

Hangout Plugin User Manual



Visit HangoutPlugin.com For More Details

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Hangout Plugin Installation

There are two methods of installing the Hangout Plugin.

The first is via the plugins area of your wordpress dashboard.

This is the easiest method, however, due to the large file size of the system, sometimes the wordpress system won't allow this method.

The second method is via your Website CPANEL or FTP (File Transfer Protocol)

Let's demonstrate both.

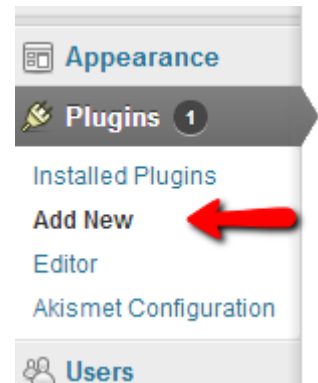
First of all **VERY IMPORTANT**

Make sure your wordpress system is updated to the LATEST version. It is worth checking this as failing to do so, may cause errors. Log in and check that you are on the latest version.

From Your Wordpress Dashboard.

In the menu on the left, Go to Plugins and then to ADD NEW

After selecting Add new, you will be able to select to UPLOAD a new plugin from the menu on the page. Shown below.



Install Plugins

[Search](#) | [Upload](#) | [Featured](#) | [Popular](#) | [Newest](#) | [Favorites](#)

Plugins extend and expand the functionality of WordPress. You may automatically install

After clicking upload, you will be able to browse to the place where you have saved your hangout plugin.

(Download from [HERE](#) if you have not already done so.)

Browse to the file. And then click on install

Install Plugins

[Search](#) | [Upload](#) | [Featured](#) | [Popular](#) | [Newest](#) | [Favorites](#)

Install a plugin in .zip format

If you have a plugin in a .zip format, you may install it by uploading it here.

HangoutPlugin.zip



1. Browse



2. Install

If your wordpress system allows you to do the install in this way, you will then be able to move onto activation.

If your wordpress system does not allow the file size.
you may see an error similar to this

The uploaded file exceeds the upload_max_filesize directive in php.ini.

And you will need to proceed with the installation via CPanel or FTP

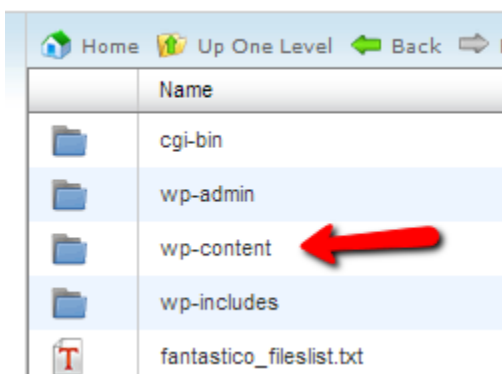
CPANEL Installation. (The same folders apply for the FTP install)

From your Cpanel – select the file manager.



And from within the File manager navigate to the folder where your wordpress is installed.

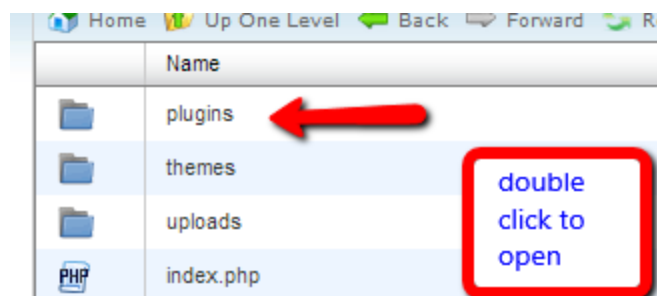
Within that folder double click to open the wp-content folder.



Double click to open the wp-content folder

And then double click the plugins folder

Shown here.



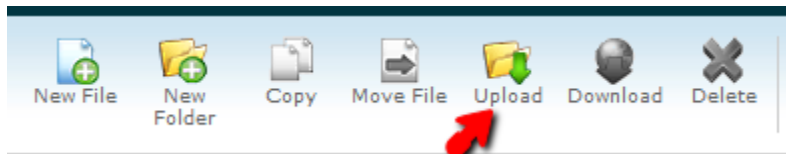
So your file path will be (For FTP as well) (replace your domain with your actual domain and wordpress folder)

yourdomain/wp-content/plugins

This is the folder that you will now upload the Zipped file. (do not unzip it)

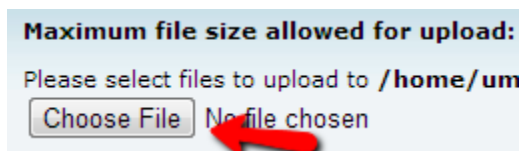
(Download from [HERE](#) if you have not already done so.)

Click on Upload



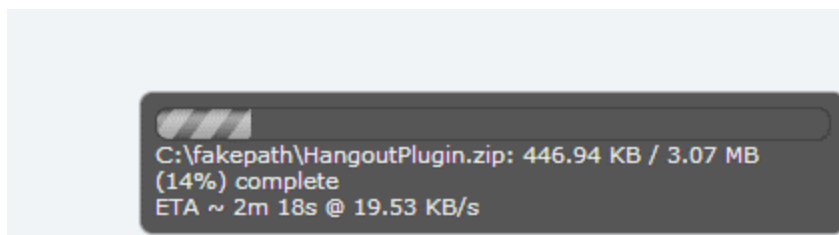
And on the next screen, you will be prompted to choose the file.

click on this button and browse to where you have saved your ZIP file as a download.



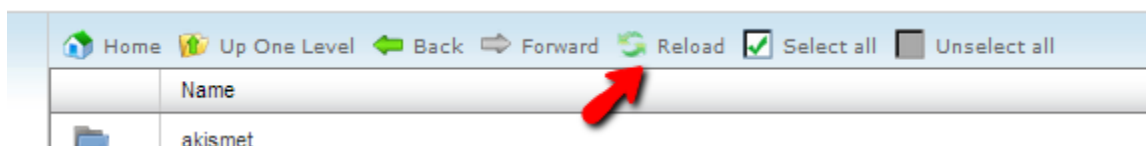
Choose the file that you saved. HangoutPlugin.zip

As soon as you have selected the file, the upload will begin and you will see the progress bar in the lower right hand corner.



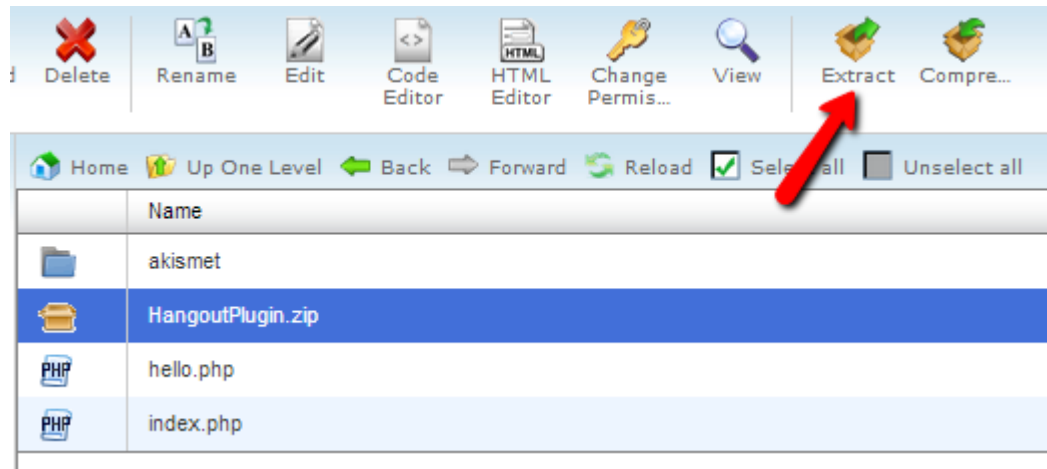
Once the upload has completed, you can click to return to the folder.

And you will need to reload that page.



THE NEXT STEP IS VERY IMPORTANT. YOU NEED TO EXTRACT THE FILE

Single click on the HangoutPlugin.zip file to select it and then choose 'Extract' as shown here.



The system will prompt you to confirm and you simply click on 'Extract Files' It will take a second or two to complete and you will then click on the 'close' button when you are shown the extraction results.

That's it!

you are now ready to move onto the activation stage and start using your system. You can close the Cpanel or FTP program that you are using.

RECAP – if you are uploading via FTP

Navigate to the folder

yourdomain/wp-content/plugins

folder and upload the zipped file.

Make sure to extract the file there.

So you will end up with yourdomain/wp-content/plugins/HangoutPlugin

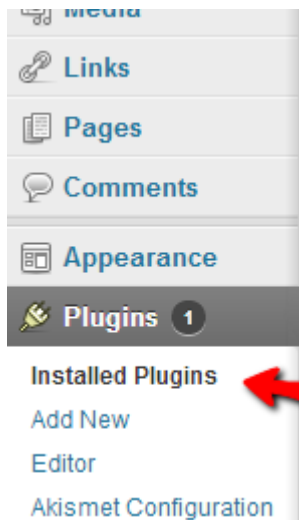
Next is the activation steps.

Open your wordpress dashboard, by logging in as the administrator to wordpress.

Activation.

After you install the plugin. There are two types of activation that you will need to do. The first is the standard activation in wordpress and the second is the activation with your license code.

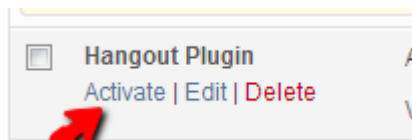
Lets cover the wordpress standard activation first.



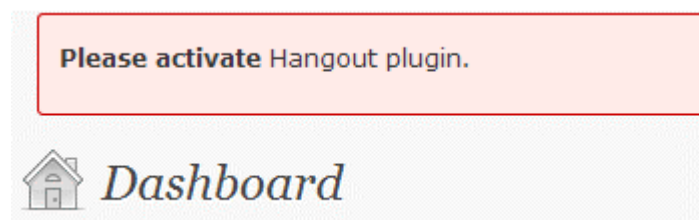
After you have installed your Hangout Plugin, you will need to activate the system in wordpress.

If you go to your list of installed plugins, shown here.

From that list, you will need to go to the Hangout Plugin, and select ACTIVATE as shown below.



Once you select activate, you will see the plugin shows as active, and the second type of activation is shown in the pink ribbon above your dashboard.

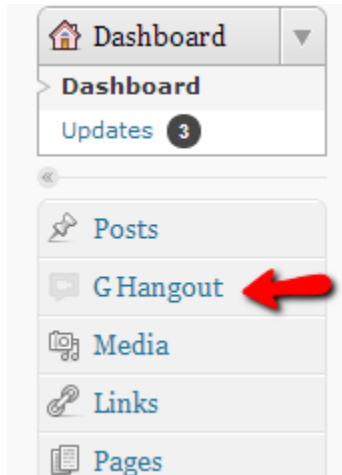


To perform this second activation, you will need your email and license code.

You can retrieve your license code, by simply entering in your registered email address [HERE](#)

You will then need to enter these two pieces of information into your Hangout Plugin activation screen.

Click on the G Hangout listing from the menu on the left in your wordpress dashboard.



Once you click on the G Hangout listing from the wordpress menu, you will be shown the screen where you need to enter in your email and code.

Shown below.

A screenshot of the Hangout Plugin activation interface. At the top, a dark blue header contains the text 'HANGOUT PLUGIN { Version 1.0.5 }'. Below this, the main heading is 'HANGOUT ACTIVATION'. Underneath the heading, a subtext reads 'Please enter your email id and Activation Key to Activate Hangout'. The form consists of two rows. The first row has a label 'Email' on the left and a text input field on the right. The second row has a label 'Activation Key' on the left and another text input field on the right.

Enter your email address where shown and the activation key (code)

And then click on Submit.

It will take a few moments to query the activation code, and once completed, you will see that the system is activated by the Green icon in the top right and the word Activated.

You are all set!

Let's now get you up and running for your hangouts.

Hangout Plugin Settings

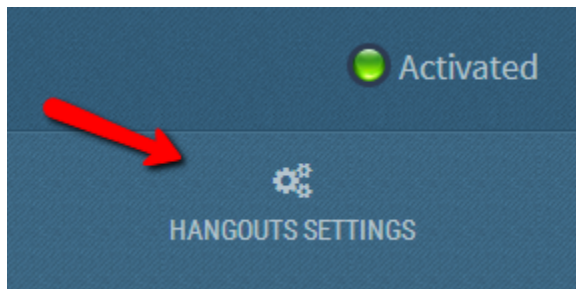
The first thing to do, is to make sure your SETTINGS are in place.

Because you will need information from your google account and youtube for this part of the setup. Make sure you are logged in to your Google account.

If you don't have a google account you will need to grab one (free) by signing up for a gmail account or youtube account.

Inn your wordpress Hangout Plugin Dashboard

Select the settings area



And you will be setting up your Google Project Number and your Youtube User ID

HANGOUT SETTINGS

Project Number

(To get your Project Number, Click here)

Youtube User Id

(To Know your youtube Id, Click here)

Include Attribution Link

☒ Yes ☐ No

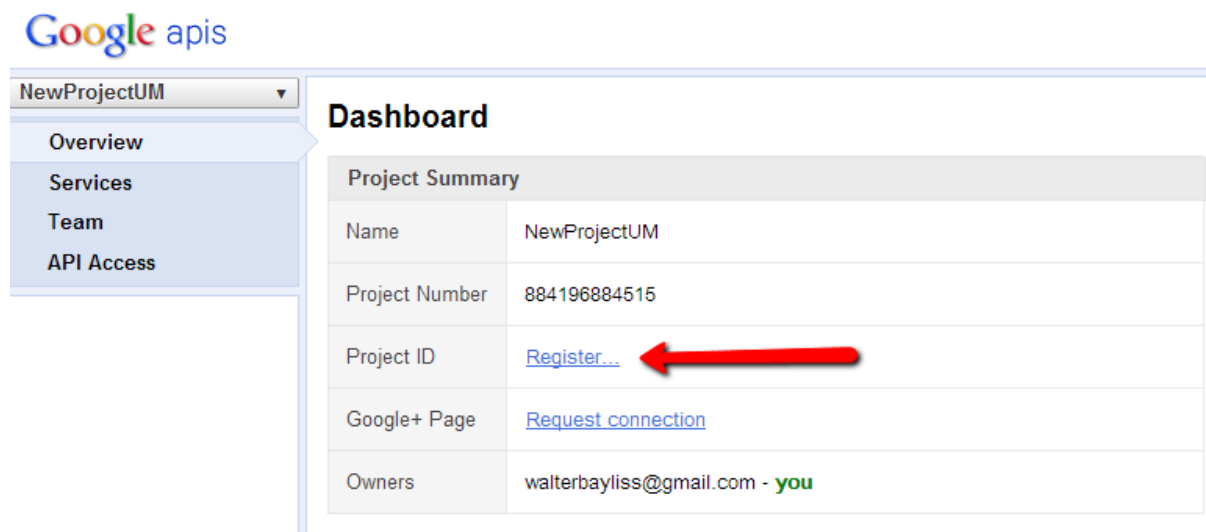
Affiliate Link

📌 Receive Your Affiliate Link Here

Your Google Project Number
is one set by you.

You can go here - <https://code.google.com/apis/console/>

And you will see the following screen. (The name of the project will be different)



Click on REGISTER

And create a project ID (it needs to be between 6 and 30 characters. Only numbers and lower case letters)

Check its availability and (if available) select the 'Choose this ID'

The image shows the 'Register Project ID' dialog box. It contains explanatory text: 'A project ID is a unique, DNS-compatible label similar to a hostname that your project and access its resources. A project ID is only required when Your ID will be globally unique. Once a project ID has been registered, it cannot be changed.' Below this is a text input field for 'Project ID:' and a 'Check availability' button (indicated by a red arrow). Below the input field is a note: '6-30 lowercase letters, digits, or hyphens. Must start with a'. At the bottom are two buttons: 'Choose this ID' (indicated by a red arrow) and 'Cancel'.

This then becomes the ID you **copy and paste** back into the field in your wordpress dashboard.

Dashboard

Project Summary	
Name	API Project
Project Number	302651009263
Project ID	██████████67
Google+ Page	Request connection

And paste to
here

HANGOUT SETTINGS

Project Number
(To get your Project Number, Click here)

Youtube User ID

(When you are signed in) your youtube user ID number can be taken from here: https://www.youtube.com/account_advanced

Copy the USER ID (not the channel ID) back into the user ID field of your hangout plugin settings

Youtube User Id

(To Know your youtube Id, Click here)

Attribution Link.

On the bottom of the hangouts and presentations is a small banner that says 'Powered By Hangout Plugin'

This link (be default) points to <http://hangoutplugin.com>

And you can choose to turn that off, or leave it on. (up to you)

You can also benefit from our referral program, where we pay you 50% of any sales made when people click on that link (a strong reason to leave it on!) and to receive your affiliate link so we can pay you, you need to go here - <https://www.jvzoo.com/affiliates/info/44321>

And apply as an affiliate.

Once you have your affiliate ID you can paste the link back in here

Affiliate Link

🔗 Receive Your Affiliate Link Here

And you will automatically be credited for 50% of any sales that come from people clicking on that link in your system.

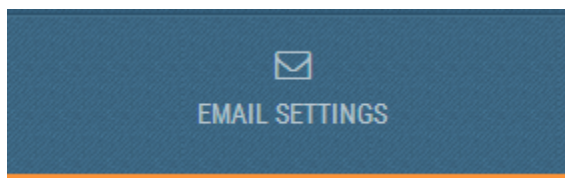
Once you have completed the settings, click on the 'Save Settings' Button in the lower right hand corner.



Email Settings

Setting up the emails that are sent to people that register to attend your events.

Click on the Email settings area from your hangout plugin dashboard.



In this area are three types of emails that you can configure.

Subscriber emails – These are the emails that are sent to a person immediately that they register to attend an event.

Reminder emails – These emails are sent to registered attendees at specified times prior to the event, reminding the people of when to attend.

Follow Up Emails – These can be written to thank people for attending and for sending information to the attendees after the event is completed and can include links to the replay etc

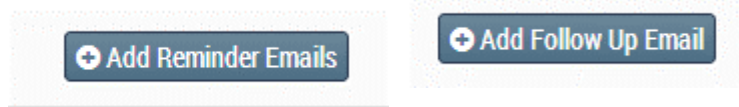
As a default, the system comes pre-configured with some generic emails that include a thank you for registering email (subscriber email)

As well as a 24 Hours reminder email.

You can edit any wording in these emails by simply clicking into them, changing whatever you need to and then clicking on the 'Update Button'



You can also add in additional emails to the system to be sent at specific times. To do this, simply click on the 'Add' button in either the reminder emails or the follow up emails.



Using TAGS in your emails.

By adding in the following TAGS to your emails, you will be able to write a generic email and the correct links will be inserted for you.

These are the tags available to you:

{sitename}, {time}, {name}, {eventlinkURL},{eventName},{creatorEmail}

What the tags do.

{sitename} – this will insert the URL of your site.

{time} - this will insert the TIME of your event into the emails

{name} - this will insert the PERSONS name that registered
(example: Hi {name})

{eventlinkURL} - will send the person the exact URL of the event they need to go to when the event is live

{eventName} – will insert the name you have given your presentation.

{creatorEmail} – will insert the user email from your wordpress system so that people can email you if you choose them to (for example, with questions about the event)

It is important to know that the tags MUST be entered into the system in the same way as they are shown. Case sensitive. They must be EXACT to function and they need the {} brackets around them.

Creating the Hangout pages.

There are four main page types for your Hangout Plugin.

The Registration (or Event Details) Page. – This page will be the first page shown to visitors, and includes the registration form and event time and date so that the person can register to attend.

The Thank You Page – This is the page shown immediately AFTER someone registers to attend and contains the confirmation message and the Time and date

The Live Page – This page is the one where people will be watching the event as you broadcast it.

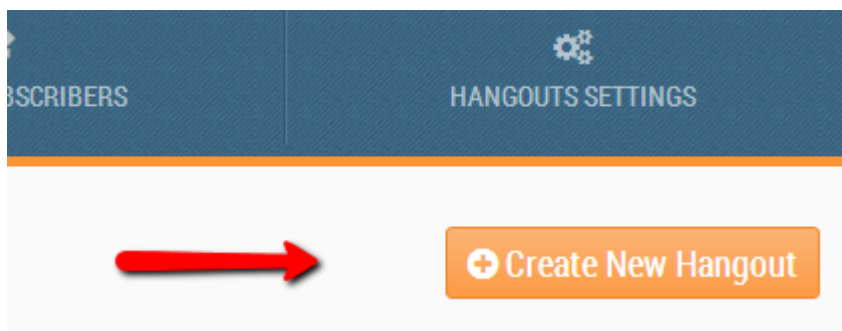
The Replay page – Once the event is over, this is the page where you will see the replay.

There is also an 'event closed' page if you want to take down the replay at any point.

These pages will be created with 'default' information from your setup – and you can be up and running with your system without the need to configure anything. However, if you wish to change the design and add anything to these pages, you can go through the different designers on each of the pages (except the closed page) to create your own look and feel.

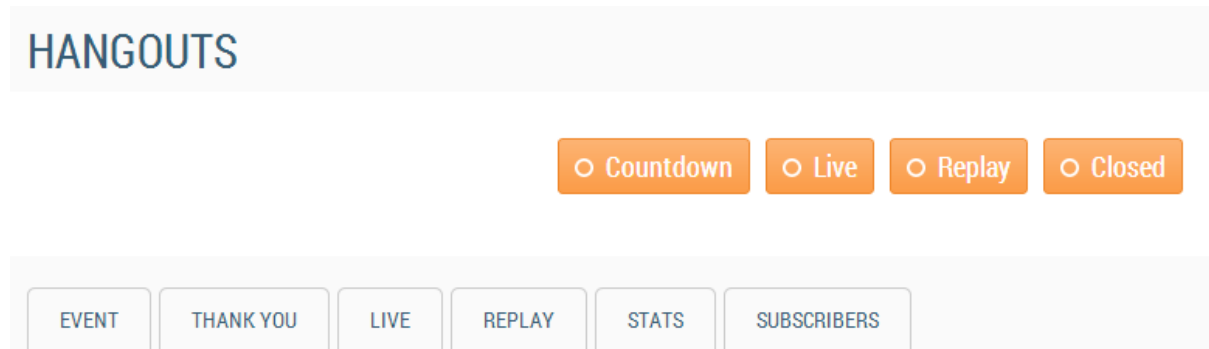
Creating your first hangout.

To create your first hangout let's begin by clicking on the 'Create New Hangout' button seen at the top (underneath the main 4 dashboard buttons)



This will take you to the main hangout screen where we can enter the details of the event.

As soon as you click to create a new hangout, you will have a new screen showing with additional buttons and choices.



This is where you can navigate to the different areas of the hangout to do the design of the different pages (event registration, Thank you, Live and replay)

As well as see the visitor statistics of each hangout and view, download and email the subscribers on any event.

The four large buttons at the top of the screen will control what is seen by a visitor to your hangout.

And these four buttons can be used to change the views.

For example, before the event, you will be showing the Countdown screen.

As you make the event live, you will choose LIVE so that anyone coming to the site will automatically see the streaming of the event itself.

Once the event is completed, you can click on the replay button to be showing the Recording of the event

And you can select to CLOSE the event totally if you choose to.

Starting with the Event Details.

Creating a new hangout only needs a few basics pieces of information if you want to do a 'fast start' with the default designs.

In the Event details page, you will see four main areas of the screen.

Each of these areas can be expanded by clicking on the + symbol.



To begin and setup your first event, expand the 'Event Details' section and fill in the details.

TITLE – This is the title of your event and will form part of the URL that people will be sent to. (Example: yourdomain.com/ghangout/?=the-name-you-give-your-event). So choose something meaningful as the title.

DATE – As soon as you click in the date field you will be able to choose a date and time for the event. If you select 'NOW' it will mean the event is happening immediately and there will be no countdown timer on the page. (counting down to the beginning of the event). You still NEED to perform this step even if your event IS starting now – as it forms the base for the hangout.

This is the Event Details Screen

A screenshot of a date and time selection interface. At the top, it says 'June 2013'. Below that is a calendar grid with days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates (1 through 30). The date '23' is highlighted. Below the calendar, there are fields for 'Time' (12:00 am +0300), 'Hour' (a spinner), 'Minute' (a spinner), and 'Time Zone' (a dropdown menu showing '+0300'). At the bottom, there are two buttons: 'Now' and 'Done'.

Google Hangout Event Title	<input type="text"/>
Date	<input type="text"/>
Take Registrations	<input checked="" type="radio"/> Yes <input type="radio"/> No
Registration System	Default <input type="button" value="v"/>
Turn Off Chat On Registration Page?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Time Zone	[UTC] Western European Time, Greenwich Mean Time
Make Hangout Public Or Private	<input type="radio"/> Public <input type="radio"/> Private

Take Registrations (Yes or No)

This choice allows you to decide if you want to be able to capture the names and email addresses of the people who visit your event page before the hangout goes live. Selecting NO will mean there is no registration form, selecting YES will include the prompt for people to register.

Registration System - This allows you to select to also send the registration emails directly to an autoresponder system. (as well as the default in-built program)

If you choose the 'Default', then the registration system will send the emails into your database on the site only.

If you choose one of the additional autoresponder systems, you will be also asked to input the field names of the Name and Email address as well as paste the CODE for your autoresponder

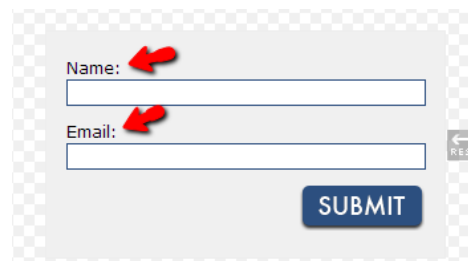
In Aweber -

The Field for NAME is Name:




And Email is shown as Email:

You need to include everything (even the colon :)

As shown on the example below.



The screenshot shows a registration form with two input fields. The first field is labeled 'Name:' and the second field is labeled 'Email:'. Both labels have red arrows pointing to their respective input fields. Below the fields is a blue button labeled 'SUBMIT'. To the right of the email field, there is a small icon of a document with a checkmark and the text 'RES'.

Take Registrations		<input checked="" type="radio"/> Yes <input type="radio"/> No
Registration System		Aweber 
Autoresponder Name Field Name		Name:
Autoresponder Email Field Name		Email:
Autoresponder HTML code		<pre>#af-form-2094749691 .af-standard3 .af-former #af-form-2094749691 .buttonContainer input. image:url("http://forms.aweber.com/images/ decoration:none;font-style:normal;font-weigl #af-form-2094749691 .buttonContainer input. #af-form-2094749691 .buttonContainer{text-a #af-form-2094749691 button,#af-form-209474 textarea,#af-form-2094749691 select,#af-form 2094749691 option{float:none;position:static; #af-form-2094749691 div{margin:0;} #af-form-2094749691 form,#af-form-20947496</pre>

Turn Off Chat on the registration page? (Yes or No?)

This option allows you to choose if you want to have the interactive CHAT feature enabled on the registration page.

This may be useful if you want people to send you questions prior to the event, as any questions asked when you are not LIVE online will be sent to you as an email.

Turn Off Chat On Registration Page?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Time Zone	[UTC] Western European Time, Greenwich Mean Time
Make Hangout Public Or Private	<input type="radio"/> Public <input type="radio"/> Private

And the final two fields –

The Timezone - Select WHICH timezone you are creating the event in, even though the event time and date defaults to your present timezone – you can elect to set the event for a different time in a timezone around the world.

For example, you may live in Europe, but want to set the time at EST (US Eastern states) as that is where your customers live.

Make sure the two timezones match

And finally

Public or Private –

This setting controls if your hangout will be published on Youtube or not.

(A Google hangout.... NOT published and broadcast, or a Google Hangout ON AIR..... IS published and broadcast)

Private - If you are running just an online chat with one other, or (up to 9) other interview-ees, you will select PRIVATE.

This means you will conduct the video chat with the attendees, but there will be no recording of the event, and it will not be published to Youtube.

PUBLIC is a typical webinar format where you want many attendees and they will be viewing the event on your site (streamed by youtube) as you conduct the presentation TO them.

PRIVATE



Or

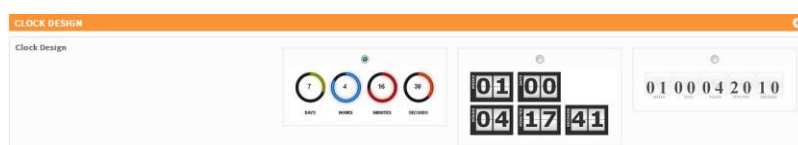
PUBLIC



Clock Design.

As you lead up to the hangout, your visitors will see a countdown timer – in weeks, days, hours minutes and even seconds until the event begins.

In this area – you just need to choose which design you want to use.



Registration Page Design

The design of the registration page allows you to use either a WysiWyg (What you see is what you get) style of designer or a full page graphical design.

Experiment with both to get a registration page design that you like.

For the full page graphical design, an image size no smaller than 800x600 should be used, however bigger images may appear better on larger screens.

For the full page graphic style of page, you simply choose the graphic designer and then browse to the image you wish to use and select if you want the timer to show at the top, or the bottom of the page

Registration Page Design

Design Your Registration Page!

Your Hangout will begin in:

0 DAYS 0 HOURS 10 MINUTES 10 SECONDS

Register Now

Enter Your Name

Enter Your Email

Add additional email

Full Banner Image

Choose File No file chosen

Timer Position

Top Bottom

For the WysiWyg editor, you will be presented with more choices.

Headline Settings

Headline Text

Enter text for your headline. Click "Enter" to add a new line.

Headline Style

Select font family, font size, font weight, text shadow, line height, letter spacing, and color.

Arial 48px Normal None 80% -3

Click Here For A Color Chart

Sub-Headline Text

Enter text for your sub-headline. Click "Enter" to add a new line.

Sub-Headline Style

Select font family, font size, font weight, text shadow, line height, letter spacing, and color.

Arial 28px Normal None 80% -3

Click Here For A Color Chart

And you can tailor your settings to suit.

You can design the Headline and Sub heading of the page using this part of the screen, with links to colour charts for your font colours.

Enter the Headline and Subheading and choose the font, colour, size Spacing, colour etc.

And beneath the headline setup, you will see the additional editor area that allows you to completely control the look and feel of the page.

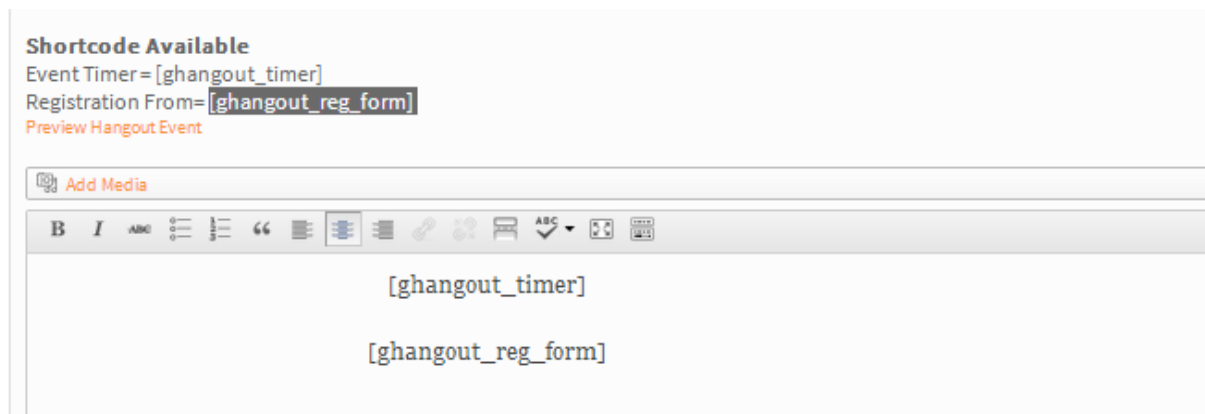
You can insert any media, and any text you wish in the design.

There are two shortcodes inserted by default.

[ghangout_timer] will show the timer countdown

[ghangout_reg_form] will show the registration form.

You must have these two elements on the page somewhere for the system to function correctly.



And finally – **the HEADER settings** for the registration page.

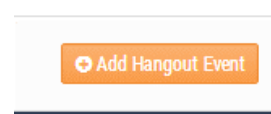
A screenshot of the 'HEADER SETTINGS' form. The form has an orange header bar with the title 'HEADER SETTINGS'. Below the header, there are several sections: 'Logo / Social Sharing' with checkboxes for 'Enable Logo' and 'Enable Social Sharing'; 'Logo Image (optional)' with a 'Choose File' button and 'No file chosen' text; 'Logo Text (optional)' with a text input field and a note 'If you don't have a logo image, we can create one for you. Just enter the text below.'; and 'Logo Style' with a note 'Select font family, font size, font weight, text shadow, line height, letter spacing, and color.' and a row of dropdown menus for font family (Arial), font size (48px), font weight (Normal), text shadow (None), line height (80%), and letter spacing (-3). There's also a 'Click Here For A Color Chart' link at the bottom.

Enable a logo and social sharing buttons (Like, Tweet and GPlus) and either upload an existing logo or let the text editor

create a text based logo for you.

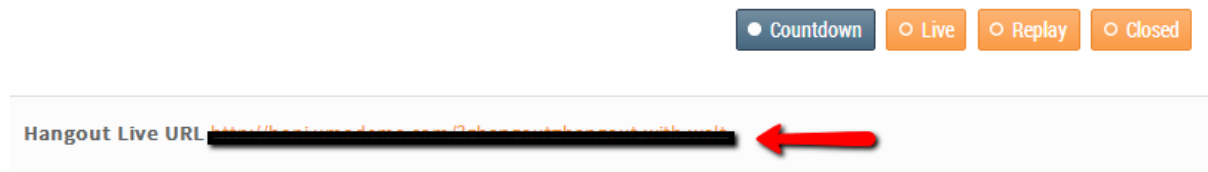
Once you have created the Page design that you are happy with.

Click on Add Hangout Event In the lower right corner of the screen. And your event will be set and ready to go.



The Event URL and Switching View Mode

Once you have created the hangout event, you will see the URL for the event at the top of the page, as shown here.



You can control what your visitors see by using the 4 large buttons above the URL.

When you click on (example) the countdown mode –

After 2 or 3 seconds, you will see a notice that the settings have been updated.

Now, whenever a visitor comes to that URL, they will see the countdown page (registration) that you have just designed.

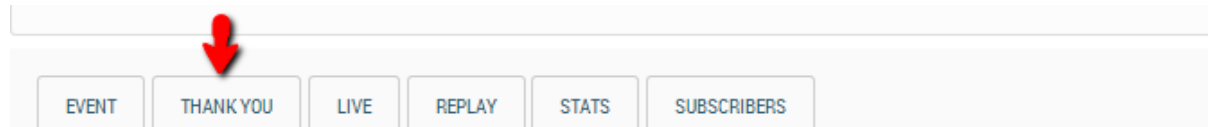
If you want the people to come to the page and see the REPLAY of the event, you would click on the Replay button (wait a few seconds) and the same URL will now display the replay of the event.

Going LIVE with an event takes a few more steps, and I recommend NOT setting the button to the LIVE page, until you have completed the steps needed to correctly take the event live.

Other page Designs.

Designing the Thank you page.

The page designers work in the same way for the thankyou page



You can access these different page designers with the tabs at the top of your event.

There is one additional component of the thankyou page – and that is the Sidebar.

It is shown on the right hand side of the thankyou page – and allows you to customise what is seen by the people who have registered.

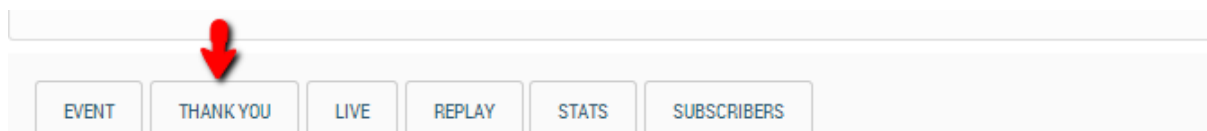
This is the sidebar –

(Obviously your event details will be different)

THANKYOU FOR REGISTERING. PLEASE CHECK YOUR EMAIL FOR DETAILS



And you can edit that sidebar using the thankyoupage designer found here



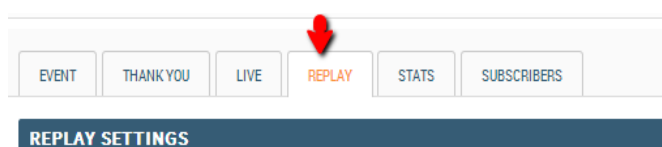
In the sidebar section

SIDEBAR BOX SETTING

Sidebar Box Title	<input type="text"/>
Sidebar Box Sub Heading	<input type="text"/>
Sidebar Box Image	<input type="button" value="Choose File"/> No file chosen
Sidebar Heading Box Color	<input type="text"/> Click Here For A Color Chart
Sidebar Content Box Color	<input type="text"/> Click Here For A Color Chart

The Replay page has only one additional element.

Found here



The Replay settings – allows you to make several choices.

REPLAY SETTINGS	
Show Replay	<input type="radio"/> Yes <input checked="" type="radio"/> No
Start Date	<input type="text" value="06/23/2013"/>
End Date	<input type="text" value="01/01/1970"/>
Lock Replay	<input checked="" type="radio"/> Yes <input type="radio"/> No
Registration System	<input type="text" value="Default"/> ▼
Embed Video	<input type="text"/>
Embed Video Time	<input type="text"/>

PAGE DESIGN

REPLAY HEADER SETTINGS

If you wish to show the replay or not (Yes/no)

If you wish to LIMIT the replay availability or in other words close the replay after a certain date –

For this you will set the start and end date in the system as shown above.

Do you wish to LOCK the replay – so that only someone who opts in can see it

If you do choose to lock the replay, again you can choose the registration system so that your autoresponder captures the names and emails (or the default system does this)

And – the embed code (from the video of the live event) that you can copy and paste in.

The replay can be ANY pre-recorded video with an embed code.

Taking a Hangout LIVE

Taking a hangout live (giving a presentation or webinar) means going on air – and showing your camera, or slide presentation to the world.

The video itself is streamed live using Youtube and the people you invited will be watching live from your site.

They will be able to interact with you (via the chat system)

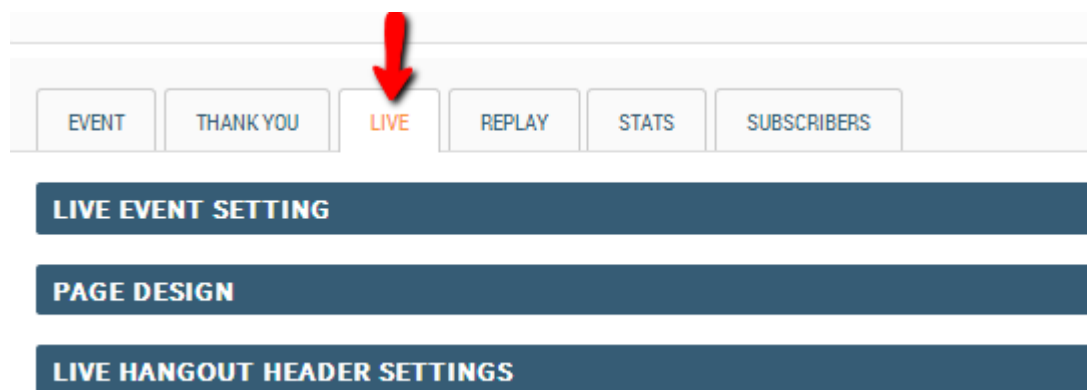
And whatever you say or show on the presentation, they will see – with a delay in place of about 40 to 60 seconds (standard Youtube stream delay).

So, someone may ask you a question, you see it and answer straight away – and the person will hear that answer in about 40 to 60 seconds time.

Taking a hangout live means going through a few steps.

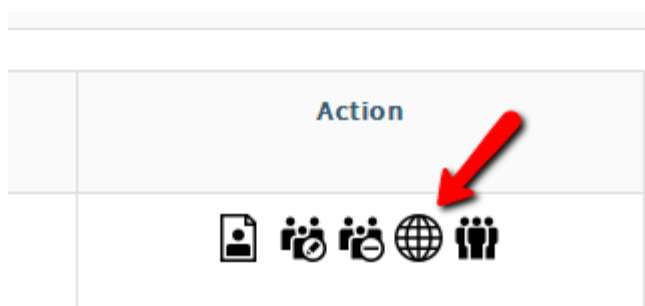
Let's first look at designing the page the right way, so that people see what you want them to.

The live page designer is here.

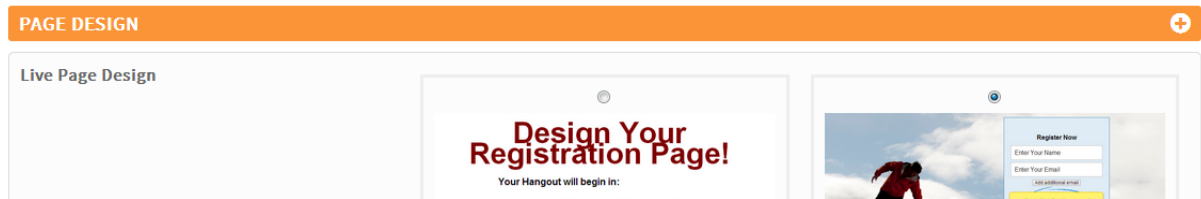


And you can also access that same page designer and live system from the main dashboard, by clicking on the GLOBE icon

Shown here



Again – you have the page design system –



Which we walked through in the registration page designer ([click here to go back to that section](#))

The same elements, with the full page graphic, or the WYSIWYG editor.

You also have the header settings,

Where you can insert a logo and turn the social sharing buttons on and off.

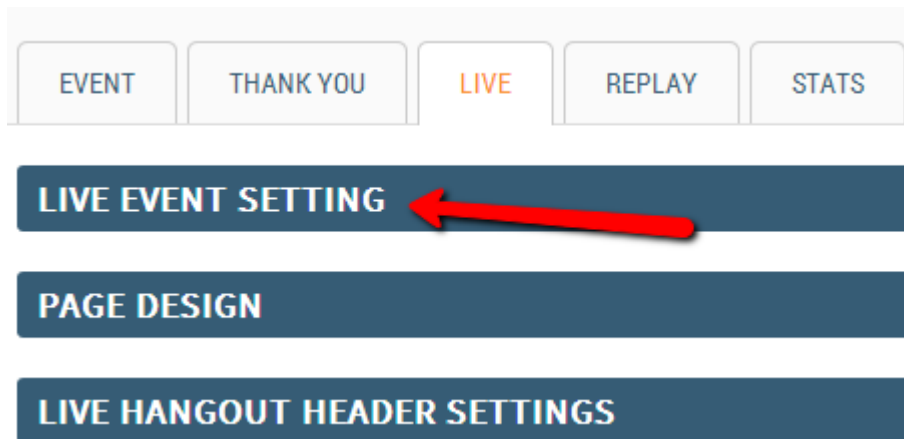
The screenshot shows the 'LIVE HANGOUT HEADER SETTINGS' form. It has an orange header. The first section, 'Logo / Social Sharing', includes checkboxes for 'Enable Logo' and 'Enable Social Sharing'. The second section, 'Logo Image (optional)', has a 'Choose File' button and the text 'No file chosen' with a note 'suggested image size 468x60'. The third section, 'Logo Text (optional)', has a text input field and a note 'If you don't have a logo image, we can create one for you. Just enter the text below.' The fourth section, 'Logo Style', includes a note 'Select font family, font size, font weight, text shadow, line height, letter spacing, and color.' and several dropdown menus for 'Arial', '48px', 'Normal', 'None', '80%', and '-3'. At the bottom, there is a link 'Click Here For A Color Chart'.

You can do the page design ahead of time – and make sure it is looking the way you want it to look.

And once you have the design ready the way you want it you can go through the process of getting the broadcast ready and opening the hangout dashboard.

To do this step, you need to go to the live event setting area.

Shown below.



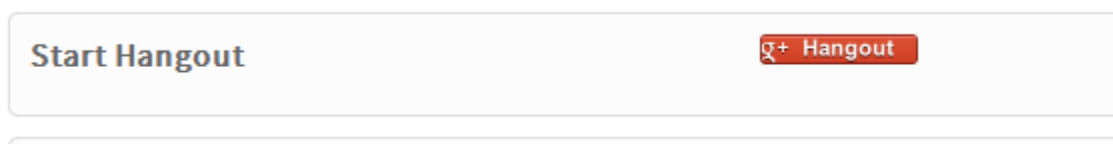
From here you are presented with several choices.

The first is – do you wish to KEEP the registration form on the live presentation page. This is purely to see if you want to try and gather additional email addresses from attendees during the live performance.

The second choice is if you want to add in the social media SHARING buttons (these will appear below the video) to show a facebook LIKE, a twitter TWEET and a Google PLUS 1 button.

A screenshot of the 'LIVE EVENT SETTING' form. It has an orange header bar with the text 'LIVE EVENT SETTING'. Below the header are two rows of settings. The first row is 'Keep registration form' with radio buttons for 'Yes' (selected) and 'No'. The second row is 'Show Social Buttons' with radio buttons for 'Yes' (selected) and 'No'. There is a horizontal separator line below the second row.

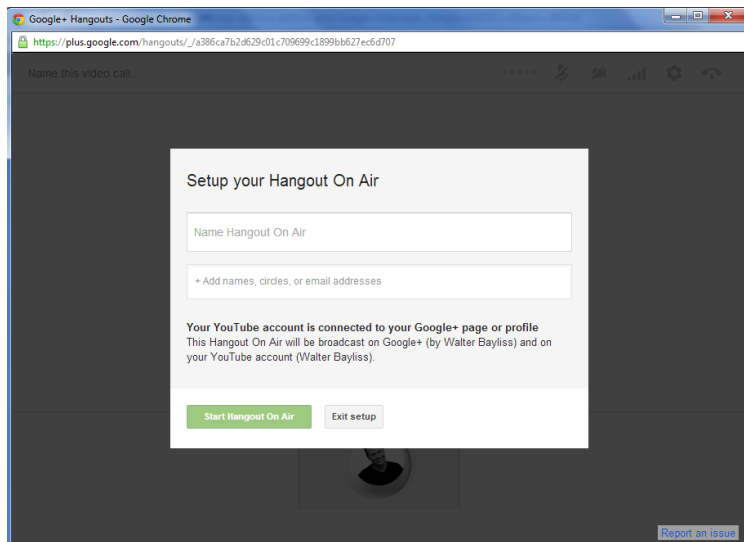
From there, the red button will start the Google Hangout.



And after starting the hangout, you will be presented the following screen.

Hangout Plugin User Manual.

<http://hangoutplugin.com>

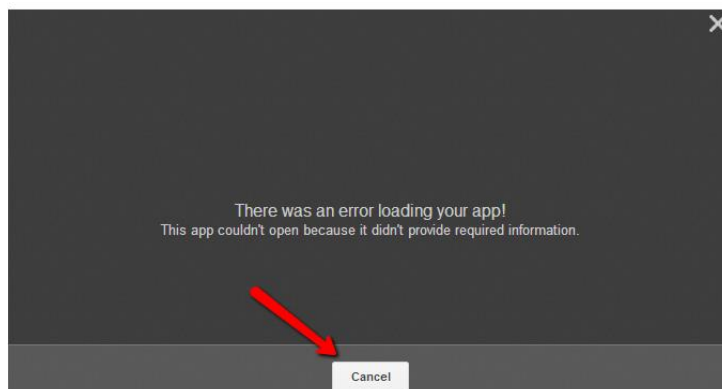


And you need to NAME your hangout.

And click the GREEN 'Start Hangout On Air'

(Note – if you are running a private hangout, it will not be 'on air')

The following screen will appear – and you simply click on cancel – and keep moving through.



This error message occurs as we are not starting a hangout on air from the traditional google dashboard – but is not important and does not affect anything in the running of the hangout At all.

THE NEXT STEP IS CRUCIAL

Once you have started the hangout on air the following window will appear

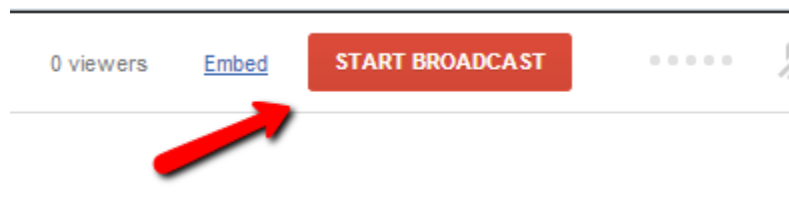
And it is CRUCIAL to allow the hangout to complete loading (as shown by the red arrow) in order to move to the next step.

a1fdb28842f9831f204493926d3



Once the countdown for 'Preparing Broadcast' is complete *(around 20 seconds)

The button will change to be 'Start Broadcast'



And you are ready to move onto the next step.

The next step is to simply minimize the hangout window,

And come back to your wordpress dashboard.

You will now see

An additional link that allows you to bring into the page, the right code for the hangout to be shown on your website.

A screenshot of the Hangout Plugin interface showing a section with a link and two input fields. The link is labeled 'Click here To get Youtube Hangout details' in orange text, with a red arrow pointing to it from the right. Below the link are two input fields. The first is labeled 'Youtube URL' and has a red arrow pointing to it from the right. The second is labeled 'Youtube Embedded Code' and also has a red arrow pointing to it from the right.

Click on the RED LINK that says "Click here to get Youtube Hangout Details"

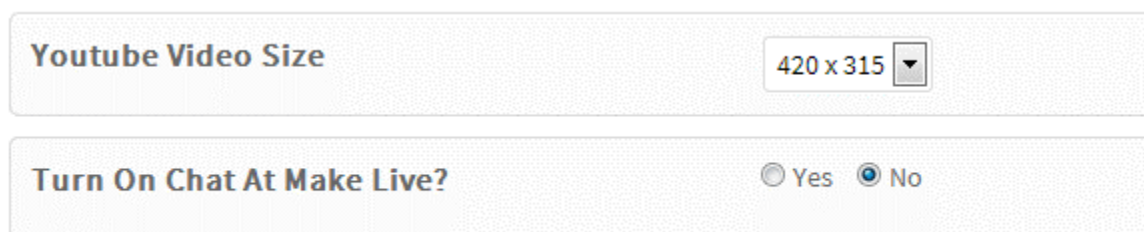
And the Youtube URL and Embed code will fill in automatically.

Once you have filled in the Youtube Code by pressing the link (above) you will have two final choices in the making the event live

First – the size of the video.

You can elect to change the SIZE of the screen seen by your guests
(only do this after the previous step)

And the final choice is – do you wish to have the chat system enabled on the live event. You choose yes, or no.



Youtube Video Size 420 x 315

Turn On Chat At Make Live? ☐ Yes ☒ No

You also have the live page DESIGN settings which we covered earlier – and you can get back to [HERE](#) for a refresh. These cover the page design and the header settings for a live event.

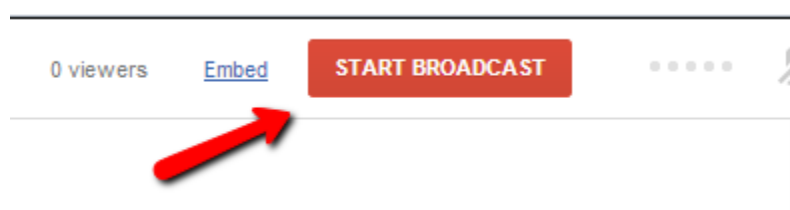
PAGE DESIGN

LIVE HANGOUT HEADER SETTINGS

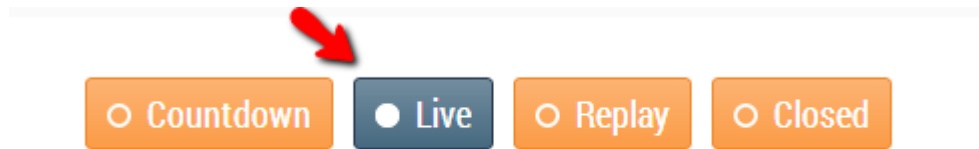
Once you have gone through the steps outlined here – **and updated by clicking the update plugin button**

You have two more buttons to press to be broadcasting to the world.

The first is the Start Broadcast button from within the Hangout Dashboard itself



And the second is the LIVE button at the top of the hangout page –
To turn the page that people see from the initial registration page,
To the LIVE page.



And you will be LIVE AND BROADCASTING WOOHOO!!

It may seem like a lot of steps to go through, but remember – that the system will allow you to ‘fast start’ by just entering a name and time/date for your hangout.

And then the live settings is just clicking the red button and bringing in the youtube code.

Once you have done it a few times (you can practice as many times as you like – it won’t break anything ☺) it will be second nature for you.

This is the steps in sequence again for going live –

- You are clicking the 'take it live' that looks like a globe from your dashboard



or going to the live TAB from within the hangout event itself



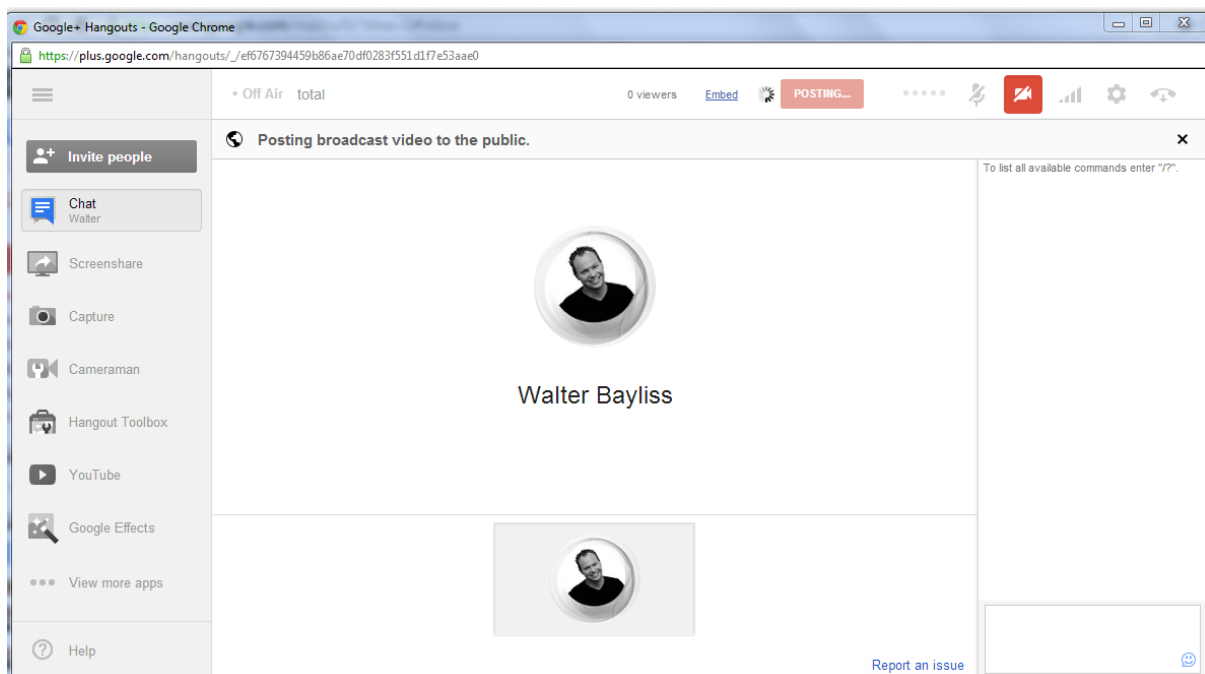
- You are going through the settings and clicking on the red button (New hangout)
- Then giving the hangout window a title
- Then waiting for the red countdown at the top to finish (processing)
- Then minimising that window

- Then bringing in the youtube embed codes by clicking on the link
- Then clicking on the update plugin button
- Then clicking on 'start broadcast' on the hangout window
- And finally on the large LIVE button at the top to change the page view for your visitors.

Running a Hangout –

There are several tutorials for actually conducting a hangout –

Your hangout dashboard looks like this in total.



(without a picture of me in the center.... 😊)

And there are a few main areas to become familiar with

On the left – the main menu –

Screenshare – will allow you to show a presentation or another window of your computer (NOT your camera). To STOP Screenshare and go back to talking on camera – simply click the screenshare button again.

In the the top RIGHT

Mute Microphone & Stop Camera are good ones to know where they are.

The others you can experiment with – and get into the additional power of hangouts.

Using the CHAT functionality.

Chat within the Hangout plugin is an essential component of using the hangout plugin to run webinars.

On the front of the site – where the public are viewing your presentation, in the lower right hand corner is a CHAT window where people can interact with you as you are presenting.



You can choose to turn this function on and off - in the settings as we have covered already.

Choose to turn it on or off on both the registration page

And the live page itself.

If you have it turned ON, but are not actually online to answer the questions, they will be emailed to you.

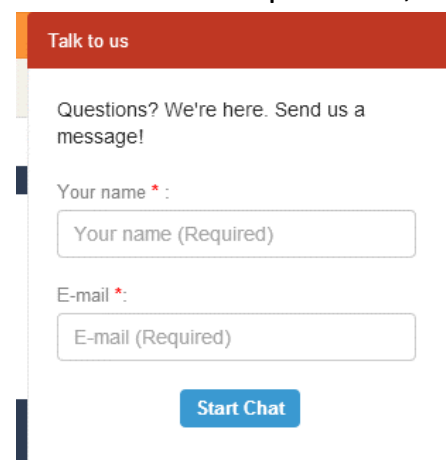
If you have the system turned ON and you are online –

Someone visiting the site can click on the chat bar

And enter their name and email address –

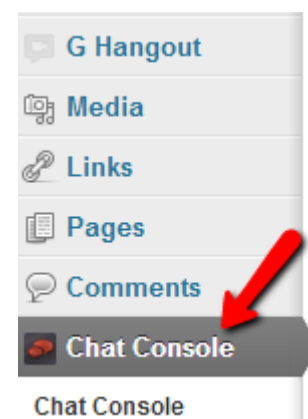
And start to chat with you.

You will see the message come into your wordpress dashboard, in the chat console.

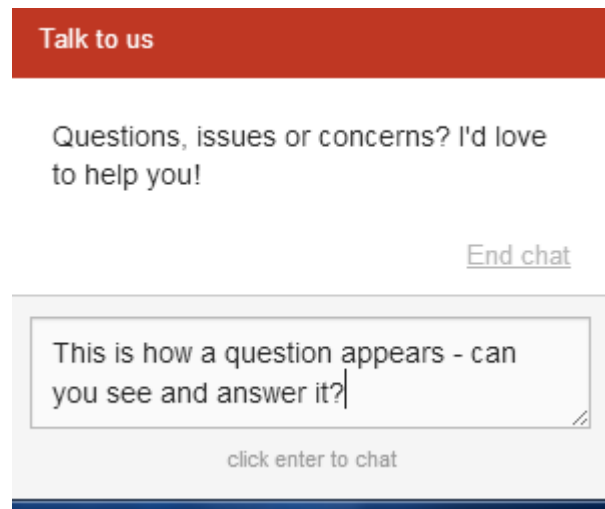
A screenshot of a chat form. It has a red header with the text 'Talk to us'. Below the header, it says 'Questions? We're here. Send us a message!'. There are two input fields: 'Your name *:' and 'E-mail *:', both with '(Required)' in parentheses. A blue button labeled 'Start Chat' is at the bottom.

Shown here in the menu.

And you must be online, with the chat console OPEN for the chat and questions to come through.



So when a person asks you a question, what they see is this –



And as they click ENTER

You will see the question come to you as shown here.

Live Chat

[Refresh](#)



demouser:

This is how a question appears - can you see and answer it?

Write a reply

And your replies – will then flow to the user.

Anything you write will ONLY be shown to the original question person.
not public. The chats are between you and them.

The chat system has many options including the colours and CSS styles of the system.

My suggestion is to leave these unchanged if possible – unless you are a skilled user.

The easiest settings to change are the header (title) of the chat system

And the messages that appear.

Messages

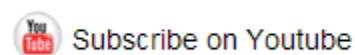
Before Chat Header	<input type="text" value="Talk to us"/>
In Chat Header	<input type="text" value="Now Chatting"/>
Welcome Message (Pre-chat)	<input type="text" value="Questions? We're here. Send us a message!"/>
Welcome Message (During chat)	<input type="text" value="Questions, issues or concerns? I'd love to help you!"/>
Offline Header	<input type="text" value="Contact us"/>
Offline Body	<input type="text" value="We're not around right now. But you can send us an email and we'll get back to you, asap."/>

You can change these to suit – making sure it makes sense for your audience.

And that's It!

Make sure to subscribe to our youtube channel

<http://www.youtube.com/user/getmeahead>



As that is where we release the new information and new tutorials for the software. Great to have you with us!

Good Luck in your hangouts and webinars – You will be GREAT At it.

Hangout Plugin User Manual.

<http://hangoutplugin.com>

Yours in Success

Walt Bayliss



<http://hangoutplugin.com>

<http://hangoutplugin.com/blog>

Need Support? <http://www.universalmedia-online.com/support>



<http://hangoutplugin.com>