



How to livestream Town Hall events

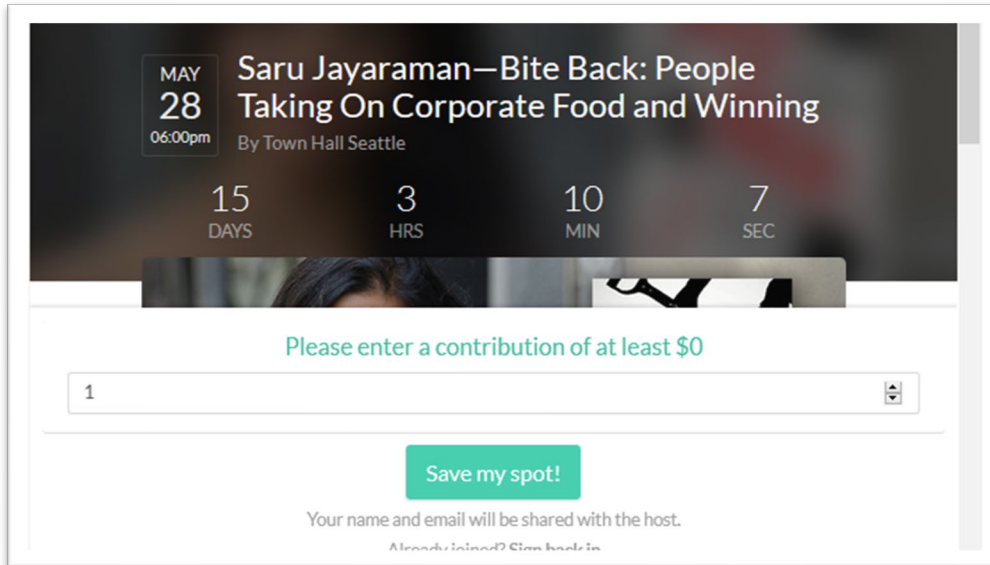
Physical address:
1119 Eighth Avenue
Seattle, WA 98101

Mailing address:
720 Seneca Street, Suite A
Seattle, WA 98101

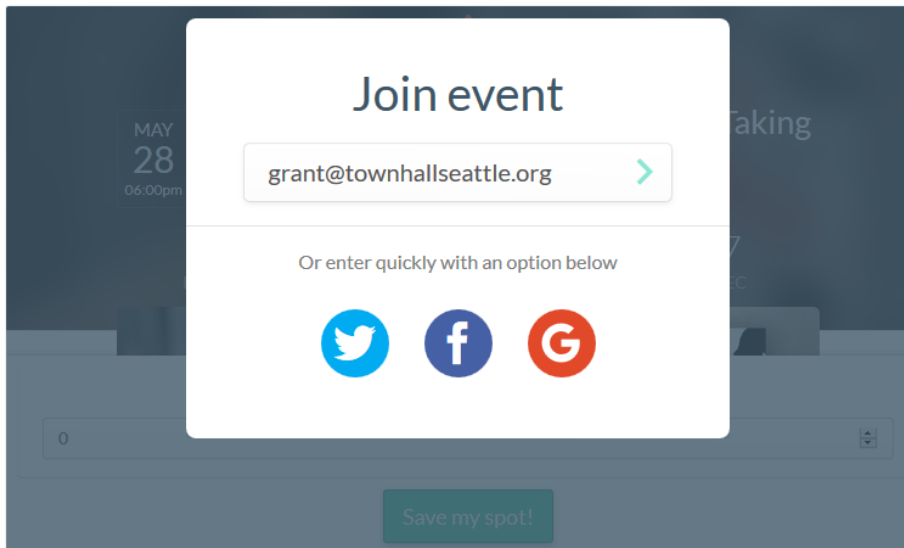
(206)652-4255
info@townhallseattle.org
www.townhallseattle.org

Visit townhallseattle.org and scroll down to the “Upcoming Programming” section on the home page to see many of our upcoming events (or you can click [Calendar](#) at the very top of the page to view our full list of events).

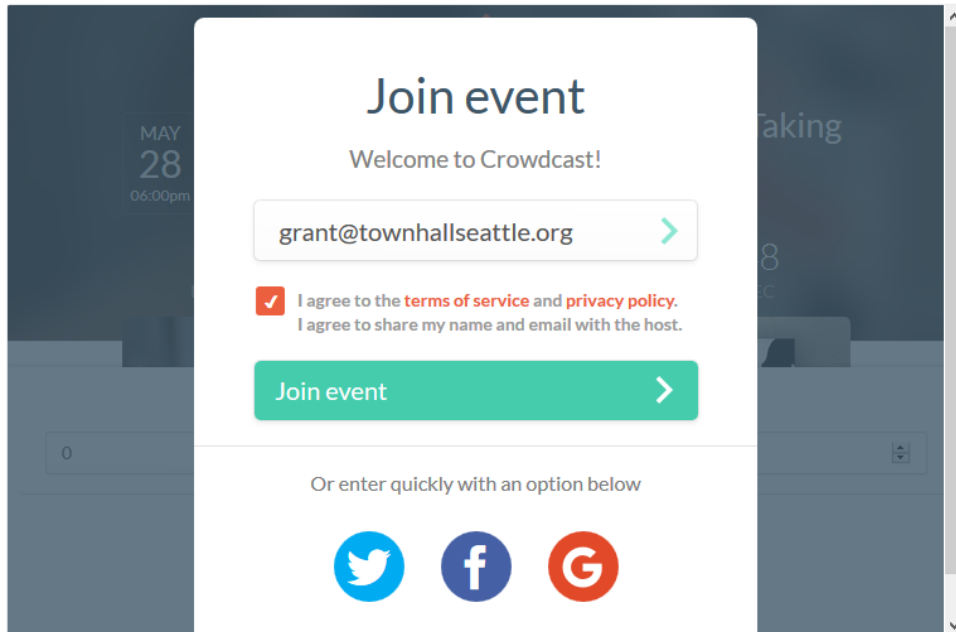
Once you have found an event you wish to livestream, the event page will have a little window asking you to “Please enter a contribution of at least \$0.”



3. You do not have to make a contribution to view the livestream. If you do not wish to make a contribution, simply enter “0” into the contribution box. If you wish to make a contribution to support Town Hall and our livestreams, enter the amount you wish to donate.
4. Next, click “Save my spot!”
5. A window will pop up asking you to enter your email address. Enter your email address and click (You can also connect through Twitter, Facebook, or Gmail through the buttons under the space to enter your email but you’ll have to sign into that service as well)

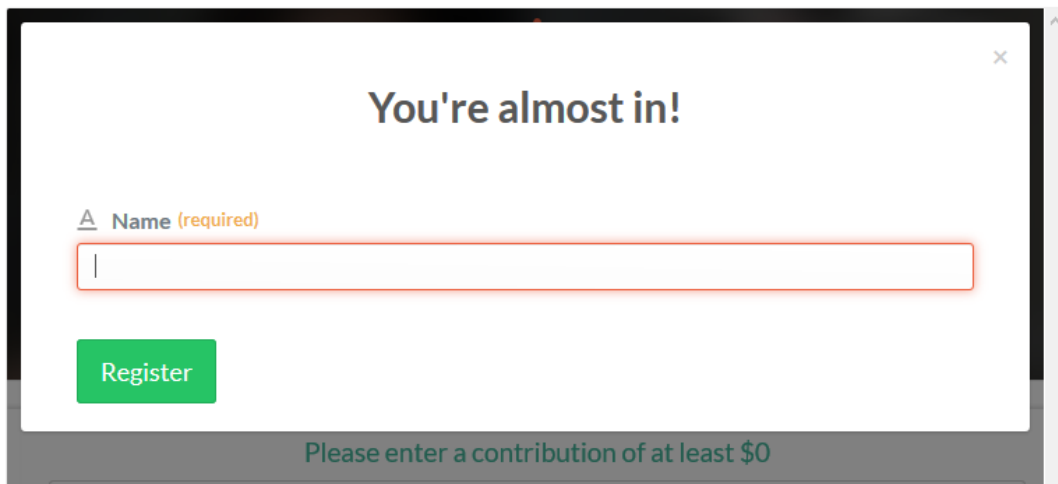


6. Next, click that you agree to the terms of service and privacy policy for Crowdcast (the service Town Hall uses to stream events) and click “Join Event”



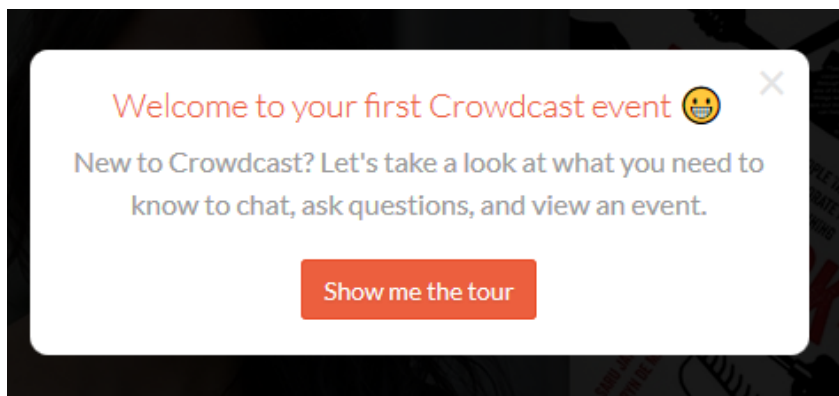
The screenshot shows a 'Join event' form. At the top, it says 'Join event' and 'Welcome to Crowdcast!'. There is a text input field containing 'grant@townhallseattle.org' with a green arrow button to its right. Below this is a checkbox that is checked, with the text 'I agree to the terms of service and privacy policy. I agree to share my name and email with the host.' Underneath the checkbox is a large green button labeled 'Join event' with a white arrow. At the bottom, it says 'Or enter quickly with an option below' and features three social media icons: Twitter, Facebook, and Google+.

7. Now a little screen will pop up asking for your name. Go ahead and enter whatever name you choose. This is used to identify you within the online event (for example if you ask questions through the chat box during the event) and will be publicly visible to other attendees.



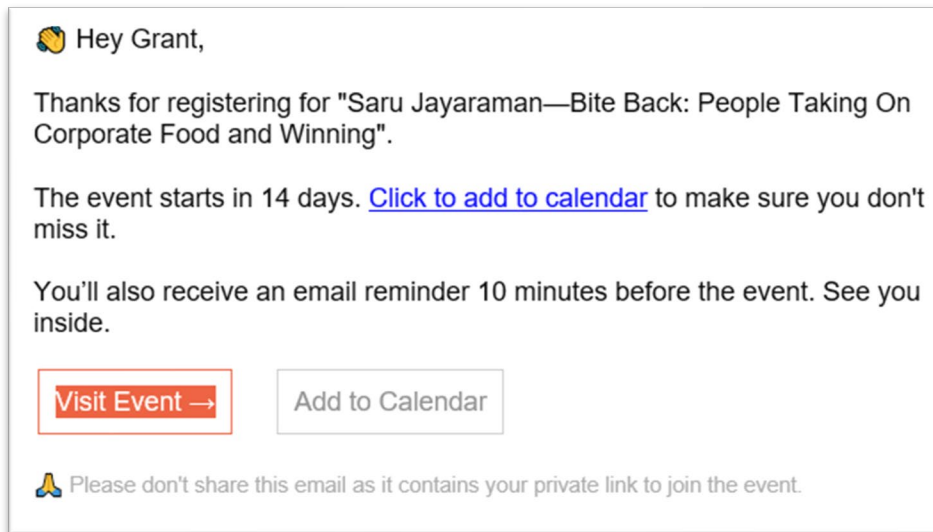
The screenshot shows a registration screen titled 'You're almost in!'. It has a close button (X) in the top right corner. Below the title is a text input field with a red border and a red outline, containing a cursor. Above the input field is the text 'Name (required)'. Below the input field is a green button labeled 'Register'. At the bottom of the screen, there is a green message that says 'Please enter a contribution of at least \$0'.

8. If this is the first Town Hall livestream you’ve signed up for, a small window will pop up welcoming you to your first Crowdcast event and offering a tour of how to utilize Crowdcast for the event. Feel free to take the tour to become accustomed with how to use Crowdcast.



The screenshot shows a pop-up window titled 'Welcome to your first Crowdcast event' with a smiley face emoji and a close button (X) in the top right corner. Below the title is the text 'New to Crowdcast? Let's take a look at what you need to know to chat, ask questions, and view an event.' At the bottom of the pop-up is a red button labeled 'Show me the tour'.

9. You're all registered for the event! You will receive an email in your inbox (to the address you used to register) containing a link to the event and the ability to add it to your calendar. You can then click the link in the email to join the event once it begins!



10. Enjoy the event!
11. We have more [Livestream Tips & FAQs](#) on our website if you encounter any issues.
12. If you happen to forget to attend the livestream, Town Hall records most events (pending speaker/artist permission) and makes them available in our [Media Library](#) generally within a week or two after the event.