



# How to Livestream 1.4

April 12, 2024

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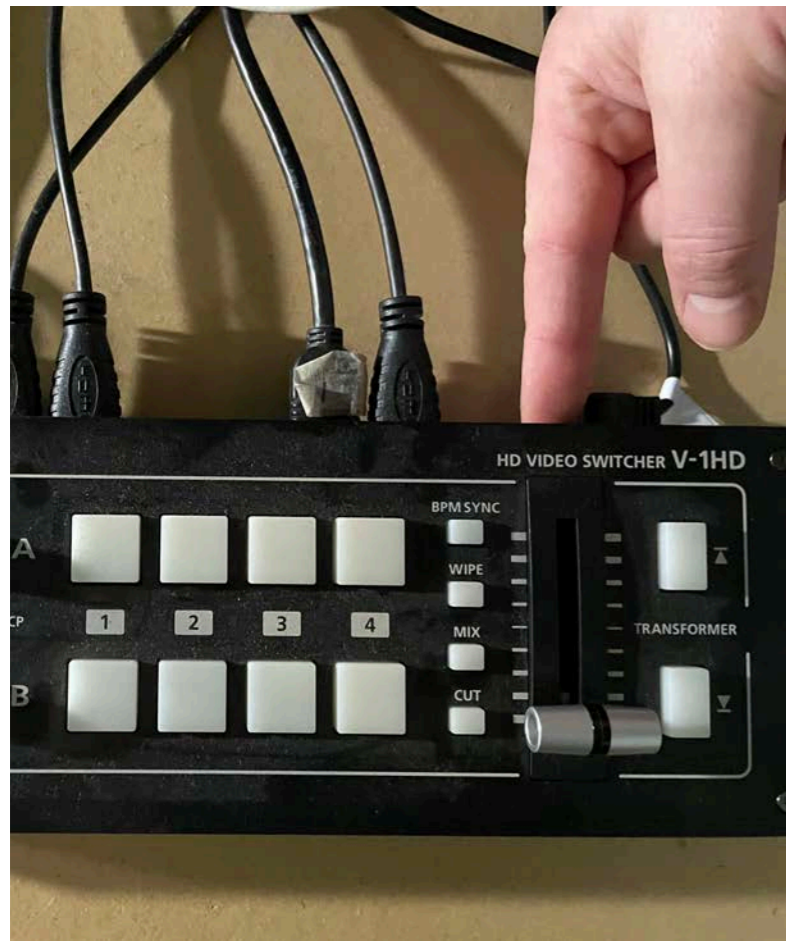
**Start Livestream** (after event has been scheduled)

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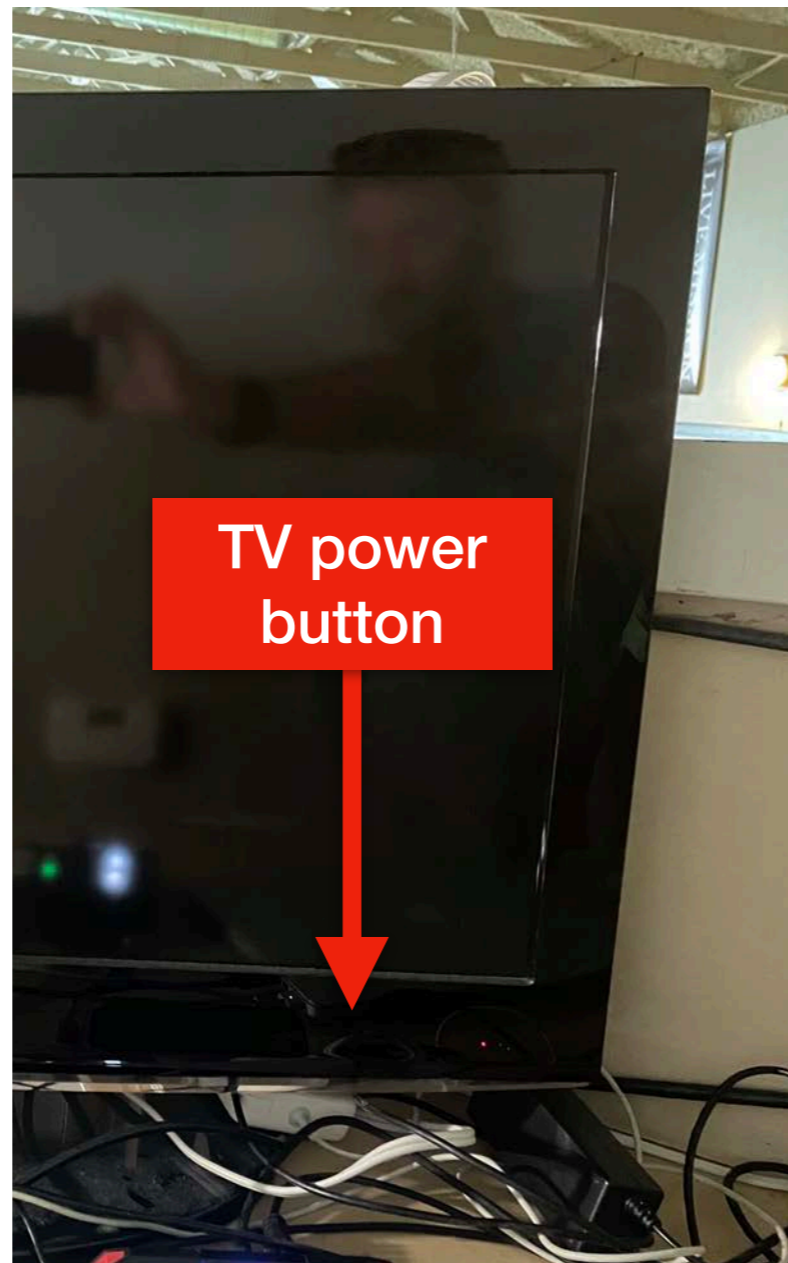
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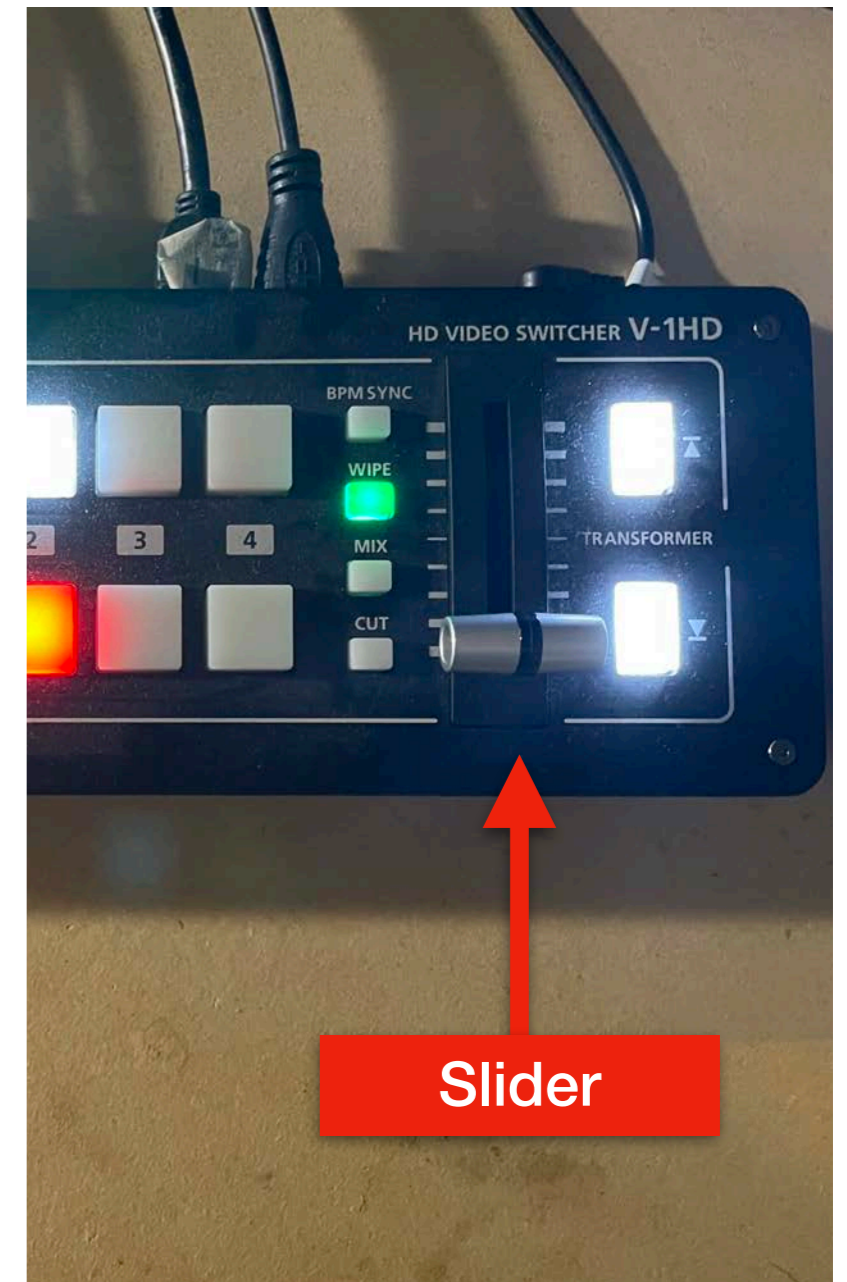
# Power up the Gear



**Power up the video switcher** by pressing the button on the back right of the device. It will light up once it's on.



**Turn on the video TV** - the power button is on the bottom right corner of the frame.



- Video switcher looks like this when it's on.
- **To switch between the camera feed and the computer feed**, push the "Slider" up or down.
  - **Live feed** will be framed in **RED**.

# Power up the Gear



**Power up the camera** using the ON/OFF Button on the side.



**To Zoom in/out** use this Toggle on the top of the camera. Push right gently to Zoom in and gently left to Zoom out.

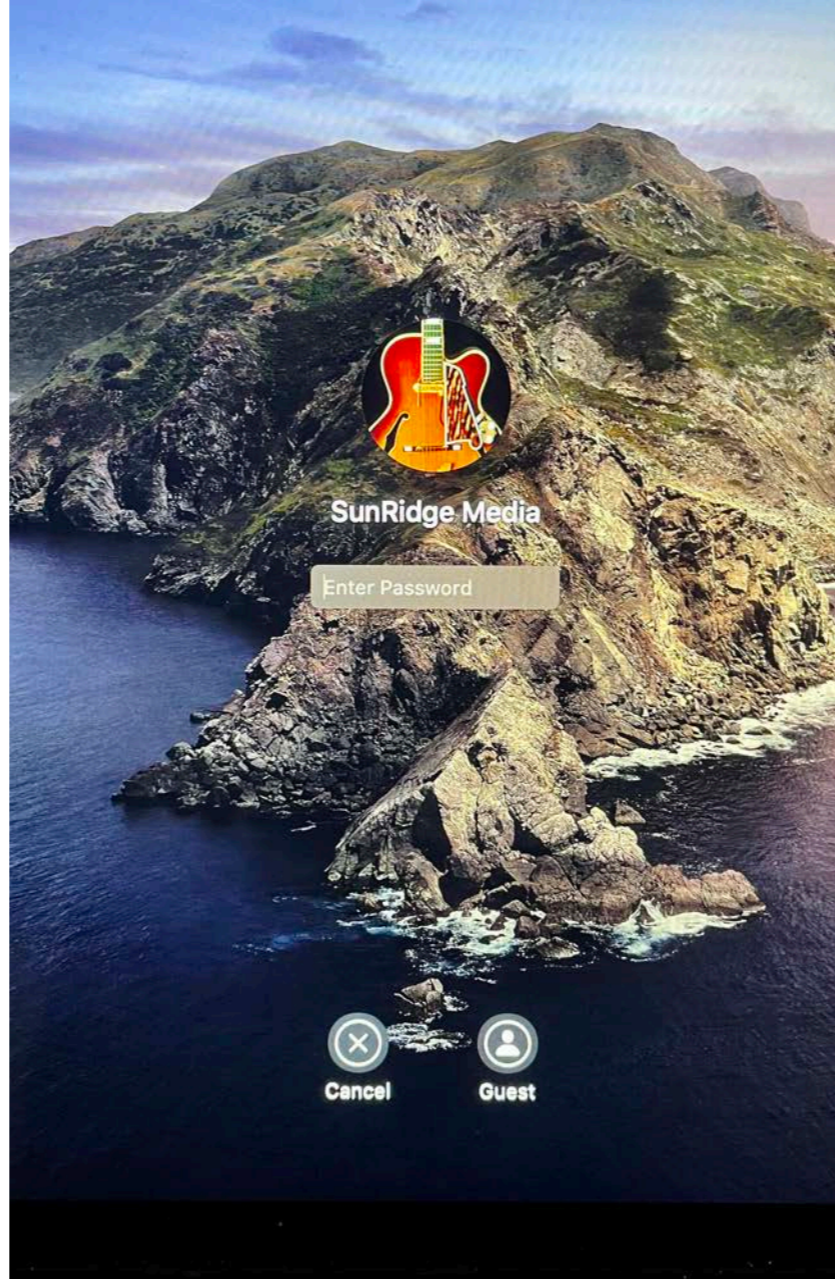


**Zoom in to curtain.** The above image shows how the camera should zoom into shot (only curtain in background)

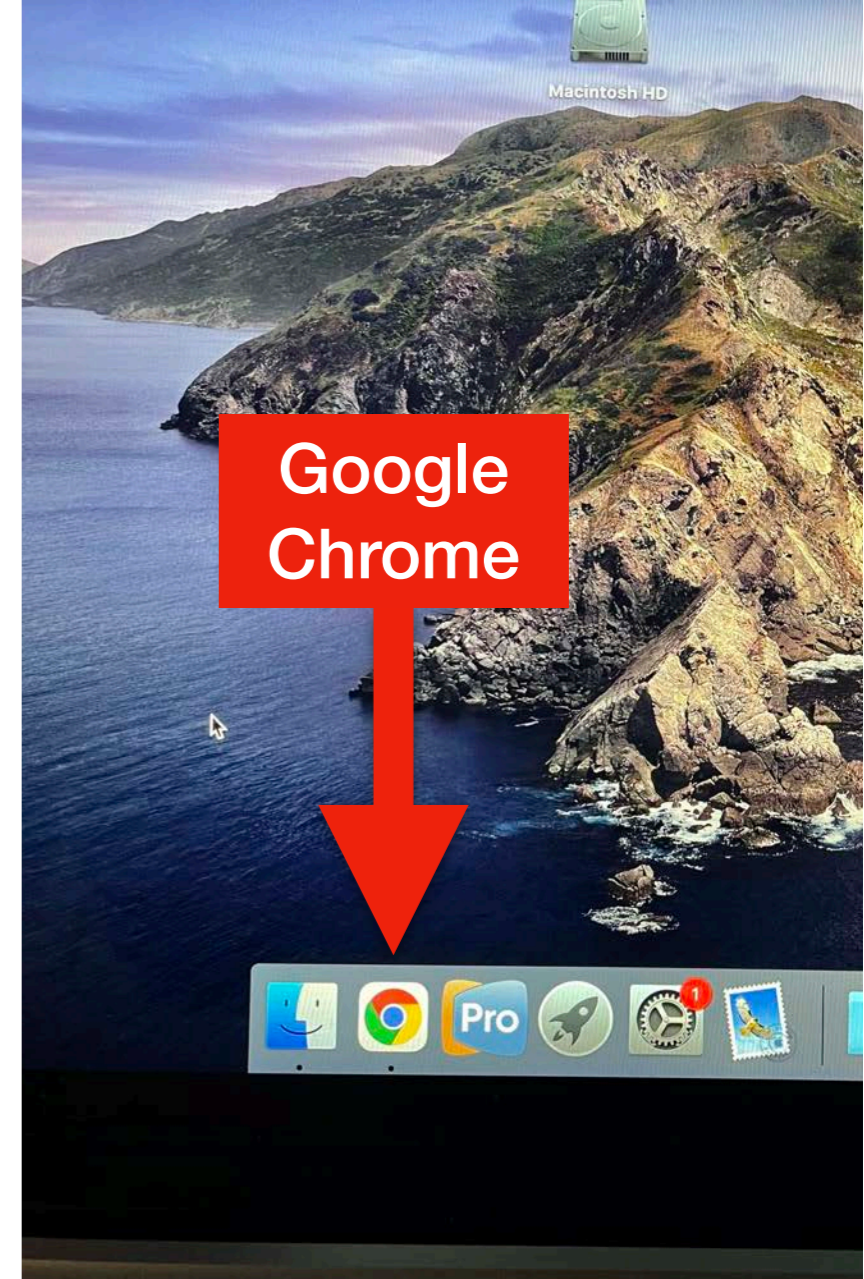
# Login to Computer & YouTube



This is the laptop to run the livestream (called SunRidge MacBook Pro 01) Open the lid and it will wake up. If it doesn't wake it may have been shut down. Press the power button on the top right.

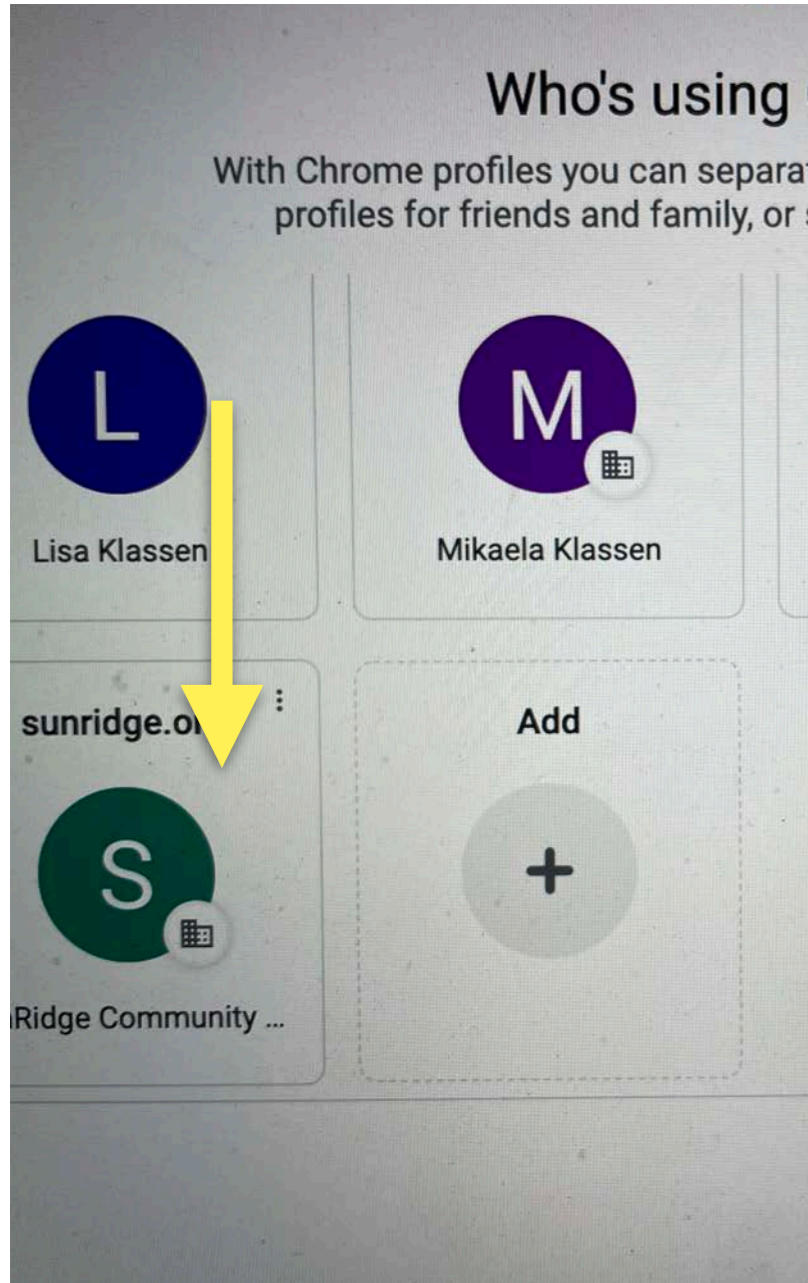


This is the first screen you'll see. The password is: media2015

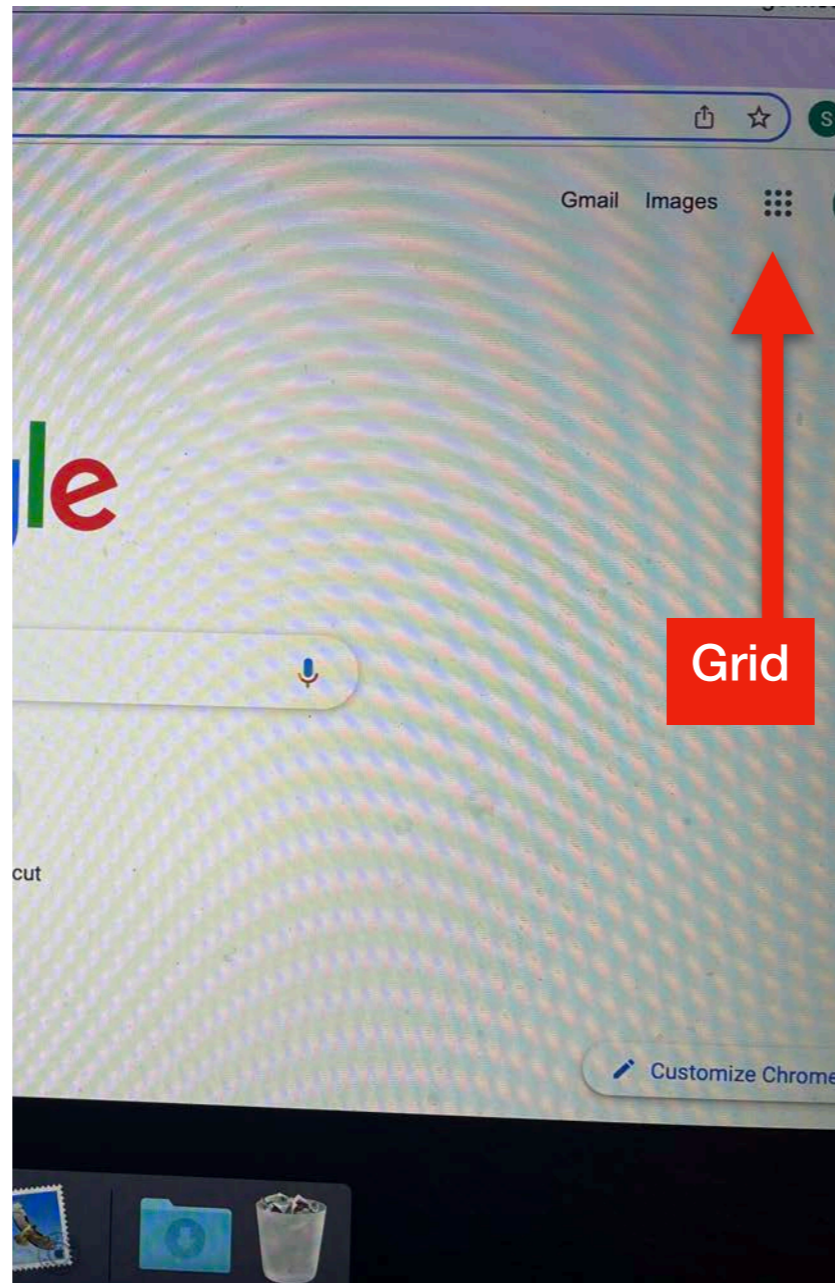


Click on Google Chrome

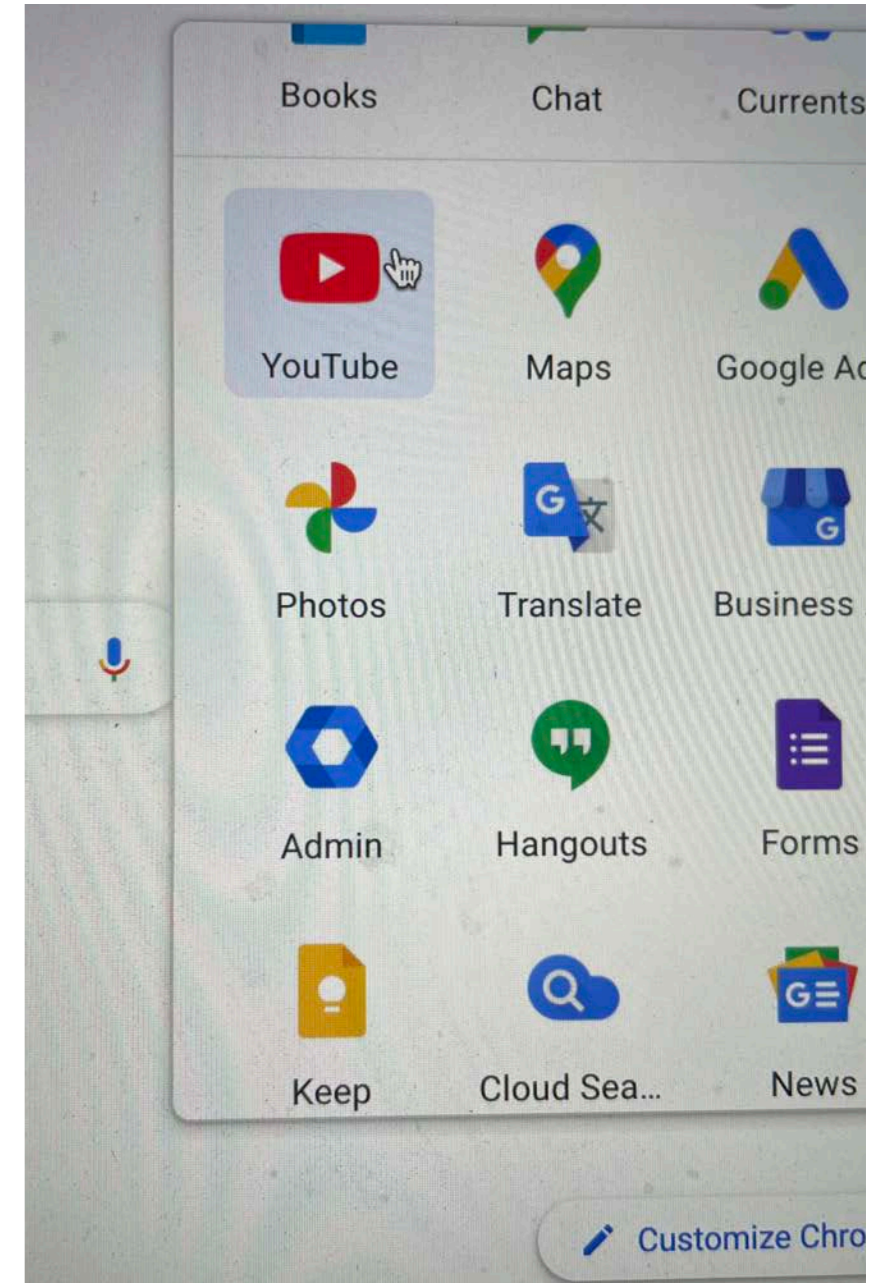
# Login to Computer & YouTube



Select **info@sunridge.org** google account (password is written on MacBook)



Select grid icon

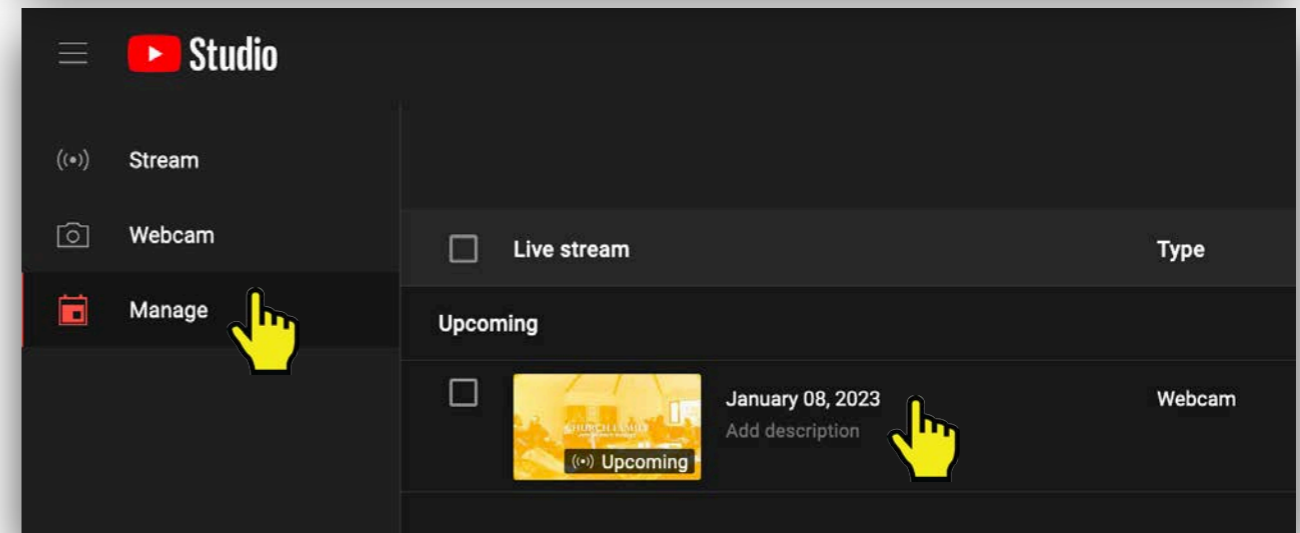
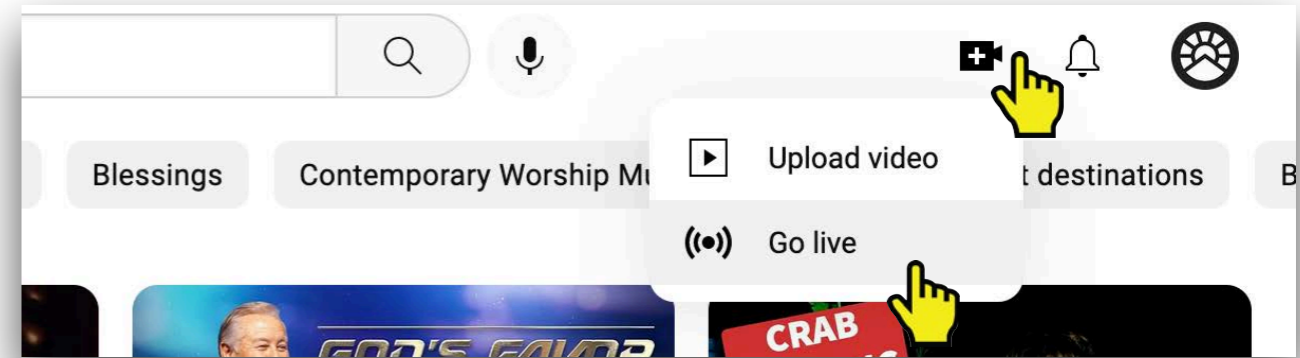


Select Youtube

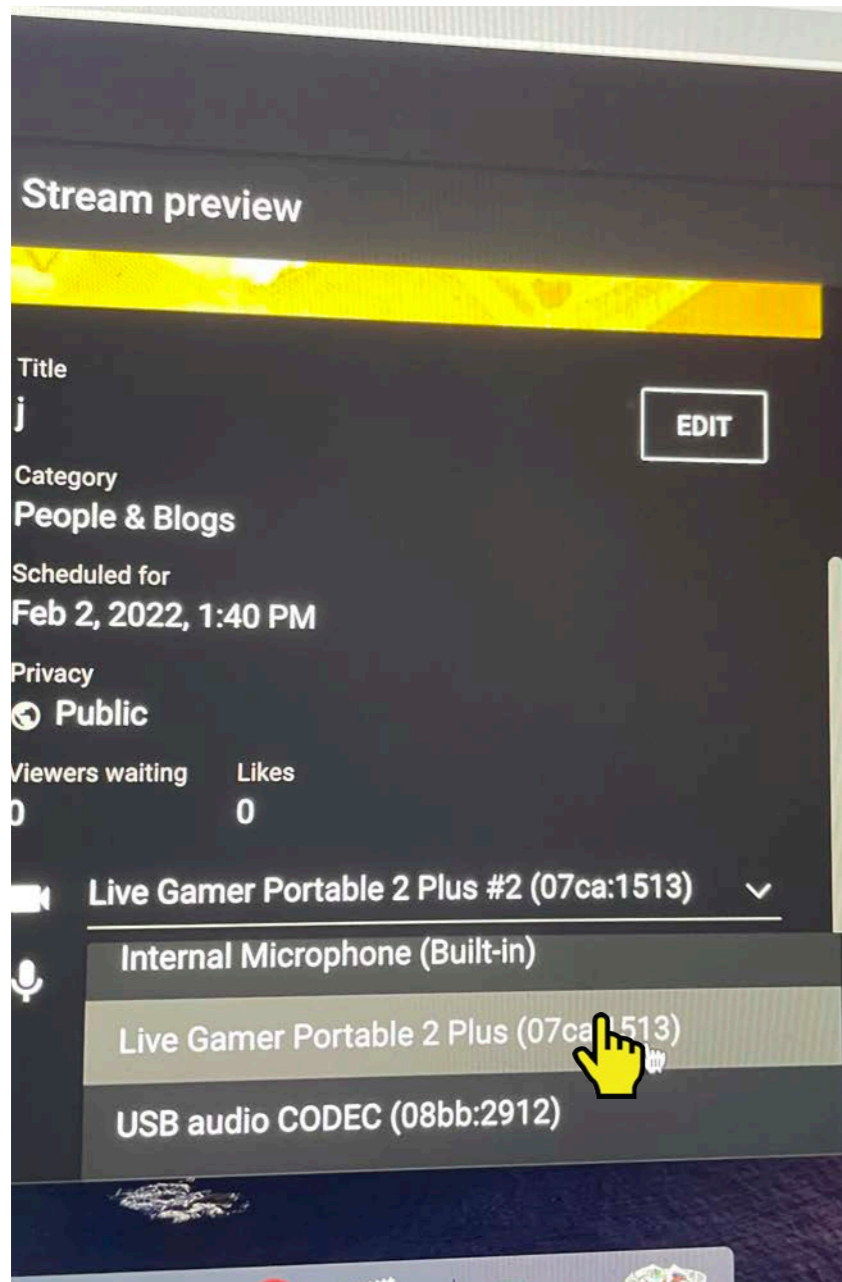
# Start Livestream

1. Once logged into [info@sunridge.org](mailto:info@sunridge.org) google YouTube account, select the *Create* camera icon then select *Go Live*

2. Select *Manage* from the left side menu, then select the event you'd like to start live-streaming

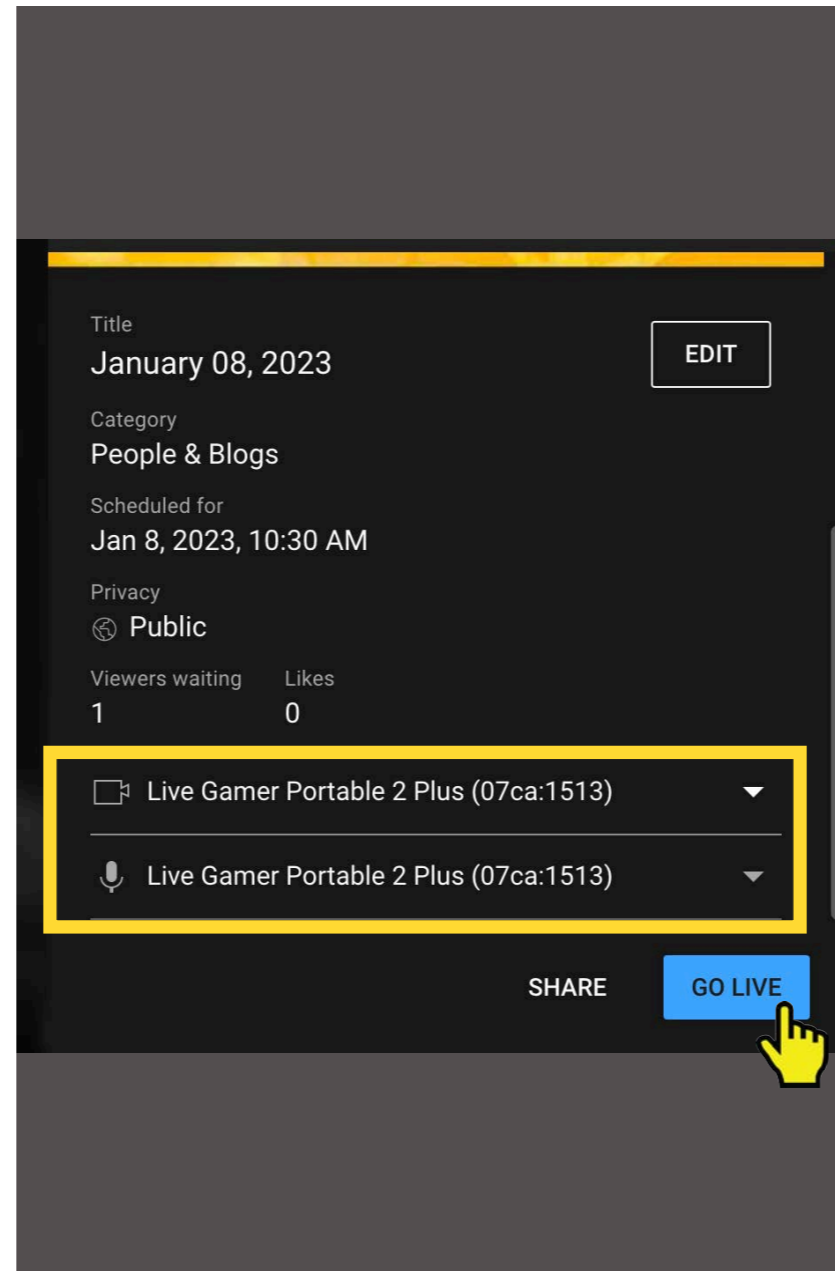


# Start Livestream (after event has been scheduled)



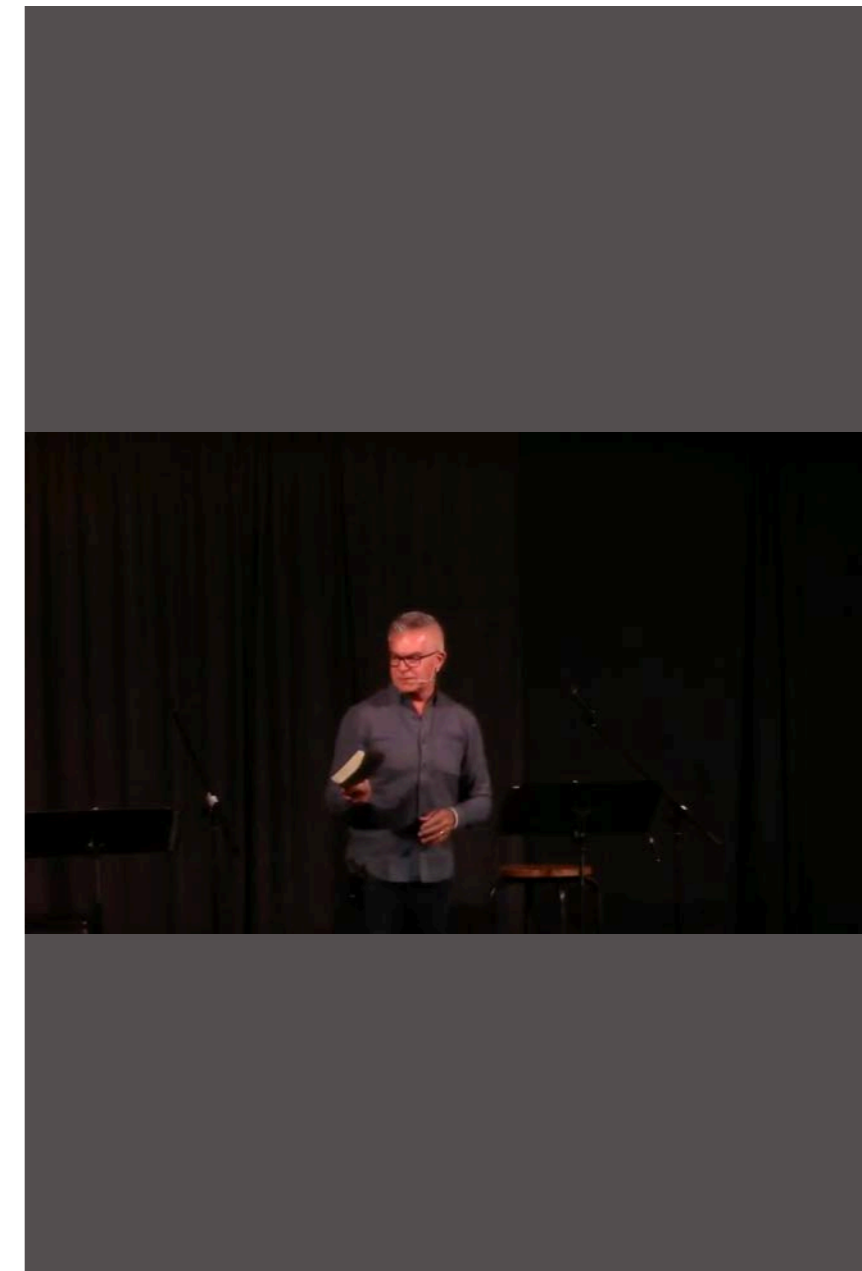
Scroll down to this view. You'll see a microphone indicating the "Audio Setting"

Click to drop down a menu of options. Select "Live Gamer Portable 2 Plus (07ca:1513)".



When the halftime time begins, select "go live"

Hit record on actual camera



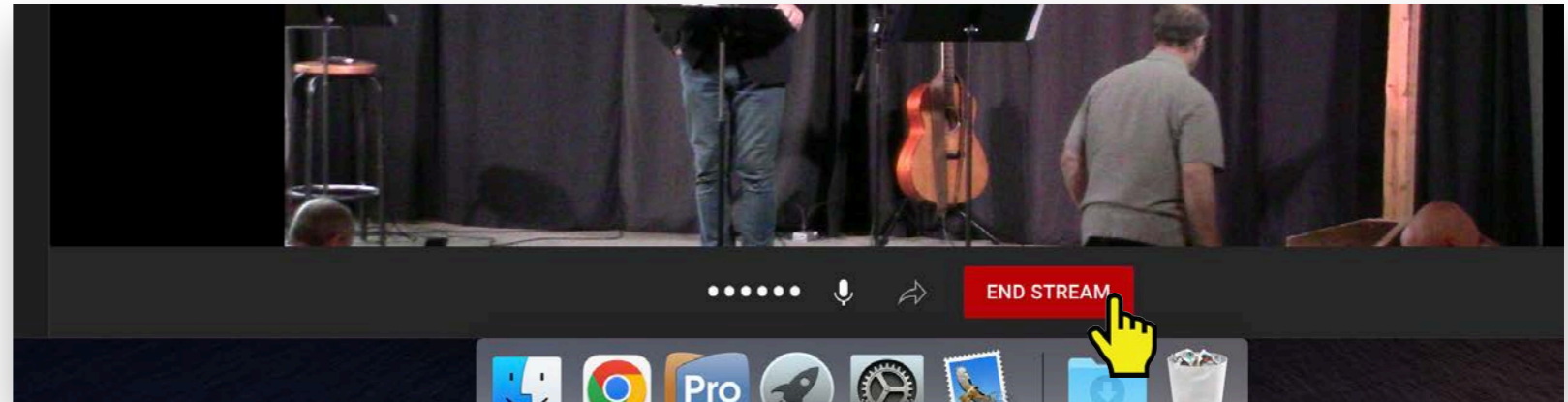
Zoom in/out on the camera until the view appears something like this.

**Do not** zoom out to show crowd on stream.



# End Livestream

1. **Select “End Stream”** right before the last song begins

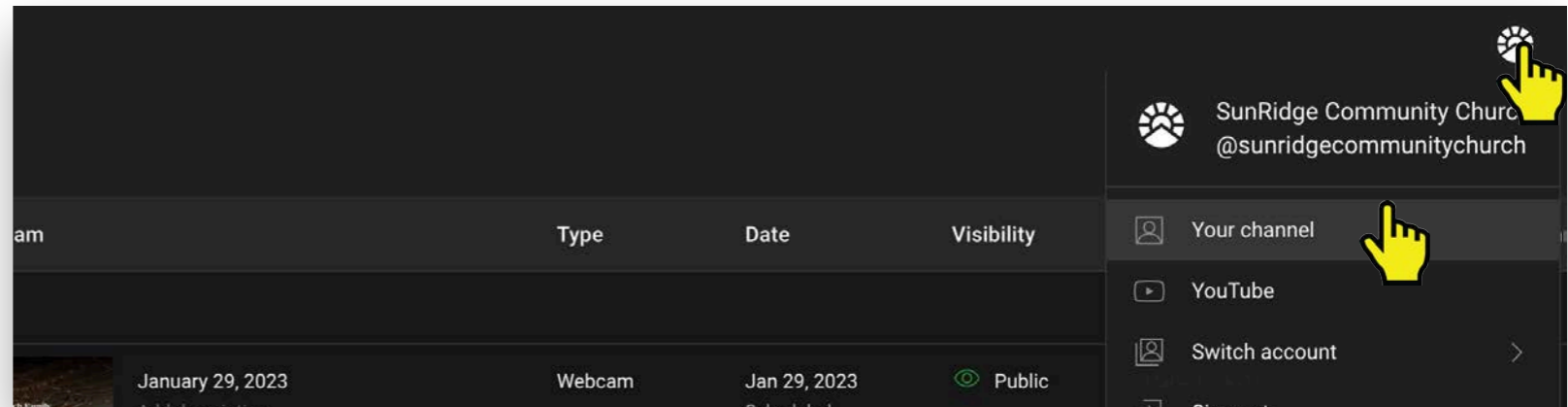


2. **Set the slider to stage view** (red box on the stream TV should be around the auditorium view) so the lobby TV continues to show what's happening in the room.

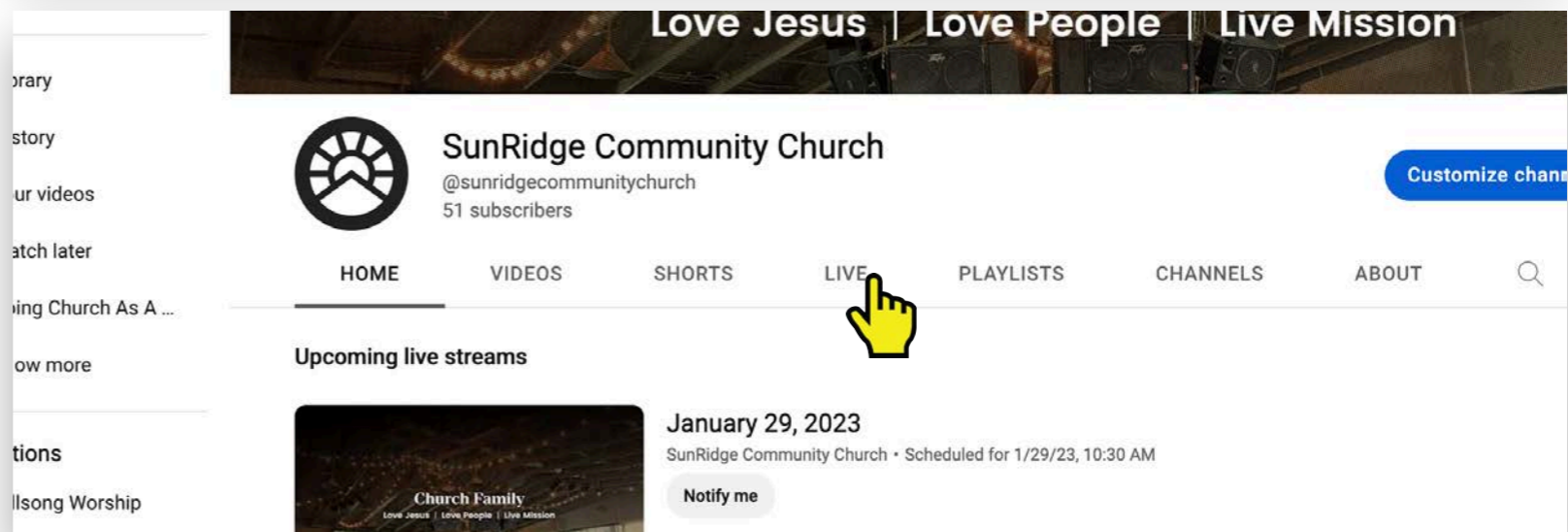
3. **When the gathering is done, turn off the camera,** turn off the stream TV, turn off the video switcher

# Embed Message to Website AFTER Church

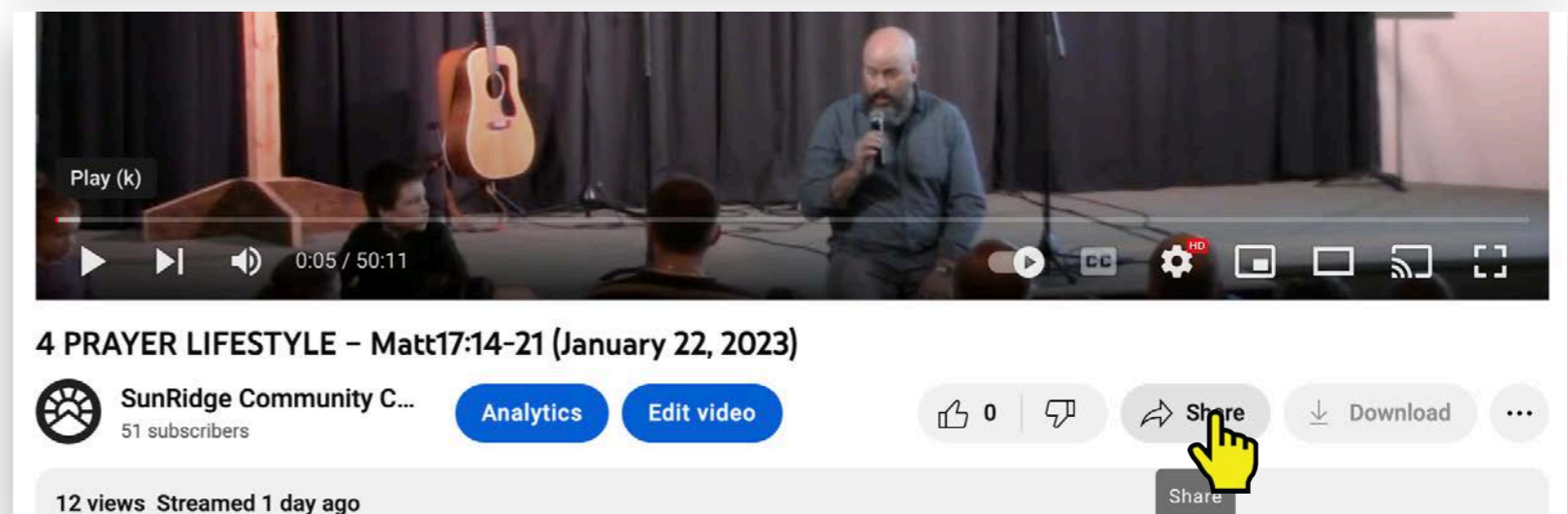
1. When church is done, to add the message to the website, click on the profile icon in the top right of the screen, then select "Your Channel"



2. Click "Live"

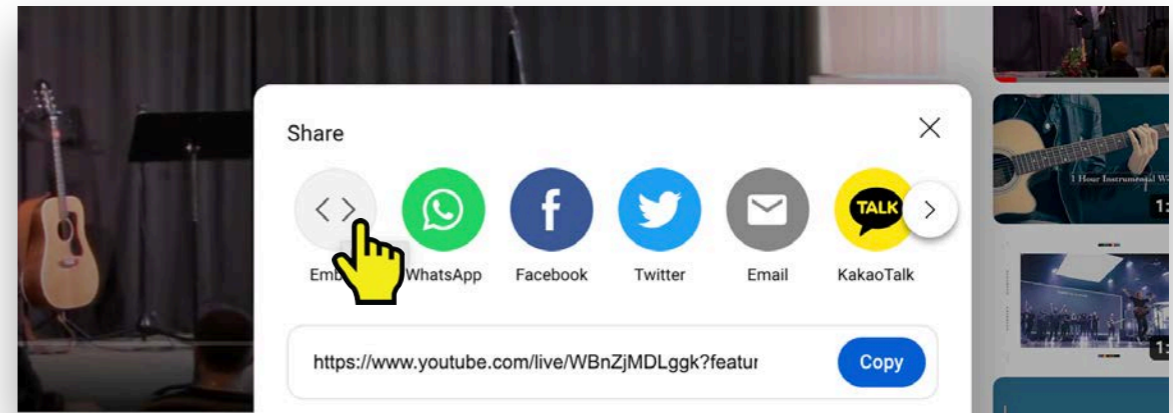


2. Click on the video you just live-streamed. Then click "Share"

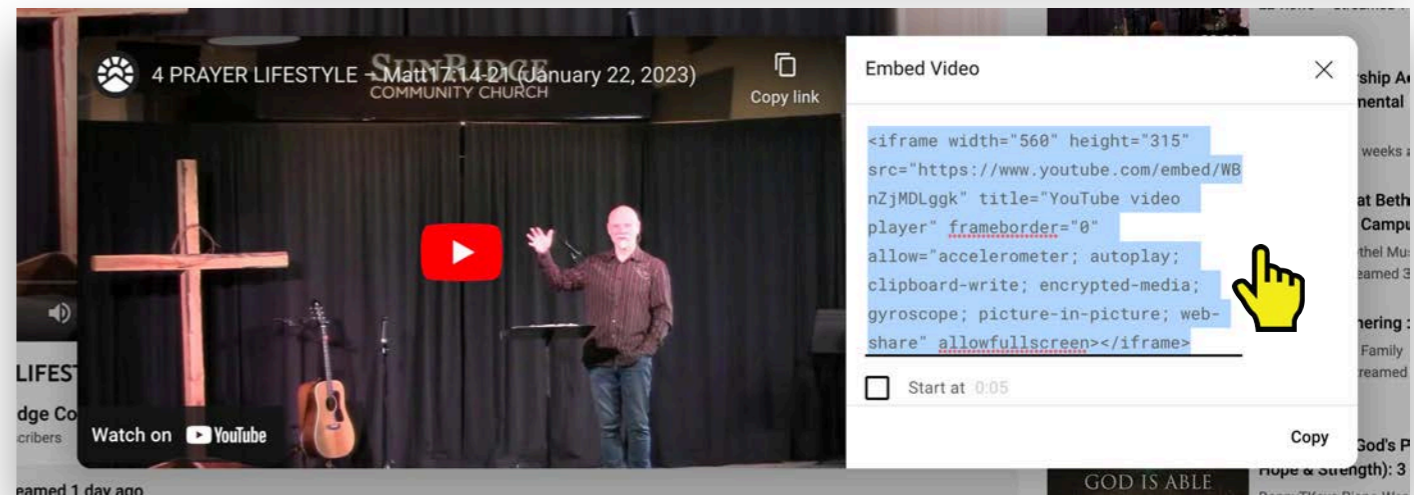


# Embed Message to Website

3. Click “Embed”

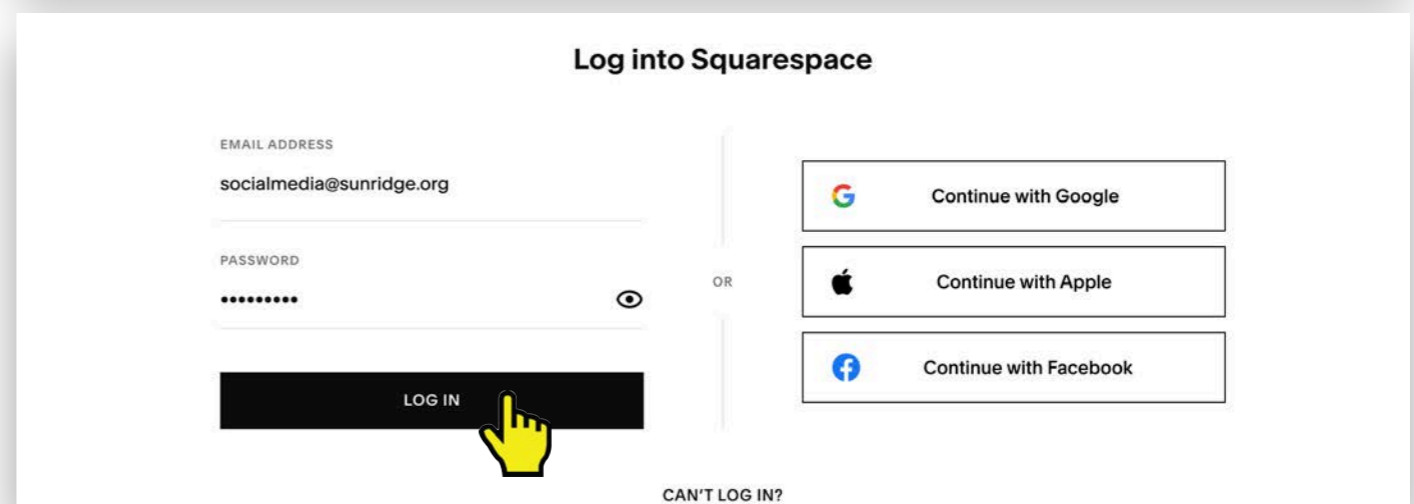


4. Copy the whole code snippet



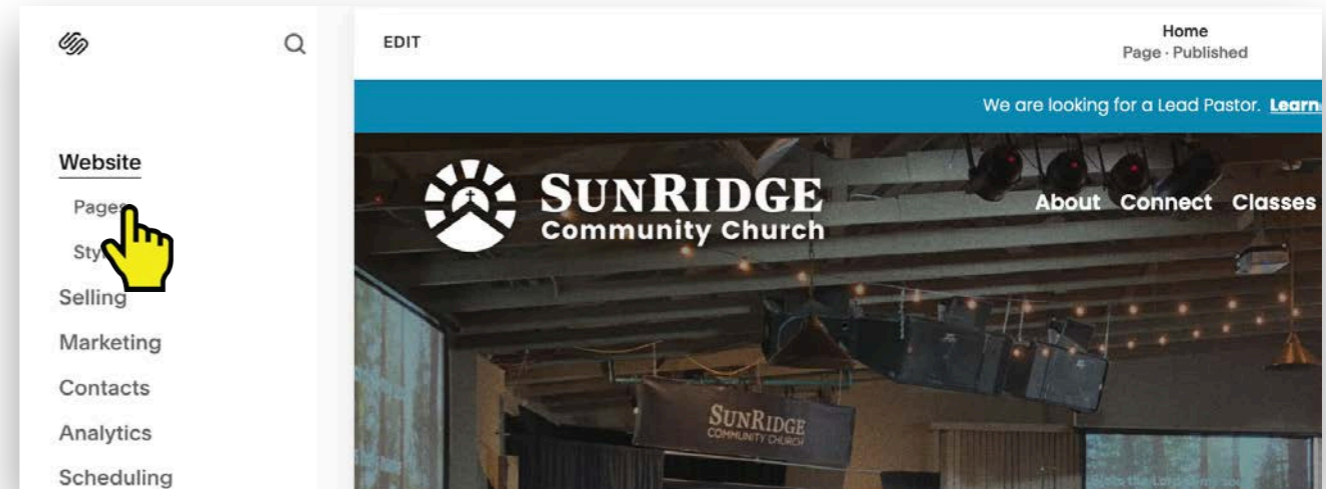
5. Go to [squarespace.com](https://www.squarespace.com) and select “login”

Enter login credentials for squarespace login ([socialmedia@sunridge.org](mailto:socialmedia@sunridge.org) and the password is written on the laptop)

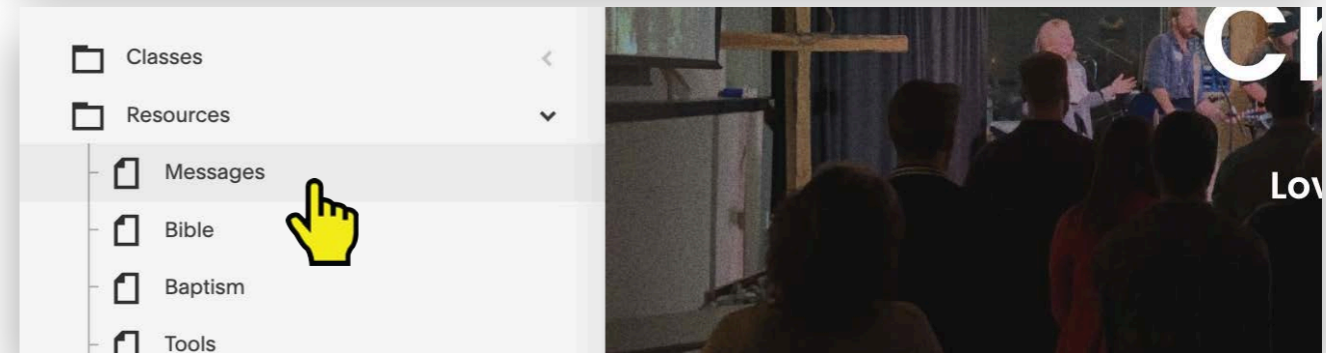


# Embed Message to Website

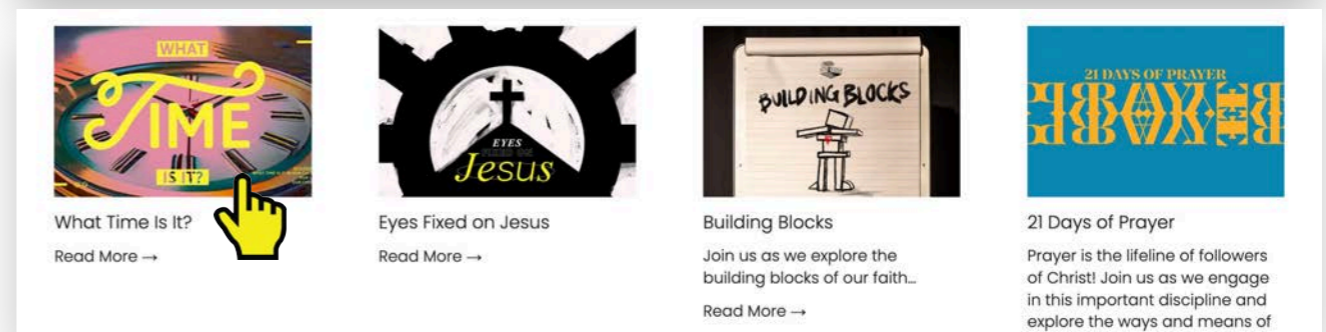
6. Click “Pages” under “Website”



7. Scroll down a bit to “Resources” and click “Messages” underneath



8. Scroll down and select the message series you’d like to add to from the webpage on the right.

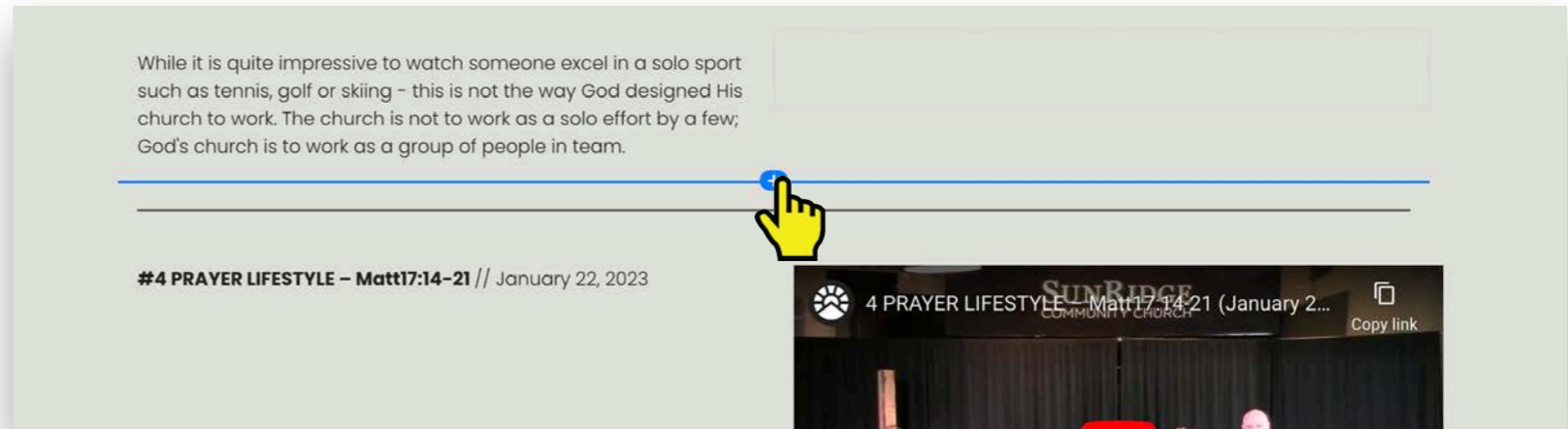


9. Once you’re on the message series page, click “Edit” in the top left hand corner

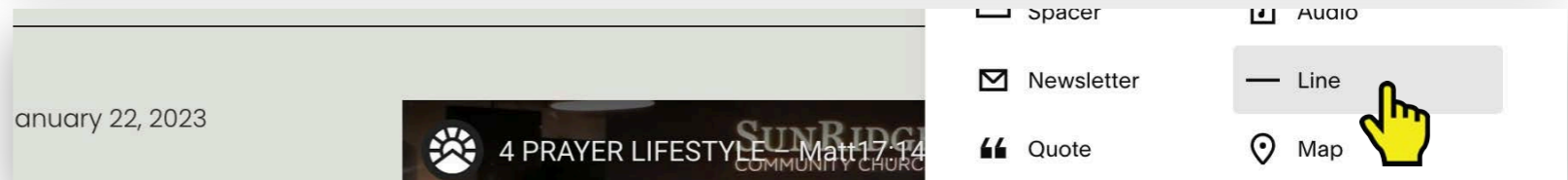


# Embed Message to Website

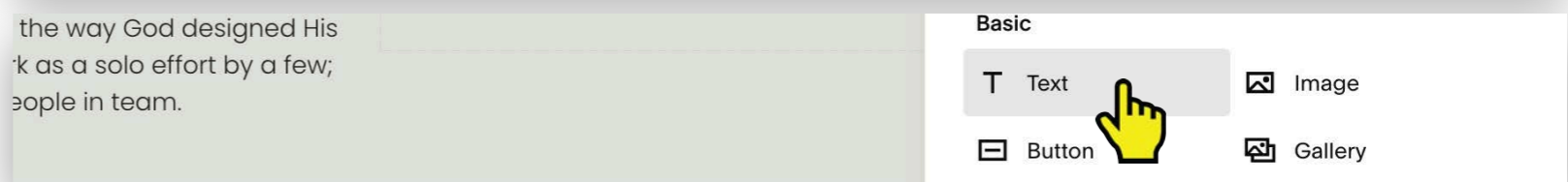
10. Hover over the top line block and click the blue “+”



11. Add a line



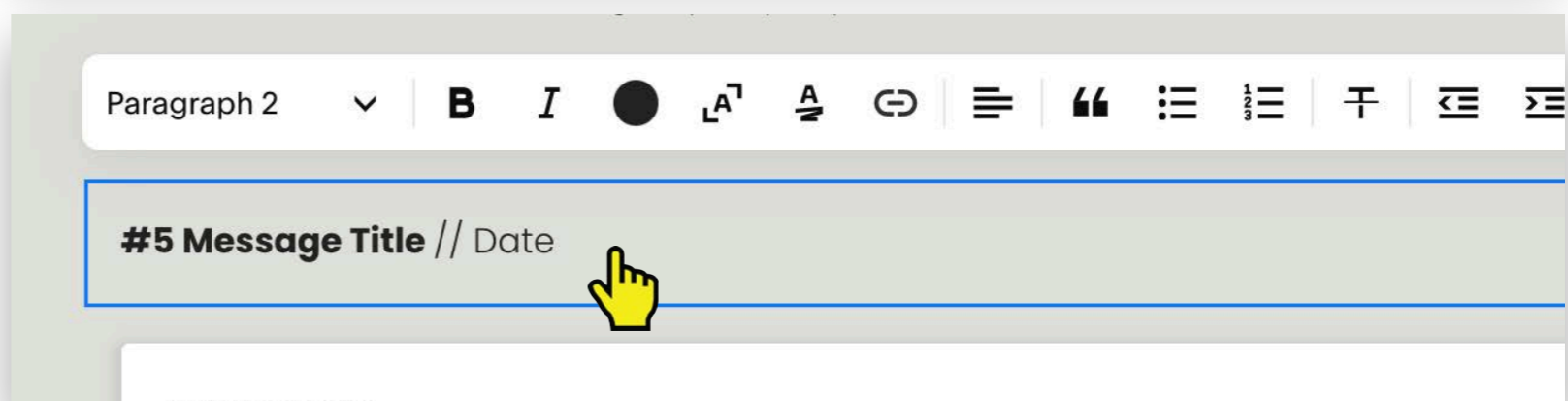
12. Hover over the blue “+” then add “Text”



13. Hover over the blue “+” then add “Embed”

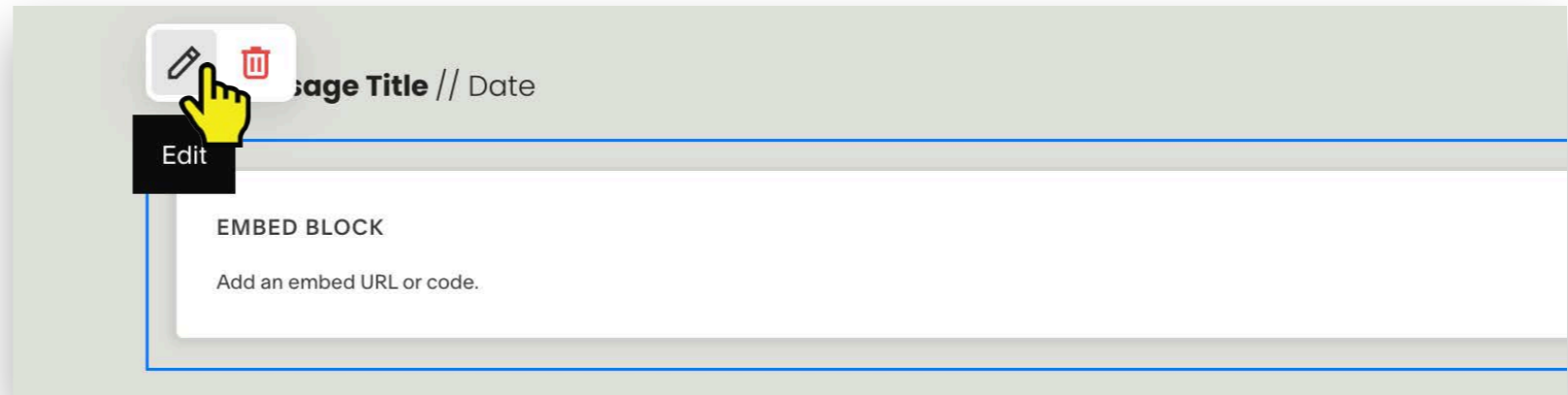


15. Click into the text block and add the Message title and date in the format shown here



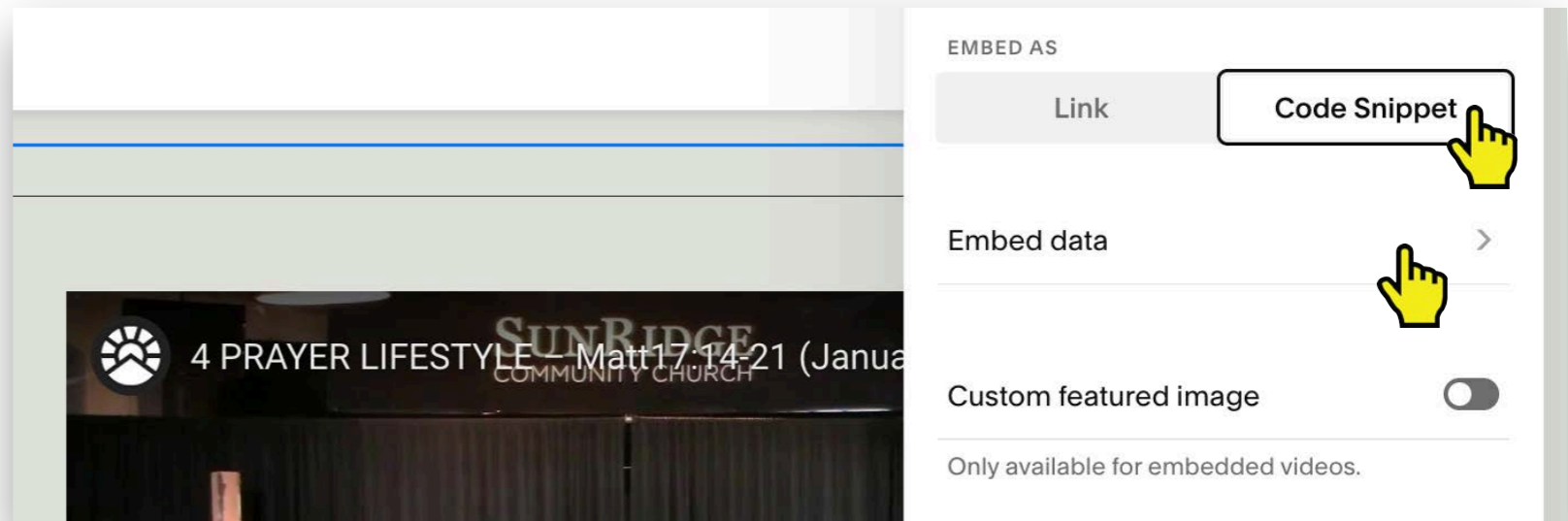
# Embed Message to Website

16. Hover over the Embed block and click the pencil “Edit” icon

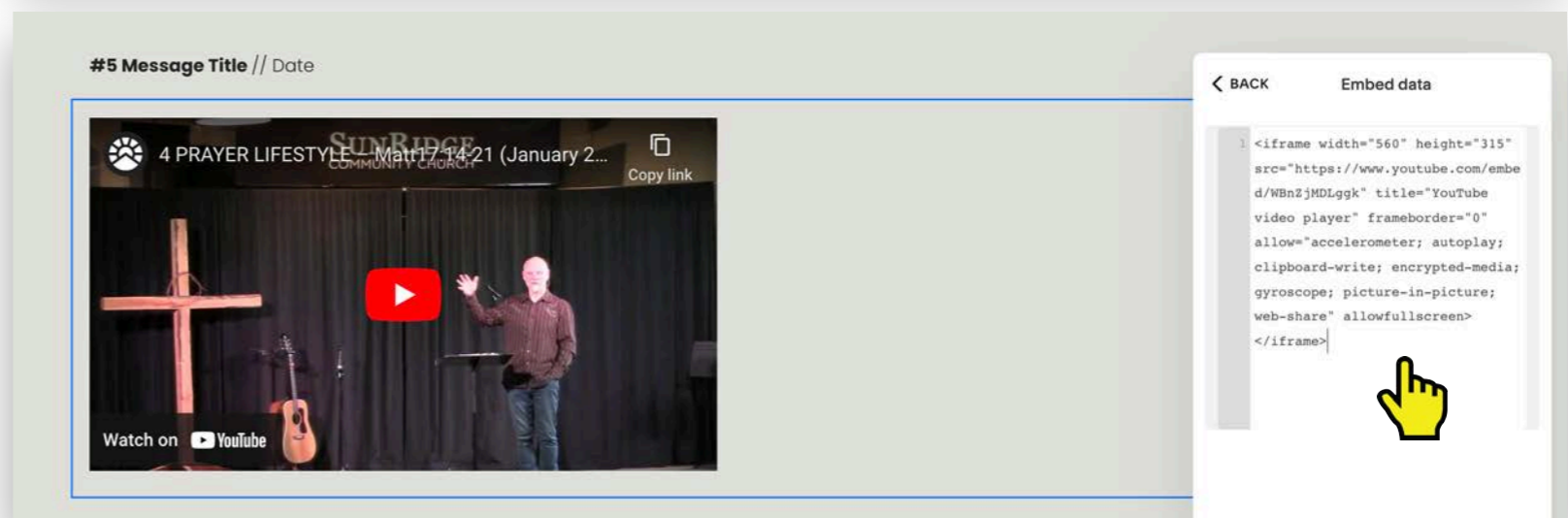


17. In the pop up window, select “Code Snippet”

18. Select “Embed data”



19. Paste code snippet you copied from YouTube in this popup window. Once pasted you can click out of the pop up window.



# Embed Message to Website

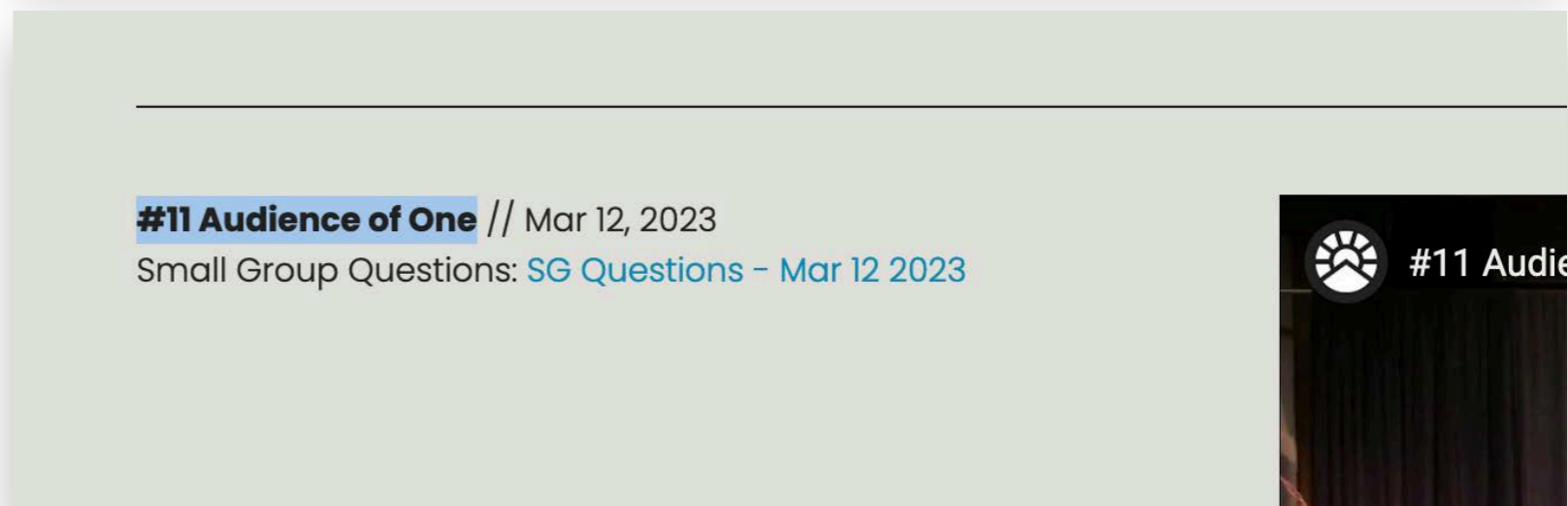
20. Click and drag the embed block until this blue line appears, then release.



21. Click "Done" then click "save"

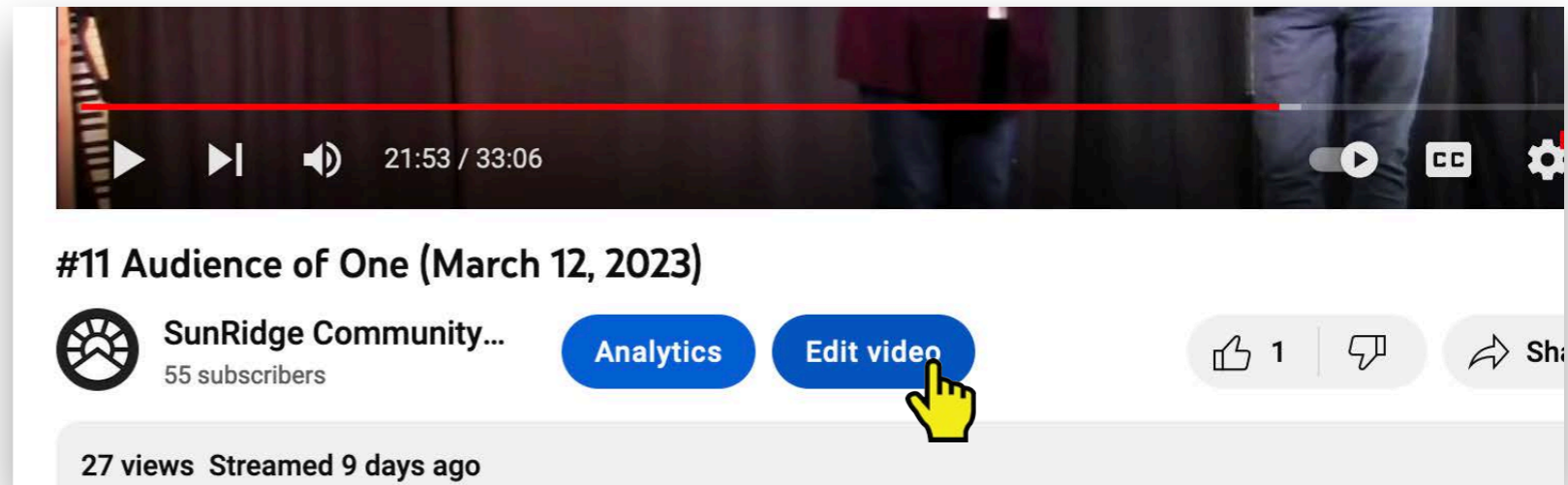


22. Highlight the title of the message and copy it.



# Embed Message to Website

23. Go back to the YouTube video from today and click “Edit Video”



24. Rename the video by pasting the title beneath “Video Details” ...format of title should be **#00 Message Title (Date)**... and then click “save”



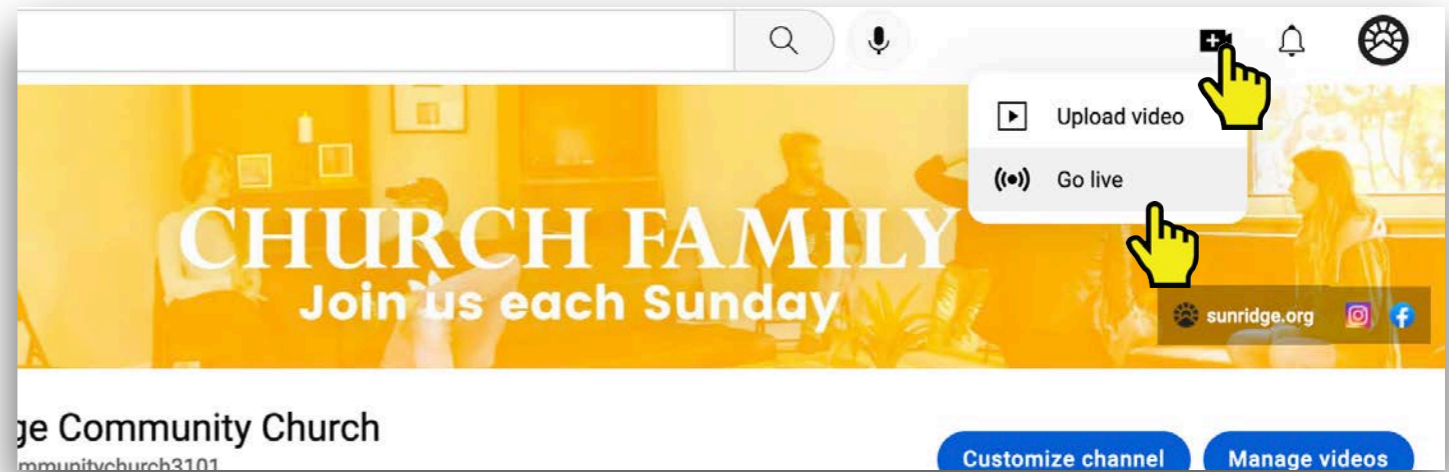
25. Shut down laptop.

Thank you for serving the church by running the livestream for those who could not join in-person or who would like to watch again later! :)

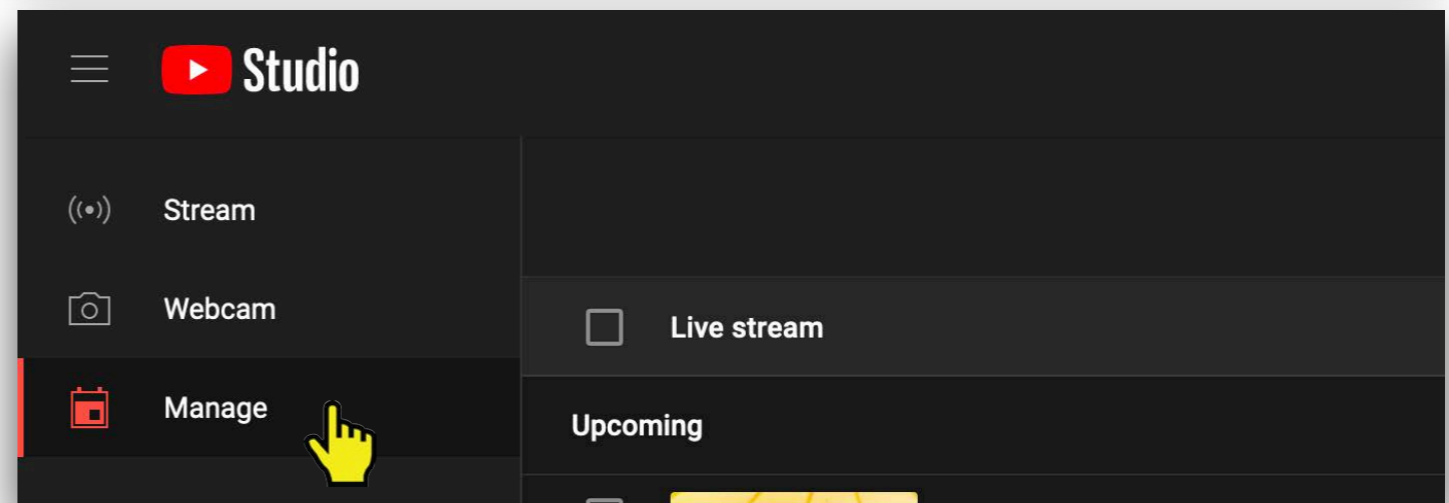


# Schedule a Livestream (at least 30min in advance of event)

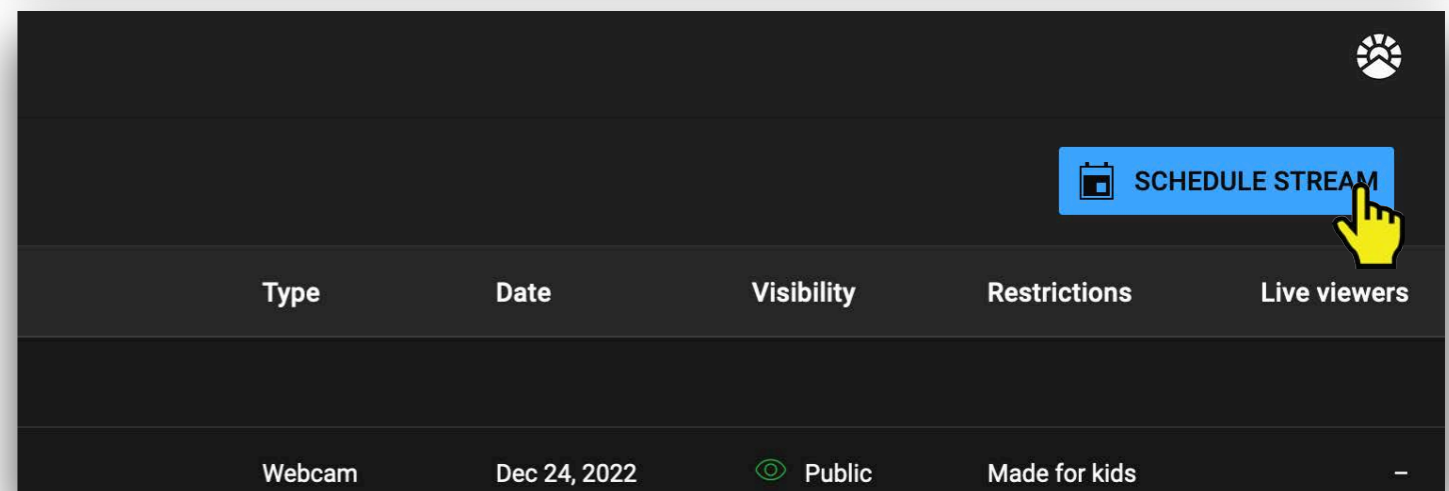
1. Once in Youtube click “Create” (Camera icon) and then click “Go Live”



2. Click “Manage”

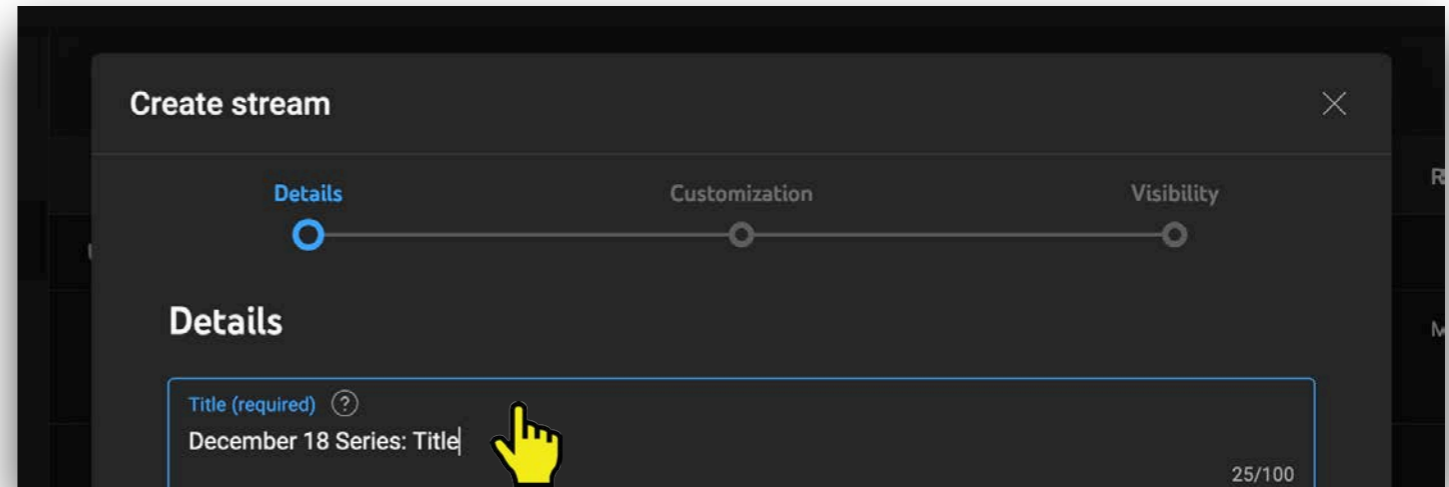


3. Click “Schedule a Stream”

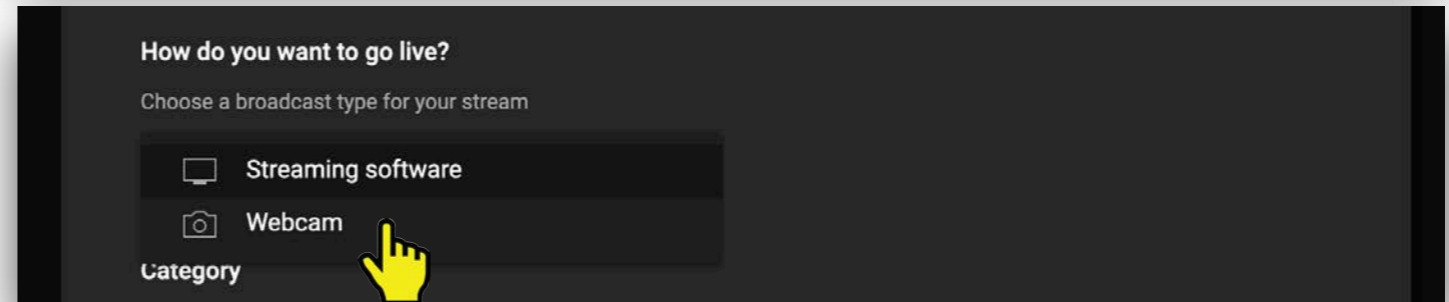


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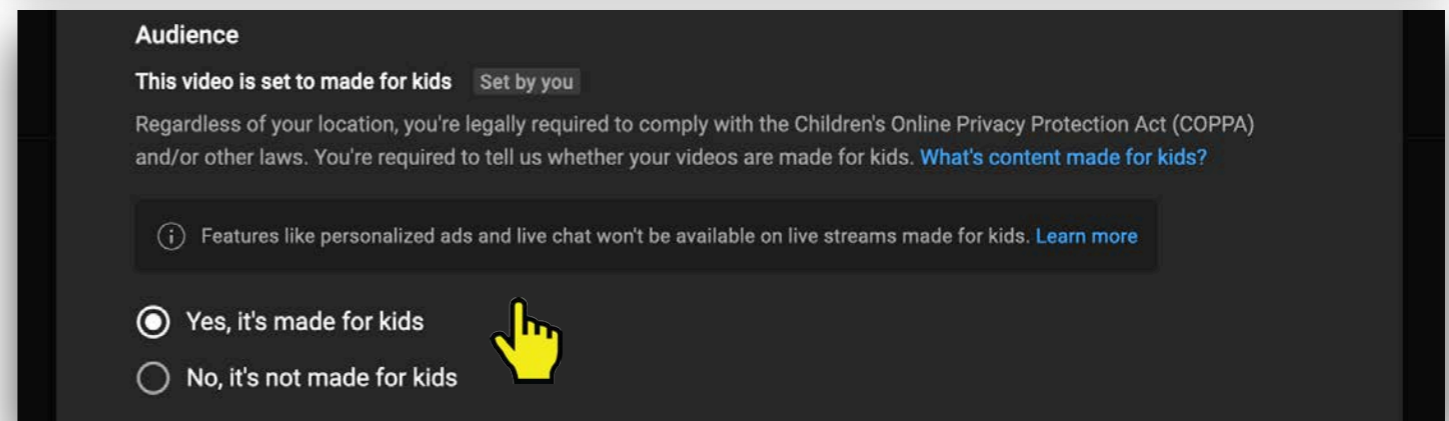
4. **Add a title.** Use the date of the livestream. Add Series and title names if you know them otherwise just use the date.



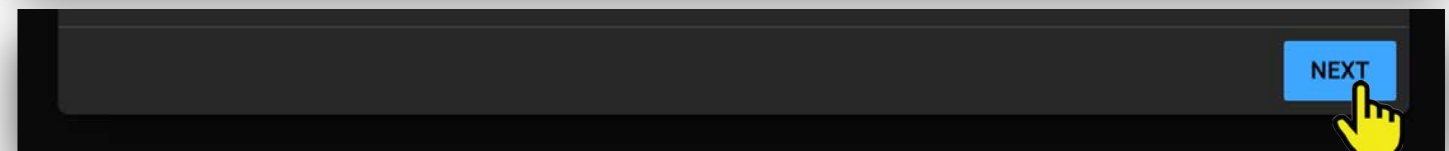
5. Scroll down a bit to *How do you want to go live?* and **select “Webcam”**



6. Scroll down a bit to *Audience* and select **“Yes, it’s made for kids”**



7. **Select “Next”** at the bottom of the pop up window.



# Schedule a Livestream (at least 30min in advance of event)

8. Under *Customization* disable/  
unselect “Live Chat”

9. Select “Next” at the bottom of  
the pop up window.

10. Under *Schedule* select the  
date and time the livestream  
will start. Then select “done”

