



WESTERN SUBURBS FOOTBALL CLUB

Veo Booking and User Guide

WESTERN SUBURBS VEO ADMIN BOOKING MANAGEMENT

This guide is intended for users who wish to book and use the Veo camera through the Western Suburbs booking portal of Friendly Manager. It also provides practical advice for mounting and operating the Veo camera.

User Booking Experience

Any member of the club with a Friendly Manager login can book the Veo camera. If you do not have a login, please contact your grade convener to arrange this.

Once you have a Friendly Manager login set up, follow the steps below to book the Veo camera.

- 1) Go to the www.westernsuburbs.co.nz website, hover over the 'Coach & Referee' menu and click 'Book Veo Camera'



2) This will direct you to the Friendly Manager login page



Western Suburbs FC

Sign in

[Forgot your password?](#) [Keep me logged in on this device](#)

3) Once logged in, you will see the Veo 'Your Booking' page

Western Suburbs FCSearch

- My Profile
- Team
- Events
- Attendance
- Mailer
- Awards
- Resources

Your Bookings

Select an available time in the calendar to add it to your booking list.

< > today April 2023 month week

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7 Good Friday	8
9	10 Easter Monday	11	12	13	14	15 10a Western Suburt
16 8a Morning Veo bood 1p Afternoon Veo bo 6p Junior Level 1 Co	17 8a Morning Veo bood 1p Afternoon Veo bo 6:30p New Wests Ct	18 8a Morning Veo bood 9a Holiday Program	19 8a Morning Veo bood 9a Holiday Program 1p Afternoon Veo bo	20 8a Morning Veo bood 9a Holiday Program 1p Afternoon Veo bo	21 8a Morning Veo bood 1p Afternoon Veo bo	22 8a Morning Veo bood 1p Afternoon Veo bo
23 8a Morning Veo bood 1p Afternoon Veo bo 6p Youth Level 1 Co	24 8a Morning Veo bood 1p Afternoon Veo bo	25 8a Morning Veo bood 1p Afternoon Veo bo	26 8a Morning Veo bood 1p Afternoon Veo bo 8:30p First Kicks Co	27 8a Morning Veo bood 1p Afternoon Veo bo	28 8a Morning Veo bood 1p Afternoon Veo bo	29 Junior and Youth Fi 8a Morning Veo bood 1p Afternoon Veo bo
30 8a Morning Veo bood 1p Afternoon Veo bo	1 8a Morning Veo bood 1p Afternoon Veo bo	2 8a Morning Veo bood 1p Afternoon Veo bo	3 8a Morning Veo bood 1p Afternoon Veo bo	4 8a Morning Veo bood 1p Afternoon Veo bo	5 8a Morning Veo bood 1p Afternoon Veo bo	6 8a Morning Veo bood 1p Afternoon Veo bo

© Friendly Manager


4) Any times that are already booked will show up as not available to book (e.g. April 23rd in the screenshot above).


5) To book the Veo camera, select the desired date and time, and then 'Proceed'

Your Bookings

< > today

A

Morning Veo booking 
24th Apr, 8:00am to 12:30pm

Afternoon Veo booking 
24th Apr, 1:00pm to 11:45pm

Total: \$0.00

[Proceed](#)

Sun	Mon	Tue
26	27	28
2	3	4
9	10 Easter Monday	11
16	17	18
23	24	25

6) Fill in the details and click 'Place Booking'

Booking Summary Search + ?

Booking	Event Name	Date & Time	Cost
Wests Veo Camera: Morning Veo booking	Test booking - Dreadnoughts game	24/04/2023, 8:00am to 12:30pm	\$0.00
Wests Veo Camera: Afternoon Veo booking	Test booking - Dreadnoughts game	24/04/2023, 1:00pm to 11:45pm	\$0.00
Total:			\$0.00

Booking Instructions

Please email Jo Todd on office@westernsuburbs.co.nz to organise the pick up and drop off of the camera.

Comments

Test booking - Can I please pick up the camera at 9am on the 24th April.

[Place Booking](#)

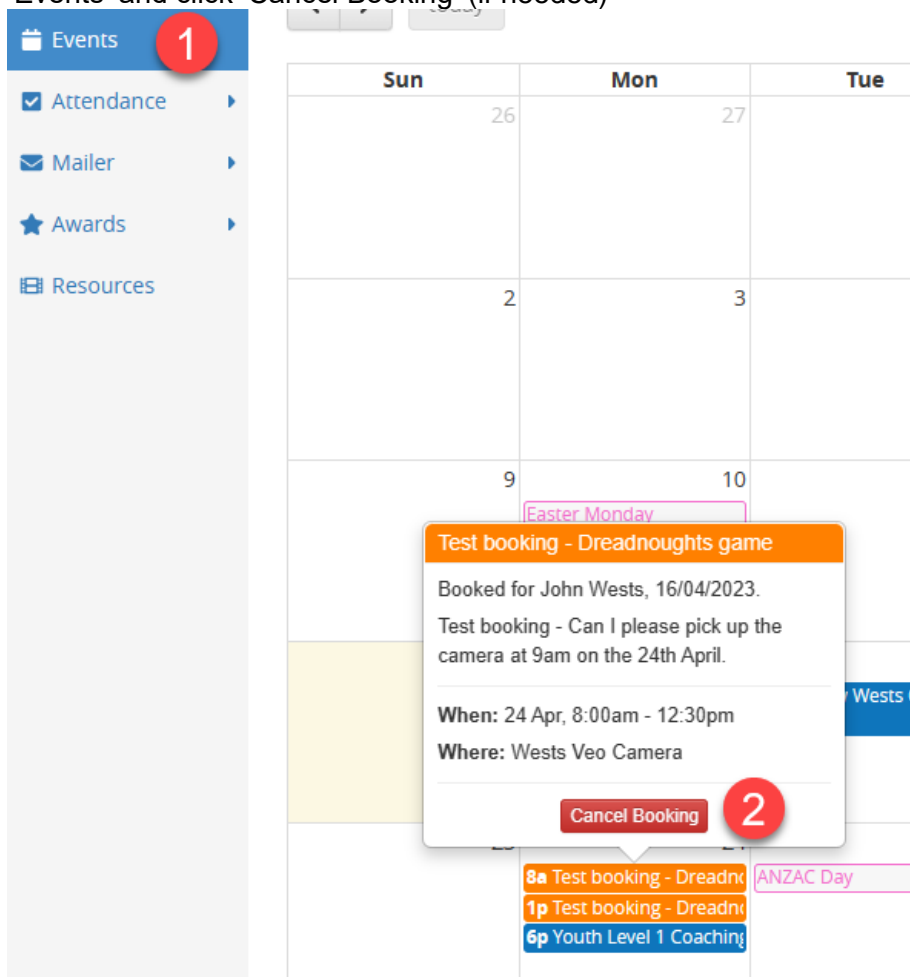
7) This will confirm the booking, and a confirmation email will be sent to you

Western Suburbs FC Booking Complete Search + ?

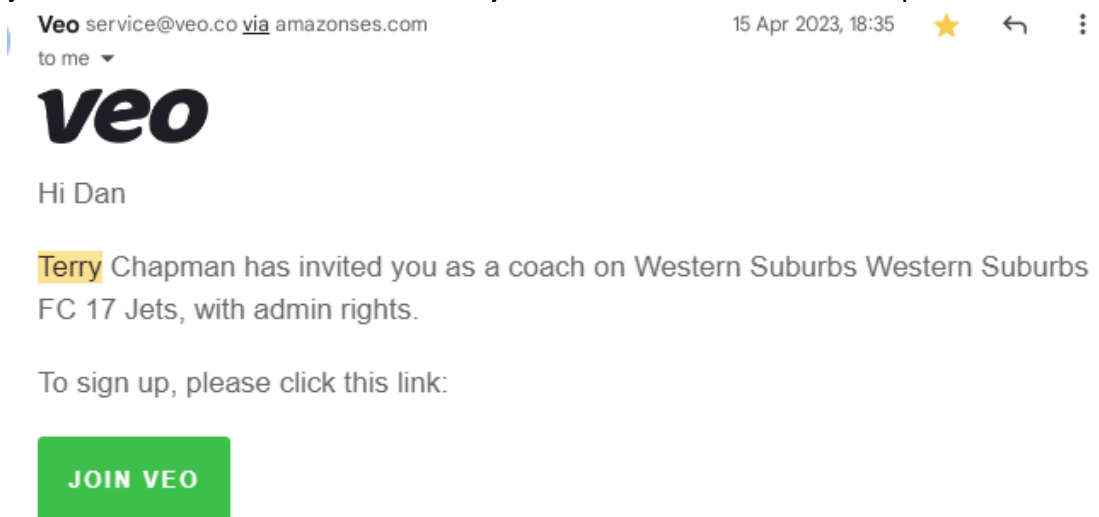
Thank you for booking. You will receive an email confirmation shortly.

- [My Profile](#)
- [Team](#)
- [Events](#)
- [Attendance](#)
- [Mailer](#)
- [Awards](#)
- [Resources](#)

- 8) To verify the booking or to cancel it, you can log into Friendly Manager, click 'Events' and click 'Cancel Booking' (if needed)



- 9) Request a Veo User Login. Contact the Veo admin with your team info, and you will be sent an email invitation to join that team on the West Veo portal.



- 10) Here you will create a username and password which will give you access both to view your recordings, and also to log in to the app which will allow you to run the Veo camera.

Setting up and Mounting the Veo Camera

- 1) Download the Veo app to your mobile device. Log in using the username and password you have created in the step above.
- 2) Before using the tripod stand, ensure that all lockoffs are done up (clockwise) and that in this state, all the riser sections are secure and do not turn or lift.
 - a. ***If any riser sections turn or lift with the lockoffs done up, this indicates there is a problem with the internal clamps, and the stand should not be used until this issue has been resolved.***
- 3) Transport the Veo camera in its travel case and the Manfrotto stand to your football pitch.
 - a. Be mindful of the weather. The Veo Cam has an IP rating of IP54, which means that it is **water-resistant but not waterproof**, so it can handle light rain without jeopardizing the quality of your recordings. However, the **camera may be damaged by rain** so should not be operated in anything more than this.
- 4) Position the stand at the centre point of one sideline, preferably on a side where there will be as little foot traffic as possible.
- 5) Undo the bottom lockoff and lift the collar until the outriggers are flat and level. Tighten the lockoff to secure the base.



1: Stand Lockoff



- 6) Position the stand between 1-3 metres back from the sideline. About 2m will give you full coverage of the field, but if you can get a little further back you'll get more coverage of the close sideline. However, ensure that the stand legs are not encroaching within 1m of any other playing field.
- 7) Ensure the stand is level. If there is a slope which is causing the stand to lean, identify the levelling leg of the stand, and position this so it is facing downhill. The levelling leg has a lockoff which can be loosened and will allow you to adjust the angle of the stand to sit level. Once the stand is level, tighten this lockoff.



2: Levelling Leg

- 8) Take the Veo camera out of its case and attach to the stand using the photographic camera mount. This should click into place and leave the camera secure on the top of the stand.



- 9) Turn the Veo Cam on at the switch. The camera will take up to a minute to start up and start generating a signal which your mobile app can receive.



- 10) Open the Veo app on your mobile device. When opened and logged in, the app will search for any nearby Veo cameras to connect to. Once the camera has connected to the app, you will have the option to preview the camera, which will allow you check your position and set your height.
- 11) Starting with the second-highest riser, loosen the lockoff, grip the collar above this, and elevate the riser to its full extension. Tighten the lockoff.
- 12) Check the camera view in the app. You want to be able to see the corner flags on the close sideline in the left and right edges of the preview. While you may not be able to see the near sideline, if you have centre flags you want these to be in the bottom centre of the screen.

- 13) If more height is required, undo the next lockoff and lift the next riser as above, until desired view is attained. Tighten this lockoff.
- 14) To fine-tune the left-right aspect of the view, undo the next lockoff down and pan the camera as needed, then tighten this lockoff to fix the position. Depending on the position of the base, you shouldn't need to elevate the camera any higher than this, or you will risk losing the view of the near sideline.
- 15) A minute or two prior to kickoff, ensure you have your app running and connected, and use this to start recording.
- 16) Monitor the stand throughout the game, to ensure it is not kicked, knocked, or tripped over. [Recommend getting a couple of sandbags to help weight the stand down]
- 17) When the match is complete, use the app to stop recording.
- 18) Pack up the equipment and return to the admin. Please note the battery level at the end of recording and advise if it is below 40%.
 - a. To record a 90-minute match will require around 30-40% battery power. Play consider other users on the day and ensure that arrangements have been made to charge the battery if it is getting low.
- 19) Ensure the camera is returned to the club, plugged in and left on so that videos can upload.
- 20) When your video has been uploaded and processed, the team admins who are registered on the Veo site will receive an email indicating when the video is ready to be watched, with a link you can use to view the video and to share with the team.

