



## OHIO ASSOCIATION OF CHIEFS OF POLICE

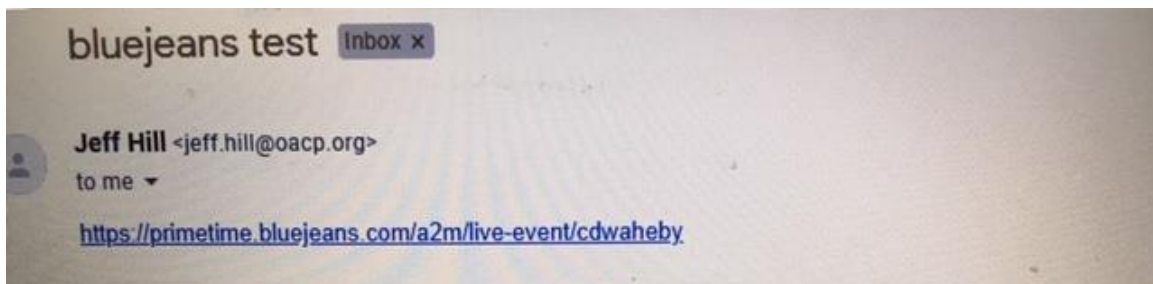
### Steps To Join an OACP Workshop Live Stream Event

#### And Tips to Maximize Your Participation

The Ohio Association of Chiefs of Police (OACP) is pleased to offer live streaming as a participation option to our member agencies. Below are the steps that will guide you to join in the event, as well as tips to optimize your participation. (Note: the terms: 'Workshop' and 'Event' are used interchangeably):

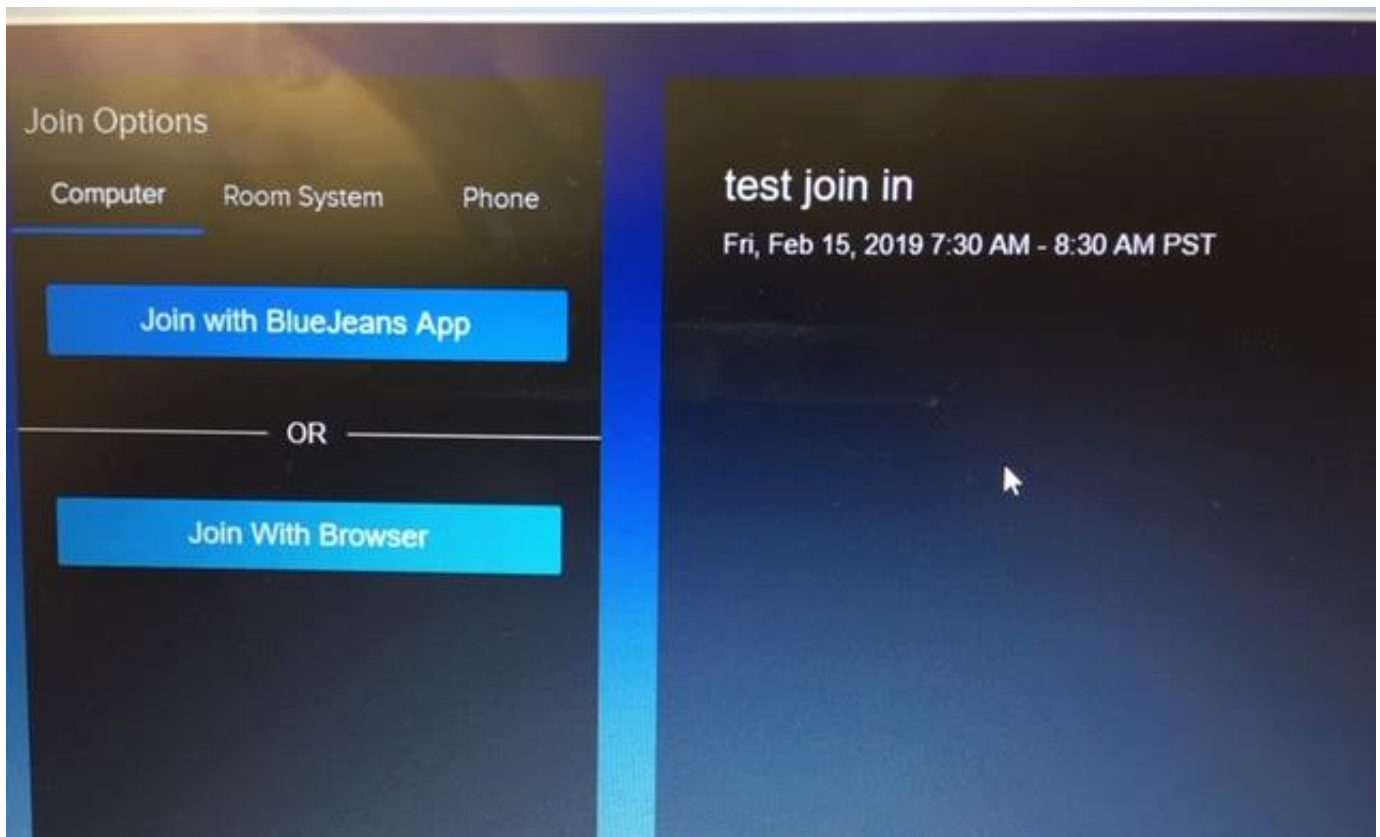
#### Joining an OACP Workshop Live Stream

- 1) All participants must be previously registered to attend the workshop by submitting a workshop registration request to Renea Collins at [renea.collins@oacp.org](mailto:renea.collins@oacp.org).
- 2) The day before the workshop, you will receive an email from Renea Collins with the hyperlink to join in the workshop via livestream. Note: Bluejeans.com is the live stream platform that we are using for the workshops.
- 3) Also, the day prior to the workshop, you will receive a hyperlink to a dropbox account to download any power point presentations and handouts that will be discussed during the workshop.
- 4) Please plan to join in at least 5 minutes prior to the scheduled start of the workshop/event. The workshop/event will start promptly at the scheduled time. To join in, click on the hyperlink that was sent to you. (see below.) The link will take you to bluejeans.com (our livestream provider.)



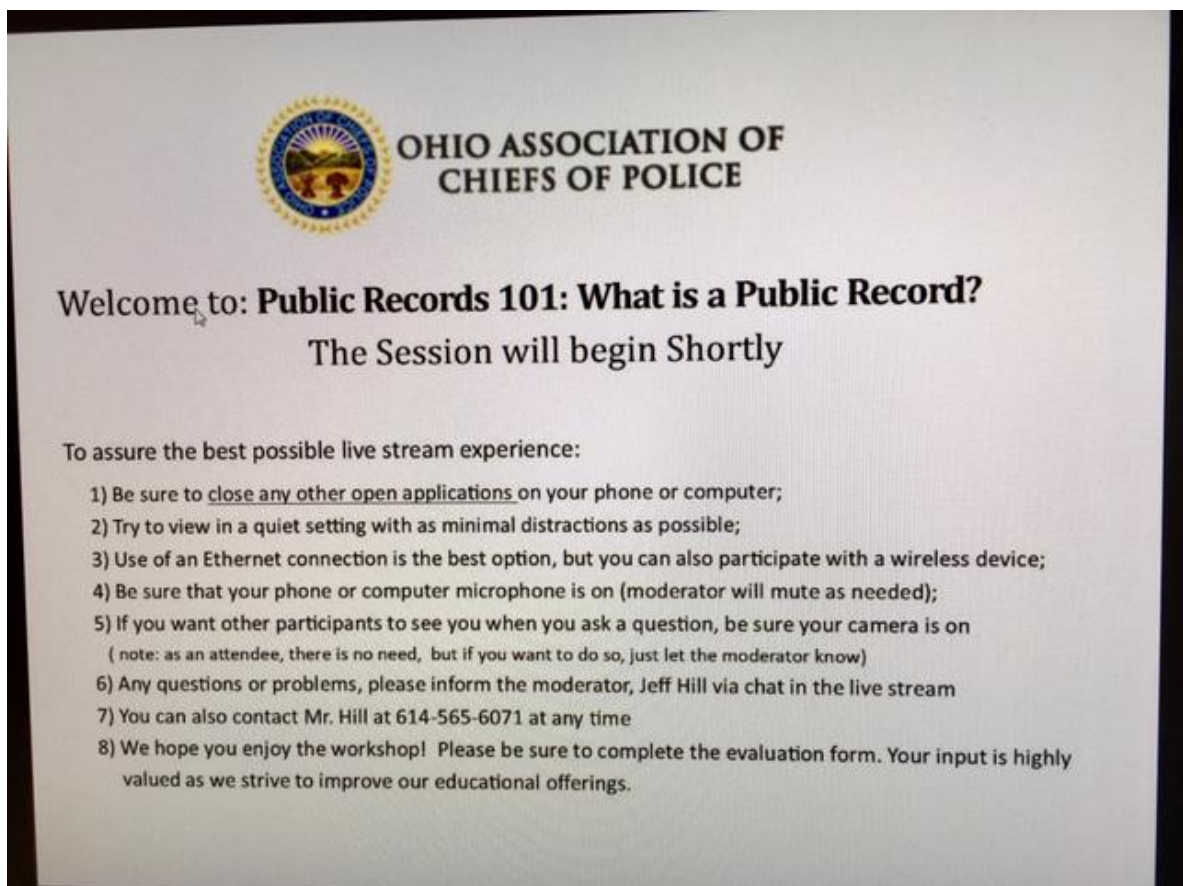
5) You will see a screen from Bluejeans.com. (see below.) You have the option of Joining with the 'Bluejeans App' or 'Join with Browser.' Click on 'Join with Browser.' Note:

The recommended browsers to connect with are: **Google Chrome, Firefox, Opera, or Safari.** Internet Explorer and Microsoft Edge browsers are not recommended.

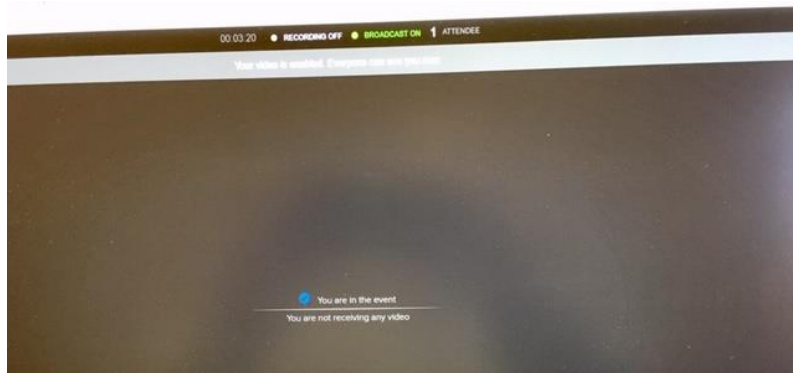


- 6) You will then see a welcome message for the specific workshop on your screen. The welcome message will remain until the live broadcast commences. The screen will be replaced by the live video feed once the workshop begins. (see the photo below).

Please make note the items listed on the welcome screen to help you have a great livestream experience.



You will then see a screen that indicates that you are now in the event/workshop. You should see the video feed, when the event camera has been turned on live. Note: at the top of the screen is a window informing you that you cannot be seen or heard. (See photo below.)



Please be sure your device speakers are turned on. You are now ready to participate in the workshop.

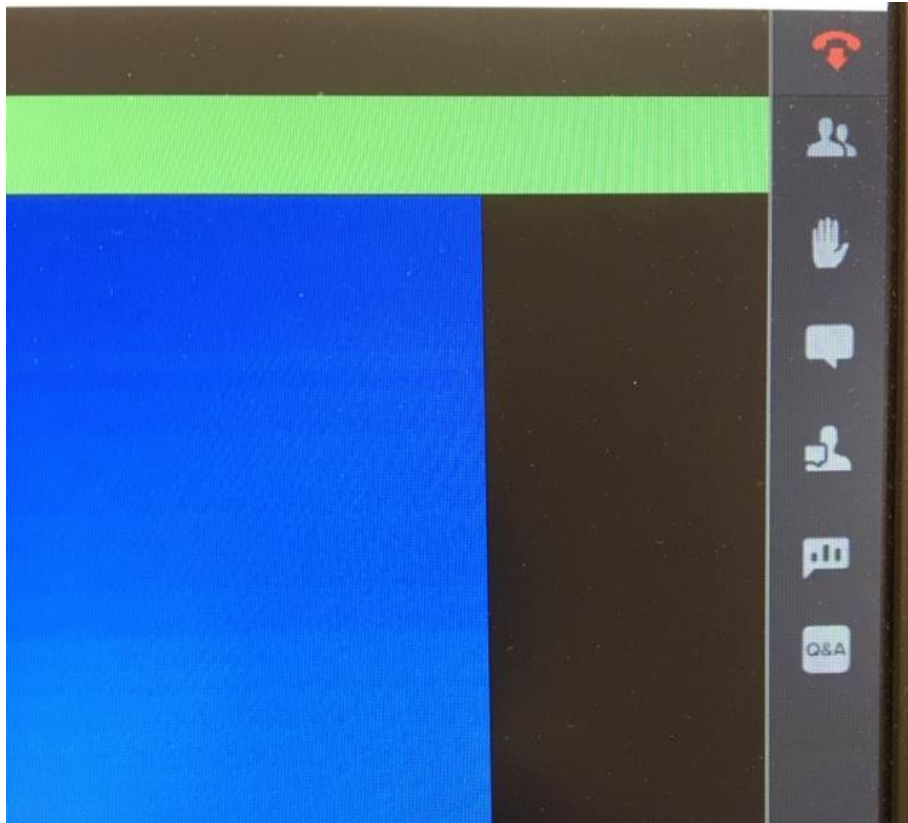
### *Tips to Maximize Your Participation*

- 1) It is recommended that you join in to the workshop/event using either the Google Chrome, Firefox, Safari, or Opera Browsers. You can also download the Bluejeans app and join as well. (Note: dialing-in is not recommended as the audio and video may not be in sync.)
- 2) The upstream feed is in High Definition format. It is highly recommended that you use an Ethernet connection (dedicated, if possible) to download the live stream feed.

Note: If you are using a wireless connection, the device needs to be able to receive at least 4.5 mbps download speed. Please check with your IT personnel to assure the wireless download setting is set as needed on the device that you will be using.

- 3) In the instructions sent to you prior to the event, and posted on our oacp.org website, we included a "TCP/UDP Firewall Settings" Information sheet from Bluejeans.com. Please be sure that your IT personnel review this information and makes any setting adjustments at the agency level necessary to assure the best possible download video and audio experience. (In most cases, you should be fine, but depending on the firewall security settings at your agency, there may be a need to make some adjustments.)

- 4) To maximize the video and audio experience, be sure to close also any other open windows or applications on the device you are using to download the live stream feed. (The live stream feed requires a considerable amount of RAM and CPU usage.)
- 5) Look at the right side of your screen. There are a series of 'icons' running vertically down border of your screen. These icons are the way that you can interact during the presentation. (see the photo below.)

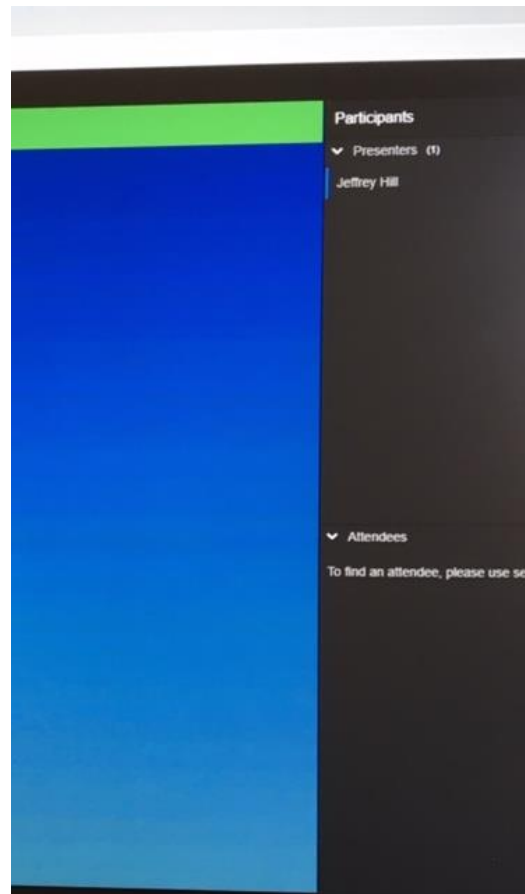


Starting at the top right hand corner of the screen, the icons are:

- 'Red phone' icon: used to leave the event;
- 'Participant' icon: for a list of participants, if activated by the moderator;
- 'Raise your Hand' icon: used to request to Interact Live in order to ask a question or make a comment that everyone can hear and/or see you.
- 'Bubble' icon: used to write a chat for everyone in the event;
- 'Bubble/Person' icon: used to write a chat to the moderator only;
- 'Poll' icon: used for responding to poll questions, when prompted by the moderator;
- 'Q&A' icon: used to ask a question.

## Participants Feature

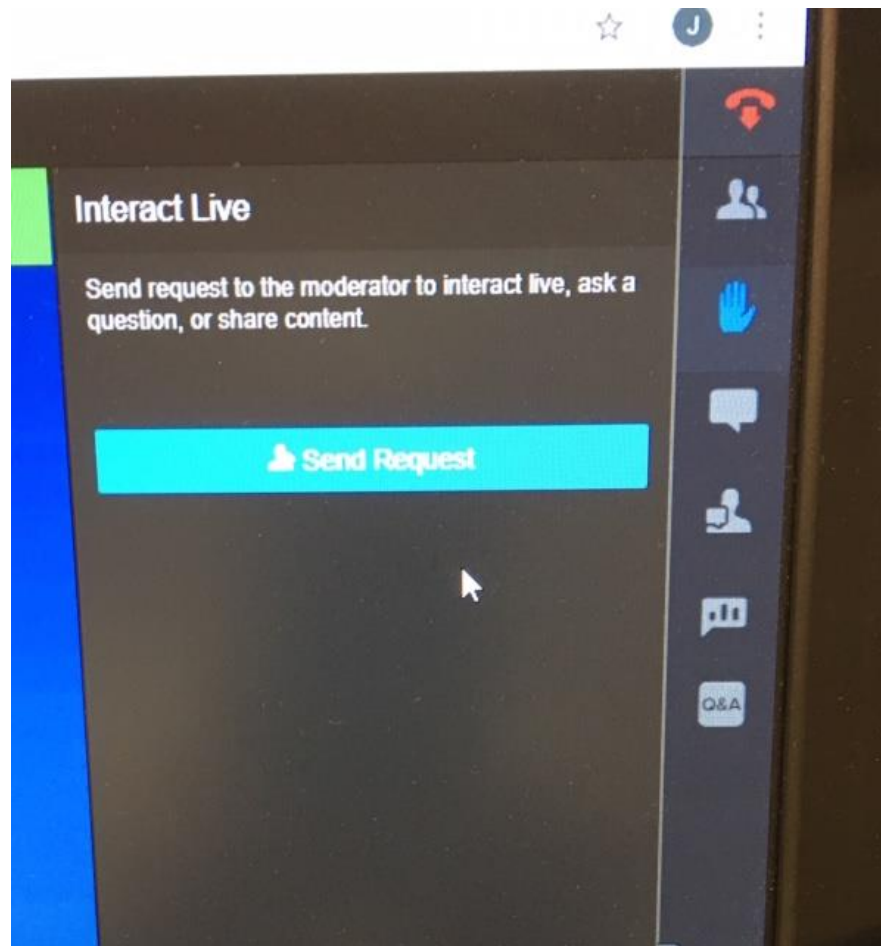
- 6) If activated by the moderator, you can view the list of persons (divided into Presenters and Attendees) who attending the workshop via a computer or mobile phone. (see photo below.)



## Requesting to Interact Live

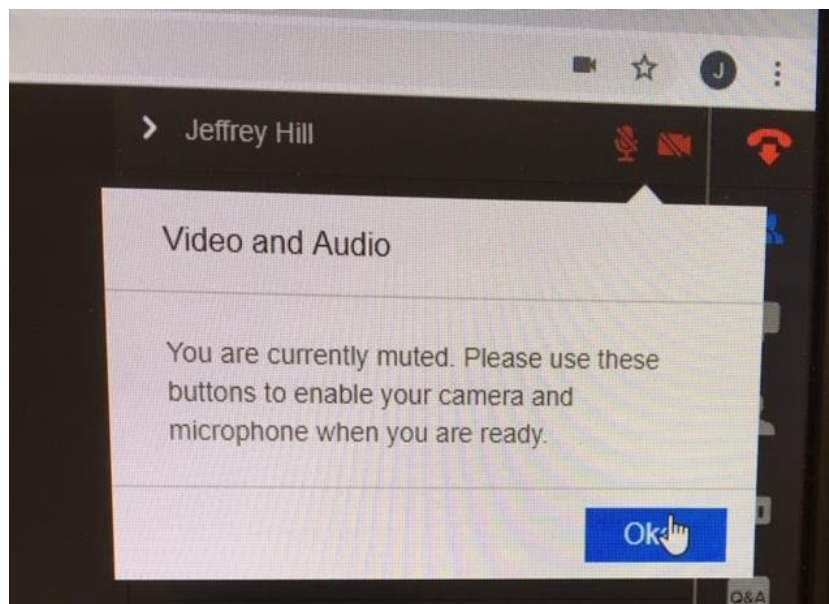
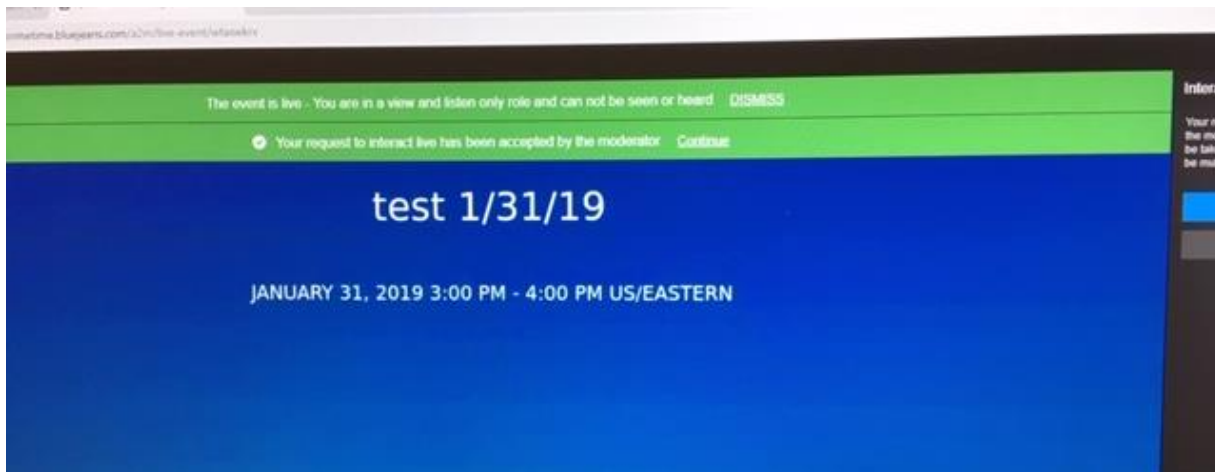
7) As an attendee only, it is not necessary to use a camera or microphone. As long as you have audio speakers to hear the presentation well, you are fine.

However, if you want to be able to ask a question with the audience seeing and/or hearing you, you will need to have a camera and microphone open on your device. To do so, ask the moderator for permission to participate by 'raising your hand' and requesting to '**interact live**'. To make the request, click on the 'hand' icon, which indicates that you are raising your hand to ask a question or make a comment. (see the photo below).





After your request to interact live is approved by the moderator, the moderator will ask you to turn on your camera and phone when you are ready so that everyone can see and hear you. (see photos below).



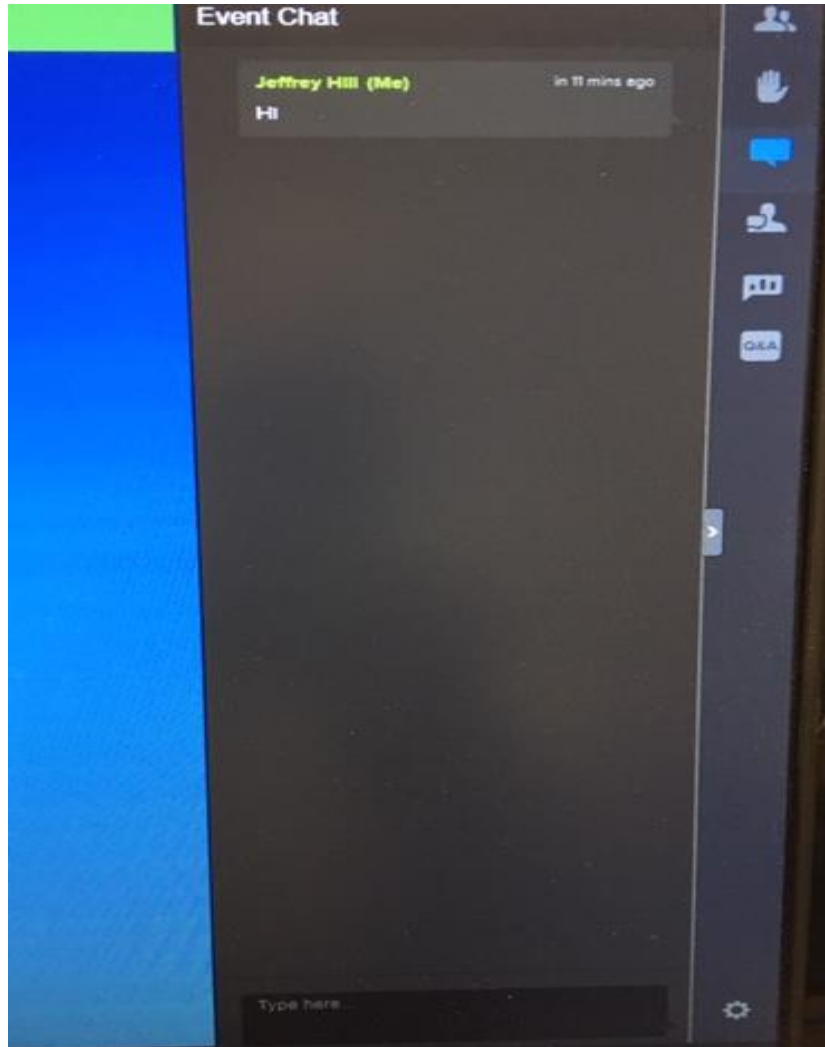
Click on the red 'microphone' and 'video camera' icons at the top of the screen to turn on your microphone and camera so that you can be seen and heard.

Once you have completed your live interaction, the moderator will disengage your camera and microphone feed to the event, you will return to attendee status only, and you will see the presentation again. You will see a screen informing you of this action.



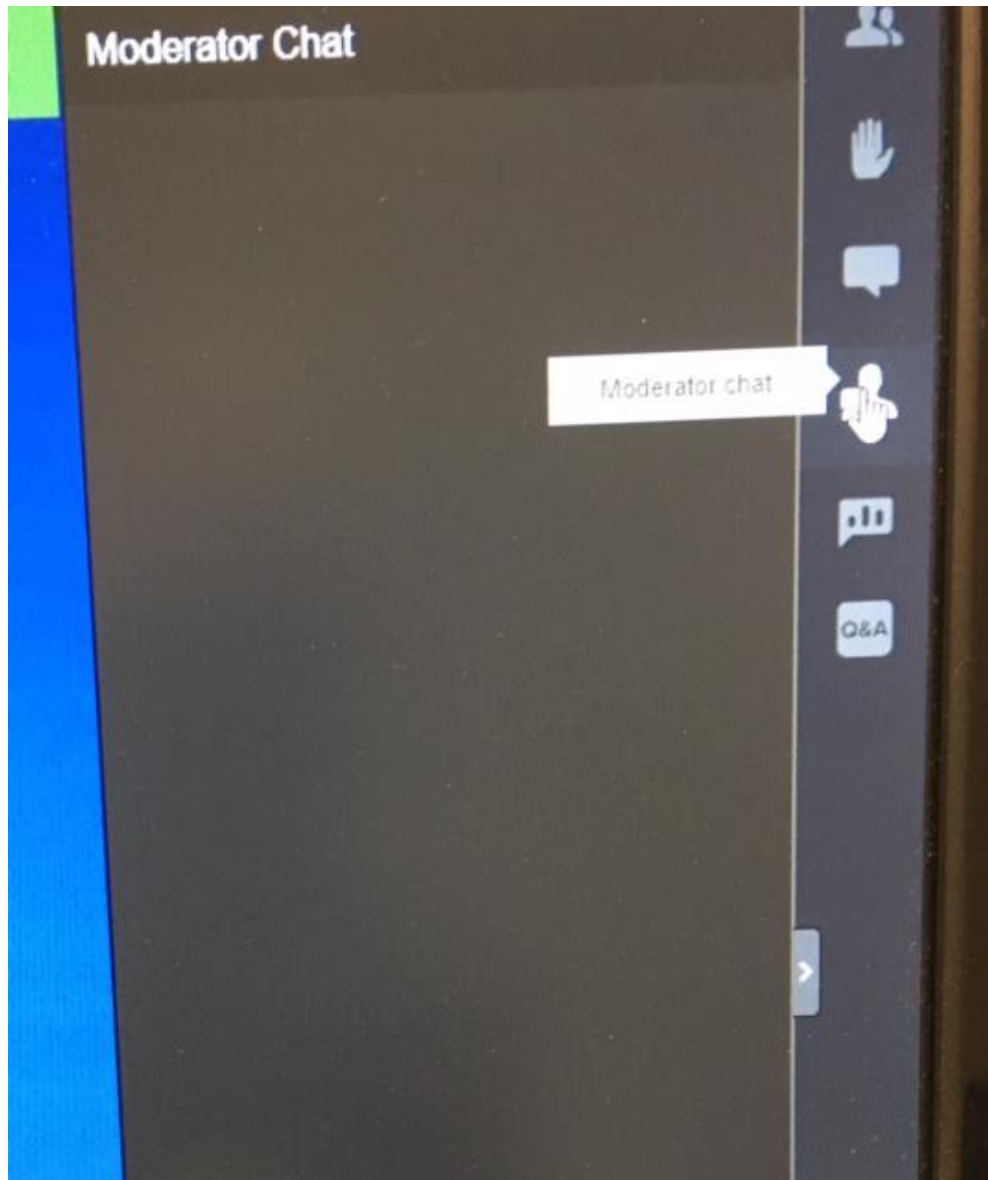
## Event Chat

- 8) The **more common way** that you can interact is by using the 'Event Chat' feature. You can always ask questions and make comments via typing in the Chat function on the screen. Note: Your question or comment will be seen by all of the attendees.
- To write a chat for everyone in the event, click on the 'bubble' icon on the right side of your screen. At the bottom of the screen is a window where you can write your note, and then press enter. (See photo below)



## **Moderator Only Chat**

- 9) If you want to chat with the moderator only, i.e., if you are having a question or problem with the video or audio, click the '**Moderator Chat**' icon (the small 'bubble with a person' icon). Write your note and press enter. (see photo below) Note: Only the moderator can see your chat comment or question.

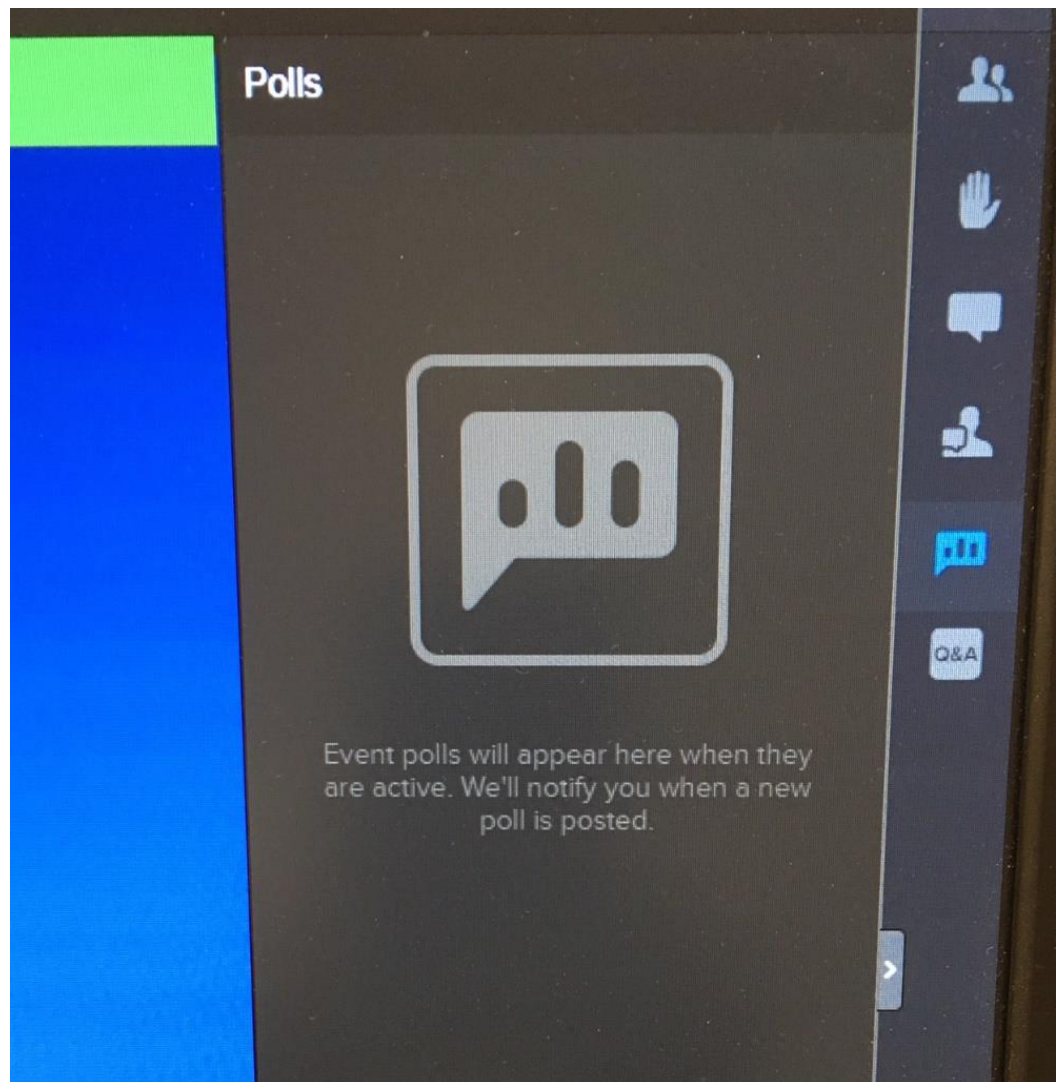


## Polling Feature

- 10) The moderator or presenter may ask you to respond to one or more **poll questions** as a way to elicit your thoughts on a particular topic. The moderator will send to you a request to complete the poll question. To do so, click on the 'Poll' icon. The questions will usually ask for a 'bi-polar' response, i.e., Yes or No; Agree or Disagree. Some questions may be multiple choice. Just click on your answer and your response is tallied automatically.

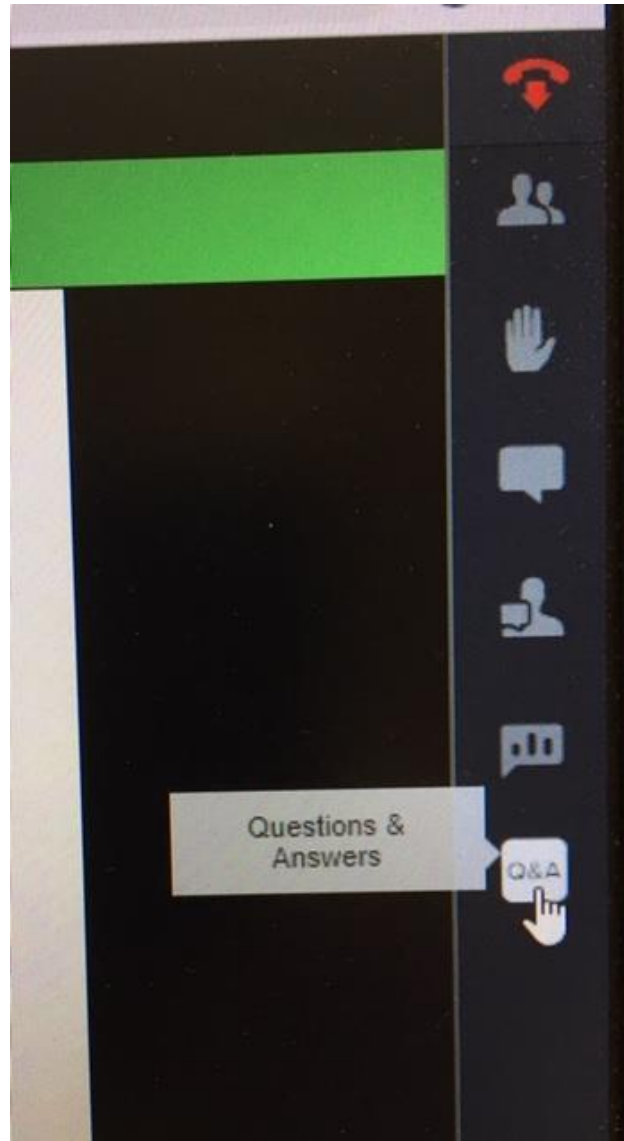
Note: There may be more than one poll question. The questions will appear one at a time.

Note: All of the attendees will see the polling results.

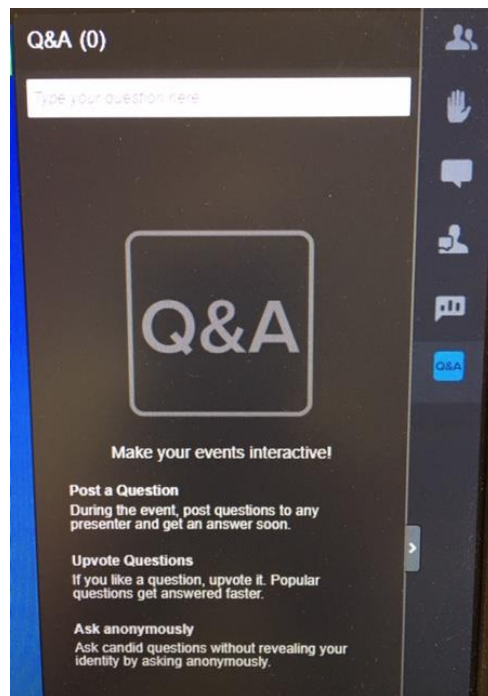


## Ask a Question Feature

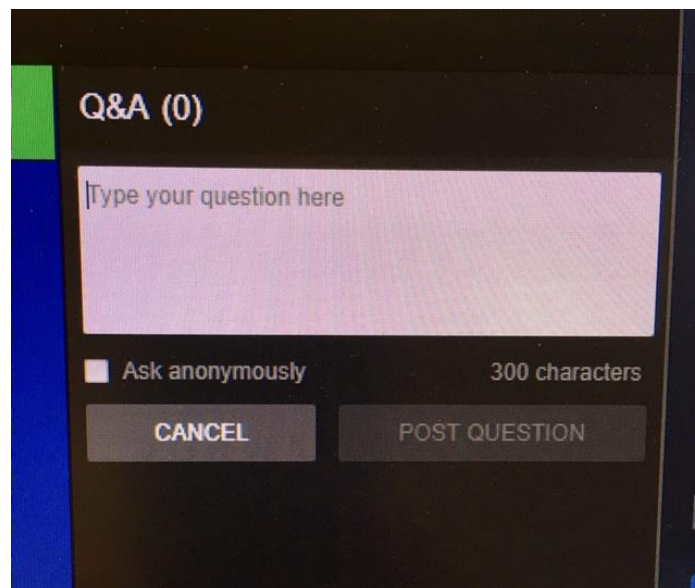
- 1) In addition to using the Chat feature, you can **ask a question** so that everyone will see the question. You do have the option of asking the question anonymously. To do so, click on the 'Q&A' icon (see photo below). Note: If you ask a question without clicking 'Ask Anonymously', the question can be seen by all of the attendees. If you ask the question 'Anonymously', the question can only be seen by the Moderator.



Type your question in the white window that appears at the top of the screen, and click 'enter.' (see photo below.)

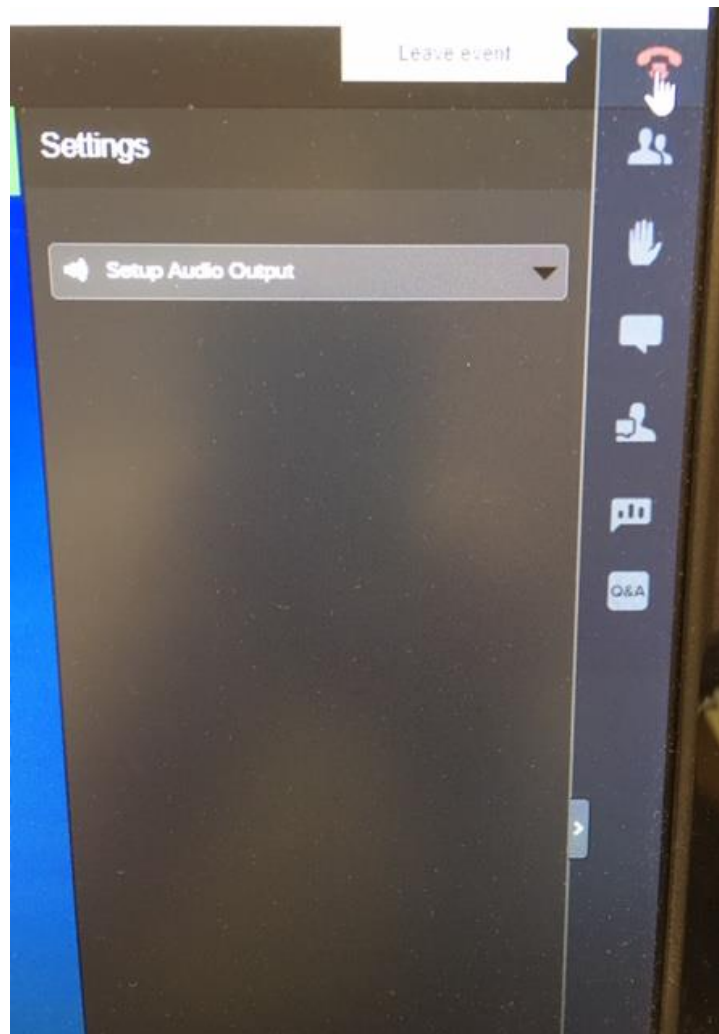


After you type your question, you click 'post question' for it to be seen. If you prefer to ask the question anonymously, click 'Ask anonymously' before clicking 'post question.' (see photo below.)



## **Settings Feature**

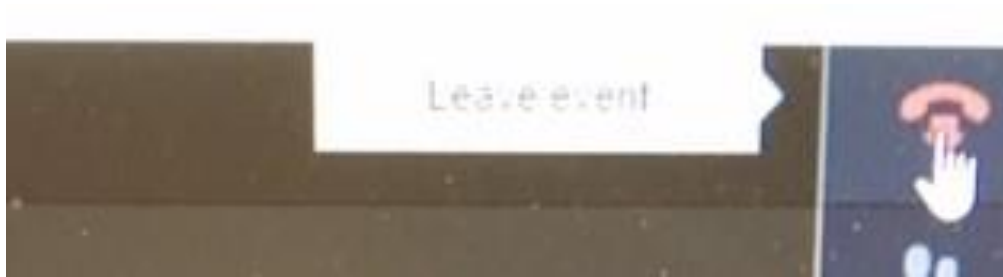
A setting feature 'wheel' icon, is located in the bottom right hand corner of your screen. You can use that feature to set up your device audio output, if needed. (see photo below.)



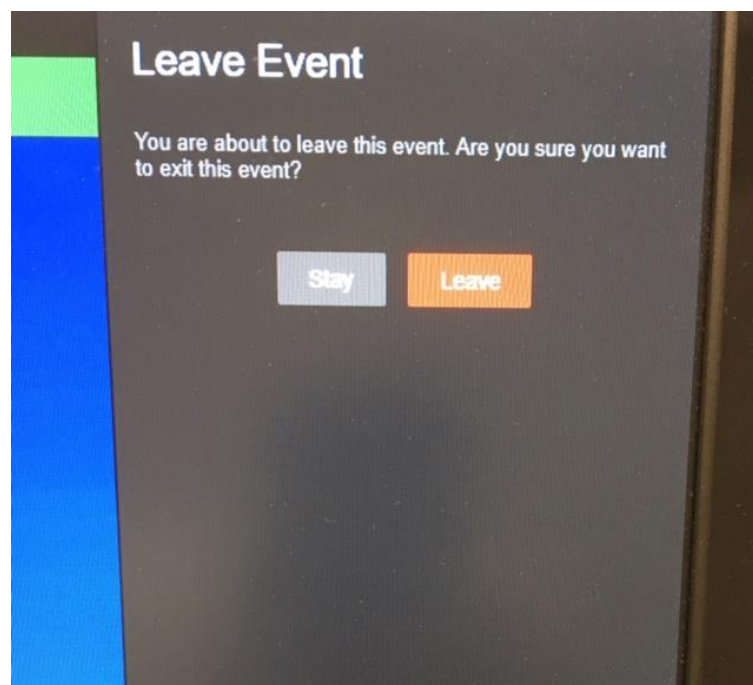


## Leave the Event/Workshop

- 2) To **leave the event/Workshop**, click on the 'Red phone' icon at the top right hand corner of the screen. (see photo below.)

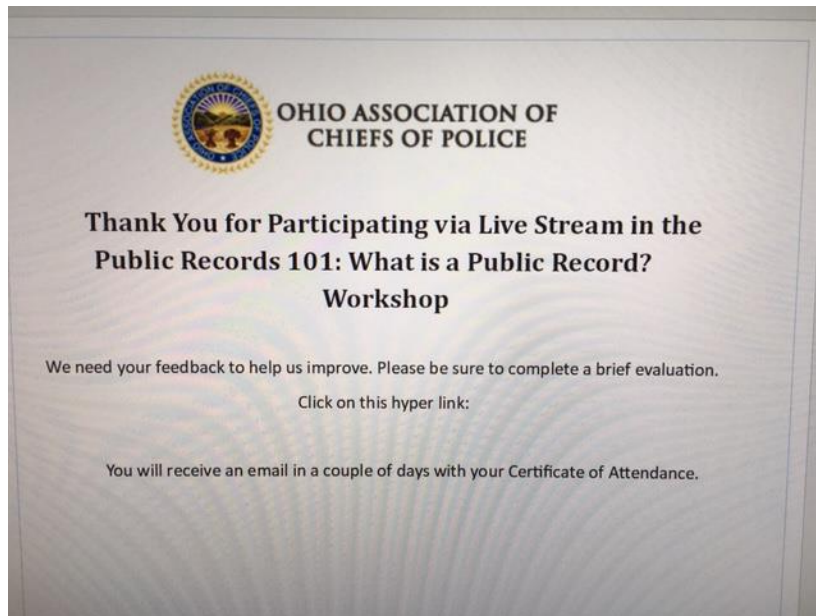


A window will appear confirming that you want to leave the event. (see photo below.)

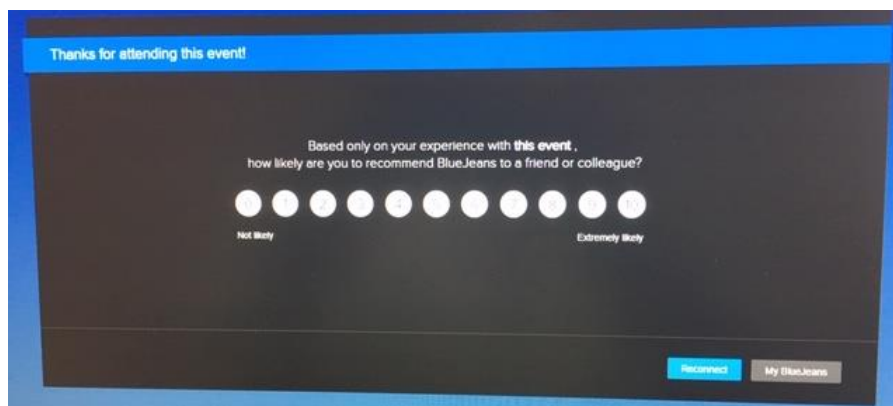


As long as the event/workshop is still live, you can rejoin the event as you did at the very beginning.

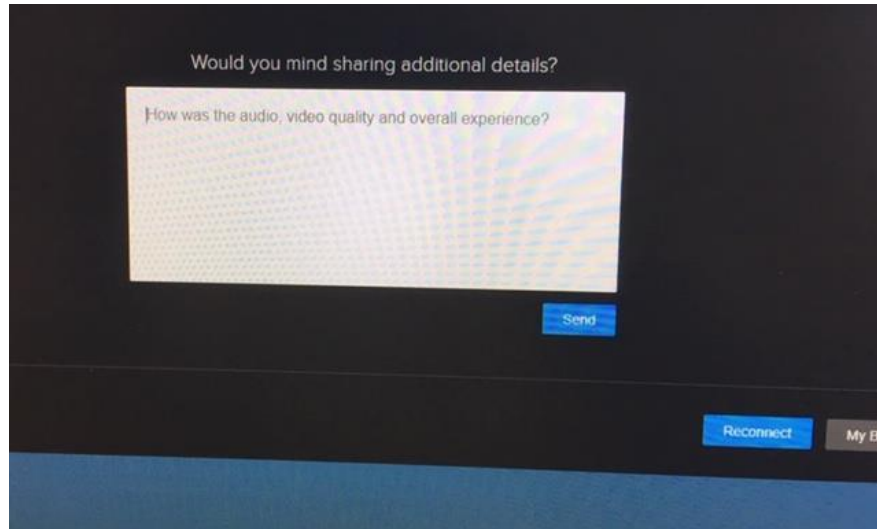
- 3) At the conclusion of the workshop, you will see a “Thank You For Attending” the workshop message on your screen with a reminder to complete the workshop evaluation. (see the photo below). Note: your Certificate of Attendance will be emailed to you after the workshop.



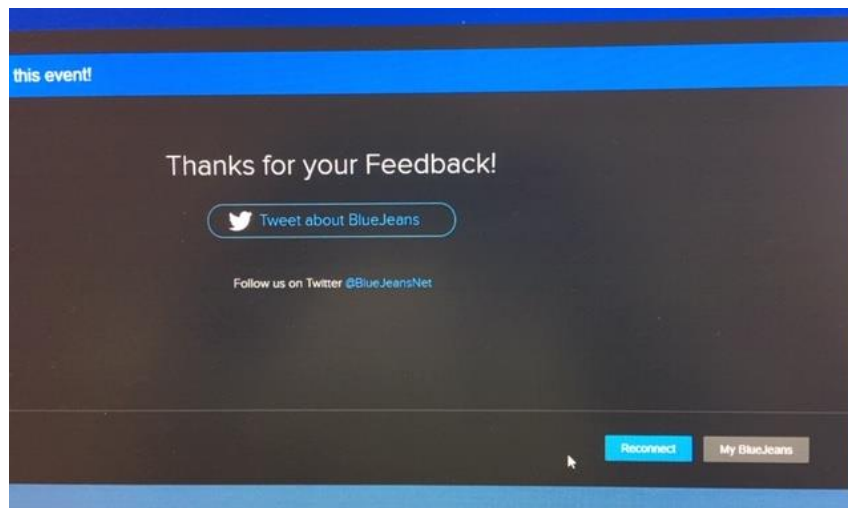
- 4) Before the Bluejeans.com event closes, Bluejeans.com will ask you a question about your livestream experience. (see photo below.). You also have the option to reconnect to the event.



- 5) Finally, after answering the Bluejeans.com question, you will then be asked to comment on the livestream experience. (see below). Note: this information is sent to Bluejeans.com directly. OACP will ask you separately to rate your livestream experience and to comment on the audio, video, and overall quality as part of our evaluation.



Once you click 'send', the final screen will appear and you will exit the livestream event. (see below.)



If you encounter any problems during the live stream broadcast, please send a Moderator Chat message to the moderator. You can also send a text, call, or email to Jeff Hill, moderator at **614-565-6071** or [jeff.hill@oacp.org](mailto:jeff.hill@oacp.org).

Note: Presenting select workshops via livestream is a new enterprise for OACP. We are working diligently to eliminate any bugs and to conduct multiple tests to provide you with a quality livestream experience. We thank you for your patience as we learn together. We welcome always any suggestions on how we can improve our workshops.

Thank You, and we hope you enjoy the workshop!



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