**Creating a scheduled LiveStream instance in YouTube**

This MUST be done on a computer that is attached to the LCR LAN *and* has access to the shared drive on the LAN server. Easiest to use is the laptop used for projection in the sanctuary. Cheryl puts the pictures for each Sunday in the directory on the server, generally a month at a time.

To use the projection laptop, sign into the account 'LCR' using password '322ohio'

1. Go to YouTube, in particular the LCR channel
   1. - Sign in ID:lcrstreaming PW:streaming322
2. Select 'Manage'(takes you to YouTube Studio)
3. Select 'Create'
4. Select 'Go LIve'
5. Select 'Schedule Stream'
6. Select 'Re-use Settings' and select a previous stream instance
7. Edit tiles, dates, etc.
8. Go down to 'Thumbnail'
9. Click the three dots for 'Options', then select ‘Change’
10. Select the picture desired from T:\Livesream (\\lcrsf\shared\Livestream, might be mapped as S: also)
11. Select a playlist to add the stream to, if appropriate. You may also create a new playlist if appropriate. Playlists follow the church calendar.
12. Go down and select 'No, not made for kids'
13. Next, Next
14. Set 'Visibility' to 'Public'
15. Go down and select 'Schedule', then 'Done'
16. Use <-- at top left to go back to 'Manage'
17. If desired, create another scheduled instance using the same process
18. Sign out and close