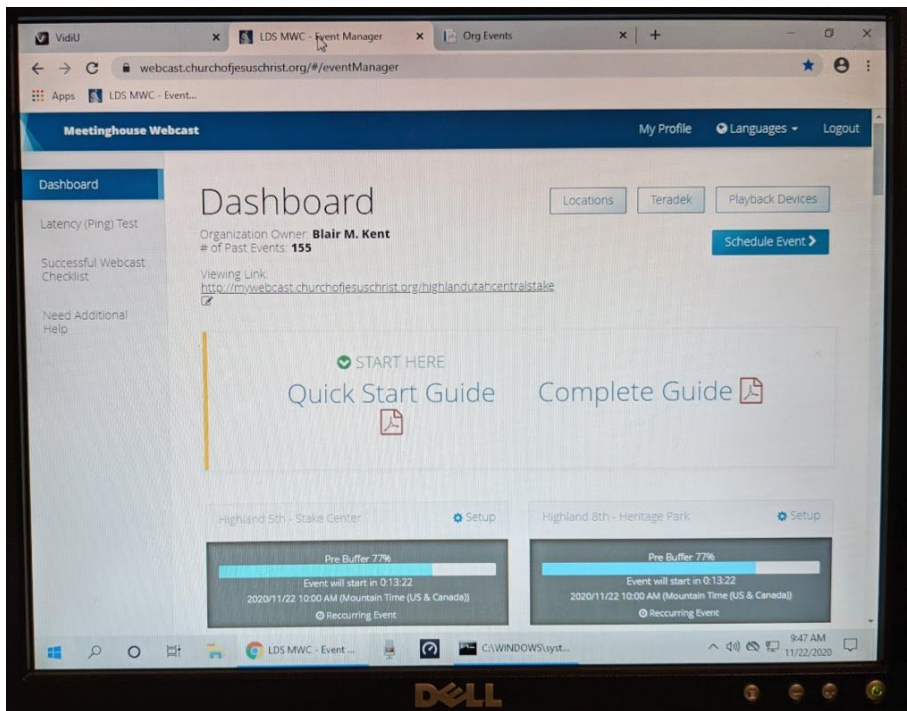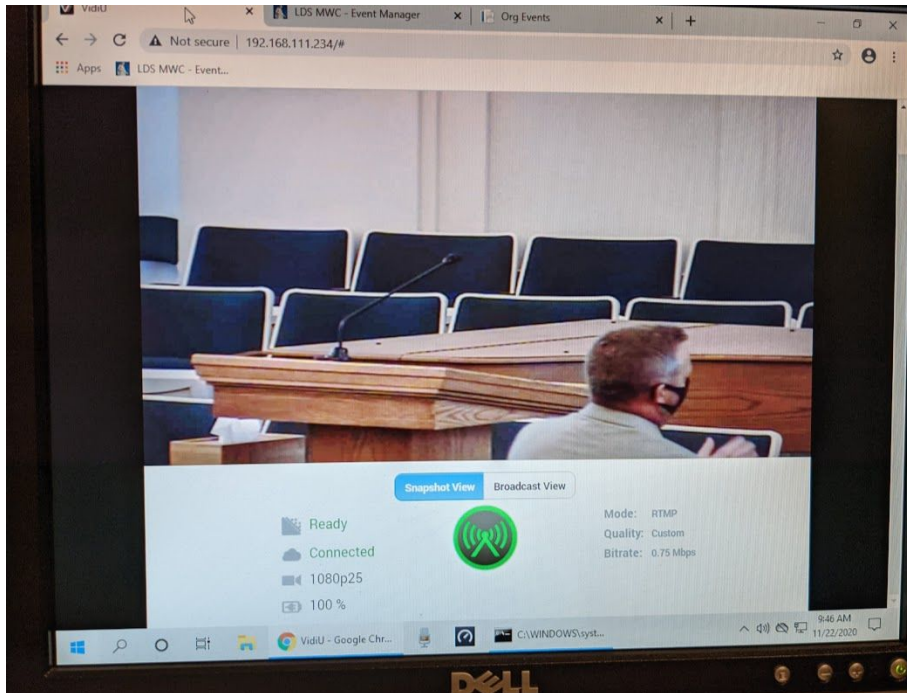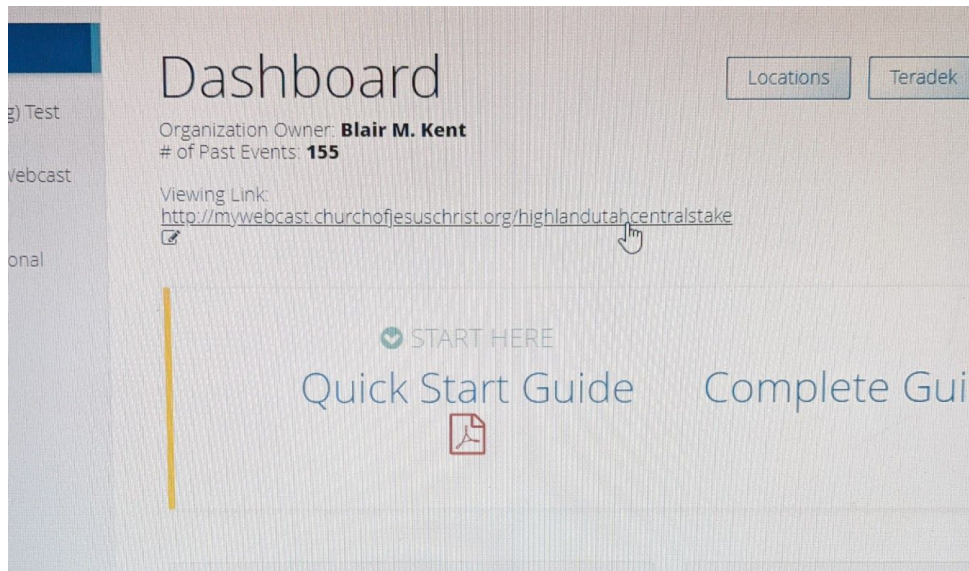# Highland 5th Ward Meeting Broadcasts
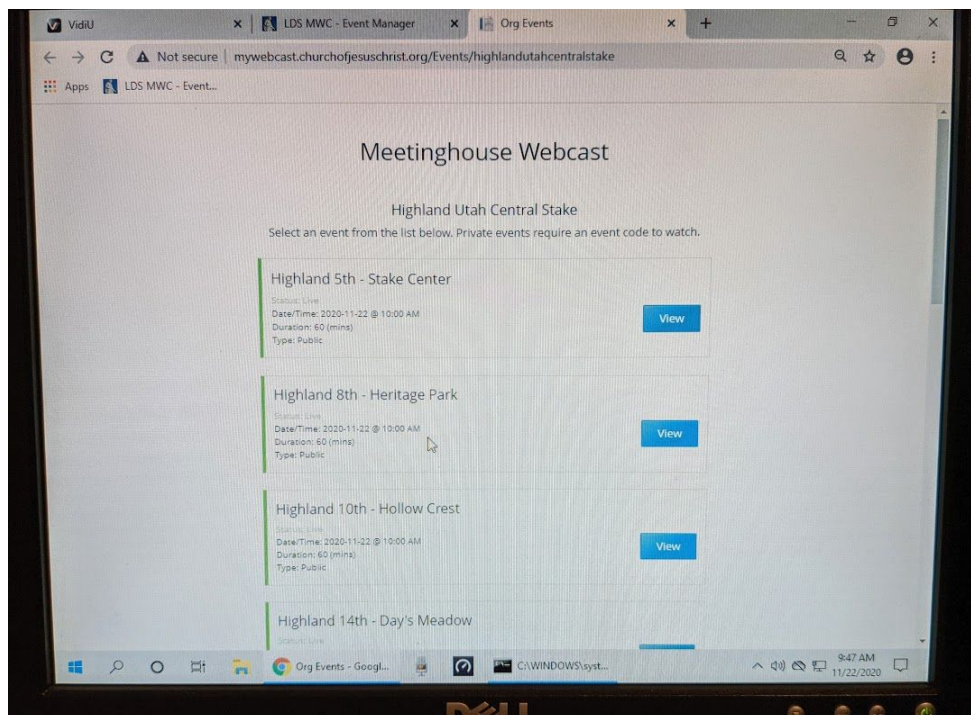
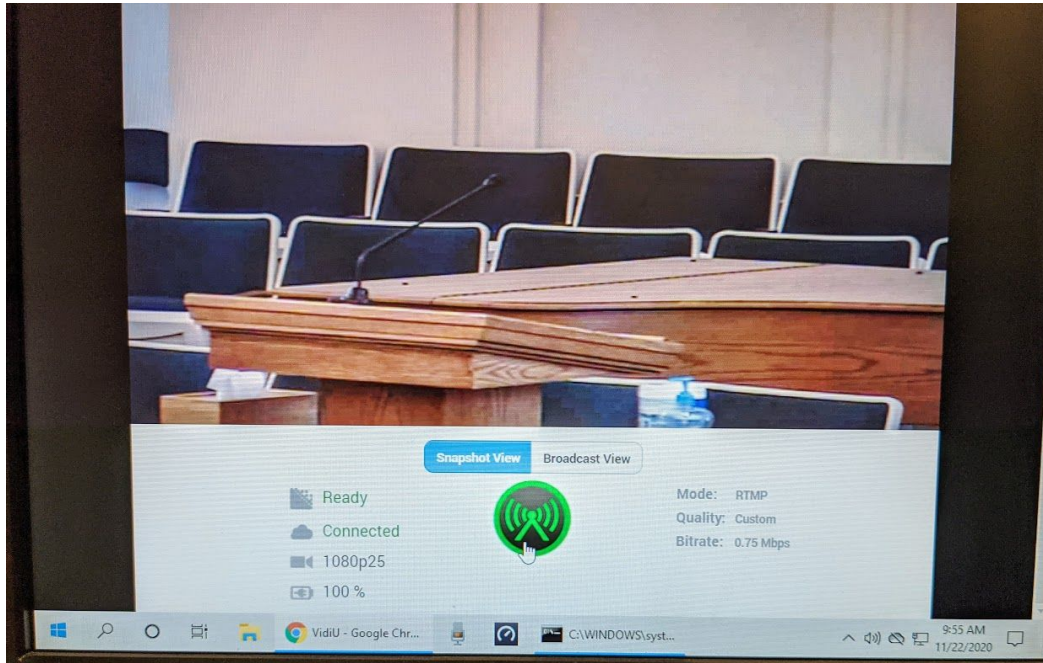Step 1 - Confirm that the following screen & dashboard are visible.

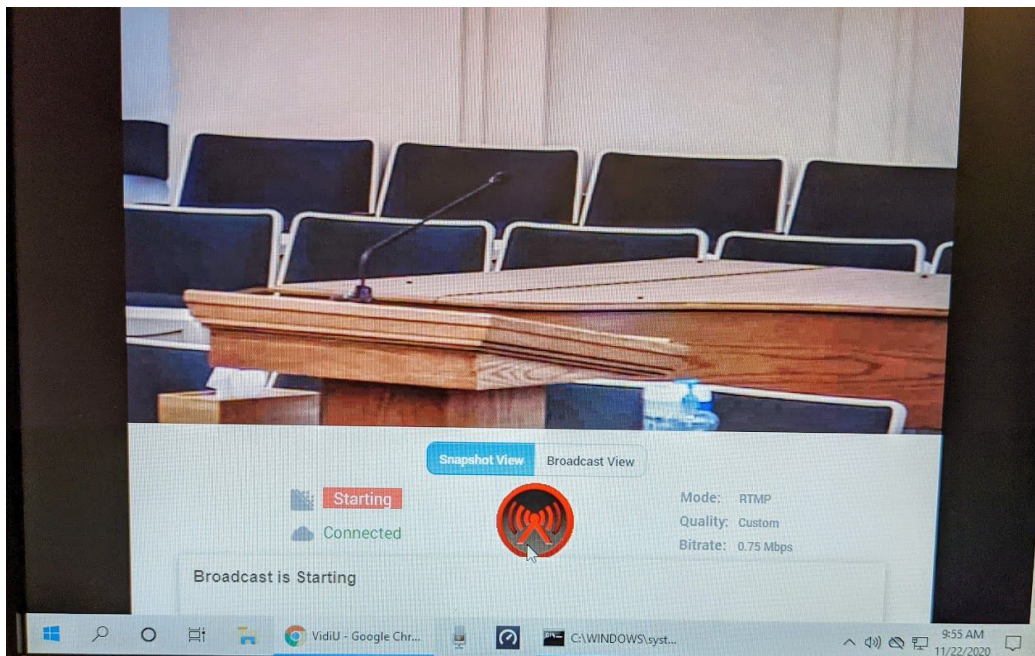## Step 2 - Open the viewing link by clicking the link below.

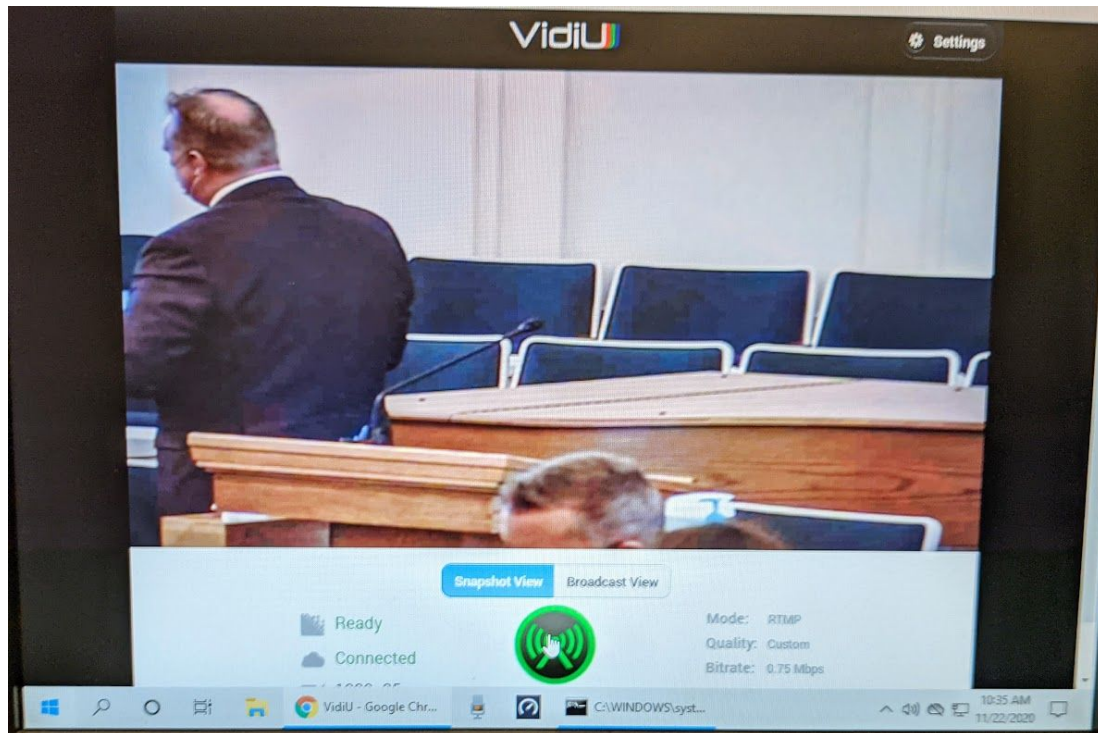## Step 3 - The link will open the following screen.

Step 4 - Start the broadcast 5 minutes before the meeting start time to allow the system to start rendering the broadcast and for online users to verify they have signal etc - have the conducting authority turn the microphone on so that the prelude music can be heard. Remind the conducting authority of a live microphone.
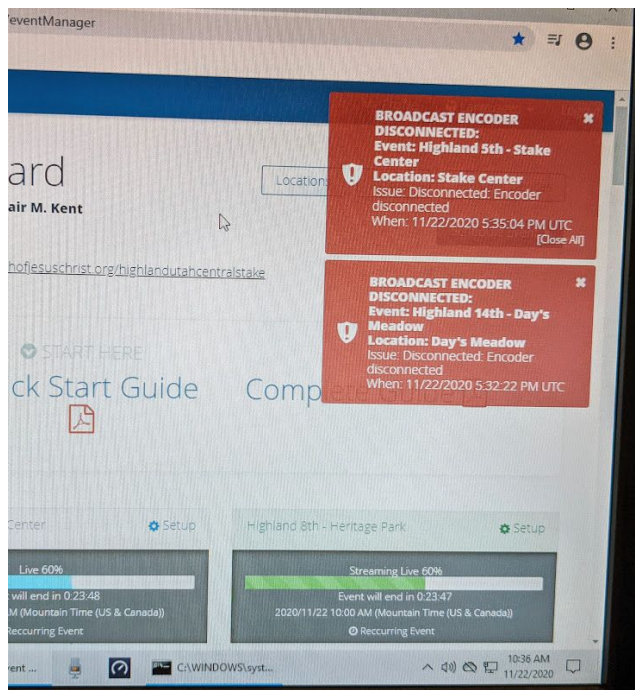

Step 5 - Screen will change as below once the system is rendering the broadcast.
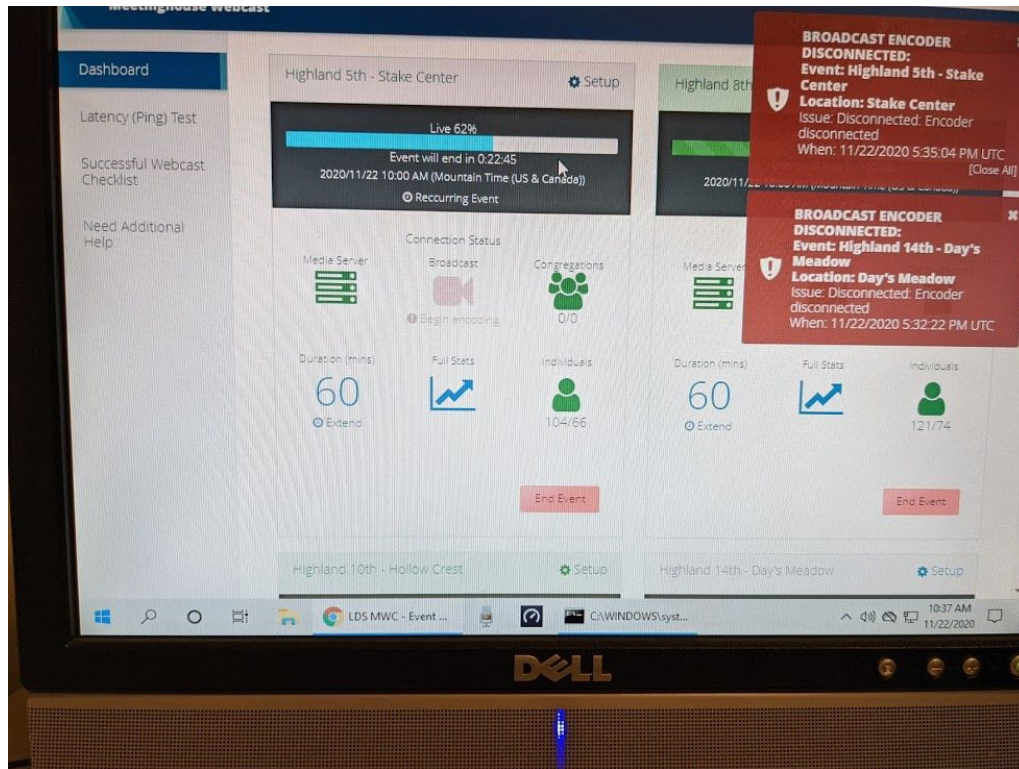
Step 6 - Once the meeting as ended click the red button to stop recording/rendering - and the screen will change as below.
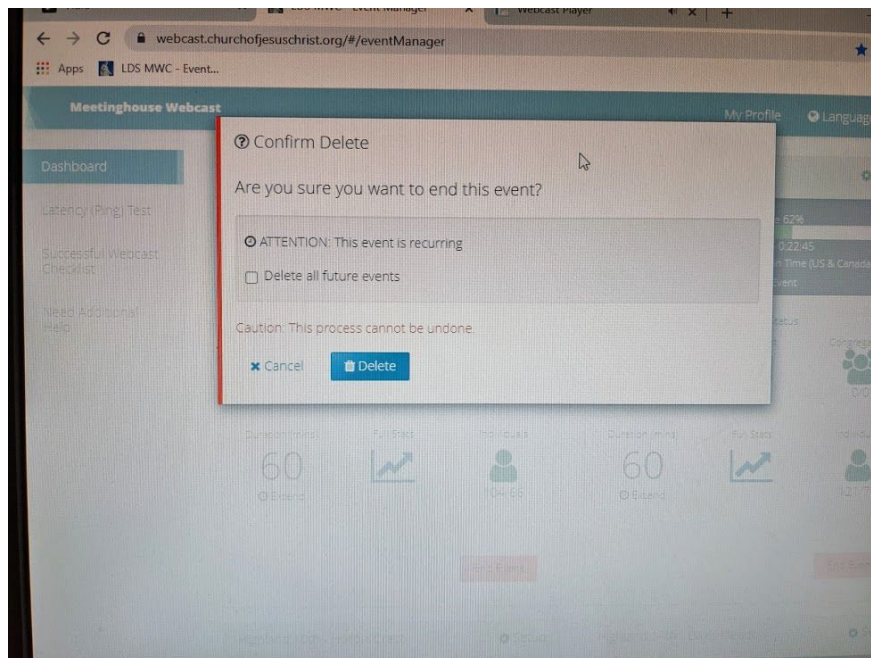

Step 7 - Once the system stops rendering and broadcasting, the Dashboard will show as below.

Step 8 - Note/report the attendance at the meeting as requested by the bishopric.

Step 9 - Once the system stops, click to delete the recording - DO NOT DELETE FUTURE EVENTS!

You are now done with the meeting.