

A Quick Guide on Asking Questions via YouTube During a Virtual Meeting:

An account is only needed if you are planning on asking questions during any virtual meetings for the Town of Sullivan. If you just want to watch the meeting(s) you will not have to create an account since the meeting is streamed for anybody to watch.

1. To ask a question or questions during a live virtual meeting YouTube requires live chat participants to be logged into their YouTube account. If the participant does not have a YouTube account, they can use their Gmail credentials to also log into YouTube. If the participant does not have an account with YouTube or Gmail, they will have to create a new account.

If you need assistance setting up an account with YouTube, please follow the “Instructions on Registering with YouTube” – See page 2.

2. Once the participant is able to log into YouTube, on the top portion of the home screen search for the “Town of Sullivan” YouTube channel.
3. You will then want to click on “Town of Sullivan” – You should see a circular picture of a painting showing the yellow brick road with a tree. The “Town of Sullivan” link will be to the right of channel picture.
4. After clicking on the “Town of Sullivan” it will direct you to our homepage. On that same page you should see all the videos of prior board meetings. The first video that you should see will show you that it is live streaming and should show that the meeting is currently live.
5. You will need to click on the current video that is showing it is live. Once on that page you will be able to virtually attend and view the meeting. On the right-hand side of the video you should see a live chat box.
6. The chat box is where you will be able to submit any questions or comments for the board members to answer.

Additional Information:

Please keep in mind, that participants are only allowed to ask questions via YouTube while the meeting is being live streamed. That means if you are viewing the meeting after it is done being live streamed, you will not be able to use the chat option, but you will be able to see if any questions were asked while the meeting was going live.

If you do have a question in regards to a meeting topic that was discussed but the meeting is not currently live, you are more than welcome to contact the Town of Sullivan Offices for any questions you may have.

One last tip: When accessing the “Town of Sullivan” channel, there is an option to “Subscribe.” We strongly advise that you subscribe to our channel, as once the meetings begin livestreaming YouTube will automatically email you a direct link to access the live meeting. Also, if for some reason the meeting is behind 5 minutes, you will not have to worry about missing anything since it will notify you via email that the meeting has started.

Instructions on Registering with YouTube:

1. Go to www.Youtube.com
2. Once you are on the homepage for YouTube, in the top right corner of the window you will see “SIGN IN” – Click on the Sign-in link to start the registration process.
3. After clicking on the **SIGN IN** link, it will take you to the next page so you can either:
 - Log into your *already existing* YouTube account.
 - *If you already have an account with YouTube, you can sign-in as normal. Or if you have a Gmail account you can also log in using your Gmail account name and password.*
 - If you do not have a Gmail account and have never registered to YouTube you will need to create a new account.
4. Once you Click on “Create Account” you will see a drop down with two options:
 - “For Myself”
 - “To Manage my Business”

– **You will want to select “For Myself”**
5. After selecting the option “**For Myself**” It will prompt you to fill out your First and Last name along with your primary email address.
 - *It is very important that you fill out your first and last name because if you do ask a question via YouTube, we will need to know who is asking the question. We also ask that you use your primary email address since you will have to confirm that the email address provided is actually your email address and not someone else’s address.*
6. After completing step number 5, you will click next. It will then send you a verification code to your email address you provide. Once you receive the email with the verification code you will enter it and then click the “Next.”
7. The next screen will prompt you to enter your phone number, it is best to use your cell phone number, but if you do not have a cell phone you can use a landline. YouTube only needs your phone number to verify it is you setting up the account. It is only for the Two Step verification policy for YouTube and if you do forget your password you can decide if you want an Email or Text to retrieve your password.
 - *If you do not have a cell phone where they can text you the verification code you can also chose the option to “**Call Instead**” and they will call you with the verification number.*
8. After completing the two-step verification for your email and phone number, the next screen you will see will see: “Welcome to Google” and underneath that you should see your email address. *I understand that it shows “Welcome to Google” but that is the correct screen you should see.* On the welcome to Google screen it will ask for a little more information. You do not need to fill out the phone number or gender on this screen. However, you will need to put in your date of birth to complete setting up your account.

Once you put in your date of birth, click on the “Next” button. From there it will redirect you to the YouTube homepage. At the top right corner of the screen where the Sign-In link was, you will now see a circle with the initial of your first name. That indicates you completed setting up your account and are now currently signed-in.