

LIVESTREAMING PROCEDURES

Before Sunday:

1. Sign into YouTube (login: ****; password: ****).
2. Check that the Scheduled Stream for Sunday has already been set up by going to YouTube Studio, select Videos in left pane and click the Live tab.
3. To set up new Scheduled Stream, Click Create - Go Live.
4. Click Schedule Stream - Reuse Settings.
5. Change video title, set visibility to Unlisted, change description, select time (9:45). Click Create.
6. Click Share to disseminate link.

On Sunday:

1. At 9:30 am, TURN ON LAPTOP (Login: **** User; p/w: ****) - VIDEO MIXER (slider switch at back right) - OPEN OBS SOFTWARE and YOUTUBE STUDIO
2. At 9:45 am, in YouTube Studio, select Videos in left pane and click the Live tab.
3. Hover pointer over the selected video and select View in Live Control Room. Set visibility to Public.
4. In OBS, select "Pre-Service Welcome" under Scenes at bottom left. Click Transition in the middle of the screen. Click "Start Streaming" at bottom right.
5. Go back to YouTube Studio. Once video shows up in top left panel, click Go Live.
6. At 9:55 am, in OBS, select "Welcome - corp video" and click Transition in the middle of the screen. When video ends, select "Pre-Service Welcome" again and click Transition. To standby Video Mixer scene.
7. At 10am - announcer goes on stage. Select PC on video mixer and click Transition in OBS. Sound operator turns on PC and announcer inputs. PC operator plays Intro - press F for full screen. At end, right-click on VLC in taskbar to close.
8. When video ends, select CAM2. Announcer welcomes everyone physically and looks into 4K camera to greet home viewers. Look for visitors - ushers hand out visitor pack.
9. Announcer to say "Our announcements on the video so pay attention to screen." Select PC on video mixer. Worship team gets into position when video plays - leaders on top of stairs. To standby Trans - Praise & Worship scene. Announcer remains on stage to invite worship team. Click Transition to show Trans - Praise & Worship scene. To standby Video Mixer. Click Transition when worship leaders are ready. Select CAM1. Press Scene C to show lyrics.
10. During offering announcement, press PC. For Doxology, press Scene C. To standby Trans - Corporate prayer/Trans - Lord's Supper
11. After worship, invite XXX for Lord's Supper/corporate prayer/introduce Sunday School video. Select Trans - Corporate prayer/Trans - Lord's Supper
12. (If Sunday School video) Select PC on video mixer. Sound operator turns on sound. Projector operator plays.
13. (If Corporate Prayer) Select CAM2. To standby Trans - Sermon scene.

14. After Lord's Supper/corporate prayer, to invite speaker. Select Trans - Sermon and move 4K camera. Stick to CAM2. Use Scenes A or B for picture-in-picture. To exit PinP, click CAM2.
15. During speaker's closing prayer, worship team to take position. Select Trans – Response song while Worship leaders assume positions on stage. Switch to CAM1 and Scene C. Sing response song.
16. After response song, select CAM2 for Benediction. If Sunday School video, press PC.
17. Play Outro. Select PC on video mixer. Sound operator turns on sound for PC operator to play Outro animation. PC operator to ensure animation is already on full screen - and press F for full screen. Right click on VLC in taskbar to close.
18. After Outro, click End Livestream in YouTube Studio, then Stop Streaming in OBS.
19. Set video visibility to Public and trim video as needed.

Items to note:

- **Camera settings:**
 - Announcements, corporate prayer, communion, sermon - 4K camera (CAM2)
 - Worship - dome camera (CAM1)
 - Sunday School video - PC (PC)

- **Before service:**
 - Worship team clear stage of extra stands and remove the fan
 - Test Intro and Outro animations' audio and video. Ensure animation is already on full screen
 - Close PowerPoint; only open during Corporate Prayer to test. If projection issue, close PowerPoint AND EasyWorship