

Scheduling your Hangout On Air

A new, easier way to schedule your Hangouts On Air in advance

You can now schedule your Hangout On Air in advance and have one destination to send your audience before your broadcast begins.

Scheduling your Hangout On Air:

To get started, go to plus.google.com/hangouts

1. Click on Schedule a Hangout On Air.
2. Give it a name and description.
3. Choose a starting time:
 - Choose **Now** only if your Hangout On Air starts right now.
 - Choose **Later** if it will start sometime in the future (recommended).
 - Choose the date and time at which your Hangout On Air will start.
 - Click on the time zone to adjust it if necessary – this is only to help you.
 - Choose the right time as it will automatically be adjusted for your viewers according to their timezone.
4. Choose your audience
 - This is the audience that will be able to see the event page. For maximum reach, “Public” is recommended. Adding specific people and circles ensures they receive a notification.
 - ★ **Note:** The Hangout On Air will be publicly viewable on YouTube, regardless of the audience you choose here.
5. Click Share to schedule your Hangout On Air.

Schedule a Hangout On Air

Justin's New Year's Eve Broadcast

We'll be celebrating all night, and invite you to tune in if you can't make it in person.
Pour a glass of champagne to join us in a digital toast at midnight!

Starts

Wed, Jan 1, 2014 9:00 PM

[GMT-08:00] Pacific Time - Los Angeles

Hangouts On Air are broadcast publicly on YouTube

Audience + Add more people

The event page is now created and is available to your audience across devices (computers, tablets or phones). This is a great place to send your audience before the Hangout On Air starts. The video is prominently displayed, and your audience can RSVP in advance.

Upload a custom trailer

Trailer

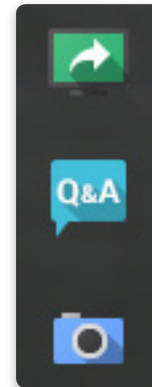
Once your event page has been created, you have the option of adding a custom trailer for your Hangout On Air (If you don't add one, your users will see a countdown clock to the event). Click the Trailer button and add a video from YouTube or upload one of your own.

Integrate Q&A into your Hangout On Air

Q&A

Invite your followers to post questions before and during your Hangout On Air and answer them live during your broadcast.

1. Click Q&A in your event to enable questions from your followers.
This will allow people to ask questions in advance of your broadcast.
2. When you're ready to begin the broadcast, click Start in the event.
3. Click the Q&A app on the left sidebar in the Hangout On Air.
4. After a moment, you'll see the app appear in the right sidebar with questions that have been submitted from the audience.
5. Click on a question and then answer it live. Later on, viewers will be able to select questions while watching the video and it will jump to the moment you answered the question.



Start your broadcast

Start broadcast

On the day of your Hangout On Air, you're now ready to invite your participants and start the broadcast.

1. Click on Start in your event.
2. Invite your participants.
3. Click Start Broadcast to go live.

