

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)	+ Add New Event 🚺	Build an Event			
	My Upcoming Events	It's quick and easy to build a CoveritLive event. First, provide us with some basic information about the event using the short form below. Remember: you can build, update, and save your event prior to launching.			
	My Live Events	sind form below, remember, you can saila, apaate, and sure your erent prorite namering.			
	My Completed Events				
	Stats & Analytics	Event Details			
	EXTRAS	Title: * 😢 CoveritLive Demo			
	Appearance & Settings	Event Type: * Standard			
	Media Library	Category: * 🔞 Business 💽 ?			
	CoverPages	Template: * CoveritLive Standard			
	Groups	Social Sharing: 🗹 (Facebook, Twitter & Email) 🕐			
	APIs	Publicize on Twitter:			
	ChannelPages	Date & Time " () 06/06/2013 I at 10 • 00 • am •			
	ACCOUNT	Ime zone: * (GMT) Western Europe Time, London, Lisbon, Casablanca 💌			
	My Account	Kadhukan			
	AA. DCl-	Cancel Next Step >>			

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 ⁽²⁾

	-	Viewer Window Cize
liframe	~	viewer window Size
rc="http://www.coveritlive.com/index2.php/option=com_altcas	H	Width: 470
er/task=viewaltcast/altcast_code= <mark>725988df21</mark> /height=550/widt		Hoight 550
=470" scrolling="no" height="550px" width="470px"	-	Tieight. 550
rameBorder ="0" allowTransparency="true" > <a< td=""><td></td><td>Generate New Cod</td></a<>		Generate New Cod

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
 Cover
 - CoverItLive ID : b6f5075929
- Press Submit

Edit a webcast Edit webcast agenda Edit webcast index points Clone an existing webcast Clone an existing webcast Download a local webcast bundle View (Interactive) View (Stand Alone) Generate player links View statistics

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.

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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



- Edit
 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.



EVENTS	CiL Tickers		
+ Add New Event			
My Upcoming Events	# Title		
My Live Events	🛕 There are no upcoming Tickers. E		
My Completed Events			
Stats & Analytics	CiL Events		
EXTRAS	# Title		
Appearance & Settings	Test Webcast 18 June		
Media Library			



Comment From Guest

1.14

Comment From Guest Comments appear on Writers Console to be approved



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