

# You will need a Gmail (google Account) to create a YouTube channel.

### Create a Gmail account

To sign up for Gmail, create a Google Account. You can use the username and password to sign in to Gmail and other Google products like YouTube, Google Play, and Google Drive.

- 1. Go to the <u>Google Account creation page</u>.
- 2. Follow the steps on the screen to set up your account.
- 3. Use the account you created to sign in to Gmail.

### Create a personal YouTube Channel

*Follow these instructions to create a channel that only you can manage using your Google Account.* 

- 1. Sign in to YouTube on a computer or using the mobile site.
- 2. Try any action that requires a channel, such as uploading a video, posting a comment, or creating a playlist.
- 3. If you don't yet have a channel, you'll see a prompt to create a channel.
- 4. Check the details (with your <u>Google Account name and photo</u>) and confirm to create your new channel.

#### Create a channel with a business or other name

#### Follow these instructions to create a channel that can have multiple managers or owners.

You can use a Brand Account to create a channel that has a different name but that's still managed from your Google Account. Learn more <u>about Brand Accounts</u>.

- 1. Sign in to YouTube on a computer or using the mobile site.
- 2. Go to your channel list.
- 3. Choose to create a new channel or use an existing Brand Account:
  - Create a new channel by clicking Create a new channel.
  - Create a YouTube channel for a Brand Account that you already manage by choosing the Brand Account from the list. If this Brand Account already has a channel, you can't create a new one—you'll just be switched over to that channel if you select the Brand Account from the list.
- 4. Fill out the details to name your new channel and verify your account. Then, click Done. This creates a new Brand Account.
- 5. To add a channel manager, follow the instructions to <u>change channel owners and</u> <u>managers</u>.

Learn more about using a channel with a <u>business or other name on YouTube</u>.

# How to Delete a YouTube Video After Livestreaming

If you do not want your court hearings to be archived on your YouTube page, follow the instructions below to delete the videos from your channel.

- 1. Log in to your YouTube channel.
- 2. Click "YouTube studio" at the upper right.
- 3. Click "Videos" from the left panel.
- 4. Click "Live" which is just under "Channel Videos".
- 5. Hover over the video you wish to delete and three dots will appear. Click the three dots.
- 6. Click "Delete Forever".
- 7. Check the box which says "I understand that deleting is permanent and can't be undone" and then click "Delete Forever."

# How to Add a Watermark to your LiveStream Videos

Judges may wish to insert a watermark that indicates recording is prohibited.

- 1. Sign in to YouTube Studio.
- 2. From the left menu, select Settings.
- 3. Select Channel > Branding
- 4. Select Choose image and choose which image you'd like to use as your branding watermark.
- 5. Select the display time for the branding watermark:
  - a. End of video: The branding watermark will show for the last 15 seconds of the video.
  - b. Custom start time: The branding watermark will begin showing at a time you choose.
  - c. Entire video: The branding watermark will show throughout the entire video.
- 6. Save changes.

Please see image below. Also available on our website.

DO NOT Record