AJ SDA Church – A/V Procedures
Live Stream

General Concepts:

1. We use the "Apache Junction SDA Church" channel on YouTube for our live streamed and uploaded programming.
2. A live streamed program should be scheduled beforehand.
3. Then during the service, the programming is streamed live from the vMix computer.
4. Live streamed programs should also be recorded on the vMix computer and the USB video recording device.

Schedule the Live Stream:

1. As soon as the service information, e.g., sermon title, is available the live stream can be scheduled.
2. First create the thumbnail for the new service on the vMix computer:
   a. In the "videos" folder, click on the "Apache Junction SDA Church.pptx" file to open the file in PowerPoint.
   b. Change the sermon title and date and the speaker, if necessary.
   c. Save the document.
   d. Click the File, Export menu.
   e. Click "Change File Type" and select JPG.
   f. Then click Save As to save "Apache Junction SDA Church.jpg" file.
3. Using the vMix computer, bring up the FireFox browser.
4. Click on the "AJ YouTube" bookmark link near the top of the page.
5. You should now see the "Apache Junction SDA Church" YouTube channel on screen and in the small circle on the upper-right should be a picture of the church.
6. If you don't see the church picture, click on the circle and select "Switch account". Then select the "Apache Junction SDA Church" account from the list.
7. Now click the camera icon with the + sign to the left of the circle.
8. Click "Go live". This will take you to the YouTube Studio and there will be a blue "Schedule Stream" button in the upper-right.
9. Click on the "Schedule Stream" button. A window will pop up with info. About the prior stream.
10. Click on the "Reuse Settings" button. A "New stream" window will pop up.
11. Change the date and title for the new service:
    a. In the Title
    b. In the Description
    c. In the schedule date and time
12. Click "Change Thumbnail" and point to the thumbnail jpg file that you created in step #2.
13. Click the "Create" button at the lower-right to schedule the live stream.

14. The newly scheduled stream will now show when you click the "Go live" button as in step #8.
15. You are now ready to start the stream at the scheduled time.

Starting the Live Stream:

1. The live stream should be started about 5 minutes before the scheduled start time.
2. The program thumbnail (created above) should be shown on screen during the 5 minute prelude and prelude music can be played.
3. To start the live stream, first prepare vMix for the service and then set it to display the program thumbnail.
4. Now bring up YouTube as you did to schedule the stream.
5. Click the camera icon with the + sign to the left of the circle.
6. Click "Go live". This will take you to the YouTube Studio and you will see the scheduled live stream. Click on it.
7. Now go back to vMix and click the "Stream" button at the bottom of the screen.
8. When the "Stream" button turns red, go back to the YouTube window and wait until you see the stream in the video window and the "Go Live" button is enabled in the upper-right of the screen.
9. When you are ready to start streaming, click the "Go Live" button and confirm to start the stream.
10. Check the live stream by connecting to it from another computer.
11. Start the vMix recording by clicking the record button at the bottom of the screen.
12. Start the USB video recording device by pressing the button once.

Stopping the Live Stream:

1. In vMix, click the FTB button to fade the program screen to black.
2. Then switch to the YouTube window and click the "Stop Stream" button and confirm to stop stream.
3. After the stream has stopped, go back to the vMix window, and click the "Stream" button at the bottom and confirm to stop streaming.
4. Stop the vMix recording by clicking the record button at the bottom of the screen.
5. Stop the USB video recording device by pressing the button once.