

How to Schedule and Start a Google + Hangout

Schedule a Hangout Event

1. Login to Google+ and make sure you are under the “Sacramento Public Library” Google + Page, not the Sac Lib page.
	1. You can check this by clicking the saclib logo in the upper right hand corner of the screen and making sure the bold black name says “Sacramento Public Library”, NOT “Sac Lib”
2. Select Events under the left Home dropdown bar of Google+, then click the White “Plan a Hangout” Button.
3. Fill in the Event title, Date and time, details, and invite “Public”, and type in the emails for anyone who is taking part in the hangout. Make sure to keep the green “Public” bubble.
4. Click Invite.

Before starting a Google Hangout go through the following steps.

1. Close any extra programs that are running on the computer
2. Attempt to have the computer running the hangout connected by Ethernet cord (hardline)
3. If you plan on using Screen share in Google Hangouts (view of your desktop), minimize start bar and close all toolbars
4. Be aware of copyrights on any media you are going to use during the hangout

Starting the Hangout from the event on the day of the event (Before going live)

1. Make sure you are under the “Sacramento Public Library” Google + Page, not the Sac Lib page.
	1. You can check this by clicking the saclib logo in the upper right hand corner of the screen and making sure the bold black name says “Sacramento Public Library”, NOT “Sac Lib”
2. Select Events under the left Home dropdown bar of Google+, and then click the blue “Join” Button.
3. Invite attendees by typing their email or google+ name into the search area.
4. Click the links icon button at the bottom right of the hangout screen. Copy and paste the embed code into an email to your Virtual Branch contact.
	1. The virtual branch contact will place the code on the website and on Facebook.
5. Make sure Hangout Toolbox is installed in the Hangout
	1. On the left bar of the hangout, click “…”
	2. Click Add apps
	3. Hover over Hangout Toolbox, then click “Install hangout extension”
	4. Click ‘continue” and “allow access” when prompted
6. If you are the moderator prepare overlay and lower third images in Hangout Toolbox
	1. Use pre-made lower thirds by clicking “Choose Logo” under lower third and selecting the file on your computer. Turn it on with the grey toggle switch.
	2. Select your overlay by clicking “custom overlay”, and selecting the file on your computer. Turn it on with the grey toggle switch.
	3. Make sure each of the other speakers have their lower third files, and have it loaded using the hangout toolbox.

Starting the hangout

1. Once the overlays and lower thirds are in place, click the “Start Broadcast” button
2. Use the overlay for the first 3-5 minutes, giving viewers time to click the video link on social networks and our website
	1. Have participants mute audio/video during this period
	2. Have participants turn off mobile devices and turn off ringers on any phones in the immediate area.
3. Have moderator watch comment tracker in the Hangout Toolbox (Green Speech Bubble)
	1. Type any twitter hashtags being used in the search and press “Search Twitter”
4. Open Q&A Tracker for Youtube (Blue speech bubble on left toolbar)
	1. Switch between this tracker and the Hangout Toolbox comment tracker throughout the hangout.
5. Open Facebook in another window to track questions posted as comments on the newsfeed article.

\* Virtual Branch will facilitate all promotion of the event, including Facebook, website, and Google+ advertising and event posts.