To host a live-streamed panel, you can use Google Hangouts On Air through YouTube Live.
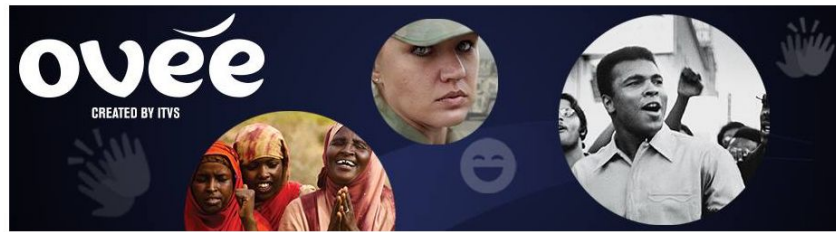
OVEE Live Streaming Instructions:

Before the event:

1. Log in to YouTube (requires Gmail account)
2. CLICK your profile image to access Creator Studio
3. CLICK "Channel" in the left panel and make sure "Embed live streams" is enabled.
   See screenshot below.

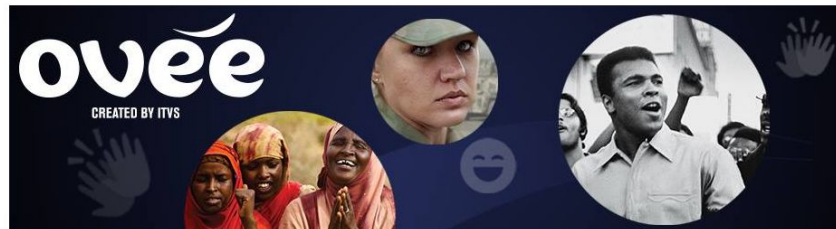If Embed live streams is not enabled, please follow the YouTube prompts and contact us at
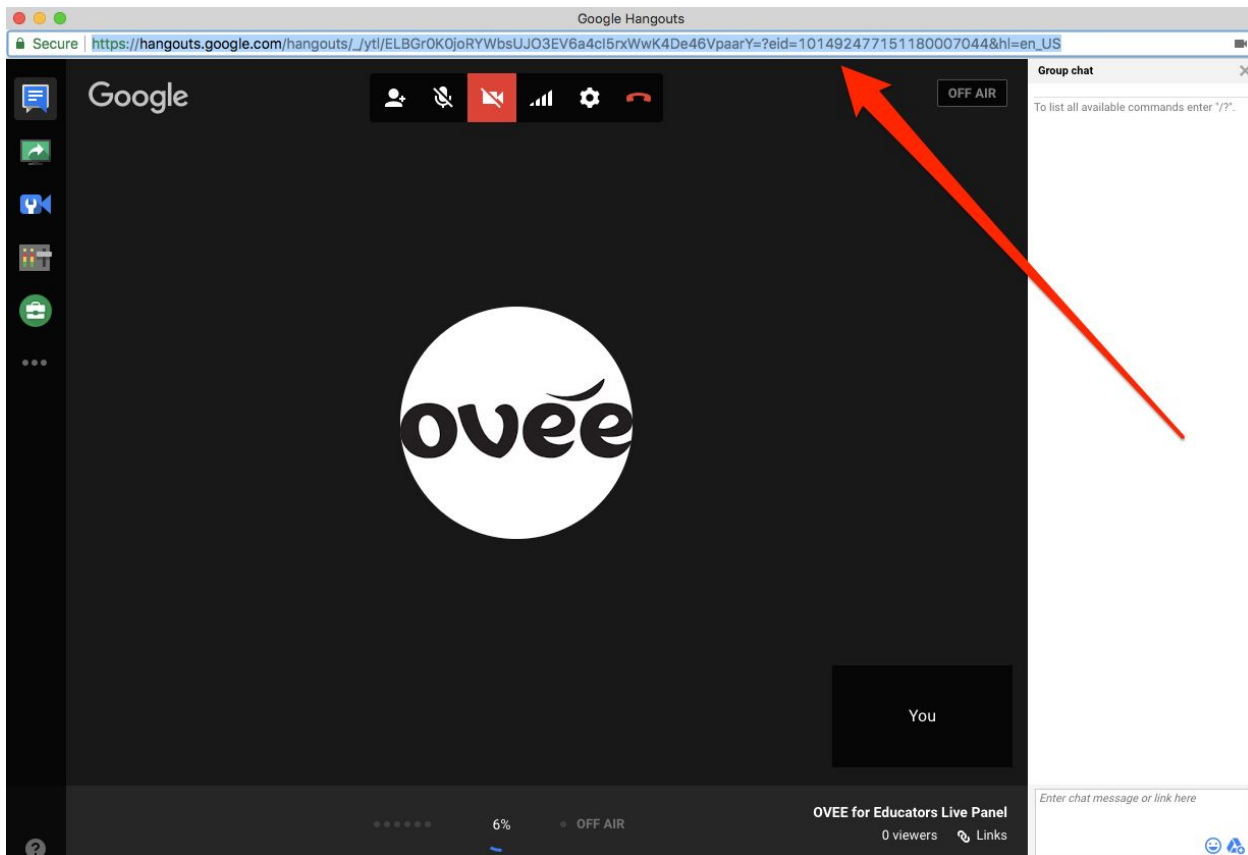ovee@itvs.org

Now you are ready to create your event.

4. GO TO Live Streaming in the left panel and CLICK Events
5. CLICK "New Live Event" in the upper right
   a. Give your event a title and description
   b. Set your event to "Unlisted" to stop it from appearing on the Youtube Live page, https://www.youtube.com/live. You can also make the event "Public," but do not make it "Private," as that will disallow embedding.
   c. CLICK "Advanced Settings," scroll down and check the box "Allow Embedding." *See screenshot below.*

   d. Return to "Basic info"
   e. For type of screening, CLICK "Quick" (using Google Hangouts On Air)

   f. Set time for Hangout to start about 30 minutes before your OVEE screening. (If the hangout is going live now, choose "now" from time options and CLICK the blue "Go Live Now" button in the upper right-hand corner instead.)

6. CLICK "Create Event"

7. CLICK again on "Events" under Live Streaming on the left-hand panel. You will see your event listed now.

8. CLICK "Start Hangouts on Air," which will open a window for the Hangout.
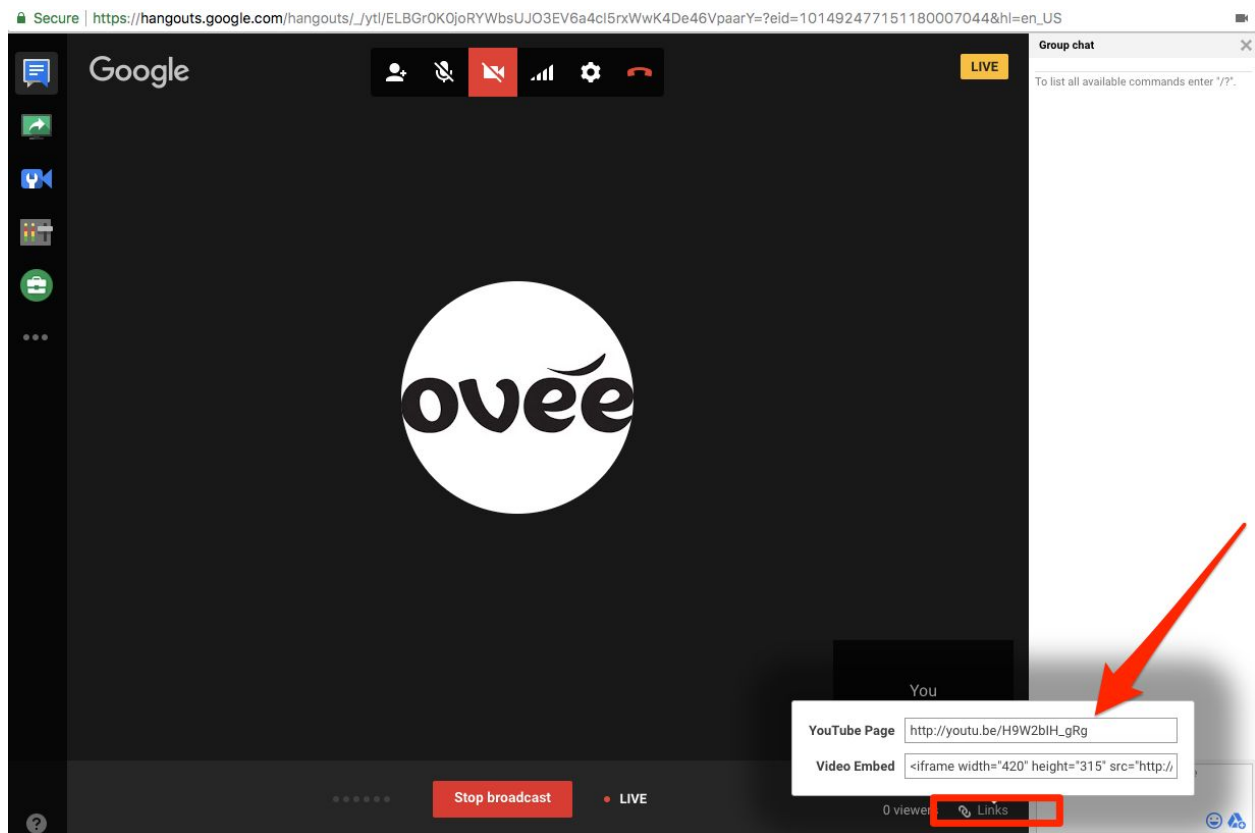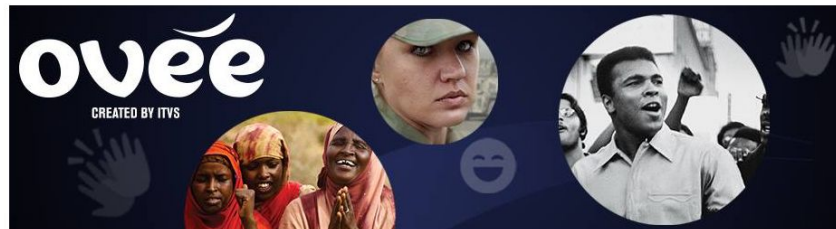
9. COPY the URL.

See screenshot below.

10. SEND this URL to your panelists. Please ask for our "Panelist Instructions" to set your panelists up for success.
11. Close the Hangout window for now.

Day of the event:

12. GO TO YouTube/Live Streaming/Events and CLICK "Start Hangout on Air" for your panel
13. Once your panelists have joined, do a tech check:
    a. Panelists should be able to hear and see each other
    b. If this is your first Hangout, an "Allow" confirmation button will appear along top of browser, and each user must press Allow to proceed

14. CLICK green "Start Broadcasting" button
    a. YouTube can take up to a minute before the Start Broadcast button is available, as webcam/audio detection are verified
    b. You will see a yellow "Live" button in the top right corner when you are live.

15. CLICK "Links" icon (paperclip) at bottom right corner to obtain the Youtube Page URL, to be pasted into OVEE by the moderator. You cannot use the URL in the Hangout browser URL window because that is the closed Hangout, not the public URL.
    See screenshot below.

16. Keep Hangout running, even if it is not being used in OVEE
    a. Hangouts are archived once they are stopped --- they cannot be reused --- so keep it running if panelists want to keep coming back into the OVEE screening.
    b. Once Hangout session is stopped, the Hangout URL is over and cannot be reused.

17. To end the Hangout, CLICK the red "Stop Broadcast" button.

Notes:

- You can also use Hangouts On Air to pre-record a panel conversation. The Hangout is archived automatically. Enter its URL into the "YouTube Video (not live)" box when setting up your screening.
- Windows 8 users must use Chrome (Google Hangouts on Air crashes on Explorer and Firefox)

Limitations:
- 15 to 30 second delay for what is on Youtube Live to what appears on OVEE
- Event Duration: Youtube Live is 8 hours maximum
- Event Recording: 4 hours maximum
- 10 webcams maximum can be added to a HOA
- You cannot use a custom YouTube URL
- OVEE Screening Duration: 6 hours maximum