

# BoxCast Manual Setup Instructions

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- Read this document carefully and watch the video recording of how-to setup BoxCast manually as well as how to re-add a destination without having to restart the streaming encoder.
- Scenario: Streaming freezes, or internet goes out in the middle of service, power outage etc... (DO NOT STOP THE ENCODER!)

## 1. Log into Boxcast

Username: [media@cathedralpraise.org](mailto:media@cathedralpraise.org) PW: @430o3Gbdf

2. Click Schedule (upper left-hand corner, second option) to schedule a broadcast.

## 3. Enter broadcast information

Title: Varies depending on the event

Default Title (Sunday): Join us in Sunday Morning Worship 🙌

Default Title (7:45am): 1 Hour of Power 🙌

Description: 4300 Clarksville Pike Nashville, TN 37218 Bishop Jerry L Maynard Sr. – Pastor

Source: DO NOT MODIFY

Video Resolution: DO NOT MODIFY

Start Date: Select Start date from dropdown

Start Time: Enter or select start time from dropdown (should be 2 minutes before actual start time)

End Time: Enter or select end time from dropdown (Use best judgment for determining end time)

Broadcast Type: Public DO NOT MODIFY UNLESS IT SAYS PRIVATE

### To add Destinations

You Must be login into FB on your device and an admin on the COP Facebook page to select it as a destination. See video.

Select Facebook: Cathedral of Praise Church of God in Christ  
Select YouTube: Cathedral of Praise Nashville -> Public  
Click Schedule Broadcast and ensure that the ENCODER is blinking

(DO NOT STOP IT FROM BLINKING) it only streams what has been  
schedule at it schedule time.

4. To remove a broadcast and re-add it

Open the dashboard

Choose current broadcast

Click edit broadcast (pencil on the lower right of the video player)

Select publish upper middle of the popup

Click the x to remove current broadcast (not all) to be removed

Re-add it by clicking the dropdown underneath destinations

Select desired destination

Select Saved Changes (page will refresh)

Following the delay, the circles beside the destinations should turn  
green once the broadcast is live on those platforms.

To stop Broadcast:

In the dashboard press the Red Stop Broadcast button.

STOP THE ENCODER