BRANDLIVE

Welcome to Brandlive!

Presenter Enablement Guide

It’s showtime.

We’re thrilled to have you in the spotlight. Whether you’re presenting to your team or debuting a product to the world, we’re here to make sure you look and feel your best. With Greenroom, it’s showtime made simple—no tech gymnastics required.

Follow these steps to get set up, settle in, and shine.

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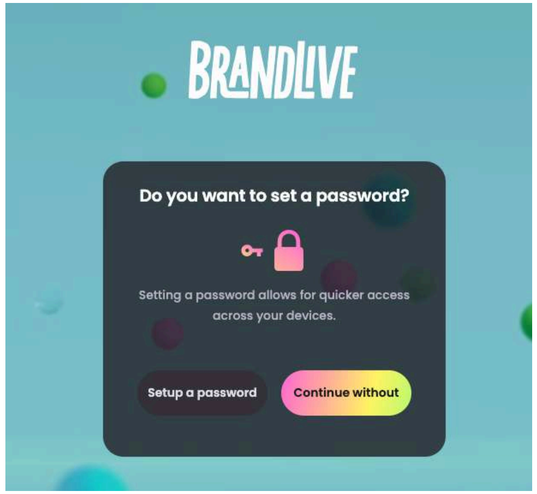
Step-By-Step: Desktop

From Inbox To On-Air

Step 1:
Login like magic

Keep an eye on your inbox for your Greenroom invite.

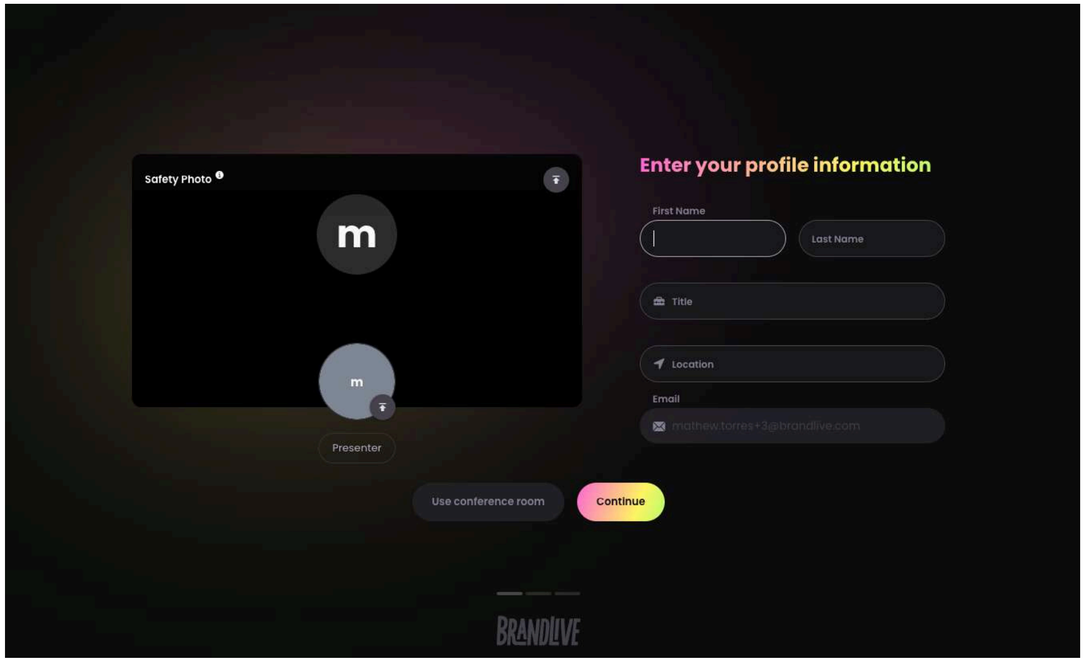
- Create a **password** or use our magic link to access
- From your inbox, click the **magic link** to join your show



Step 2:
Prep a perfect profile

Upon entering Greenroom, you'll be prompted to set up your presenter profile:

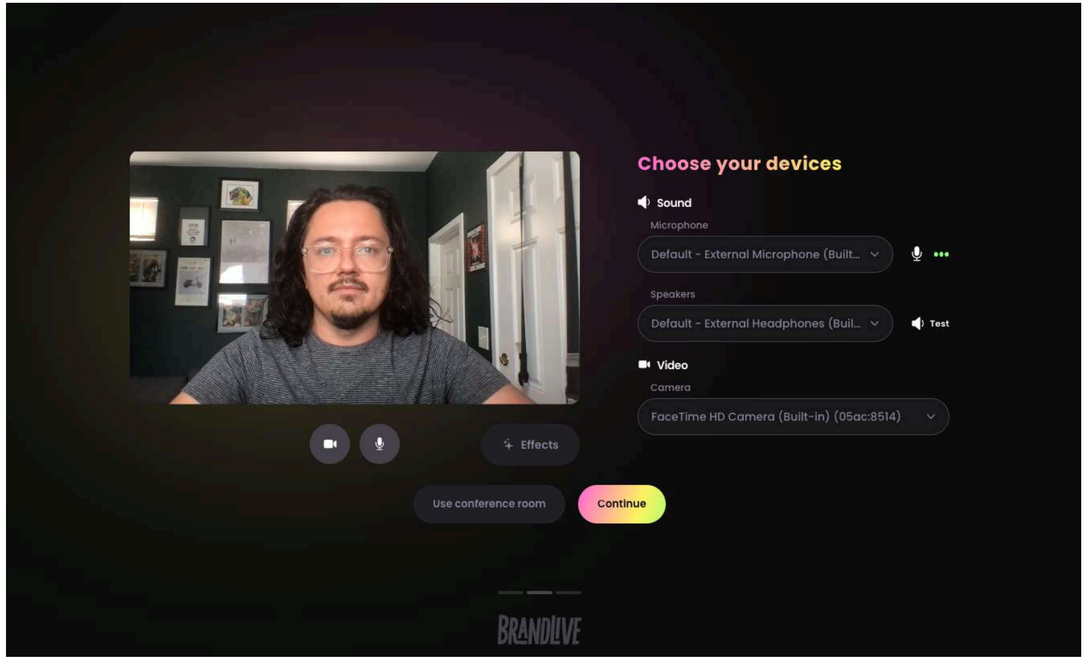
- Add your **name, title, and location** (essential for your show, like in awesome, animated lower 3rds)
- Add a **safety photo** in the black box to show when your camera's not on (a headshot works great)
- Add an **avatar photo** in the gray circle so others backstage can easily identify you
- **To connect via conference room**, refer to this helpful guide first



Step 3:
Mic, camera, action

Once you’re in, you’ll be guided through a mic check:

- Test your **internet connection** (we’ll do it automatically)
- Choose your **camera and mic** and enable browser permission (if needed)
- Add **effects** like a virtual or background blur

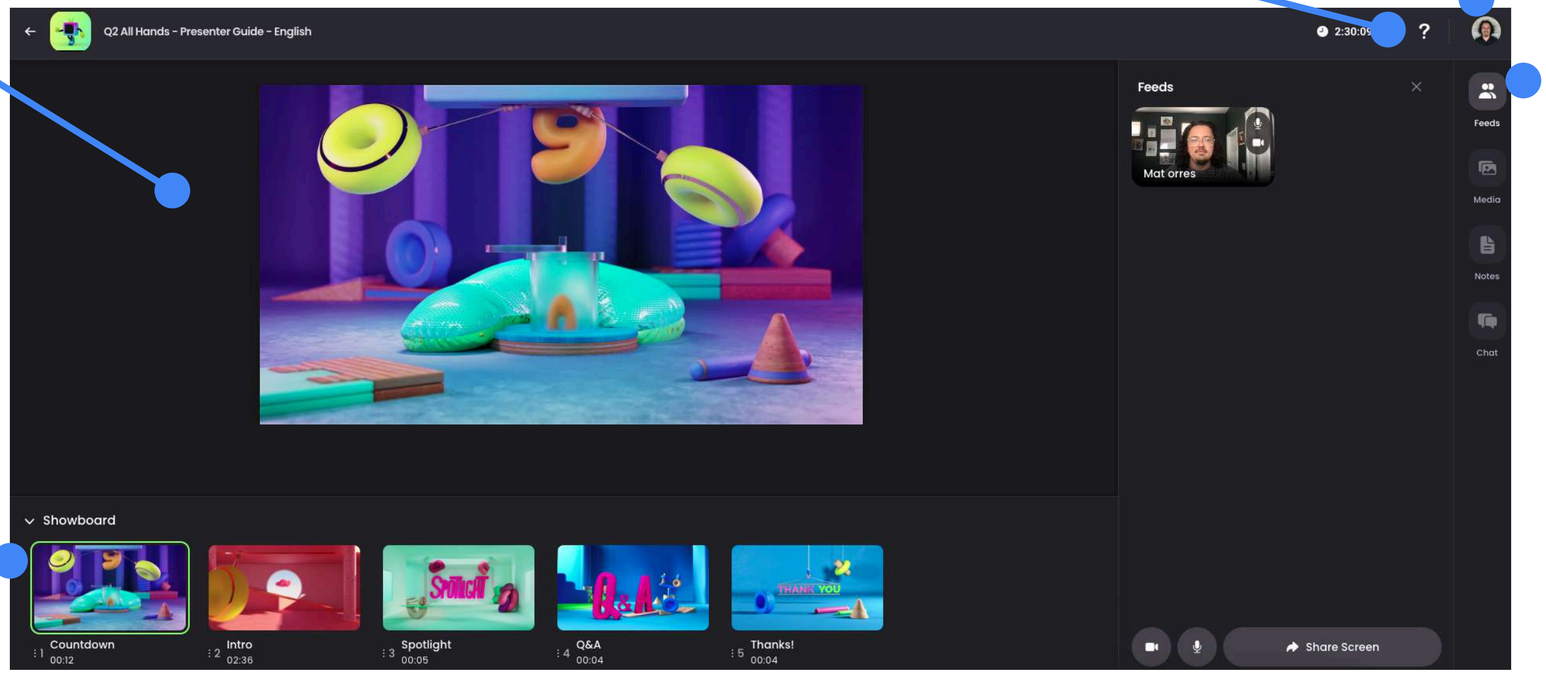


Step 4: Orientation

The **canvas** is largest portion of your screen that shows the current shot content

For more detailed guides and support, the **question mark** will direct you to the solutions center

Need to change effects or cam/mic inputs, just click your **avatar in the top right**



On the **feeds tab**, toggle mic & camera on/off from your presenter icon or the buttons at the bottom

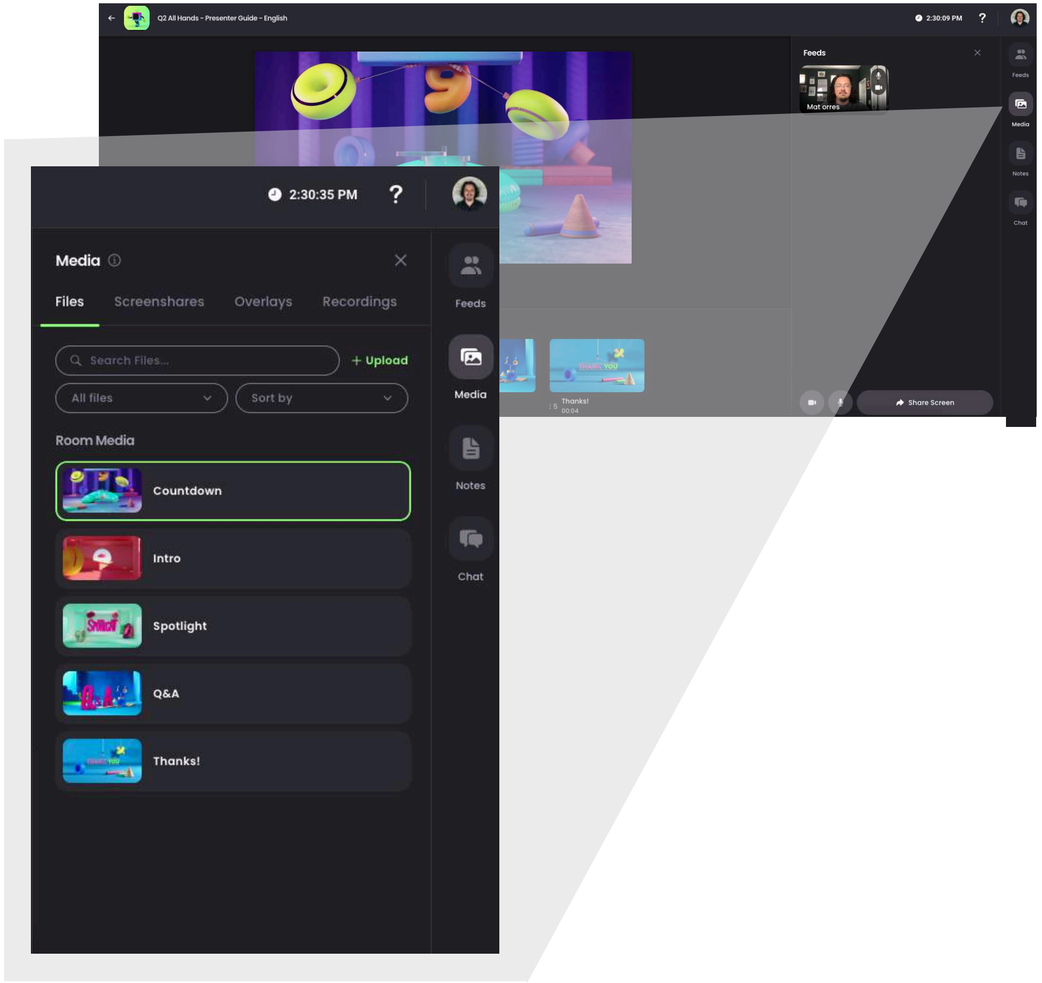
Below that, find the **showboard**, a shot-by-shot guide of your show

The rest of the **right hand menu** offers a few handy functions that are discussed in later steps

Step 5:
Add your assets

Got slides, images, or video clips to share?

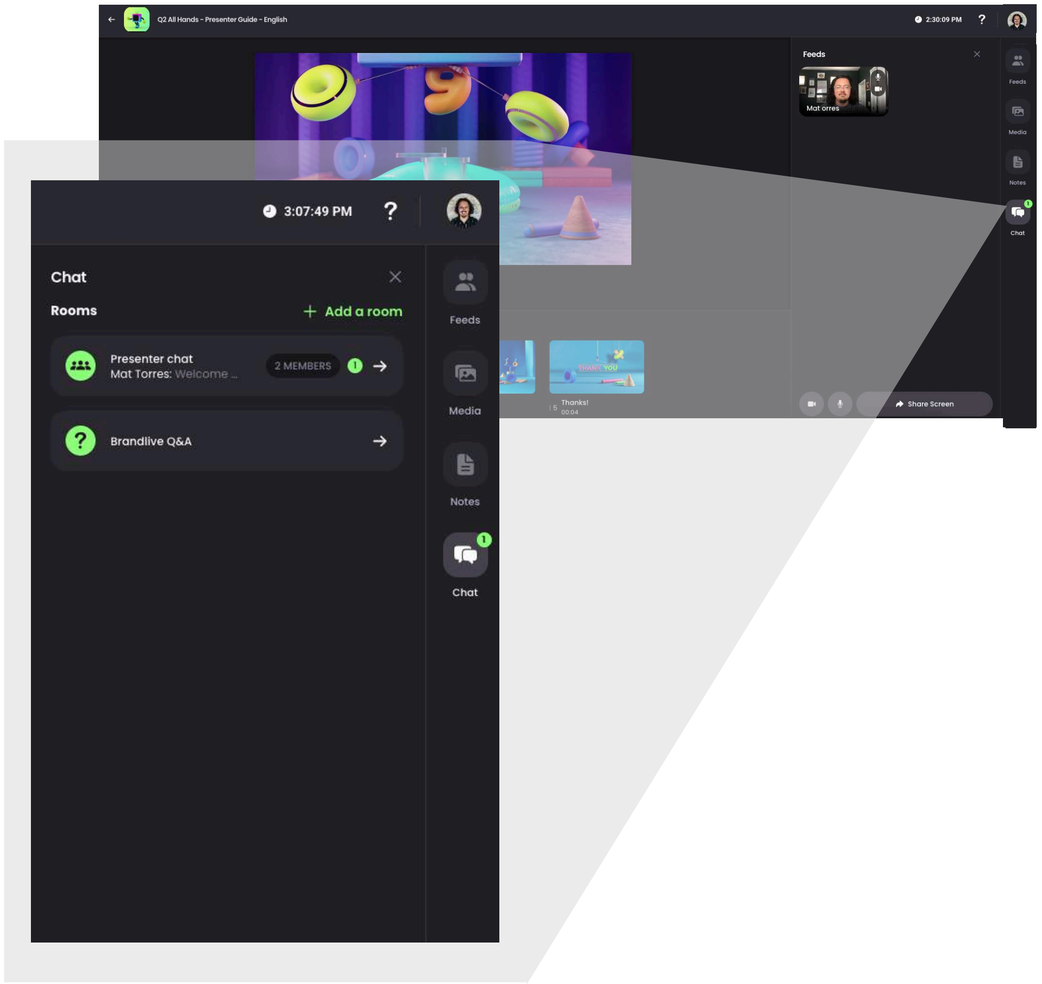
- Head to the **Media tab** to upload your presentation (PDFs, PowerPoints, Keynote, and more)
- Coordinate with your producer to add them into the show



Step 6:
Chat with the crew

In the Greenroom, you'll land in the **backstage**—a private space where you can chat with other presenters and your production team without the audience hearing a thing.

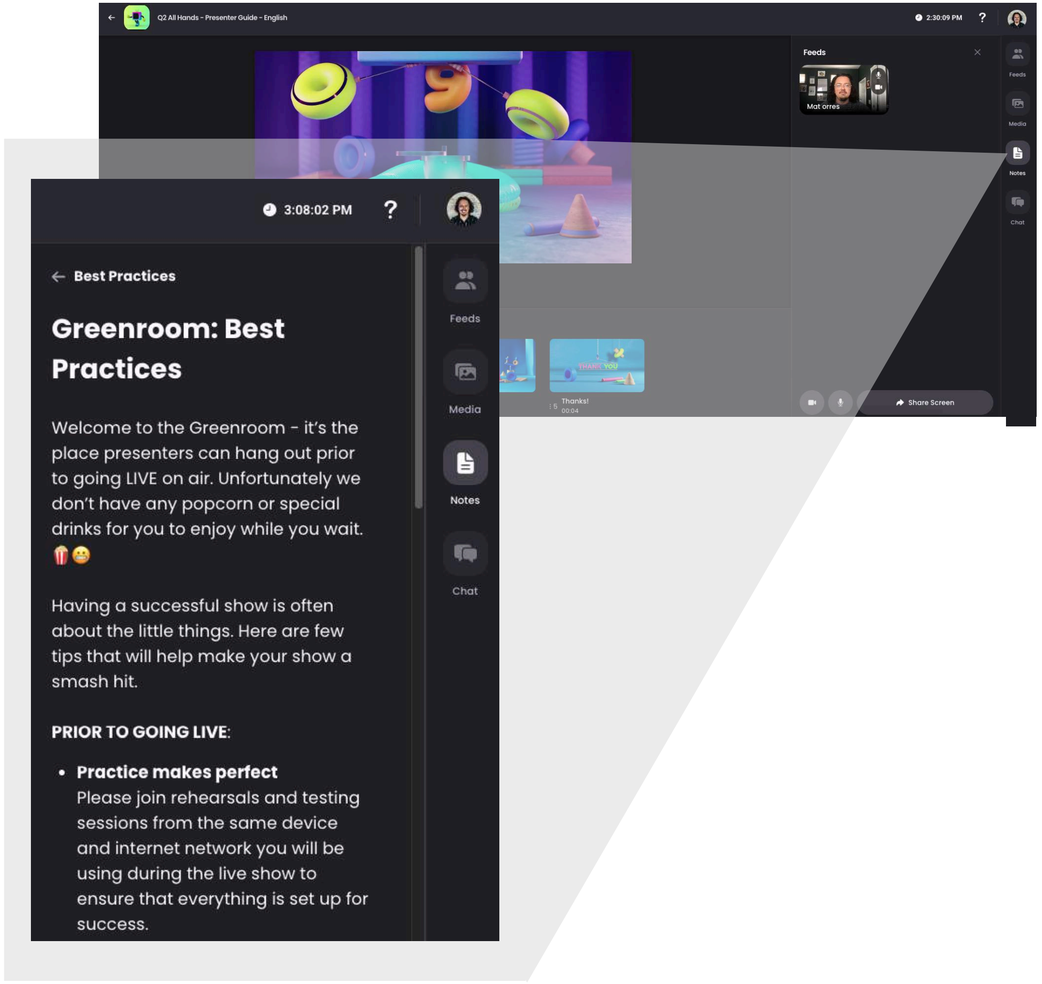
- Use the **Chat tab** to send group or direct messages
- Check for **notifications** for any new messages you don't want to miss



Step 7:
Stay on script

If it helps, **add Speaker Notes in the Notes tab**—a few general reminders or key talking points to remember.

Either way, they'll be visible only to you.



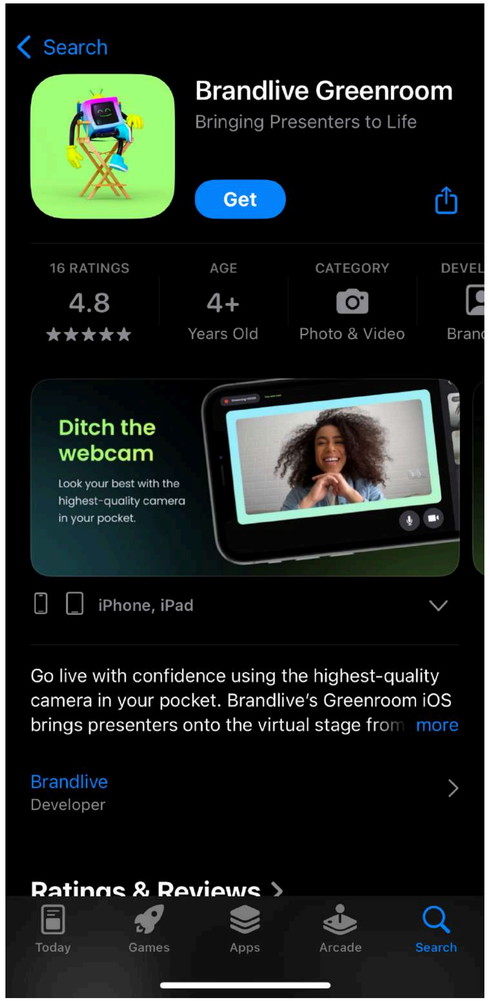
Present On The Go: Greenroom iOS App

No Desk? No Problem

Step 1:
Download the app

With the Greenroom iOS app, you can **join your show from anywhere**—and still look like a total pro.

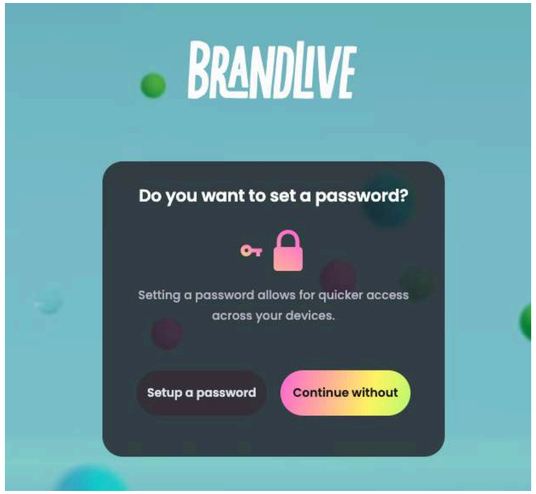
- Head to the App Store and install the **Brandlive Greenroom** app



Step 2:
Login like magic

Log in with your email address and either create a password or just click the **magic link** for an easy email for immediate access.

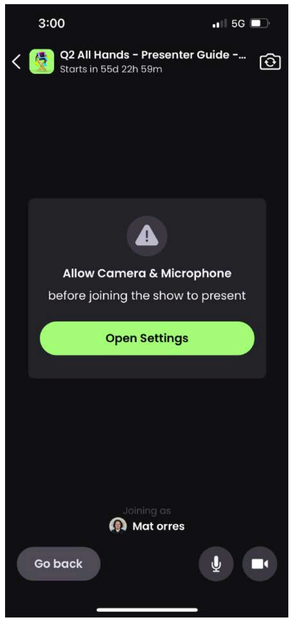
- Select the **Greenroom** of your intended show (there may be multiple, popular you)
- Optional: to edit your profile details (essential for show assets like awesome, animated lower 3rds and more), **click your avatar in the top right**
- More support and set up guides can also be found in your **avatar menu**

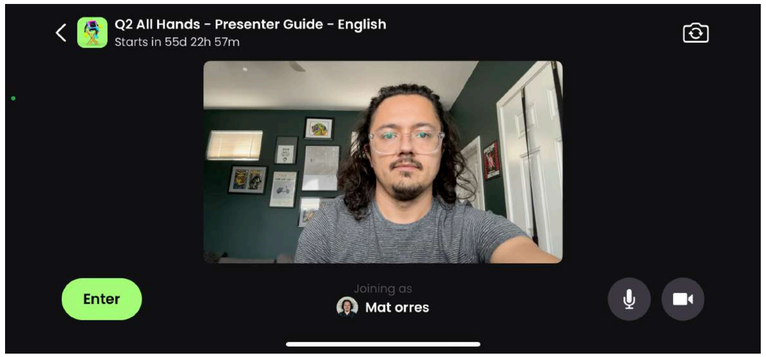


Step 3:
Mic, camera, action

Time to set up your scene.

- **Allow camera and mic permissions** when prompted.
- **Rotate your phone to landscape** mode as prompted on screen and hit enter to join
- **Optional:** you can toggle camera and mic on/off before entering (but you'll always arrive backstage, so no risk to interrupting your audience)
- Hit **enter**





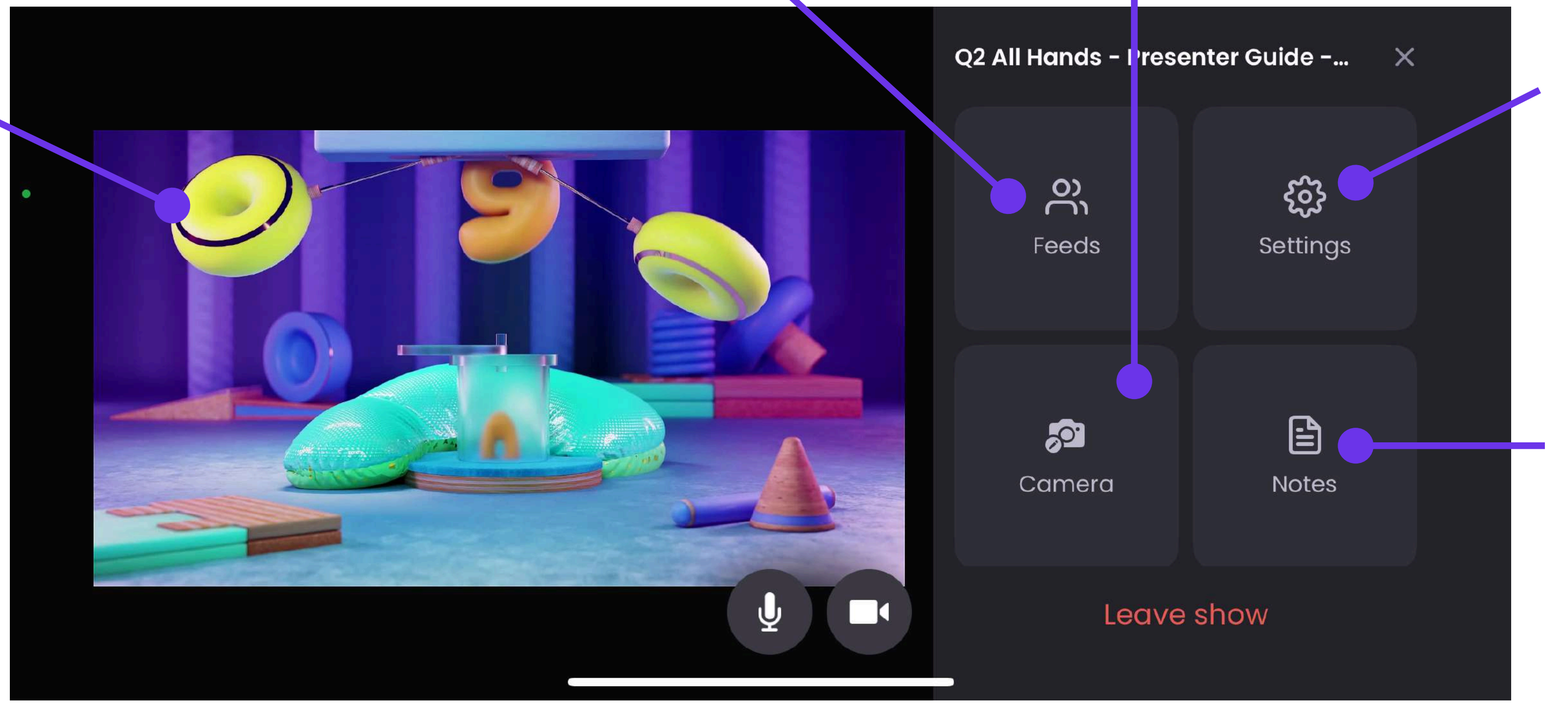
Step 4: Orientation

On the left, see **the current shot** (this can only be advanced via the desktop version of Greenroom)

Tap the **feeds icon** to see yourself and other presenters and producers in your show

Tap the **camera icon** to check yourself and to toggle, front and back camera, zoom, brightness, f-stop, and virtual background

Tap the **settings icon** to update profile details (they're so important for a great show) and to access more help and support



Swipe up to see the **showboard** and scroll through the shot-by-shot runthrough of your show

Tap the n**otes icon** to add reminders and talking points that only you see

Hot Tips: Elevate Your Show

Feel Like A Pro

Shine on camera

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Lighting

Face a natural light source or soft light from the front.

Camera Level

Elevate your webcam or iphone to eye level (books work in a pinch).

Attire

Wear solid colors, skip patterns.

Camera Lens

Clean your camera lens, it matters more than you think.

Headphones

Use headphones to prevent audio feedback,

Avoid Distractions

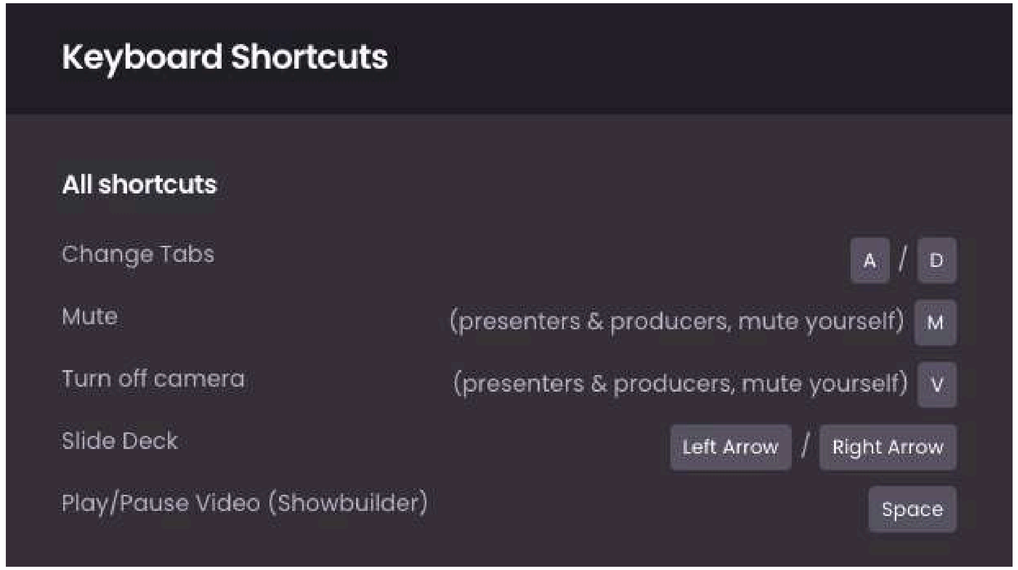
Turn on Do Not Disturb or Focus Mode before joining.

More tips here → How to Shine on Camera

Desktop hotkeys

Save time with a few keyboard shortcuts:

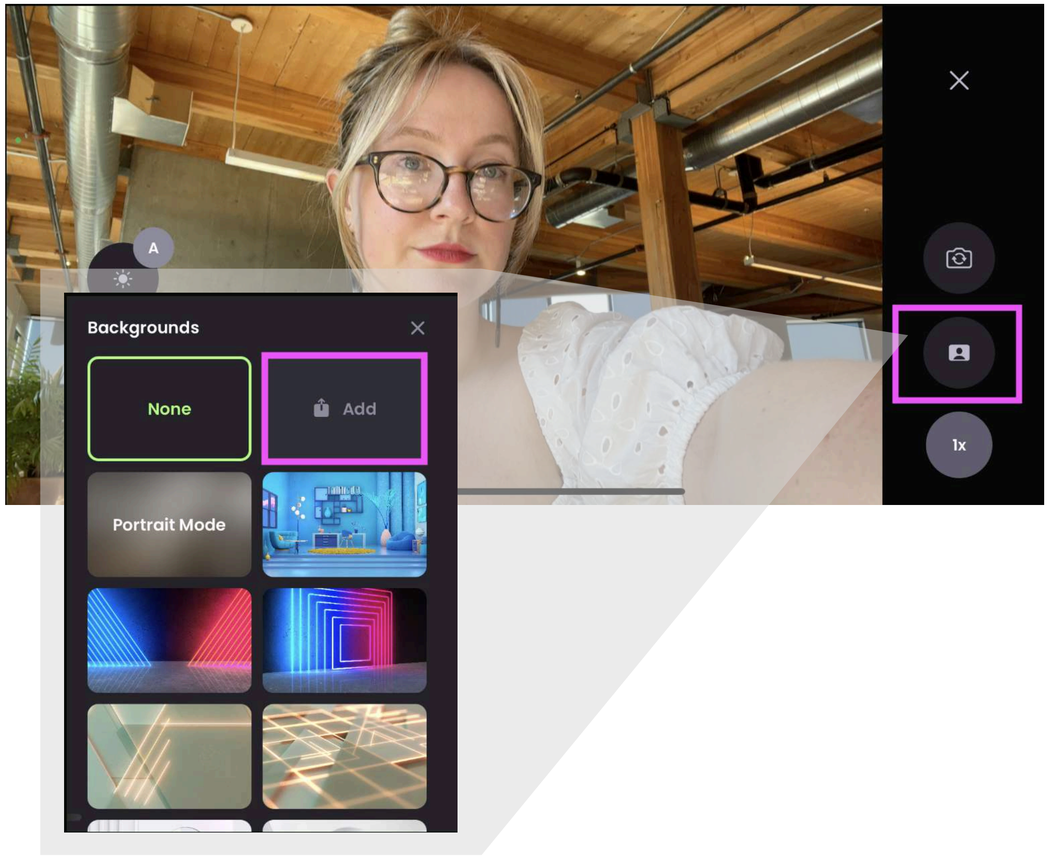
- **M** = Mute/unmute
- **V** = Toggle video on/off
- **Arrow keys** = Navigate slides
- **A / D** = Move between Greenroom tabs



Virtual Backgrounds

Want to blur or completely change what's behind you? Try adding a **virtual background.**

- For Desktop → Virtual Backgrounds
- For iOs → Virtual Backgrounds



Resources

Check These Out

Handy Resources

For Desktop:

- Joining a Greenroom
- Using Audio Functions
- Adding Media to Your Show
- Greenroom Chat for Presenters
- Greenroom Notes

For iOS:

- Feature Overview: Greenroom iOS
- Joining a Show on iOS
- Using Notes & Teleprompter

You're ready to join your show and bring it to life. We're excited to see you on screen —and we've got your back every step of the way.

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