

District Guide for going live on your Church Facebook Page

Please note – you will need to be added as an ‘Admin’ or ‘Editor’ of your Church Facebook Page in order to have access to go live. This will need to be done by one of the existing Admins, so please speak to them in advance if this hasn’t already been done.

Technically speaking, it’s often easier to go live from a tablet or smartphone. It’s possible to encounter more technical issues on a computer. Also, cameras and microphones on smartphones/tablets tend to be better quality than webcams on a laptop. But go with what you are most comfortable with.

On a phone or tablet

1. In order to go live from a phone or tablet you will need to download the Facebook app. If you don’t have it, you will need to download it from your app store:



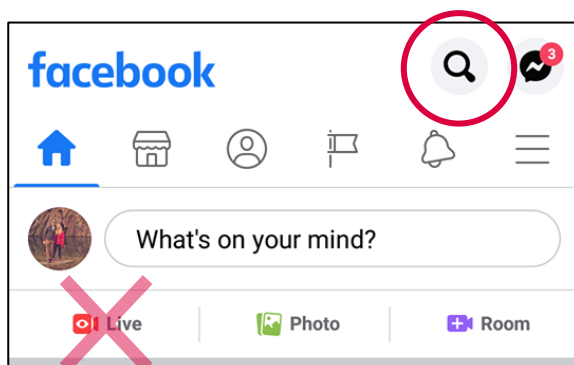
- Google Play (Android)

https://play.google.com/store/apps/details?id=com.facebook.katana&hl=en_GB

- Apple App store

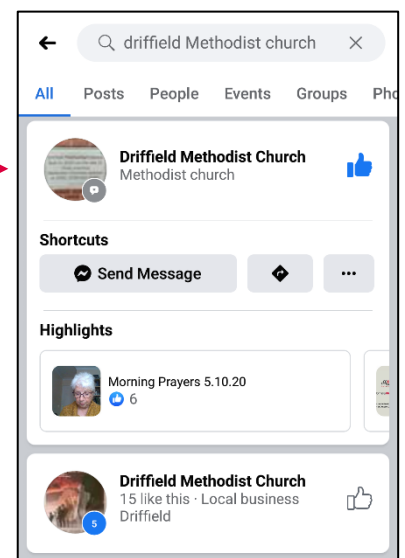
<https://apps.apple.com/md/app/facebook/id284882215>

2. Open the **Facebook app** and log in using your Facebook details. Navigate to your Church Facebook Page by searching “**your Methodist Church**” in the search bar, or click the menu button (three horizontal lines) and select the page from there.



Don't click this live button as this will go live on your personal profile, not on the church.

Click your church in the search results.

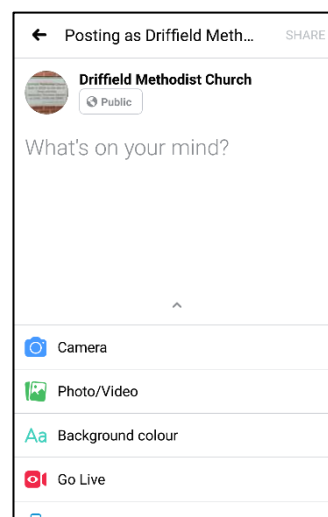


3. Click **“post”**. It is located near the top of the page just below the header image.

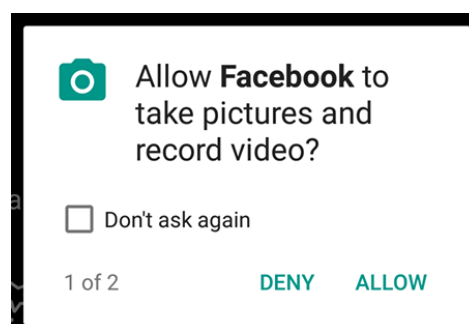
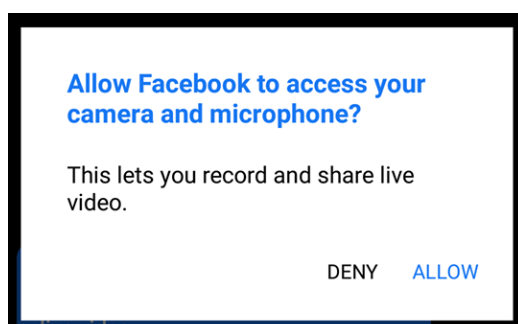


4. A new screen should appear that allows you to write a “new post”. In the options that appear below, click **“Go Live”**. You may have to scroll down to find it.

The “Go Live” icon is normally a red camera.



5. You may be asked to allow “Facebook to access your camera and microphone”. Click **“Allow”**



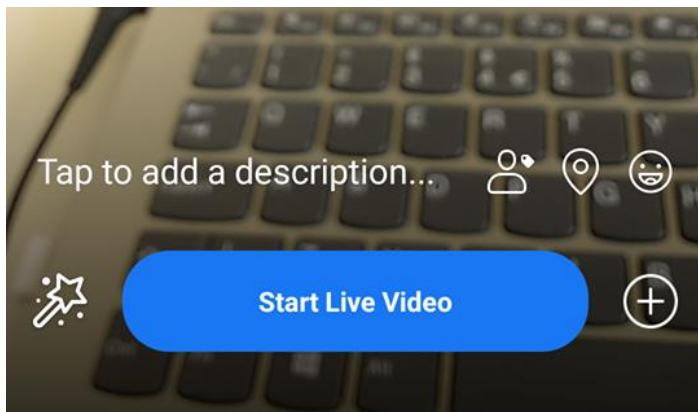
6. Depending how you plan to record, you may need to switch to your front-facing camera (so you can see yourself on the screen). Again, this will vary depending on your device, but should be very straightforward.



7. Prop up the camera. You may need to use a table, windowsill or a stand (such as a music stand if you have one). Ideally, make sure that your phone / tablet is in a **landscape** position.

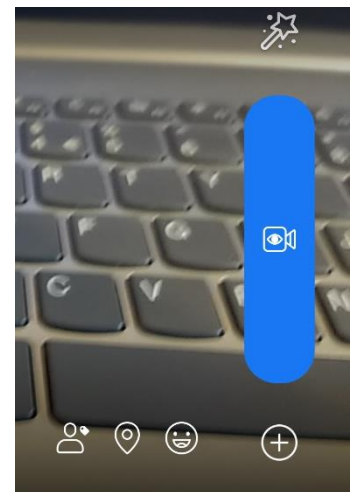


8. You are all set to go! Start the livestream by clicking the “**Start Live Video**” blue button at the right of the screen (in landscape mode).

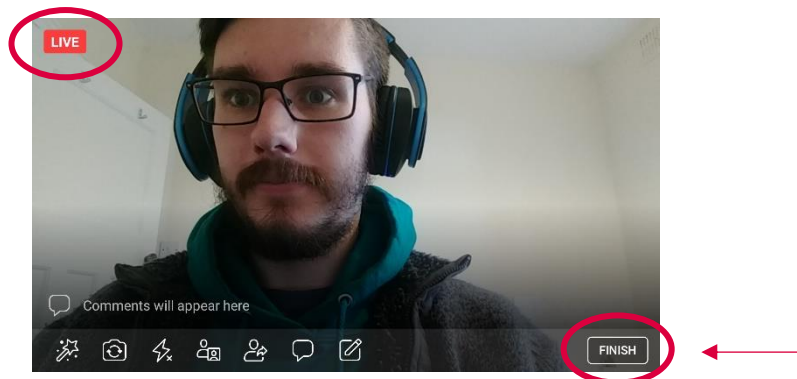


Button will be at the bottom if you are in portrait mode

Or it will look like this on the right if you have turned your device on its side (which is preferable)



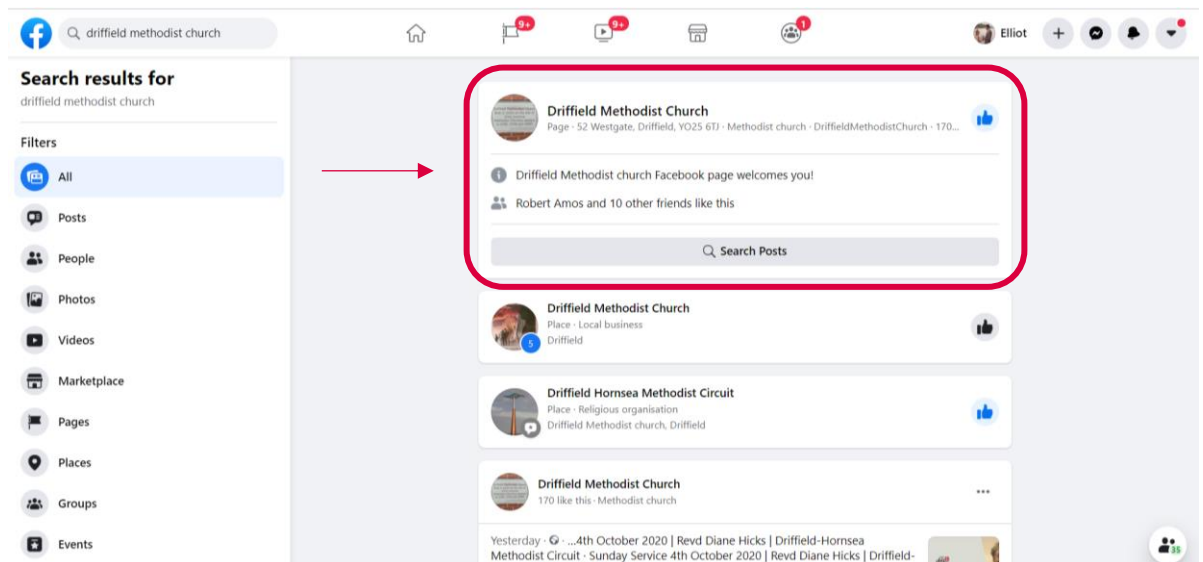
9. Once you are live you will see a red box with the words “live” in the top left corner. To end the live stream, click “**finish**” in the bottom right.



On a Windows Computer

Please note – Facebook Live works best when using either ‘Google Chrome’ or ‘Firefox’ web browsers. It is unlikely to work in ‘Internet Explorer’.

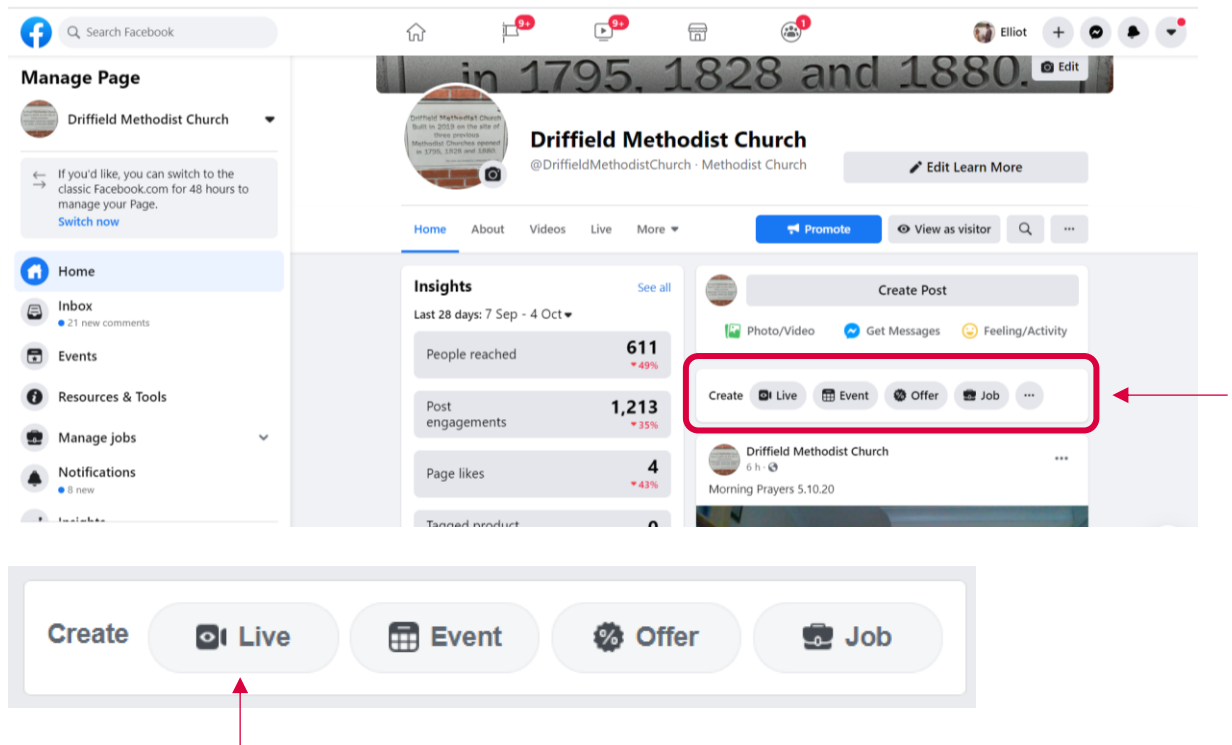
1. Open or login to Facebook (www.facebook.com)
2. Navigate to your Church Facebook Page by searching “your Methodist Church” in the search bar.



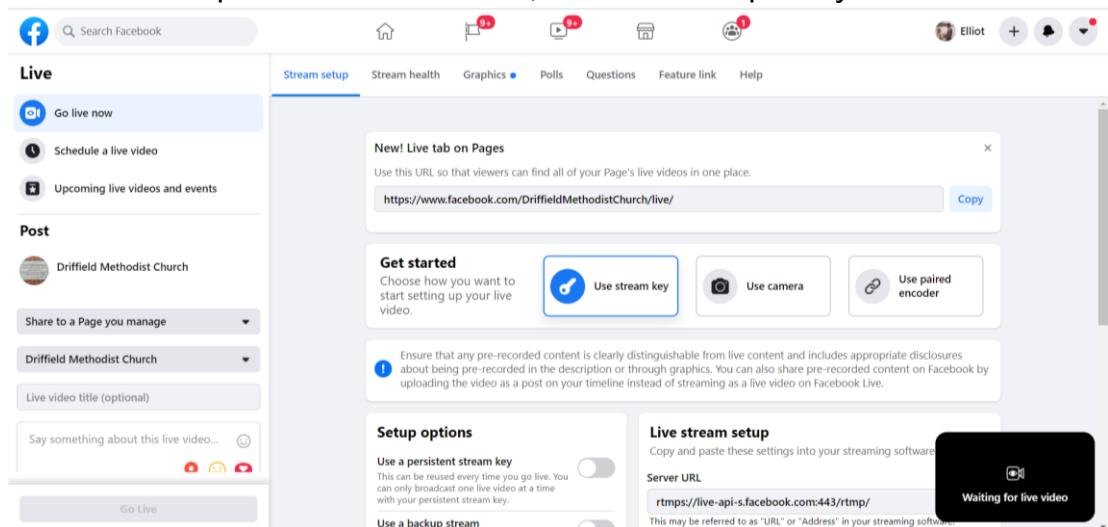
It should look something like this:



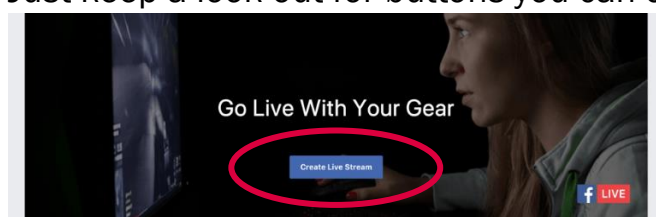
3. Just below the create post panel, click the “Live” button. It is in a white ribbon labelled “Create” and next to “Event”, “Offer” and “Job”.



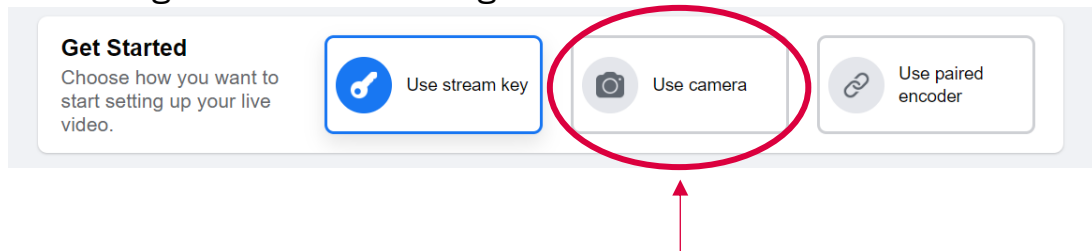
4. This should open “Live Producer”, which will hopefully look like this.



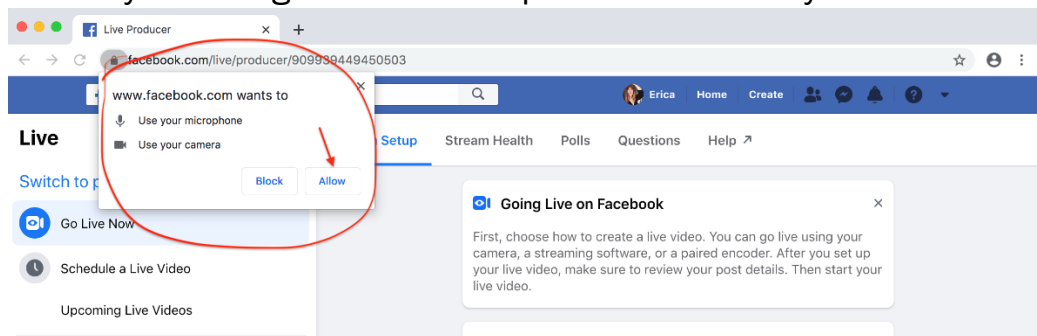
You may get a different screen initially, if it is your first time going live. One example is this screen, where you just need to click “Create Live Stream” – but it may vary depending on your device or other factors. Just keep a look out for buttons you can click to reach the next page.



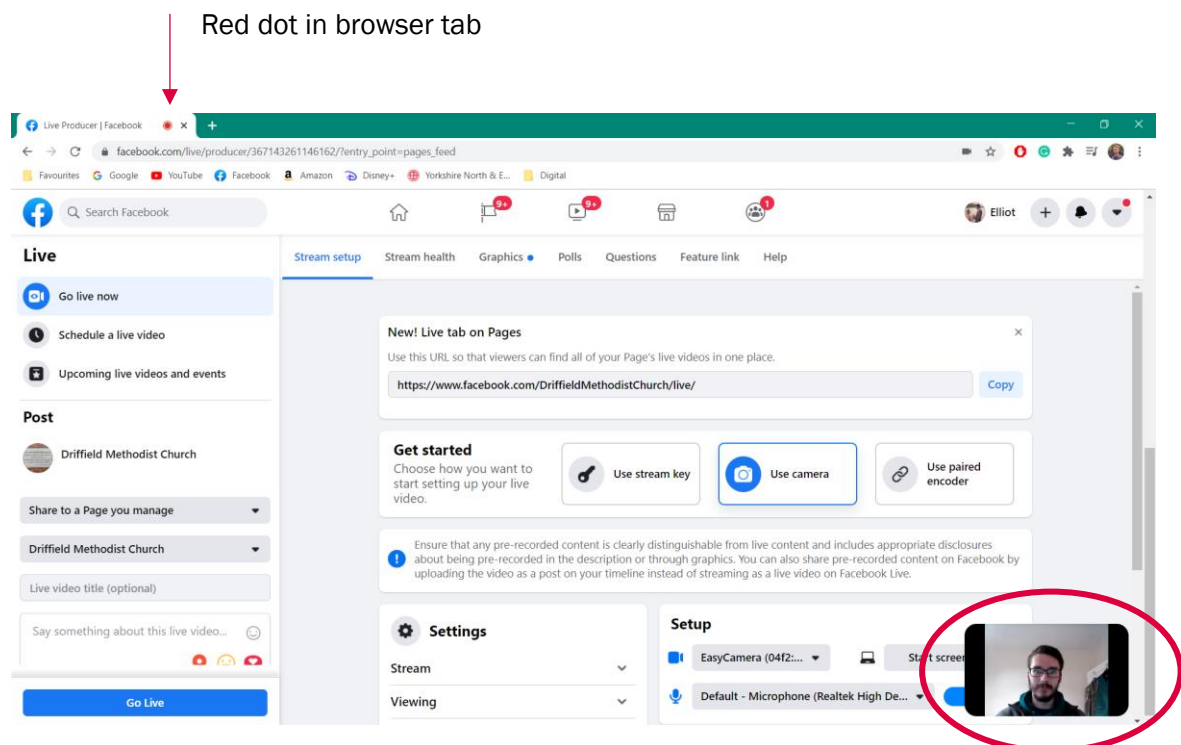
5. Once you have the Live Producer open (as shown above), look for the ribbon which says, **“Get Started”** and click on the button **“Use Camera”**. If you have a large black screen, you just need to scroll down the page. You can ignore all other settings and buttons.



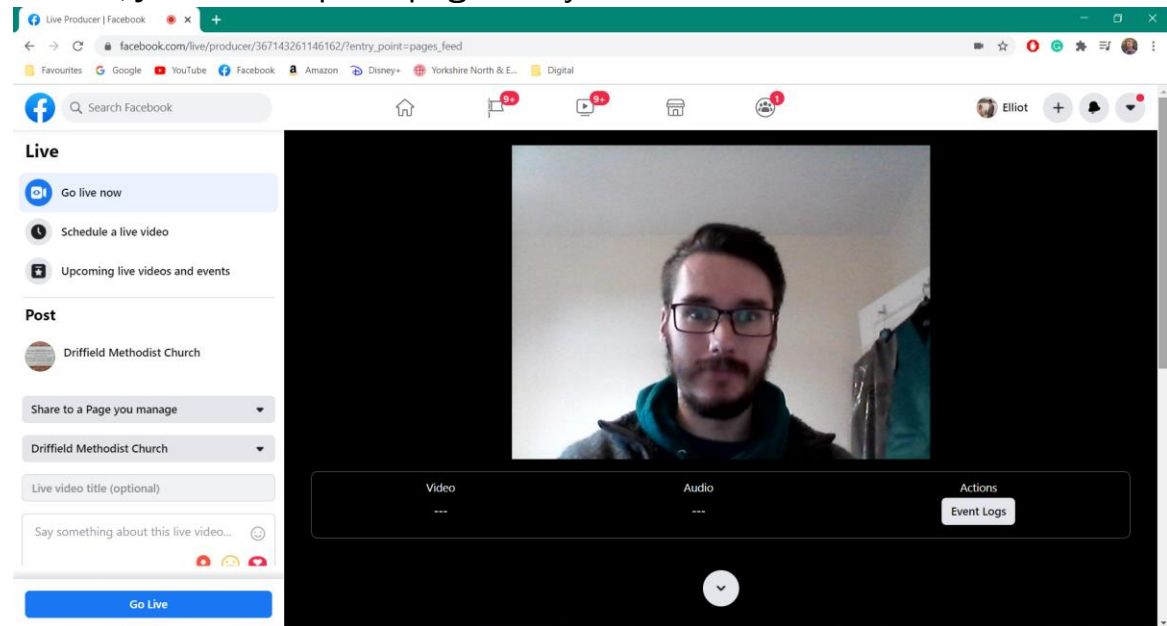
6. You may need to grant Facebook permission to use your webcam & mic.



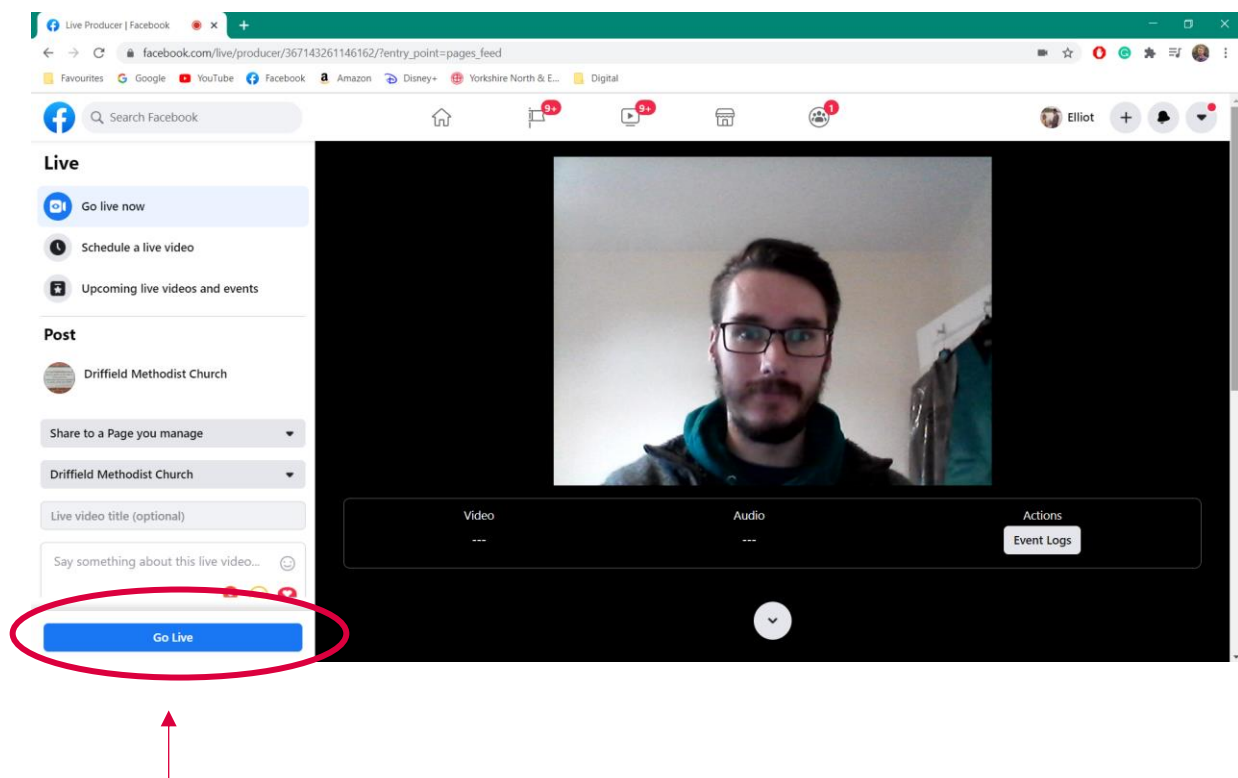
7. Hopefully, your camera will switch on and you will see your face on the screen. A red dot will also appear in the browser tab. If you get a message saying, ‘camera issue’ (or similar) then it’s possible that your anti-virus software or computer firewall is blocking access – you may need to temporarily disable them.



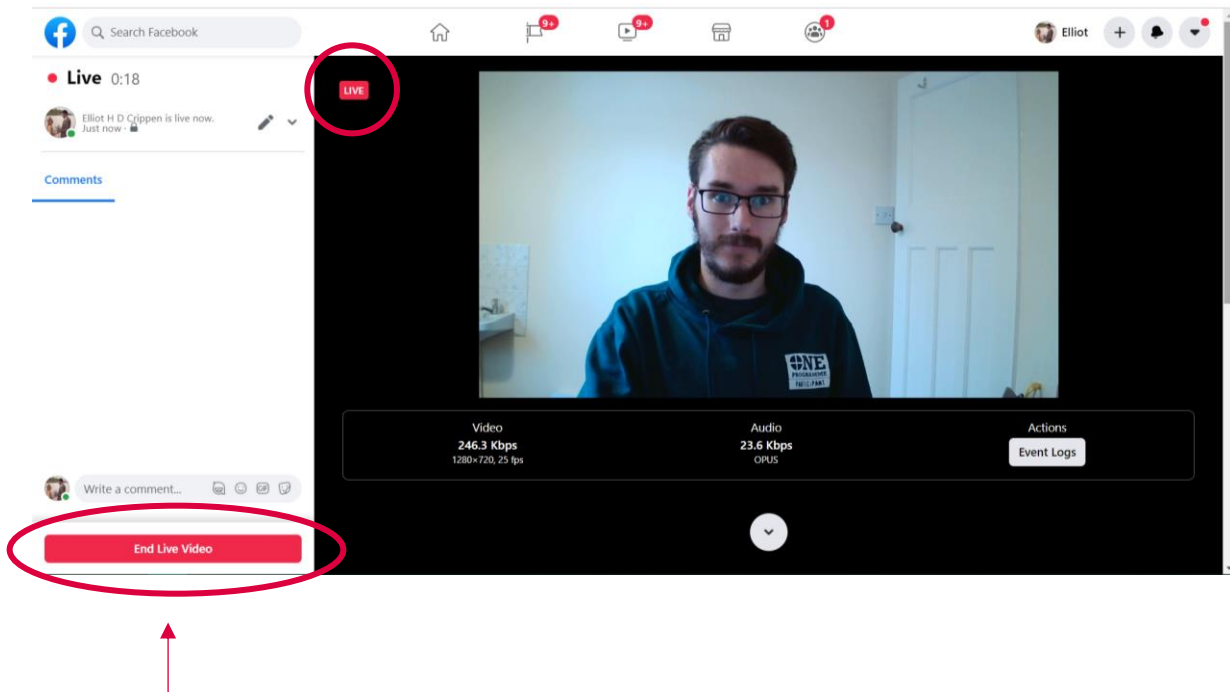
The page may also automatically jump to the top, where the previous black screen should now show your full video feed. If you have the above screen, just scroll up the page and you will see this:



8. You are all set to go! You just need to click the “Go Live” blue button in the bottom left corner. In a few seconds you are now live!



9. You will know you are live as a little red box with the word “Live” will appear in the top left. To stop the livestream just click the red button “End Live Video” in the bottom left.



For further information, help, or troubleshooting on going live on Facebook, take a look at these resources:

<https://blog.hubspot.com/marketing/facebook-live-guide>

www.agorapulse.com/blog/go-live-on-facebook (more advanced)

www.yorkshirenemethodist.org/digital-resources

www.methodist.org.uk/digital