



Google Meet is approved by WCPSS to livestream school events. Only **WCPSS staff and students** can contribute to or livestream the event.

**IMPORTANT NOTES:**

- **Contributors/Presenters: Up to 250**
  - WCPSS staff and students who can share their screen, turn on their cameras, or turn on their microphones.
  - These participants will receive a Google Meet calendar invite.
- **View-only participants: Up to 100,000**
  - WCPSS staff and students who can livestream the event.
  - Share the livestream URL with these participants.
- It is strongly recommended that you practice the process multiple times before your actual event, as technical support may be limited at the time of the event.

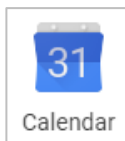
**Prepare for the Livestream Event: Create Event through Google Calendar**

**NOTE:** Setup for a Google Meet with Livestream is different than setting up a typical Google Meet.

Several days before the event, create an event in Google Calendar and invite WCPSS staff or students who will contribute to the event. (e.g. speakers, presenters)

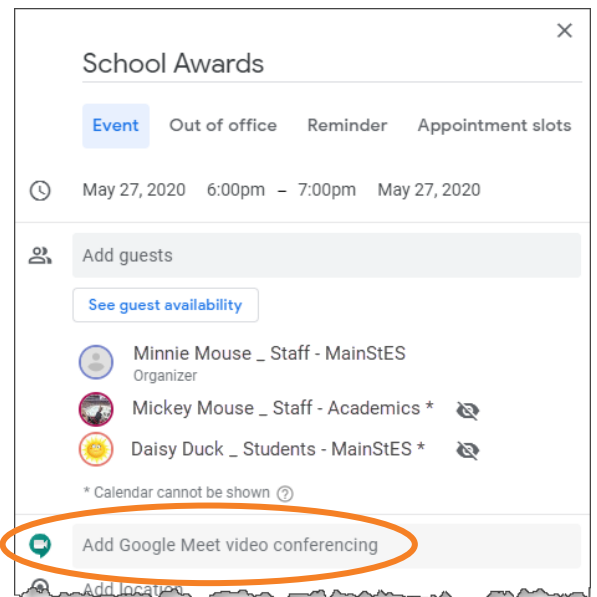
When creating the event, two Google Meet URLs will be created. One you will share with active participants and one you will share with view-only participants.

1. Open **Google Calendar**.
2. Click **day** for the event.
3. Enter **event title**.
4. Click **Add time** and enter event time.
5. Click **Add guests** and enter the name or email address of your contributing guests.



**NOTE:** These guests can participate during the event. For example, they can unmute their microphone or share their screen. (e.g. speakers, presenters)

6. Click **Add Google Meet video conferencing**.
  - Google Meet URL is created.

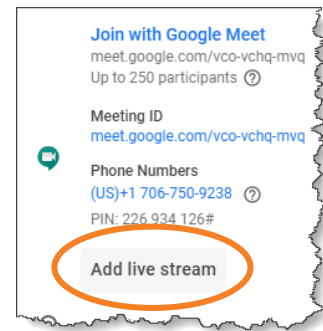


7. Click **arrow** to expand Google Meet details.



8. Click **Add live stream**.

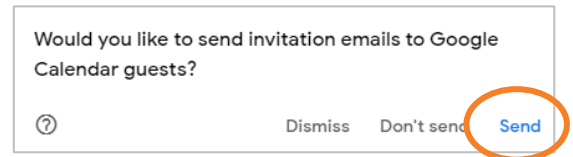
- Live stream URL will populate.
- Copy the livestream URL with view-only participants via email, website, or other method.



9. Click **Save**.

10. Click **Send**.

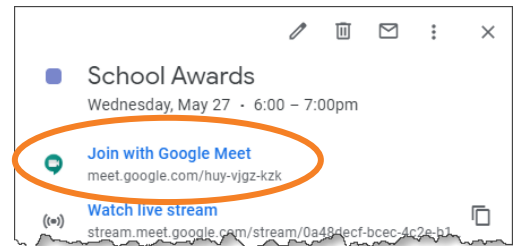
- This will send a calendar invite to contributing guests added in step 5.



## Start the Google Meet Event

About 15-30 minutes before the event start time, start the event.

1. In **Google Calendar**, click the **event**.



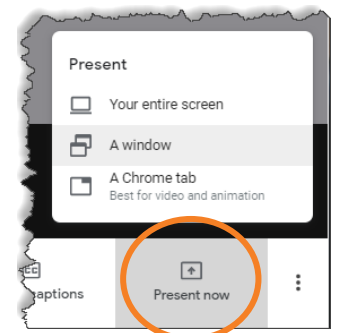
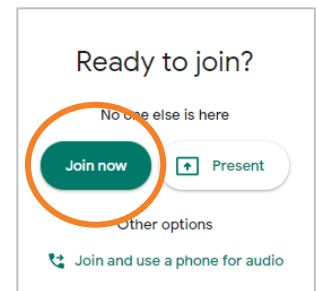
2. Click **Join with Google Meet**.

3. Click **Join now**.

- Your event is not being streamed yet.
- View-only participants will see a screen showing “Waiting for streaming to begin. Please stand by...”

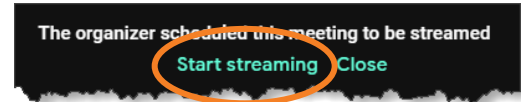
### TIPS:

- Display a title slide during this time.
  - Prepare a Google or PowerPoint slide with your event’s title.
  - Click **Present now** and select that application.
  - Any **contributor/presenter** can do this. It is recommended that someone other than the main presenter display the title slide.
- All active participants should turn off cameras and microphones until you are ready to begin the event.




## Live Stream Google Meet Event

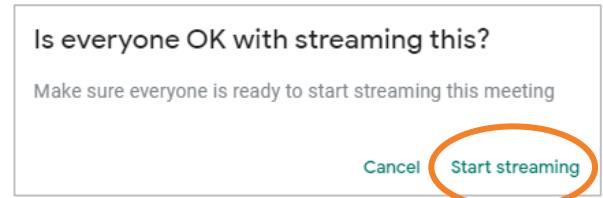
1. At the top of the screen, click **Start streaming**.



2. Click **Start streaming** again to confirm.

### NOTES:

- A notification in the lower-left corner will display “Streaming will start soon.”
- You are live when the red LIVE icon  displays in the upper-left corner.
- There will be a 15-45 second delay for stream participants.
- Conduct the event like any other Google Meet. Share your screen, allow active participants to speak, etc.



## Stop Google Meet Live Stream and End Event

1. When the event is over, have all contributors/presenters **mute their microphones** and **turn off their cameras**.

2. In lower-right corner, click **menu icon** (three dots).

3. Click **Stop streaming**.

4. Click **red phone icon** to end the Meet.

- The event has ended.

