

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

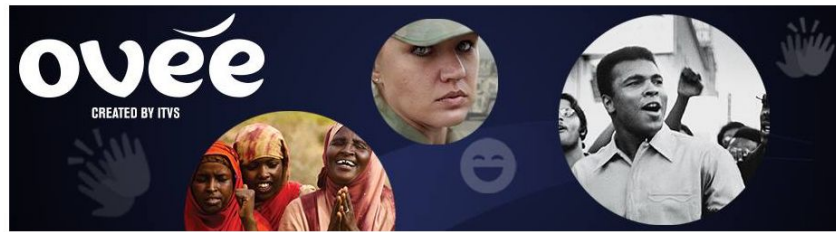
OVEE Live Streaming Instructions:

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.

A screenshot of the YouTube Creator Studio 'Channel' page for a verified account named 'overee'. The left sidebar shows navigation options: VIDEO MANAGER, LIVE STREAMING, COMMUNITY, CHANNEL, ANALYTICS, TRANSLATIONS & TRANSCRIPTIONS, CREATE, and YOUR CONTRIBUTIONS. The 'CHANNEL' section is expanded to show 'Status and features'. At the top, 'Copyright Status' and 'Community Guidelines Status' both show 0 strikes. Below are several feature cards: 'Uploading' (Enabled), 'Monetization' (Eligible), 'Live streaming' (Enabled), 'Embed live streams' (Enabled), 'Longer videos' (Enabled), 'Unlisted and private videos' (Enabled), 'Custom thumbnails' (Enabled), 'External annotations' (Enabled), 'Paid content', 'Super Chat', 'Custom URL', and 'Content ID appeals'. A red arrow points to the 'Embed live streams' card, which is highlighted with a green border and shows 'Enabled'.

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

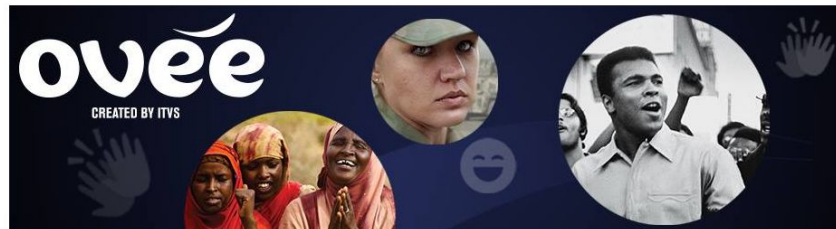


Now you are ready to create your event.

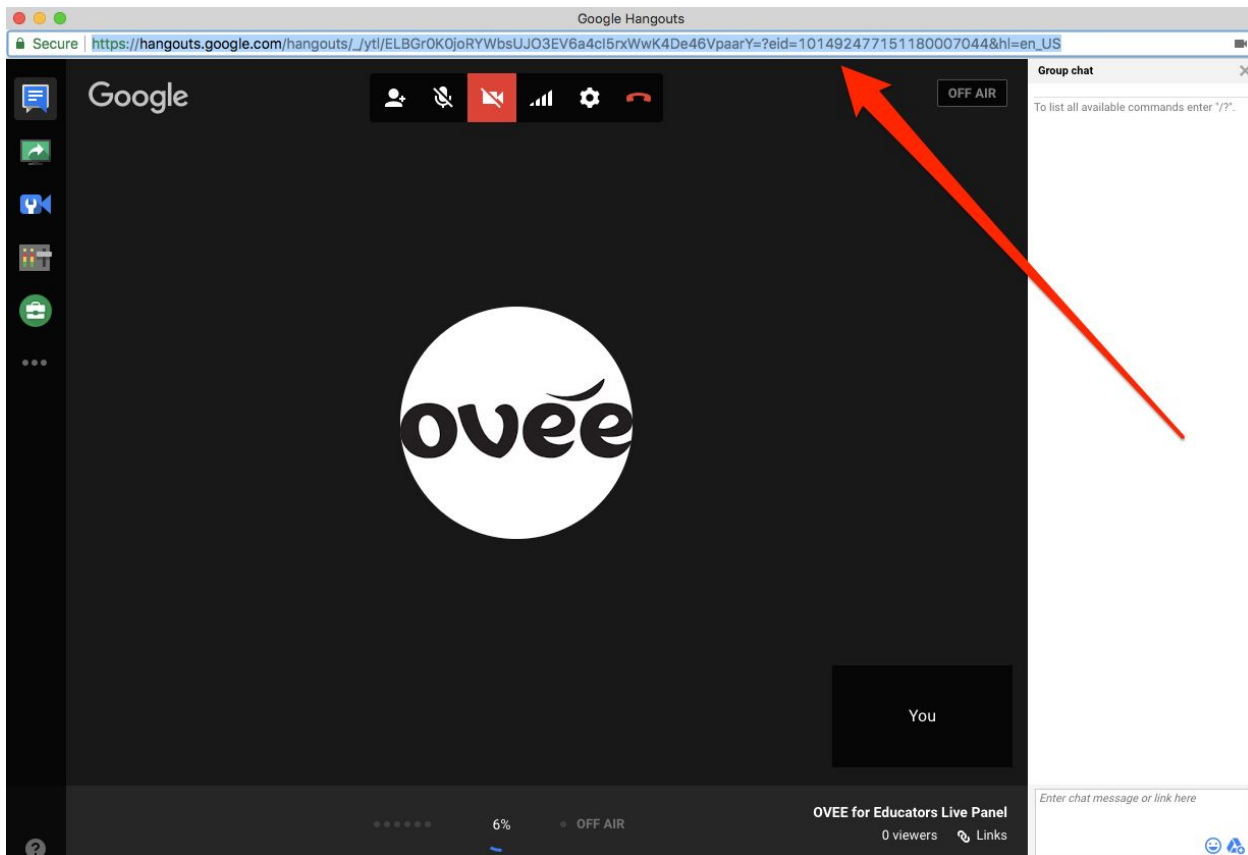
4. **GO TO** Live Streaming in the left panel and **CLICK** Events
5. **CLICK** "New Live Event" in the upper right
 - a. Give your event a title and description
 - b. Set your event to "Unlisted" to stop it from appearing on the Youtube Live page, <https://www.youtube.com/live>. You can also make the 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.

The screenshot shows the 'Advanced settings' page for a live event titled 'OVEE for Educators Live Panel'. The page is divided into several sections: Chat, License and rights ownership, Caption certification, Distribution options, Promotions, Age restrictions, Category, Video location, Video language, Recording date, Video statistics, Content declaration, and Recording. Two red arrows point to the 'Advanced settings' tab and the 'Allow embedding' checkbox. The 'Allow embedding' checkbox is checked. The 'Recording' section has 'Users can view ratings for this video' checked. The 'Recording' section also has 'Automatically make archive unlisted once the stream has ended' and 'Allow comments' unchecked. The 'Recording' section has a 'Show' dropdown set to 'All' and a 'Sort by' dropdown set to 'Top comments'. The 'Recording' section has '360° video' checked. The 'Recording' section has 'Users can view ratings for this video' checked. The 'Recording' section has 'Automatically make archive unlisted once the stream has ended' and 'Allow comments' unchecked. The 'Recording' section has a 'Show' dropdown set to 'All' and a 'Sort by' dropdown set to 'Top comments'. The 'Recording' section has '360° video' checked.

- 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.

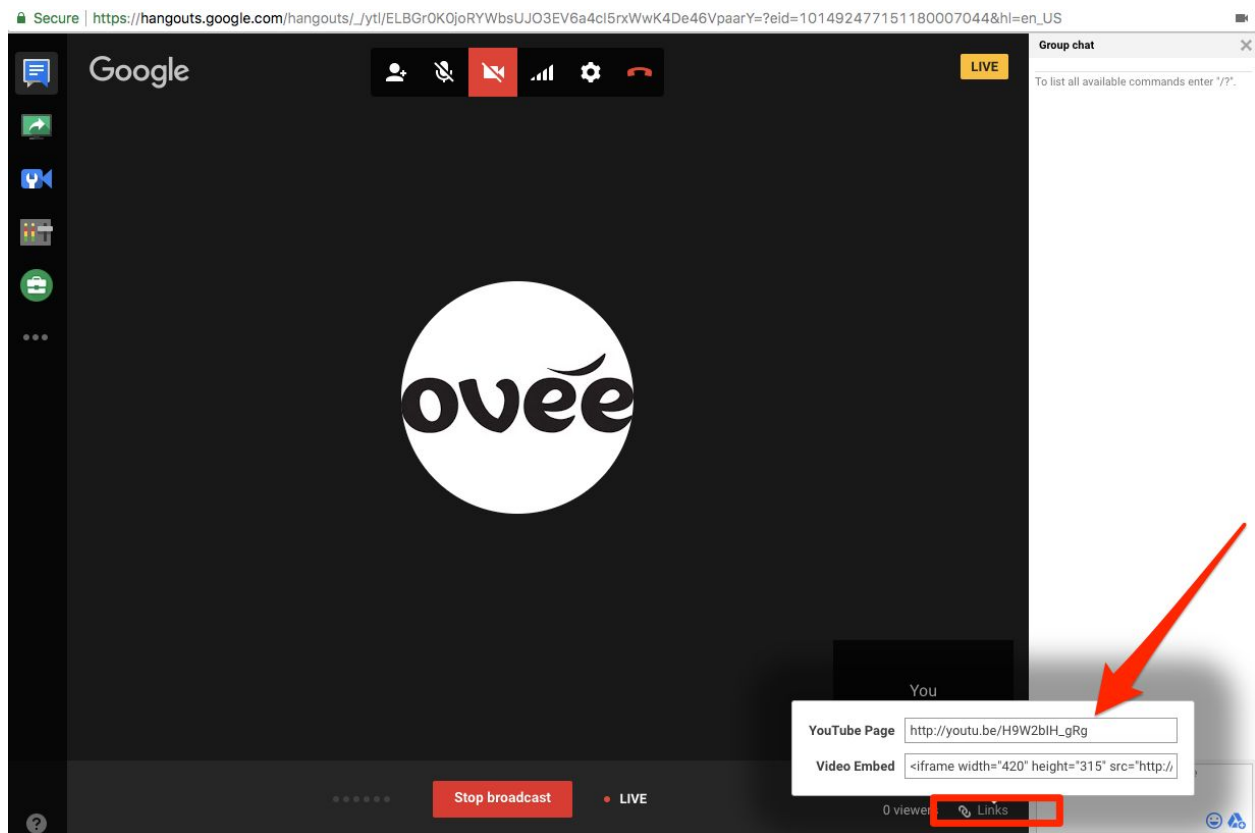
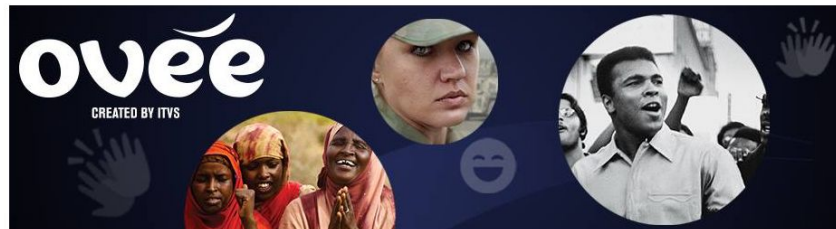




10. **SEND** this URL to your panelists. Please ask for our “Panelist Instructions” to set your panelists up for success.
11. Close the Hangout window for now.

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**