image below.

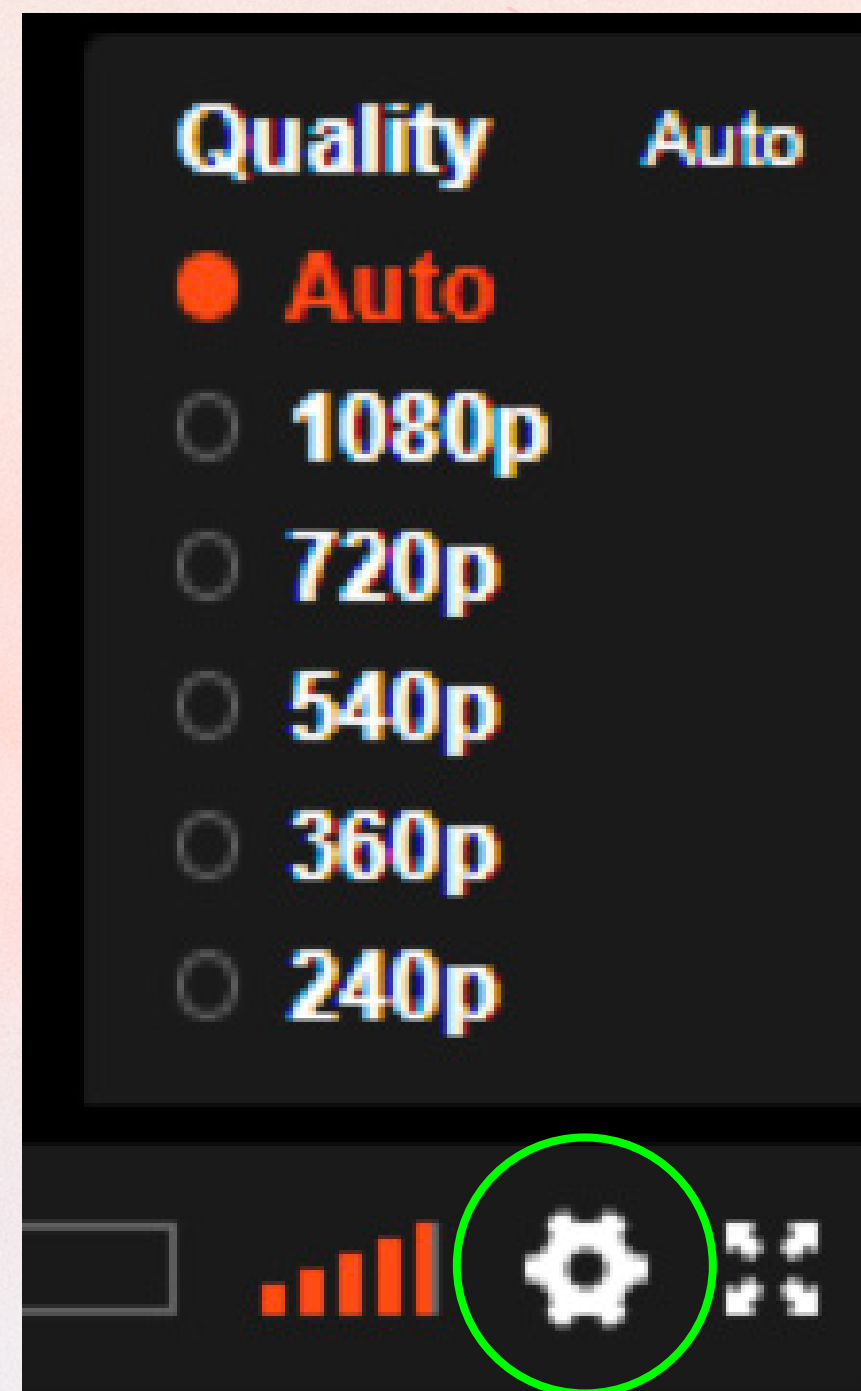


Key in the password sent to you by email from giving@checkpoint-theatre.org, then click on the **“Watch Video”** button.

How to Log In



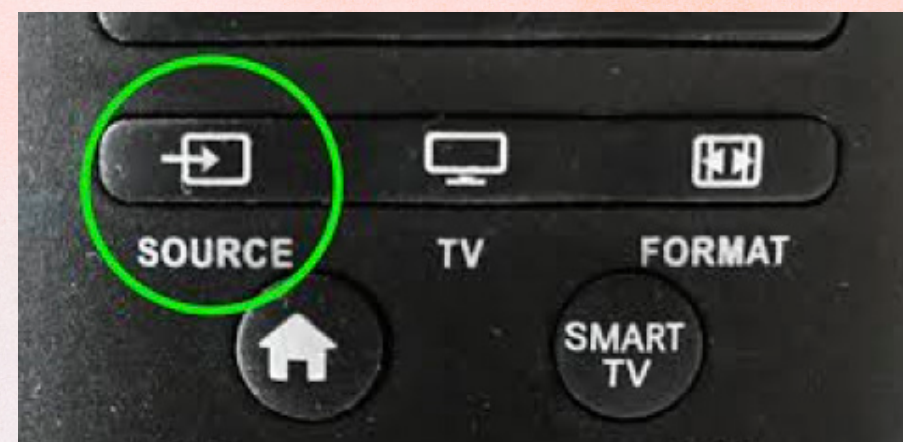
Step 3



For optimal experience, do select a higher quality video resolution according to your preference.

- Once the stream is open, click the **Settings cog** on the bottom right to pull up the Quality menu.
- Select **720p** or **1080p** for the best viewing experience. (We only recommend 1080p if you have a fast broadband connection.)
- Wait 10-15 seconds for the resolution to update.
- If the video quality is still low, click the **Full-Screen icon** to the right of the Settings cog.
- The video will go to full-screen and update the resolution accordingly.

Connecting to your Television

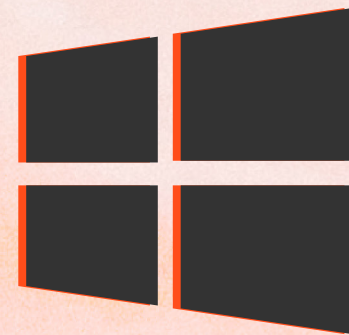


- Use a **HDMI cable** to connect your laptop to your TV. The end of the cable that connects to your TV is shown on the left.
- Plug this cable into one of the HDMI sockets on your TV (eg. HDMI1, HDMI2, etc.)
- If you are using a Macbook, you may need a USB-C or Thunderbolt 3 (USB-C) adapter to complete the connection.
- On your TV remote, press the **Source button** pictured on the left.
- Your TV will prompt you to select a source. Choose the HDMI source that was plugged from your device (eg. HDMI1, HDMI2, etc.).

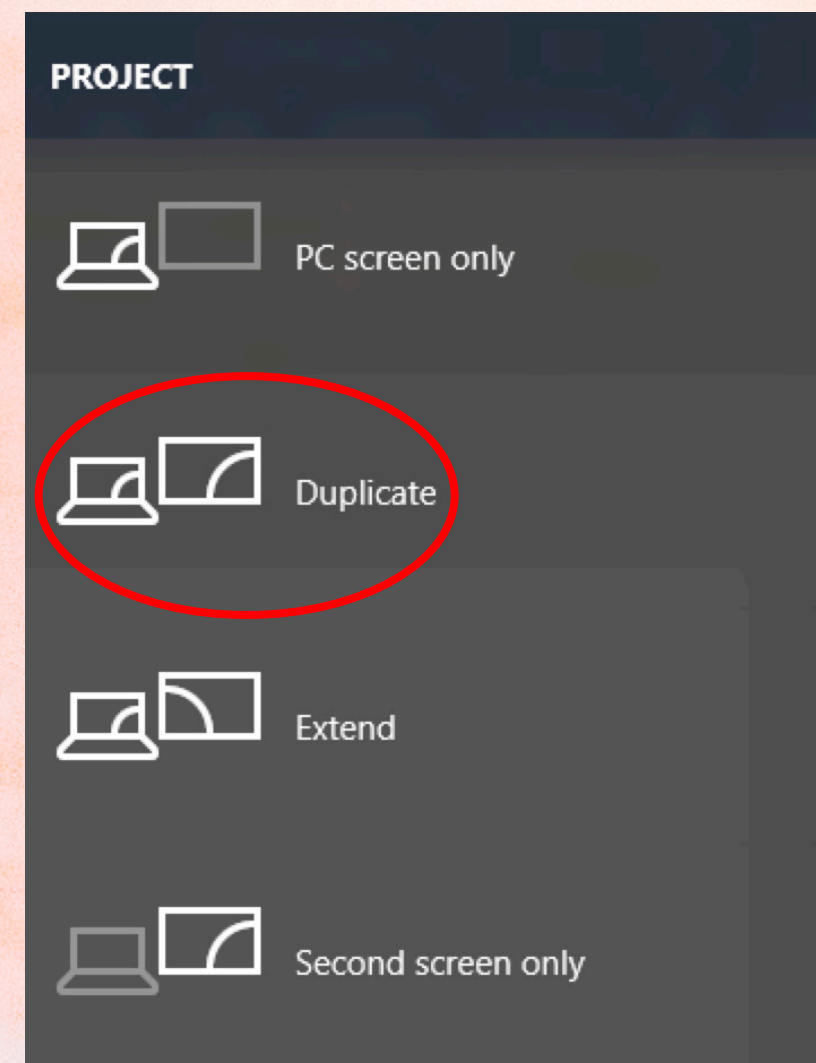
Note: Our stream is not supported by Chromecast or Smart TVs.

Connecting to your Television

**For Windows
Users**



- Press the **Windows key** and “**p**” key on your keyboard simultaneously, to bring up the project screen as shown in the image below:



- Select “**Duplicate**” and your TV will duplicate whatever is showing on your laptop.

Connecting to your Television

For Mac Users



- Go to the **Apple Menu** on your MacBook by clicking the Apple icon on the top left of your screen.
- Open **“System Preferences”**.
- Under **“Show All”**, click on **“Displays”**:

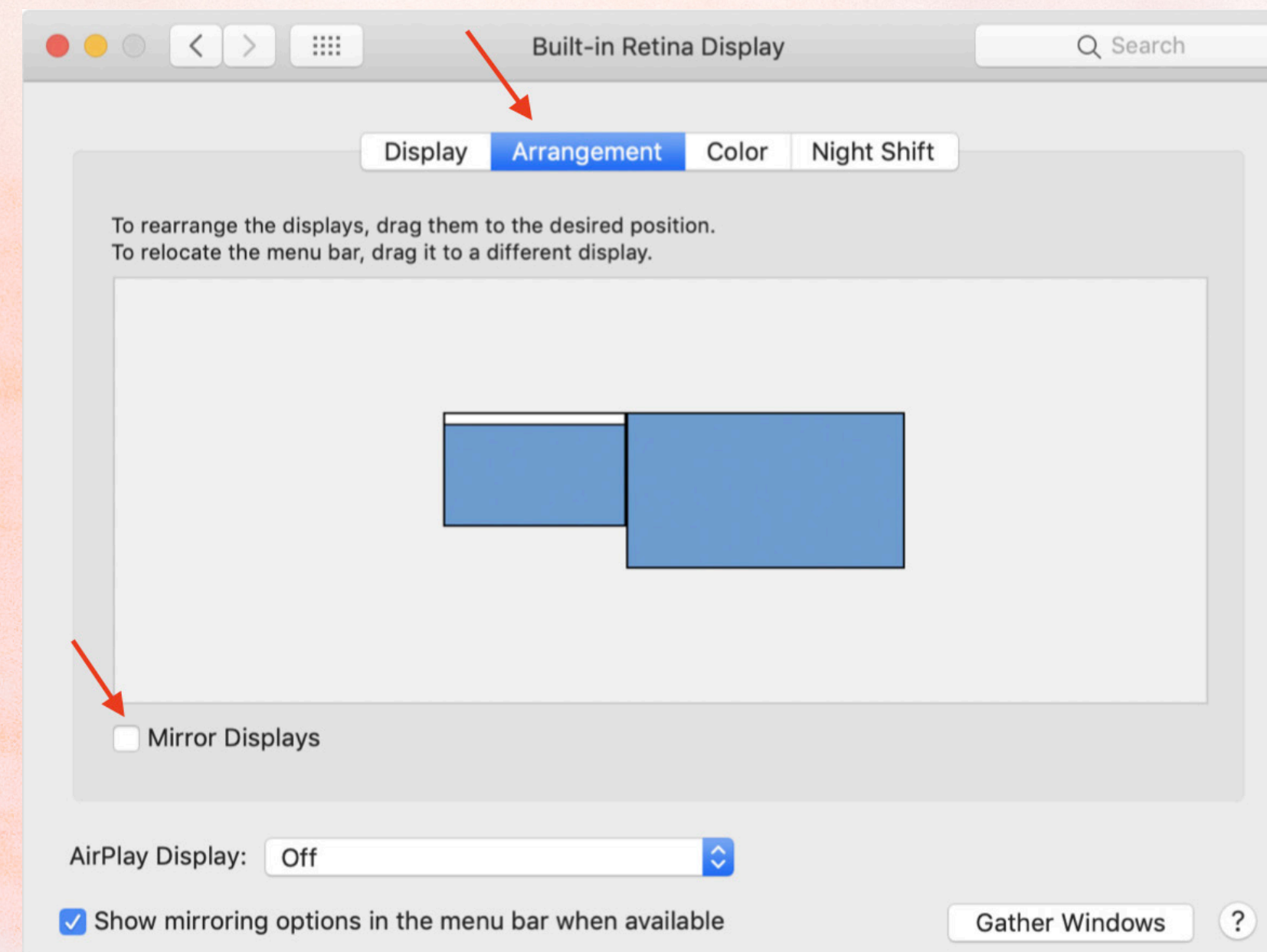


Connecting to your Television

For Mac Users



- Click on the “**Arrangement**” tab:



- Tick the box that says “**Mirror Displays**” and your TV will duplicate whatever is showing on your laptop.

How to Pledge and Donate



**Recommended
donation method:**

Giving.sg

Go to <https://www.giving.sg/checkpoint-theatre-limited>
or scan the QR code below to make your online donation.



How to Pledge and Donate



**Other donation
methods:**

Bank Transfer

Bank Transfer to **OCBC 551 06666 5001**

- For PayNow, key in our UEN: **200209251R** or scan the QR code below using your banking app.
- When the transfer has been made, please email a screen grab of the successful transaction to us at giving@checkpoint-theatre.org.



How to Pledge and Donate



Other donation methods:

Cheque

- Please make your cheque payable to “**Checkpoint Theatre Limited**”.
- If sending it by mail, please send it to:

Checkpoint Theatre Limited,
90 Goodman Road, Block B, #02-03
Goodman Arts Centre, Singapore 439053

- Please send an email to giving@checkpoint-theatre.org to inform us of your pledge/donation, and we will follow up with you shortly.



For further technical assistance prior to the event, please contact giving@checkpoint-theatre.org. We recommend testing the connection between your device and television at least **3 days in advance**.

You will also be assigned a virtual table captain on 21 Nov (from 5pm onwards) to assist you with any queries.



CHECKPOINT
THEATRE