

Adding & Moderating CoveritLive Chat into Webcasts

1. Creating a new live chat in CoveritLive.com

- Log into Coveritlive.com
- Click **Add New** on left menu (1)
- Choose a **Title** for your webcast (2)
- Choose a **Category** (3)
- Select a start **date & time** (4)
- Click **Next**

2. Copying the Live Chat Code

The next window which will be presented will be the **Viewer Window** which shows the code needed for the event.

- **Altcast code:** the only numbers you need to create the CoveritLive event in Connect is the Altcast Code (highlighted in the image below).
- Copy and paste the code into Notepad or Word and copy the Altcast Code from there (i.e. in the example below, the alcast code is 725988df21).

Installing the Viewer Window

Your Readers watch your live event stream through the **Viewer Window** in real-time. To install, copy and paste the code below onto your website where you want the live event to appear. (Tip! The code can be placed on multiple sites to syndicate an event)

```
<iframe
src="http://www.coveritlive.com/index2.php?option=com_altcas
ter/task=viewaltcast/altcast_code=725988df21/height=550/wid
h=470" scrolling="no" height="550px" width="470px"
frameBorder ="0" allowTransparency="true" ><a
```

Viewer Window Size:
Width: 470
Height: 550
[Generate New Code](#)

[Copy Embed Code](#)

3. Adding Coverit Live Chat to Webcasts

To add the Live Chat to a webcast, simply follow these steps:

- Log into your CMS (<http://cms.public-i.tv>)
- Find the webcast you want to add the chat to
- Click **Edit Webcast** for that webcast
- Scroll down to find the **CoveritLive ID** box
- Paste the Coveritlive altcast code in the CoveritLive Box
- Press Submit

CoveritLive ID :
b6f5075929



4. Testing the page

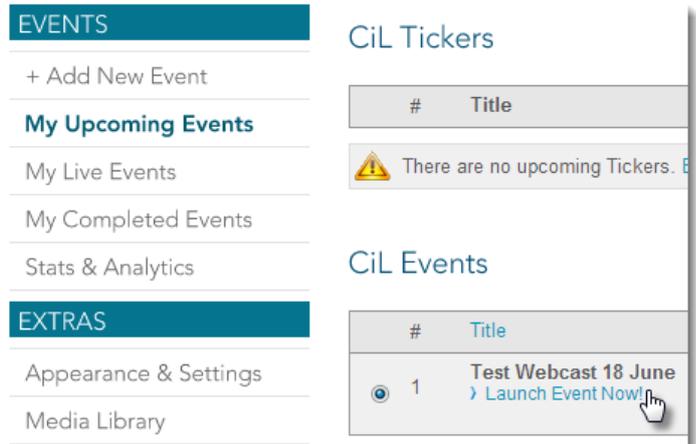
To test the page and check the chat has been included correctly, click the **View Interactive** link from (item 6) from the same webcast menu above.

5. Launch Live Event

In CoveritLive the event setup previously will appear in the **Upcoming Events** link, click the **Launch Live Event** next to your chat.

Events will never launch live until you click the **Launch Event Now link** next to your chat.

You can launch any event live before its official start time.



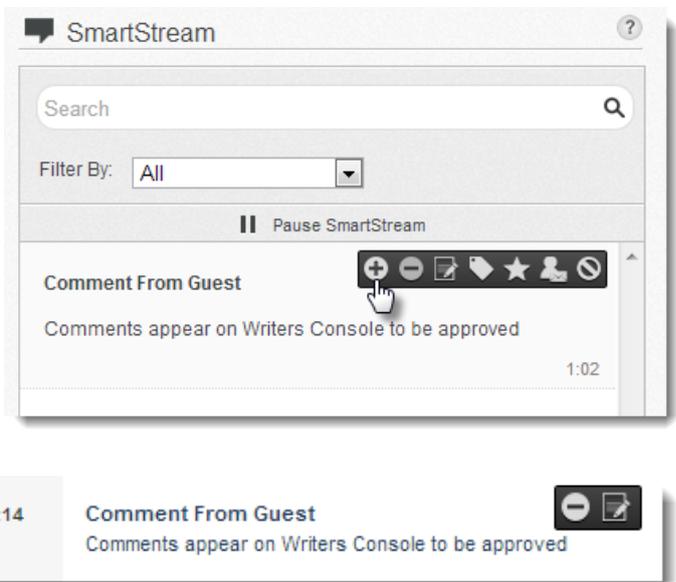
6. Moderate event

Any comments appear in the right hand site stream with these options:

1. Approve
2. Remove
3. Edit
4. Tag
5. Always allow
6. Private message (the message sender)
7. Ban



Comments can be edited even after they have been approved



7. Adding Tweets

To publish only certain tweets, click the **Search** menu item and enter the hashtag or username. This will provide a list of all tweets below which you can publish in the same way as comments.

To add **all tweets** from a hashtag or a specific user, click the **Twitter** menu and add them. *Specific tweets can be removed from the list if necessary although this is not recommended.*

