Sacrament Live Stream Instructions

Last Updated: 2020-11-08

Equipment Needed

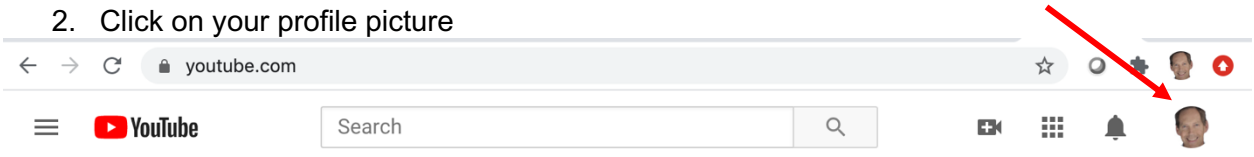
- Personally Provided:
  - Laptop computer
    - Ethernet Port
    - 2 Available USB-A ports
    - Power Adapter
    - Disabled automations that might interfere with stream (e.g. auto restart)
    - Disable screen saver.
- Stake Provided (should be available in building):
  - USB-A Webcam
  - USB-A Audio Adapter connected to line-out from the sound system
  - Tripod
  - Ethernet cable with internet access
  - Extension cord

YouTube Account Access Needed

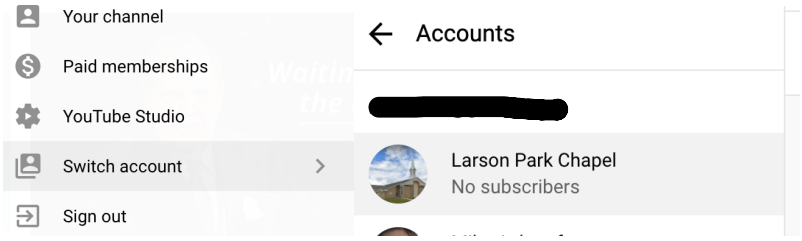
Contact your Bishop to obtain access to your ward YouTube Brand account channel.

Prepare a Live Stream

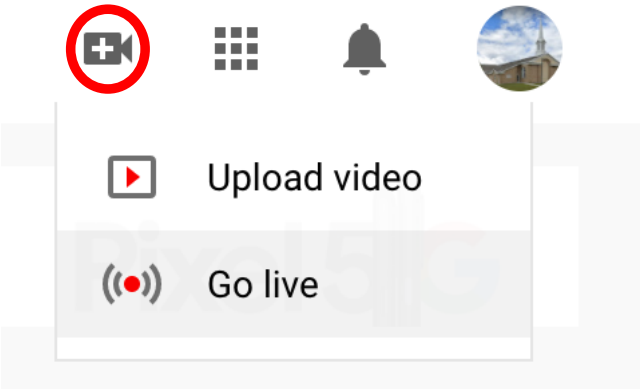
1. Using the Chrome browser, Go to https://youtube.com
2. Click on your profile picture



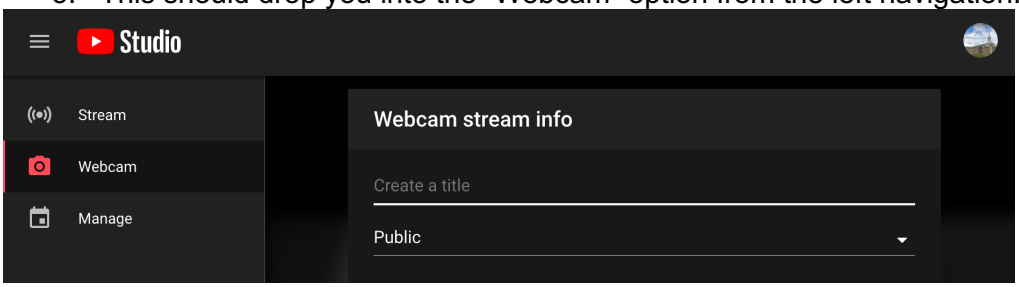
3. Switch Accounts to your Ward Streaming Account



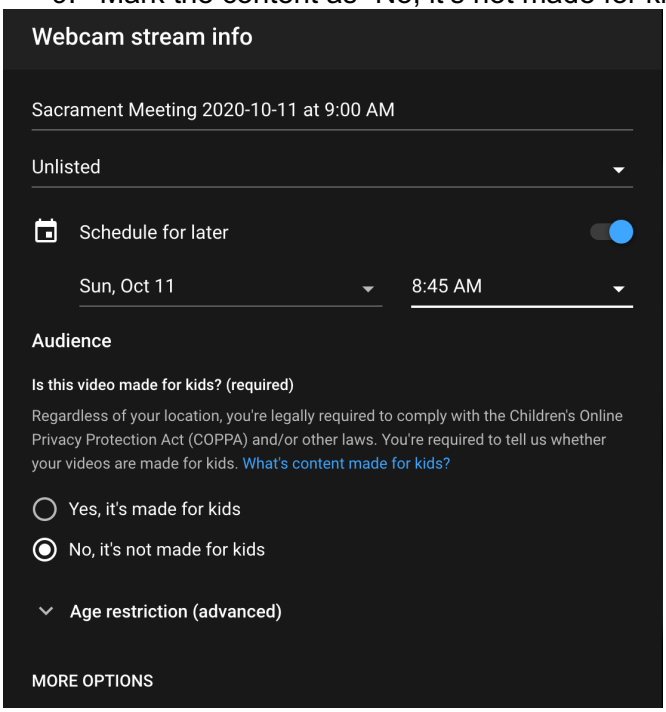
4. Click on the Camera icon to “Go Live”



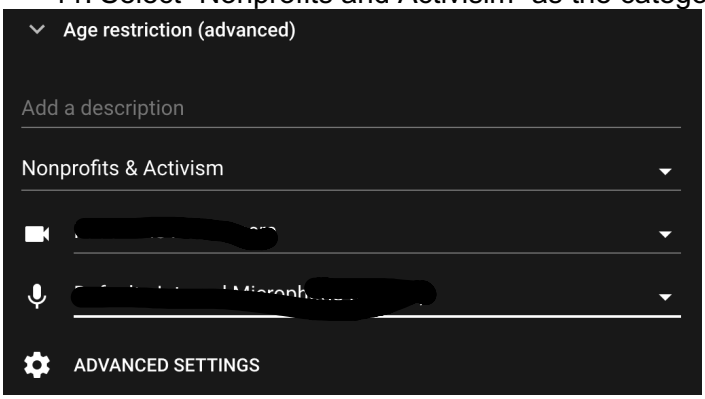
5. This should drop you into the “Webcam” option from the left navigation.



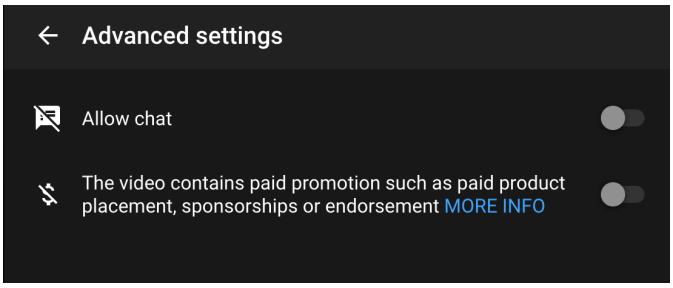
6. Title it “Sacrament Meeting YYYY-MM-DD at 11:00 AM”, replacing YYYY-MM-DD with the date meeting.
7. Change the visibility from “Public” to “Unlisted”
8. Click “Schedule for later” and schedule the meeting to start on the specified date 15 minutes before the meeting.
9. Mark the content as “No, it’s not made for kids”



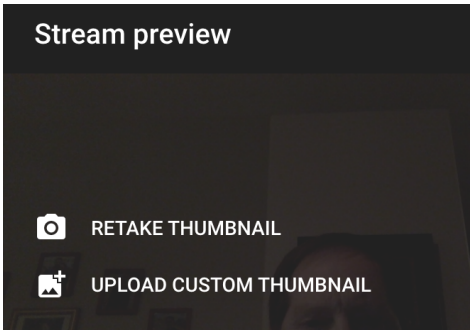
10. Click “More Options”
11. Select “Nonprofits and Activisim” as the category



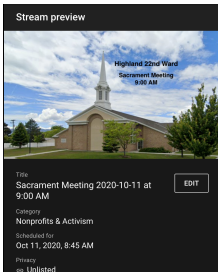
12. Don’t worry about the Camera and Microphone settings at this time.
13. Click “Advanced Settings”
14. Disable “Allow Chat”



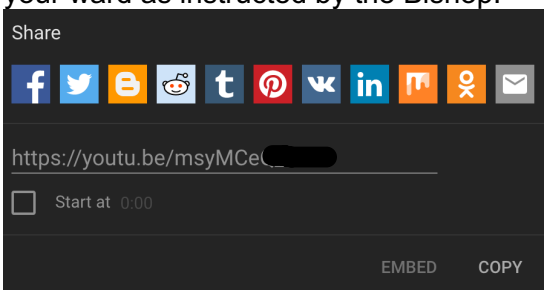
15. Click “Back arrow” to return to the setup screen
16. Click “Next”
17. Wait for it to take your picture with your webcam.
18. Hover over the image and select “Upload custom thumbnail”



19. Upload a thumbnail image to display until the live stream starts.



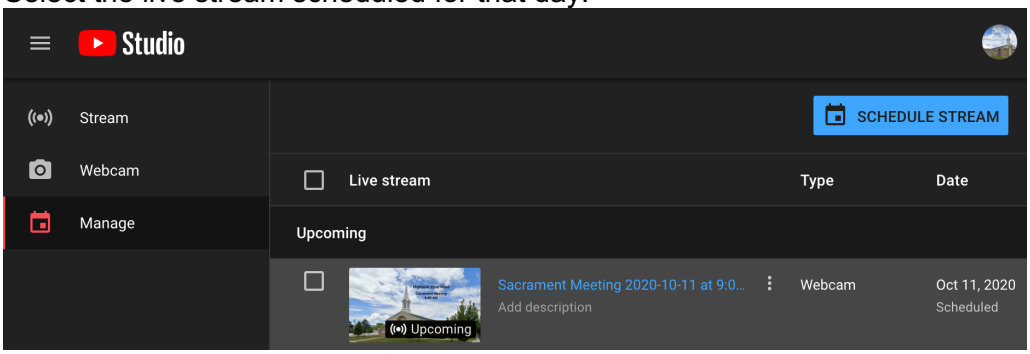
20. Click Share and copy the link. That is the link that should be shared to members. Check that it will work for any attendee by opening it in an incognito window and then send it to your ward as instructed by the Bishop.



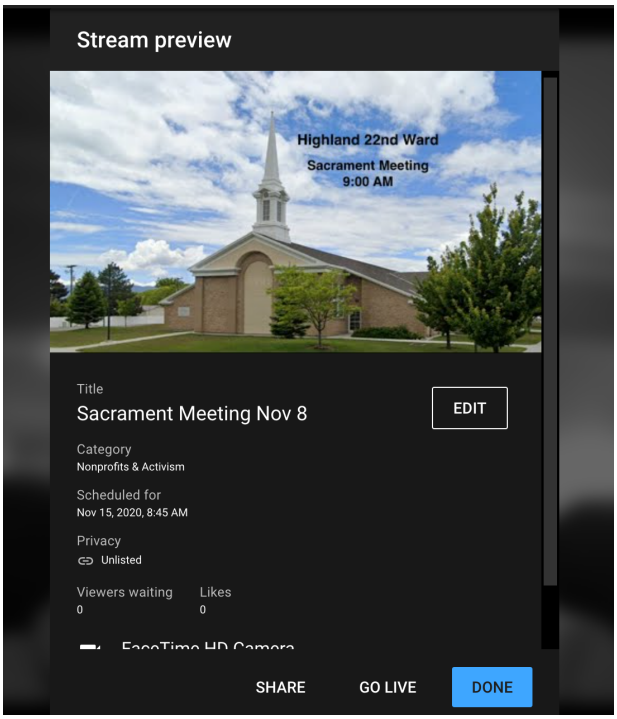
21. Click Done.
22. Repeat these steps to create a backup link in case there are problems. This link can also be shared with your ward.

Live Stream

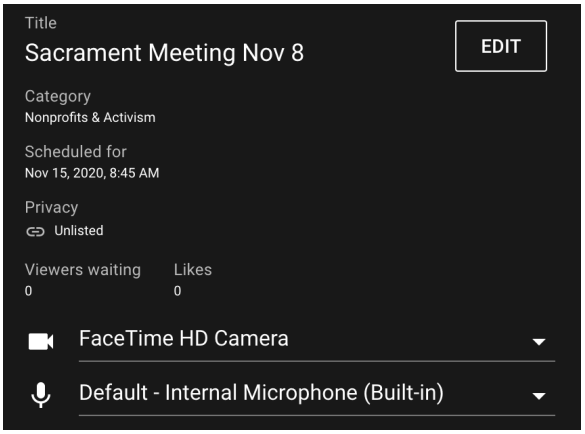
1. Connect your laptop to power, ethernet, the webcam and the USB Audio adapter in the chapel.
2. If you are on a Mac, go into settings, sound, input and select the “USB PnP Audio Device” to make it the default.
3. Follow steps 1 through 5 above to launch YouTube Studio.
4. Click “Manage” on the left navigation.
5. Select the live stream scheduled for that day.



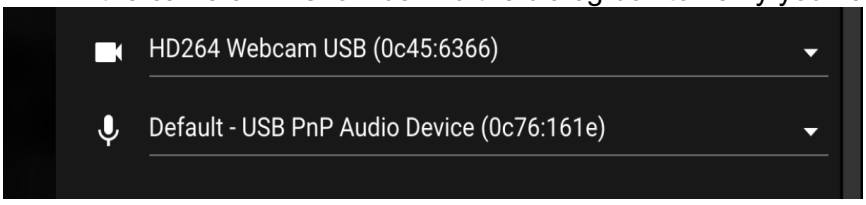
6. Click on the title or the image to open it.



7. Scroll down to select the correct camera and audio input



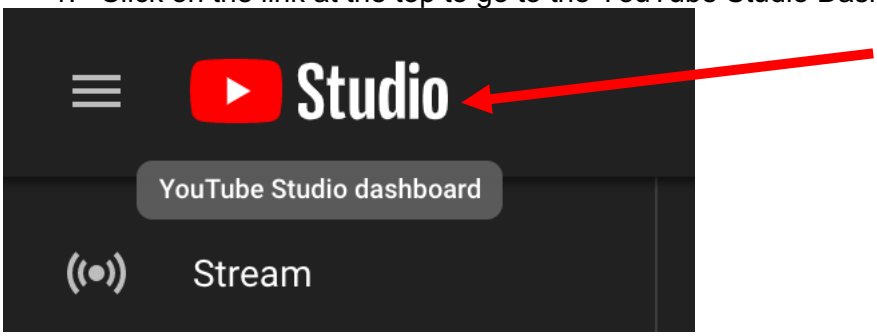
8. Select the Default - USB PnP Audio Device for the microphone. This will connect to the house audio.
    - NOTE: If you are on a Mac, make sure this starts with the word “Default”. If your local Microphone is labeled Default, go back to step 2.
9. Select the HD264 Webcam USB as the camera. You will see a blurred image of what the camera will show behind the dialog box to verify you have the right camera selected.



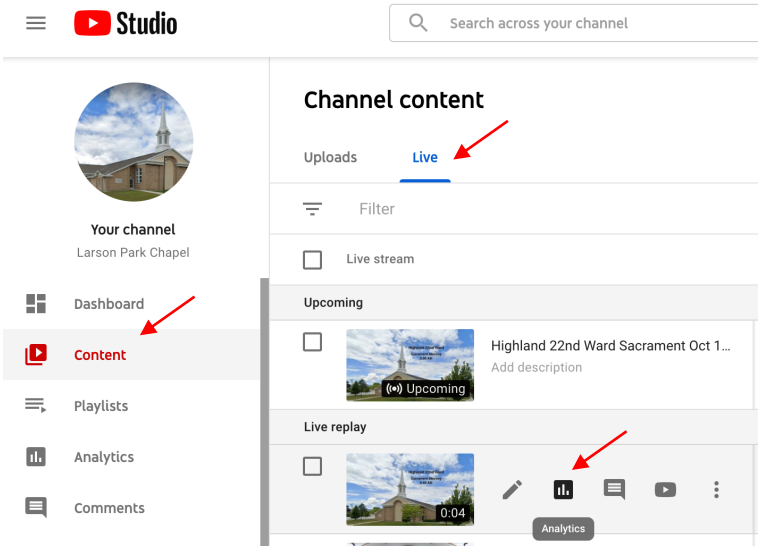
10. Wait until you are ready to start the live stream. Once it starts the link is used. If you started it early keep it going or you will need to start over with a new URL.
11. Click “Go Live” to start the stream 10-15 minutes before your meeting starts.
12. Connect to the stream with a mobile device or the computer in the clerk’s office and make sure it is working properly.
13. Make sure to end the live stream before the Sacrament.

Wrap up

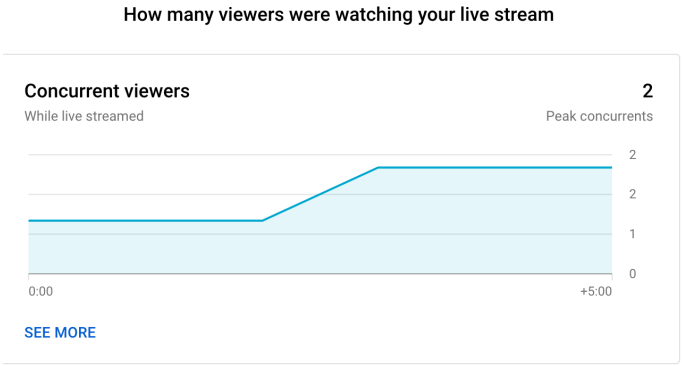
1. Click on the link at the top to go to the YouTube Studio Dashboard



2. Click on “Content” then “Live” then Hover over the description and Click on the bar chart “Analytics”.



3. Record viewer statistics and send to the ward clerk.



4. Delete the video forever.