

StreamYard Instructions for ACAP

This document will explain how to use StreamYard.com to livestream or record ACAPcommunity programs and presentations to our YouTube channel.

Roles

ACAPcommunity Digital Marketing Team:

- Schedules and integrates all upcoming events in StreamYard for ACAP chapters
- Trains chapters to use StreamYard
- Manages the ACAP StreamYard account
 - Destinations
 - Members
 - Account settings
 - Billing

ACAP Chapter Technology Team and/or Chapter Coordinators:

- Invite presenters and guests to ACAP programs
- Access scheduled events and “go live”
- Host ACAP chapter programs on StreamYard
- Manage StreamYard during live or recorded sessions
- End program broadcasts

Log In to ACAP Email the First Time You Use ACAP’s StreamYard Account

1. Go to <https://webmail.dreamhost.com>. Preferred web browser: Google Chrome. Key in your chapter’s email address:

ACAP Atlanta: atlanta@acapcommunity.org

ACAP Cape Fear: capefear@acapcommunity.org

ACAP Centre County: centrecounty@acapcommunity.org

ACAP Guilford County: guilfordcounty@acapcommunity.org

Enter the email password that was sent to you for this training session.

NOTE: It is possible that you will not have to log in to your ACAP email after you have entered StreamYard the first time. Cookies may allow you to skip this step and go directly into StreamYard. However, you should save this information so that you can repeat the login process, as needed. If your computer does not save the cookies, you log in on a different computer, or any other issue occurs, you will need to get a login code once again from your ACAP chapter email. Therefore, we recommend that you bookmark the Dreamhost webmail site so that you can retrieve it easily.

2. Once you are in the ACAP email site, leave the email site open and then open a new tab/window on your web browser by clicking the “+” sign above the web address on a Windows-based computer; see Figure 1. Mac users may have a similar process to open additional tabs/windows. You are ready to log in to StreamYard.

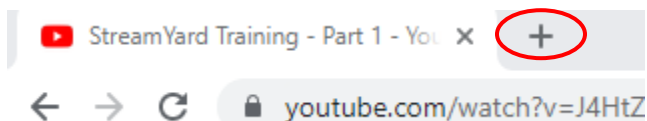


Figure 1. How to open a new tab/window on a Windows-based computer.

Log Into ACAP’s StreamYard Account

1. Go to <https://streamyard.com/> and select Login from the top right of the website (Figure 2).



Figure 2. StreamYard home page.

2. Use the same ACAP chapter email address you entered previously and click “Get login code”; see Figure 3.

ACAP Atlanta: atlanta@acapcommunity.org

ACAP Cape Fear: capefear@acapcommunity.org

ACAP Centre County: centrecounty@acapcommunity.org

ACAP Guilford County: guilfordcounty@acapcommunity.org

A screenshot of the StreamYard login screen. The title is 'Log in to your account'. Below the title, it says 'Enter the email you signed up with and we'll send you a login code. New to StreamYard? [Create an account.](#)'. There is an 'Email' label above a text input field. Below the input field is a blue button labeled 'Get login code'.

Figure 3: StreamYard Login Screen.

- After clicking “Get login code,” you will see the screen here (Figure 4). Check the ACAP email inbox you used to log in to find a new email from StreamYard. It will contain your 6-digit code; see Figure 5 for sample email.

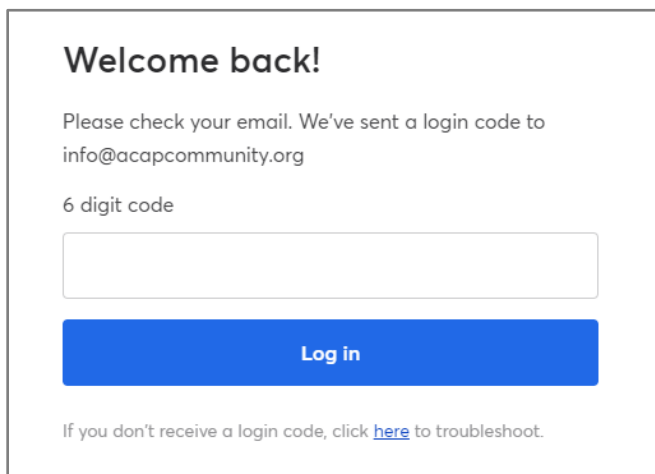


Figure 4. 6-digit code entry screen.

- Enter the 6-digit code in the “Welcome back!” Screen (Figure 4) within 15 minutes of receiving the email or you will need to re-start the login process.

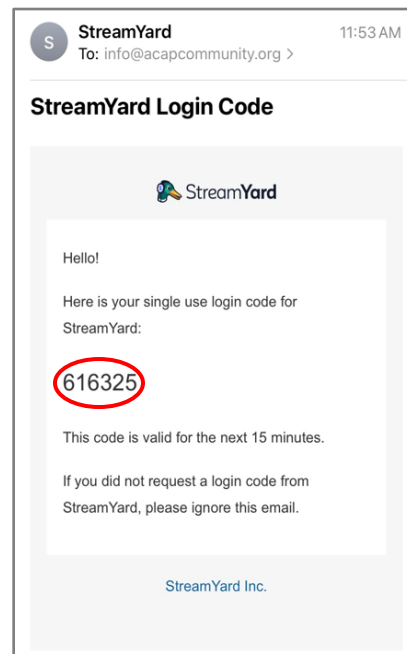


Figure 5. Sample email from StreamYard. Do NOT use the code you see above; this is only a sample. Login codes expire after 15 minutes.

Broadcasts

- Once you are logged in, you will see the Broadcasts screen (Figure 6), where you will see a list of upcoming events that have been scheduled.

The left-side menu orients where you are in StreamYard. You will use the “Broadcasts” screen primarily, and on occasion you may look at “Videos” after you have recorded one or more broadcasts.

WARNING: You may view the Destinations and Members screens, but do not make any changes to these screens. These are reserved for the ACAPcommunity Digital Marketing Team, who will update them as needed. Any unauthorized changes to the Destinations screen can affect viewers’ access to program broadcasts. Unauthorized changes to the Members’ screen can impact ACAP’s budget by causing an increase in pricing for StreamYard.

- To start a livestream session, find your event in the list of upcoming broadcasts, and click “Enter studio” beside the appropriate title (Figure 6, red circle). NOTE: Be sure to check all the information before entering a studio. We have multiple chapters presenting programs on the same day,

so program titles and times of broadcasts can assist in finding the program for your chapter. Also, be sure you are looking at the “scheduled” times (Figure 6, red arrow) – not the “created” column!

Title	Created	Scheduled	
StreamYard User Training	Aug 29, 04:32 PM	Sep 2, 12:15 PM	Enter studio
Battle of the Bills: Mitigating Financial Impact as Loved...	Aug 29, 04:30 PM	Sep 15, 07:00 PM	Enter studio
Advanced Care Planning: Legal and Financial Docume...	Aug 29, 04:27 PM	Sep 13, 06:00 PM	Enter studio
Medicare & SHIP: The Must-Knows	Aug 26, 04:16 PM	Sep 13, 05:30 PM	Enter studio

Figure 6. Broadcasts screen.

- Once you press “Enter studio,” you will see a preliminary set-up screen that asks you to check your camera and microphone (Figure 7). If your webcam is working properly, you will appear on screen. If the microphone picks up any sound, the StreamYard screen will update to “Mic is working.” If this does not appear within a few seconds, try speaking to activate the microphone.

Figure 7. Preliminary set-up screen before entering StreamYard studio.

4. Below the camera and microphone screen area, you will see a fillable box that reads “Display name.” Add *at least* your first name and last initial. You may add your last name and even a title or affiliation if you wish. As you add your information, you will see the entered text appear with your picture on screen. This will remain in place while you are logged in to StreamYard.

You also will see a small control panel on the preliminary set-up screen. Click “Mute” to mute your microphone and “Stop cam” to turn off your webcam. Hovering over either of these buttons also may show you a keyboard shortcut for your specific computer or device.

Settings:

Most of the StreamYard settings are already set with defaults (Figure 8). Some, like Camera and Audio, will be specific to the webcam and microphone you are using from your personal location and will be detected automatically.

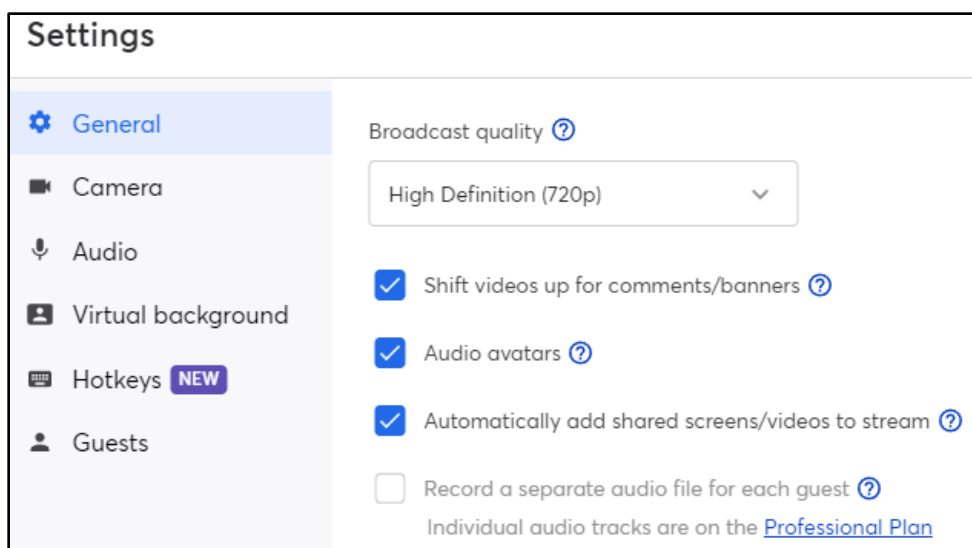


Figure 8. Leave all “General” settings in the default positions you see here.

Here are a few settings you *may* wish to use, as applicable:

- Camera
 - Mirror my camera – This is useful if you are showing text on-screen and it appears backward. Checking the box will reverse the text.
- Audio
 - If someone is unable to hear you on your microphone, you may want to uncheck the “automatically adjust mic volume” so that you can adjust it manually.
- Virtual background
 - If you want to hide/obscure what is on camera behind you, you can select a virtual background for yourself.
 - None: default. Everything behind you is visible on-camera.
 - All other options: You should have several choices for alternate backgrounds in this setting. Be aware that there will be some pixelation around your image if

you choose one of these options – unless you have a green screen physically behind you in the room. Using this feature also may consume additional bandwidth on your computer.

- Options include:
 - blur (slight blur, but objects still visible)
 - brick wall
 - living room
 - blurred ACAP screen, or
 - (+) one you add yourself (everyone with the same log-in will have access to this custom screen).
 - Hotkeys and Guests: Leave these in their default positions.
5. Once you enter the studio, you will see the main broadcast screen. A note in the bottom left corner will tell you that “You are not part of the stream yet. Click to add your audio and video.” Hover over your image and click “Add to stream.” See Figure 9. If you are unable to do this, your host / co-host may need to do this for you. They will be able to see that you are not yet added to the stream.

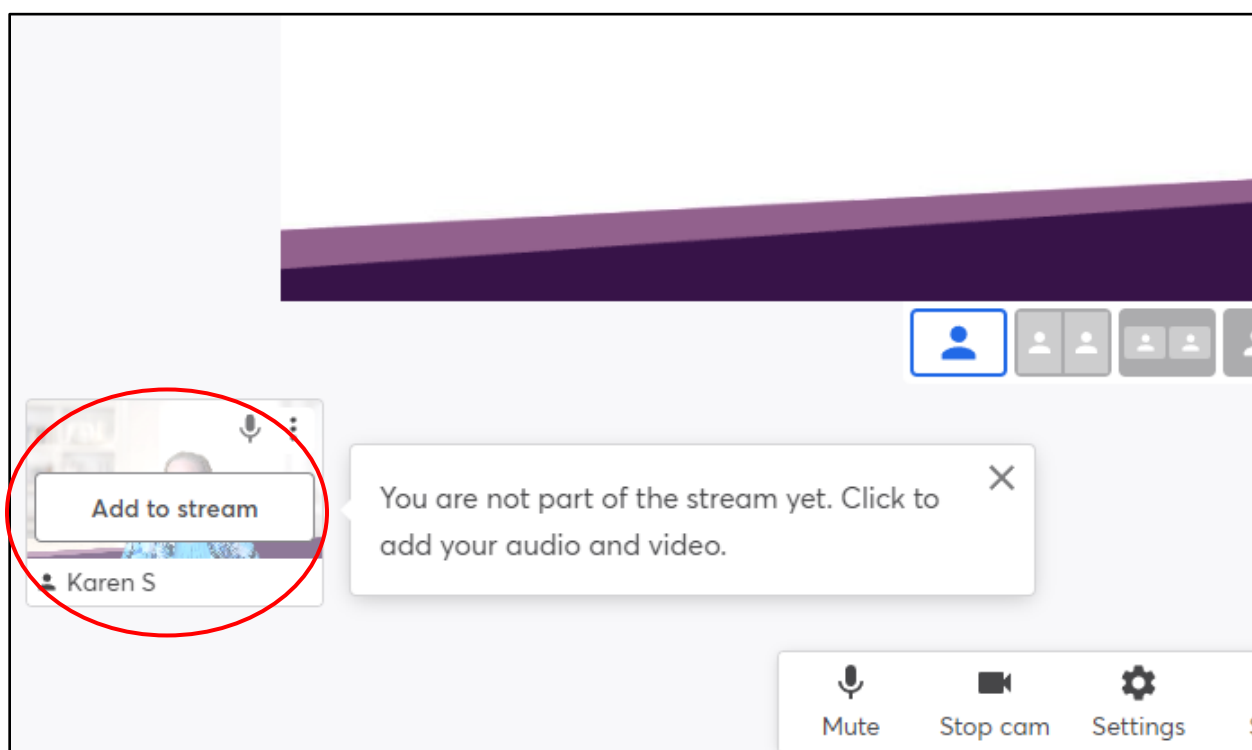


Figure 9. How to join the stream.

Inviting Guests to Your Scheduled Stream (Broadcast Studio)

1. Once you know who will join you on-screen for your scheduled broadcast, you should invite them to the Stream using the “Invite” button at the bottom of the screen (Figure 10). Invited guests can/will appear on the broadcast at the time of the event. You can have up to 10 people on-screen at once. NOTE: Public program attendees are different from invited guests. You will not need to invite public attendees in StreamYard.

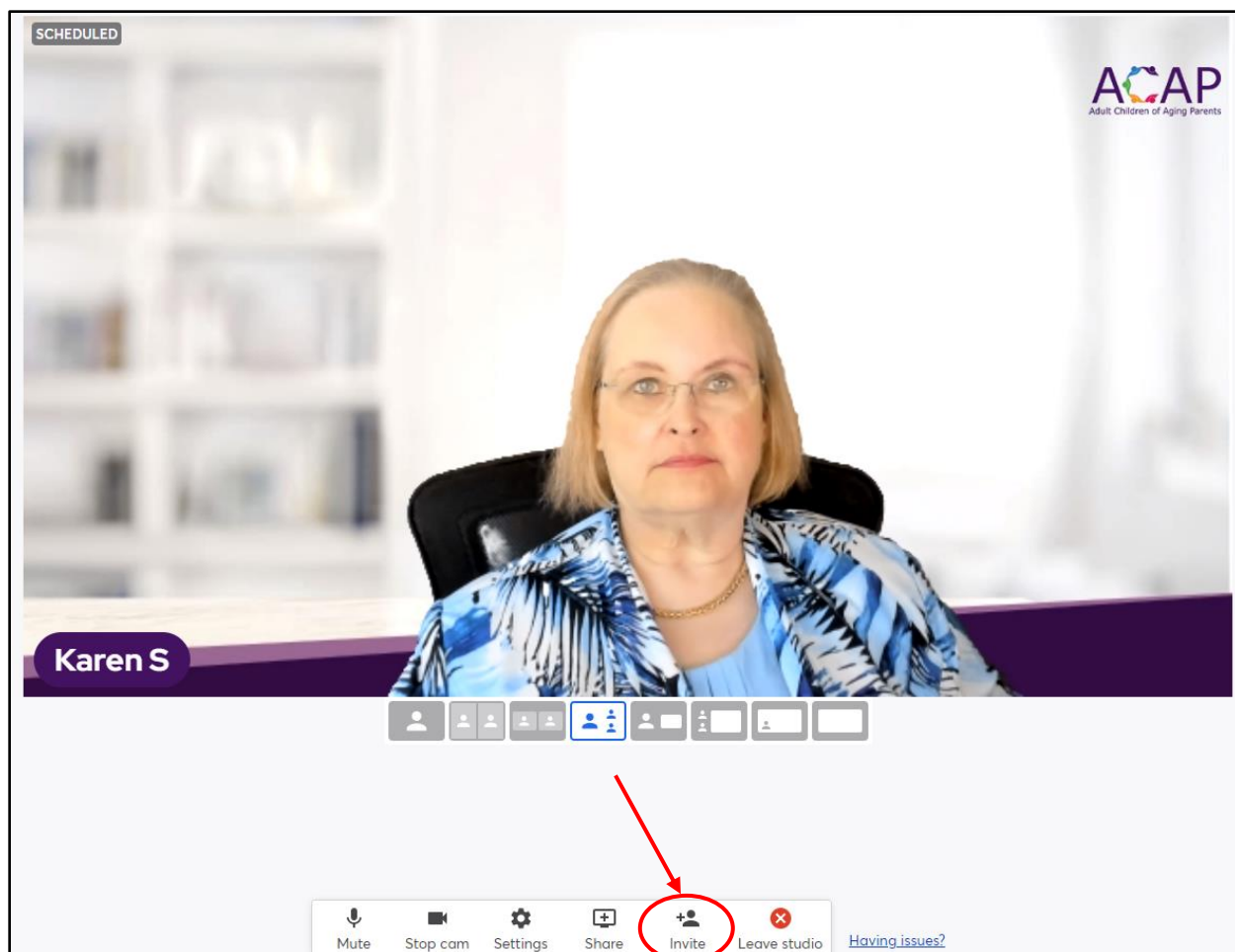


Figure 10. Invite co-hosts and speakers to your broadcast in advance using the “Invite” button.

2. After clicking the “Invite” button, you will be given a broadcast link to send to your guests; see Figure 11. Options for sending (from this box) are Gmail, email, or Messenger. You may also copy the link and use it with your usual email provider.
3. To ensure the broadcast runs smoothly, you may wish to share the [Guest Instructions](#) with your invited guests. This webpage contains a guide for pre-broadcast and joining the broadcast, as well as answers to frequently asked questions.

WARNING: You should only give guest speakers the URL link provided, such as the representative one in Figure 11. Do not provide your ACAP email address to anyone not on your leadership team. Providing that level of access to an external guest grants them higher-level control than they need. If an untrained guest starts pushing buttons in StreamYard, you could have a failed broadcast before, during, or after the program is scheduled to go live. Give your guest speaker the provided URL only (such as Figure 11)!

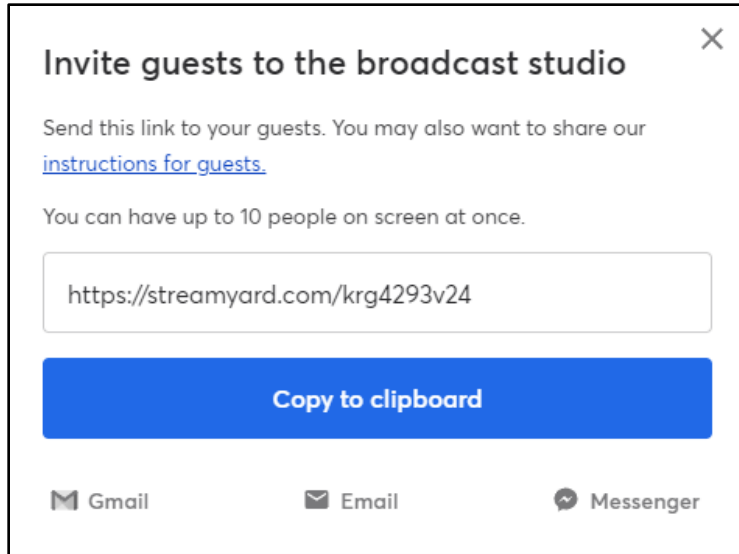


Figure 11. Broadcast link to send to invited guests.

Navigating in StreamYard

The toolbar at the bottom of the screen (Figure 12) offers basic functions as you broadcast your program.

Mute – toggle button to mute/unmute your microphone

Stop cam – toggle button to turn your webcam on or off

Settings – same settings screen you encountered before you entered the studio; see Figure 8

Share – see Figure 13 for options

Invite – Invite guests who will appear on-screen with you for the broadcast – see Figure 11

Leave studio – click to leave the broadcast (as an individual)

Having issues? – activates chat box to communicate with StreamYard

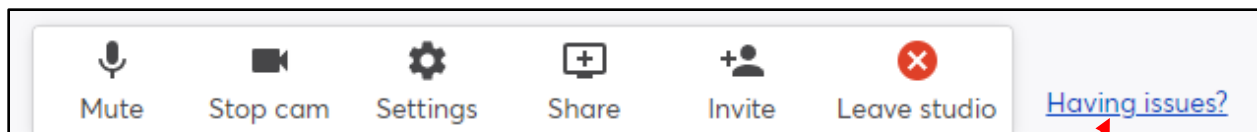


Figure 12. Navigational toolbar at bottom of screen.

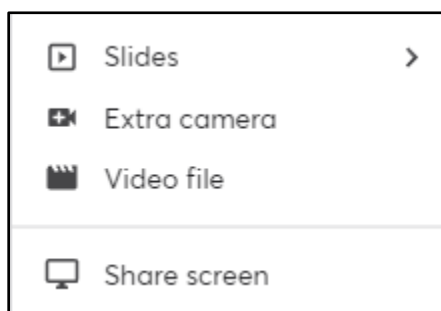


Figure 13. Options under Share button.

NOTE: Clicking this link will connect you directly to a StreamYard chat box for troubleshooting.

Add a Slide Show to Your Broadcast

This screen (Figure 14) will appear after you click “Slides >” (Figure 13).

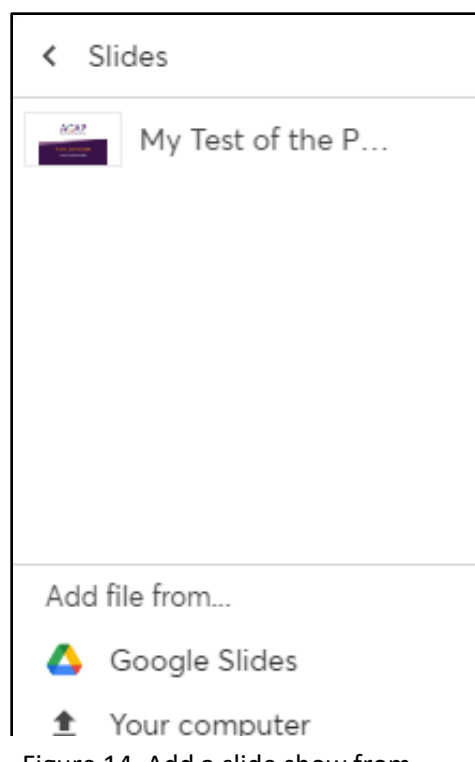


Figure 14. Add a slide show from this screen.

Add a New Slide Show:

To add a new slide show for your chapter, you can choose one from your computer drive or from Google slides. Regardless of the option you choose, you will see a screen with Slide sharing tips that provides easy instructions to upload your slide show from the screen. (You will need to sign into your Google account if you choose Google slides.)

Your uploaded slide show will be added to the list, such as the one in Figure 15. It will also appear in a box below the main video screen, like a “guest.” Hover over the new screen and click “add to stream” to get the presentation onto the main viewing screen. The view will change to “screen layout,” with your camera shot to the left of the screen and the presentation in the main section (Figure 15).

Use a Previously Loaded Slide Show:

If you have a slide show loaded already, choose it from the list under “<Slides” (Figure 14). The show will be added to the main viewing screen.

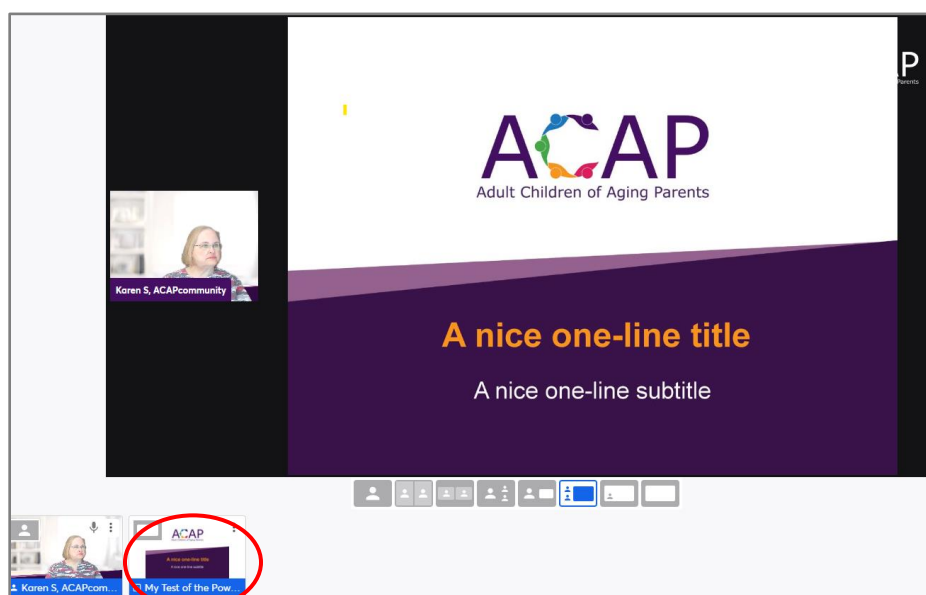


Figure 15. Slide show loaded to main screen.

Present Your Slide Show

Navigating through your slide show is simple once it is loaded to the main viewing screen. Click the three, stacked dots at the top right of your screen if you wish to remove the slide show from your stream (Figure 16).

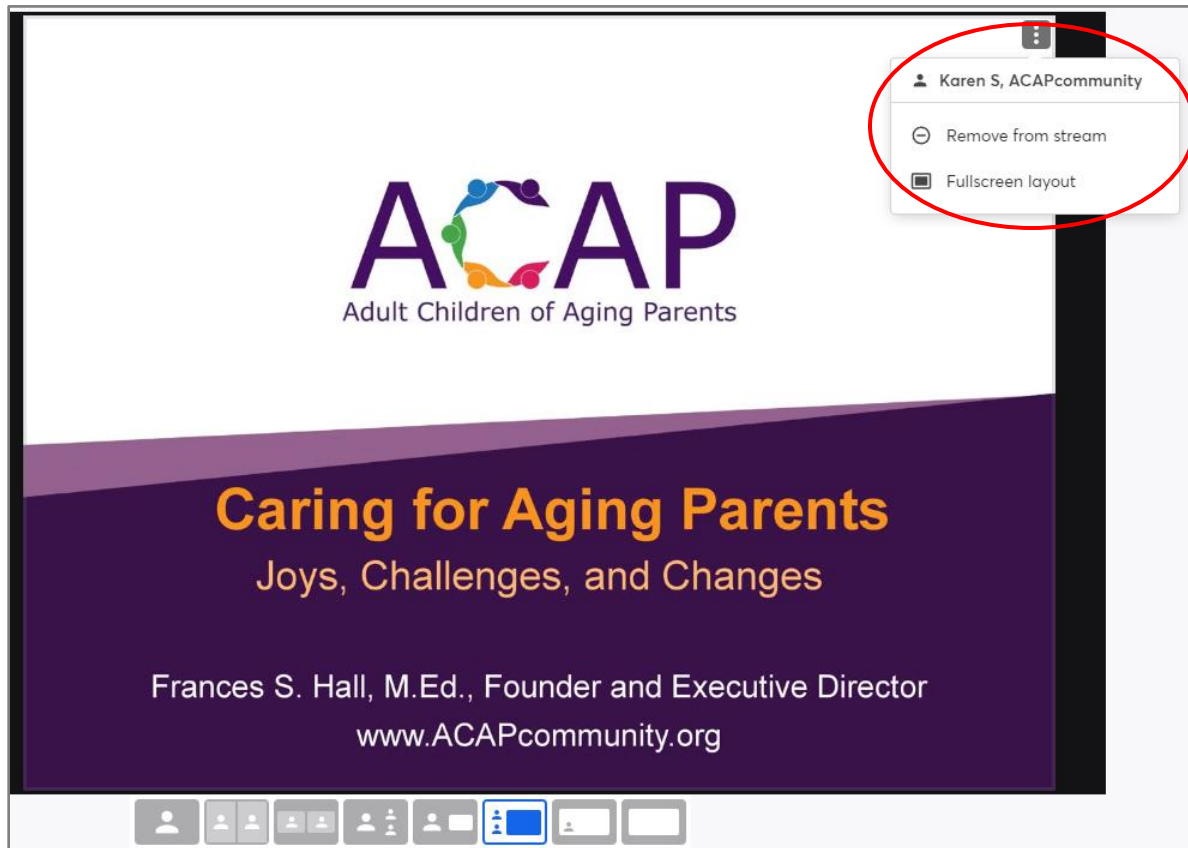


Figure 16. Removing the slide show from your stream.

Hover over the bottom center of the main viewing screen to see the pop-up slide navigation (Figure 17). Clicking the down arrow next to "Slide 1" will open a thumbnail slider bar for all slides in the presentation. Click the appropriate slide to jump to any location. Alternatively, use the left and right arrows to move forward or backward one slide at a time.

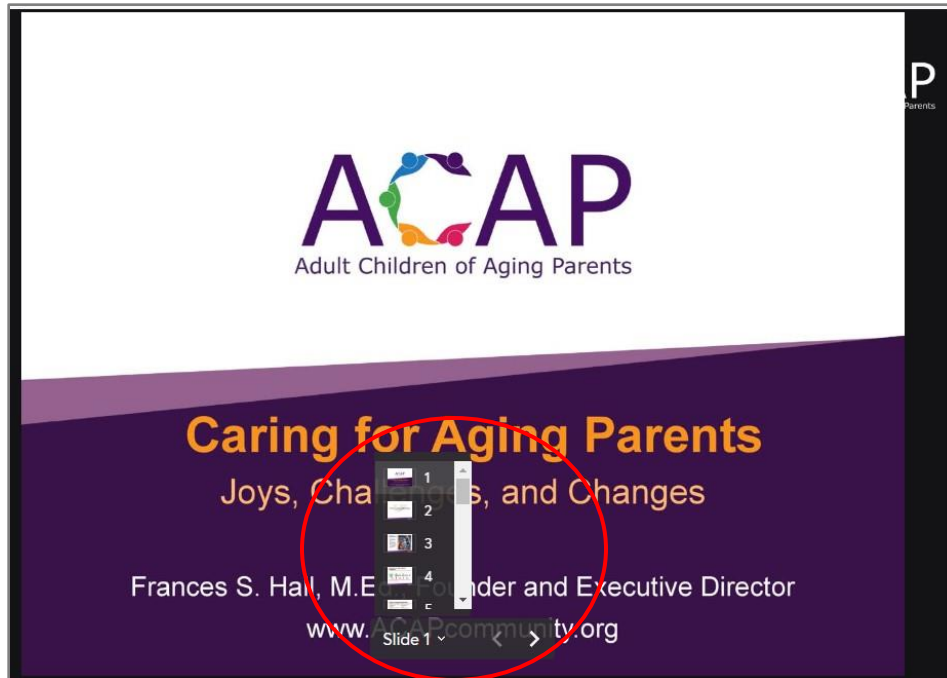


Figure 17. Navigating through the slide show.

Screen Views During Broadcast

A graphic toolbar sits immediately below the video window; see Figure 18. The host can change the screen configuration by clicking on any of the screen layouts.

Screen layouts are:

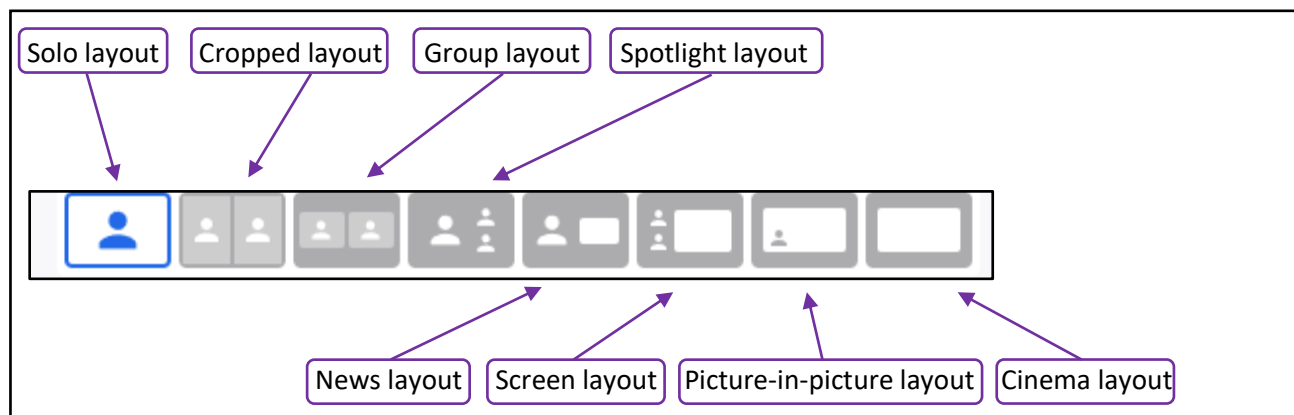


Figure 18. Screen layouts.

Toolbox Functions

A toolbox can be found at the top right of the screen; see Figure 19. This toolbox provides additional functionality during a broadcast.

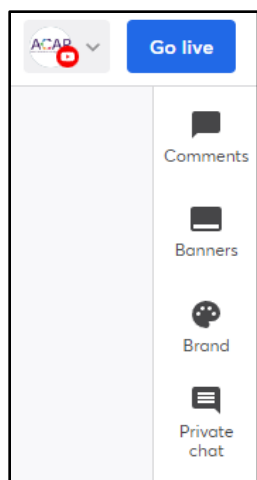


Figure 19.

Comments – Clicking this button activates the chat panel, which appears to the right of the video screen. Here the host, guests, and program attendees can engage in interactive conversation. Administrators can click on any comment to show it on screen (Figure 20). (If program attendees ask questions from a chat panel in Facebook or YouTube, it will show up in the chat panel on StreamYard; however, there is about a 20-second delay.)

Banners – Two types of banners may be available here: a ticker, which scrolls across the bottom of the screen, or a static banner, which is stationary on the screen when shown.

Brand – This part of the toolbox allows you to customize the look and feel of the video screen. Several options are available currently.

Private chat – While there is no one-on-one conversation available with individuals in the broadcast session, this feature allows you to speak only with those who are participating in the session as host or invited guests. Public attendees will not see messages in Private chat.

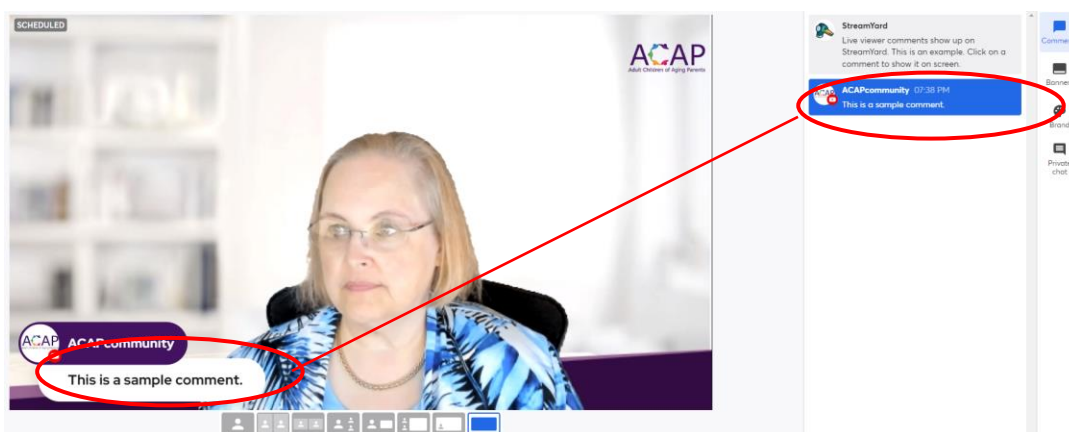


Figure 20. Comment in chat panel displayed on video screen.

Livestreaming

When the hour arrives to start your program broadcast, go to the top right of the screen and click the **Go live** button. Your StreamYard session will be visible to the public and recording will be happening in the background. Once the “Go live” button is activated, the button will read “End Broadcast.”

When you finish your program, click **End Broadcast** in the same spot.

WARNING: Clicking the “Go live” or “end broadcast” buttons prematurely will require manual re-programming of your scheduled broadcast and re-inviting your guests. Contact your ACAPcommunity back-up representative immediately to re-schedule your broadcast. Be sure to have your guest email addresses (those appearing on-screen with you) on hand for quick reinstatement.

After you end your broadcast, your program will be uploaded to the pre-designated destinations automatically. There is nothing else you need to do. Congratulations on successfully broadcasting your ACAP program!