

Meeting Process Outline

MEVO Instructions

1. Create a Session in your Open.Media account and add all meeting information and materials. This will automatically create a YouTube Live Event.
2. Go to the Indexing tab in your Open.Media account to prepare for the event.
3. Turn on microphones.
4. Go live!
 - a. Push the red Record button on your MEVO-connected device.
 - b. Select YouTube from the list of streaming options.
 - c. Select the Event that your Session created in YouTube (it will have the same name as your Session).
 - d. Press the Publish button.
 - e. Refresh the Indexing page. Your event should be started and the timer running.
5. Add agenda timestamps and notes during your live show.
6. Stop your live stream
 - a. Press Stop on the Indexing screen.
 - b. Turn off your encoder, cameras, and microphones.

Instructions for all other Encoders

1. Create a Session in your Open.Media account and add all meeting information and materials. This will automatically create a YouTube Live Event.
2. Turn on cameras and microphones.
3. Go live!
 - a. Start your encoder stream.
 - b. Go to the Indexing tab in your Open.Media account.
 - c. Press the Start button on the Indexing screen. This will start your YouTube Live Event. *(Note: It takes about 10-15 seconds to process and start the meeting.)*
4. Add agenda timestamps and notes during your live show.
 - a. Either click the "Record All" button and press the time sync button on each agenda item as it comes up, **or**
 - b. Click Record on each item as it comes up to sync it to the current time in the video.
5. Stop the meeting.
 - a. Press Stop on the Indexing screen. This also stops your YouTube Live Event.
 - b. Turn off your encoder, cameras, and microphones.