

# **Basic Livestream Process Document**

\*to be completed in this order

1. Power on the sound board - switch on the back above power cord
2. Switch on the power sequencer (top box) in the sound rack to the right of the sound board
  - a. Give it 10-15 seconds after pressing, it takes some time to begin
3. Power on the 2 small Sennhieser boxes in middle left of the sound rack
4. Switch on the camera
5. Switch on the LED light
6. Power on the PC/Monitors
  - PC Pin - 11227
  - Left monitor - Your workspace for windows
  - Right monitor - Video switcher
7. Open PC Program - ATEM Television (*video switcher*)
  - a. The top left set of buttons controls the "Program" or what YouTube sees
    - i. Click "Cam 1" square
    - ii. Ensure the "Program" box in the right monitor shows the sanctuary
8. Open PC program - Google Chrome
  - a. Open bookmark - YouTube Studio (*streaming platform*)
    - i. Under upcoming, you will see Sunday's stream
    - ii. Hover over the title of the stream
    - iii. Click the symbol that looks like this -> ((•))
    - iv. This will lead you to the "YouTube Control Room"
    - v. It will show "No Data" - this is correct
    - vi. Stream key - ensure it reads "Live Stream - 720P"
      - If not, select it in the dropdown
  - b. Open bookmark in 2nd tab - Ultra Stream (*encoder*)
    - i. Username: Admin Password: Admin \*both case sensitive
    - ii. Click both the "Live" and "Rec" buttons.
  - c. Go back to the YouTube Studio tab
    - i. Give it 15 seconds or so to connect
    - ii. Ensure the stream duplicates the "Program" box in your second monitor
9. iPad
  - a. Open program - x32 Mix (*Sound board control*)
    - i. Ensure the "Sends on Faders" button on the left ( under "X") is GREY
    - ii. Ensure all lines are muted at the bottom

**\*\*over\*\***

## 10. Sound Test/Turn on microphones

- a. The pastors are familiar with their personal mic packs. They can mute/unmute themselves
- b. Turn on the 2 wireless mics by untwisting the handle and flipping the tiny switch to "on"
- c. Test the sound by speaking into/tapping an unmuted mic and listening through the headset
- d. You will also see the sound bar at the left side of the "Program" feed move
  - i. Ideally, your normal speaking voice should show high green - low yellow
- e. If needed, the piano mic should be adjusted to point inside the open lid toward the hammers
  - i. This is mic controlled by channel 17 on the soundboard/iPad

## 11. Livestream

- a. In the YouTube Control Room, click the blue "Go Live" button in the top right corner
  - i. This will start sending data and you will be seen/heard

\*service begins\*

\*service ends\*

- b. In the YouTube Control Room, click the red "End Stream" button in the top right corner
  - i. You will no longer be seen or heard
- c. In the Ultra Stream tab - click "Live" and "Rec" again to stop streaming/recording

## 12. Power down

\*Again, in this order is ideal\*

- a. PC - close all windows and shut down
- b. Switch off camera
- c. Switch off LED light
- d. Unscrew and turn off 2 wireless mics
- e. Switch off power sequencer in the sound rack
- f. Turn off 2 small Sennheiser boxes in the sound rack
- g. Switch off the sound board

# Troubleshooting

## PC Credentials

Username   loraleiann@live.com  
Password   Meeko11227

## YouTube Studio

\*If you see "Oops!" message

Type in YouTube.com

Click on my photo in the top right corner of YouTube \*NOT in the Chrome banner

"Switch Account" -> Fairmont Presbyterian

Then go back to the "YouTube Studio" bookmark

## YouTube & Google Credentials

Username   lharding@fairmontchurch.org  
Password   Fantasmic11!

## iPad

Apple ID   worship@fairmontchurch.org  
Password   SolaFide11!  
There is no device passcode

!r\*

## Camera

To use camera presets - just press that number on the joystick console

- 1 - Full stage
- 2 - Organ
- 4 - Brian height
- 5 - Kelley height

We are not using any camera software - just the console

## Sound Board / Microphones