



Virtual Venue Instructions Sheet

Your Hardware Setup

For hardware, you will need two laptops. One will be used for the main PRODUCTION feed of dancing, and the other will be used for COMMUNICATIONS with the production team.

If possible, we always prefer that you connect the laptop to the internet with a wire instead of wireless, but we understand if it's not possible.

PRODUCTION Laptop for main video feed of dancing.

- On the laptop, to go <https://obs.ninja/>
- Click "Add your camera to OBS"
- Copy the link at the top in green and email it to hello@tmmdance.com with the subject "OBS NINJA" and your studio name.
- The video feed from this laptop may be switched live on the main live stream at any time.
- Think of this video feed like being on-stage.

COMS Laptop for communication with our team

- Think of this like your backstage staff chat.
- On this laptop, you will join a Zoom call.
- You will be able to talk with our team real-time.
- You must wear headphones for this call.
- You also must always be listening to this call.
- We will use it to tell you when we will be switching to the camera at your studio and when the dancer should start dancing.
- The person at your studio on this call will need to tell dancers when to start dancing.

At least 1 hour before the virtual event starts, please join the COMS Zoom call and email us the "OBS Ninja" link.

The Live Stream

Please note that with live-streaming to a mass audience, the video takes time to process and so people watching at home will experience a delay of 30 to 40 seconds. It's important that at the studio, you join us on the COMS call, as we will be feeding the LIVE stream in real-time. This way, you can hear and see what's happening as it happens instead of 30 to 40 seconds later.

Speaking of the live stream, it will all be broadcast on this page:

<https://www.tmmdance.com/shine-live>

That's the link you can share with the parents. But please remember that you will want to watch the feed via the COMS call and don't watch it via the live stream link (above).

Internet Speed Check

One more thing - to help test your internet speeds, when you are at the studio, could you please visit: <https://fast.com/> ? This tool will take a few seconds to run and it calculates your internet speeds. After you see the main big number turn black, please click "Show more info" so it can also scan a little more information for us (your upload speed). Once you have the results, please take a screenshot or photo of your screen and send it to me.