

MYTVCHAIN.COM ADMIN GUIDE FOR WEB TV OWNERS

# How to Create your Web TV in less than 5 Minutes



# **Table of Contents**

Step 1 - Access MY I VCHAIN.COM	4
Step 2 - Click on Sign up	4
Step 3 - Sign up information	5
Step 4 - Click LOGIN	5
Step 5 - Login with your Information	6
Step 6 - Create Your Web TV to get started	6
Step 7 - Fill in Contact Information	7
Step 8 - Fill in General Information	7
Step 9 - Fill in Web TV Information	8
Step 10 - Confirm Creation and Accept General Conditions	8
Step 11 - Add Web TV Content	9
Step 12 - Change Cover Photo	9
Step 13 - Change Profile Picture	10
Step 14 - Add a video to your Web TV	10
Step 15 - Create First Playlist	11
Step 16 - Add Playlist Information	11
Step 17 - Select Playlist	12
Step 18 - Select Video Privacy	12
Step 19 - Upload Video	13
Step 20 - Save and Process Video	13
Step 21 - Video Upload Processing	14
Step 22 - Video Upload Complete	14
Step 23 - Video Conversion Bar	15
Step 24 - Submit Web TV for Validation	15
Step 25 - Confirm Web TV for Validation	16
Sten 26 - Validation by MyTVChain Team	16



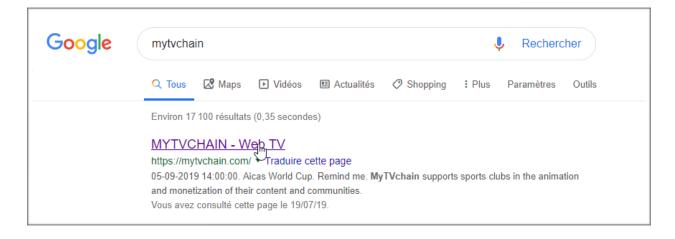
Step 27 - Publish when Validated	17
Step 28 - Confirmation Publication of Web TV	17
Step 29 - View your Web TV	18
Step 30 - Follow your Web TV	18



#### Step 1 - Access MYTVCHAIN.COM

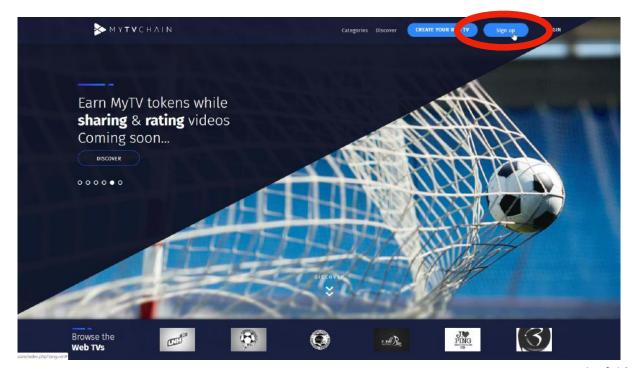
Go to MYTVCHAIN.COM





#### Step 2 - Click on Sign up

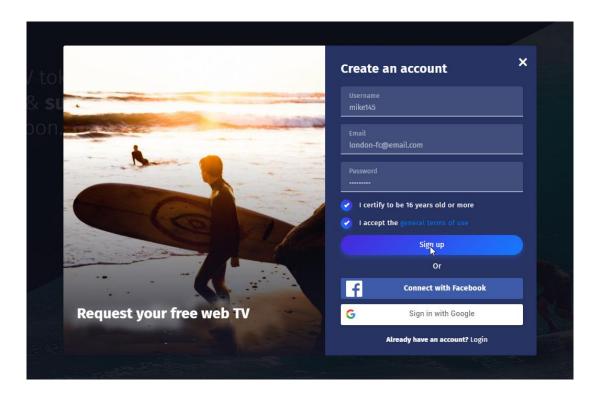
Click on "Sign up"





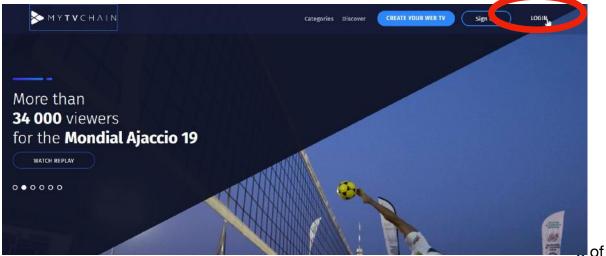
# Step 3 - Sign up information

Fill in all of the information and click "Sign up"



#### Step 4 - Click LOGIN

Click here to LOGIN

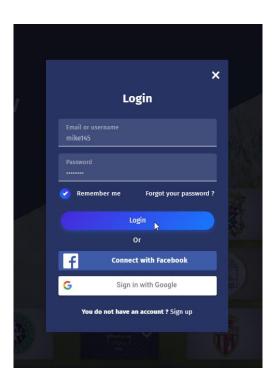


of 19



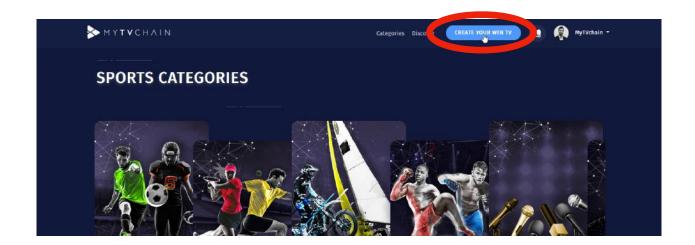
# Step 5 - Login with your Information

Fill in your LOGIN information and click "Login"



# Step 6 - Create Your Web TV to get started

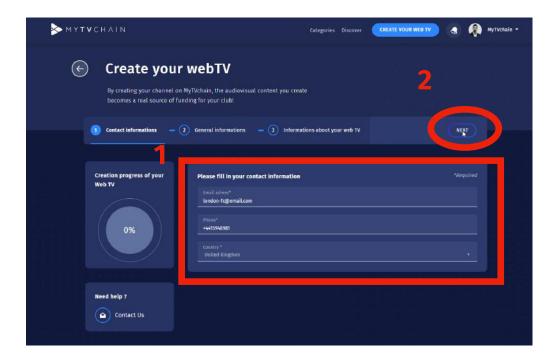
Click on "CREATE YOUR WEB TV" to get started





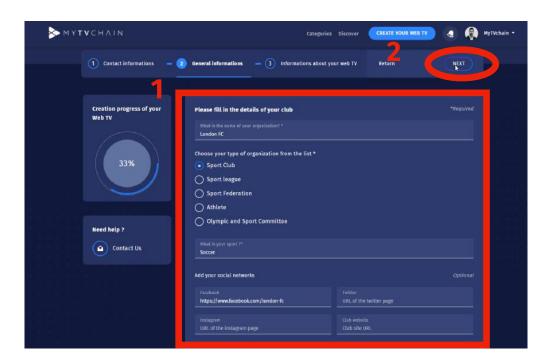
# Step 7 - Fill in Contact Information

Fill in your contact information then click NEXT



#### Step 8 - Fill in General Information

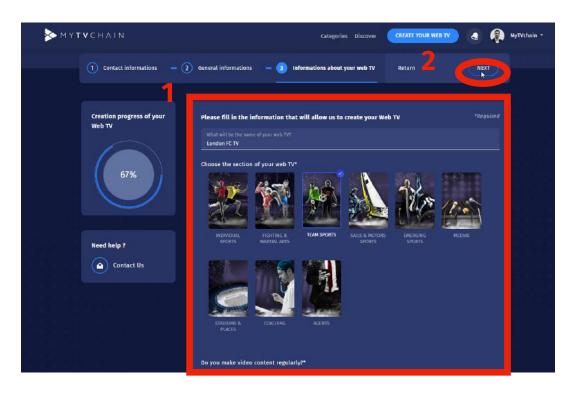
Complete the following General information then click NEXT





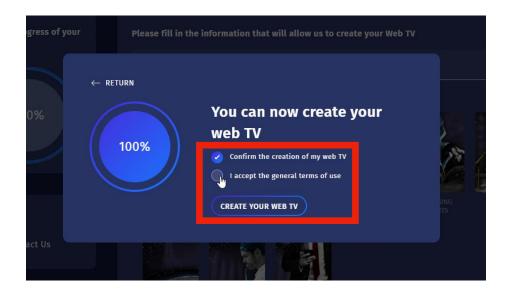
# Step 9 - Fill in Web TV Information

Choose the name of your Web TV and category then click NEXT



#### Step 10 - Confirm Creation and Accept General Conditions

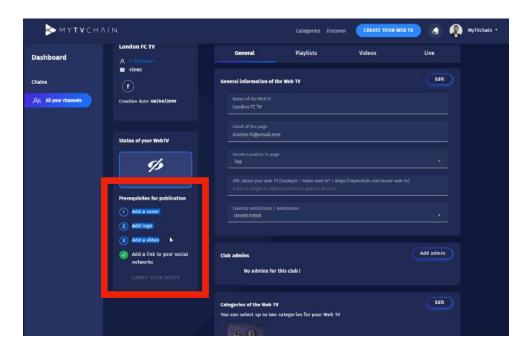
Validate and submit your new Web TV by clicking on both boxes





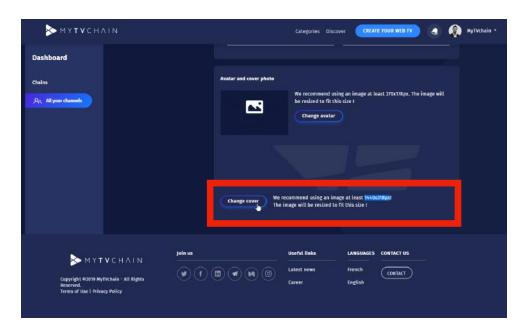
# Step 11 - Add Web TV Content

Add a cover photo, logo, and your first video



#### **Step 12 - Change Cover Photo**

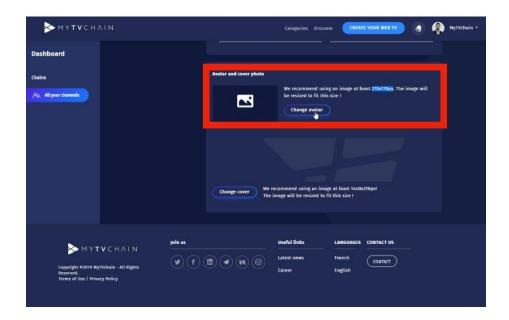
Scroll down on General > Click on "Change Cover" to modify the cover photo





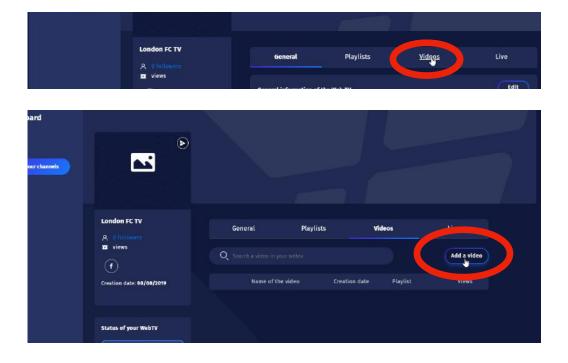
# Step 13 - Change Profile Picture

Click on "Change avatar" to modify your profile picture / club logo



# Step 14 - Add a video to your Web TV

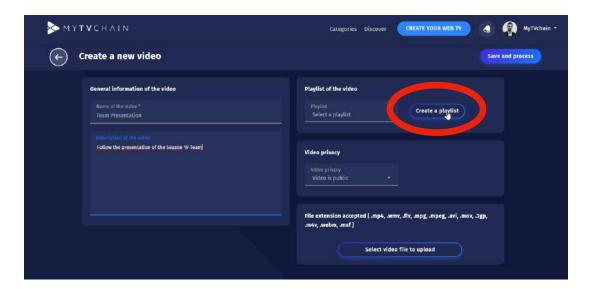
Click on "Videos" tab then click "Add a video" to add your first video on your Web TV





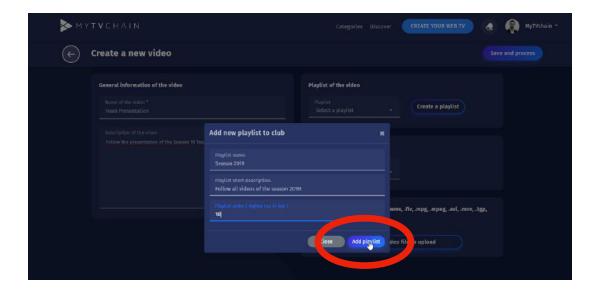
# Step 15 - Create First Playlist

A first playlist **must** be created before adding a video



#### Step 16 - Add Playlist Information

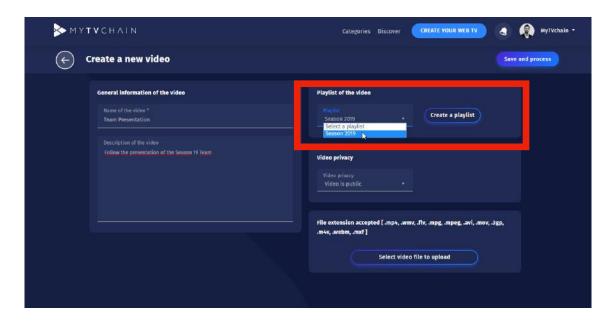
Fill in the required playlist information and click "Add playlist"





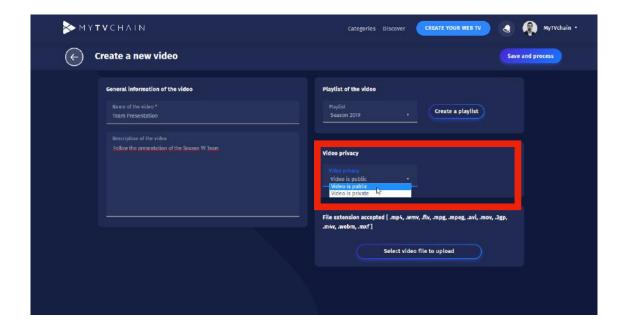
# Step 17 - Select Playlist

Select the playlist you wish to add the video to



#### Step 18 - Select Video Privacy

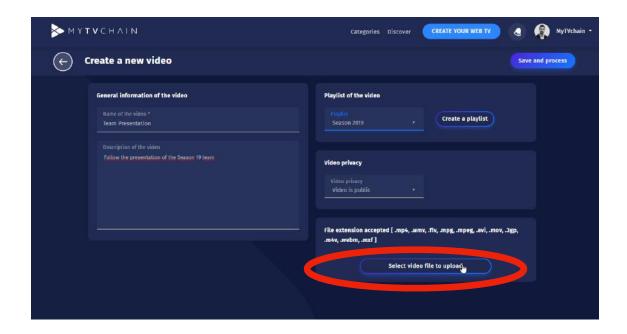
Select the privacy of the video if you wish the video to be public or private





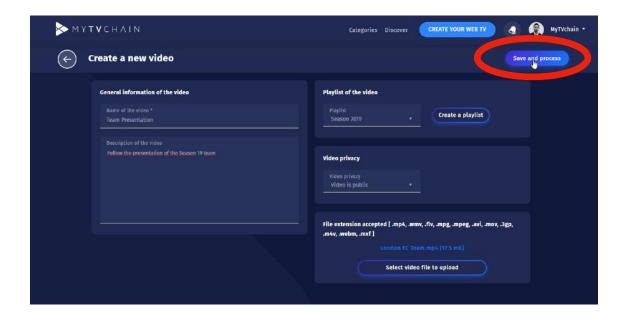
#### Step 19 - Upload Video

Click "Select video file to upload" and select the video from your computer



#### Step 20 - Save and Process Video

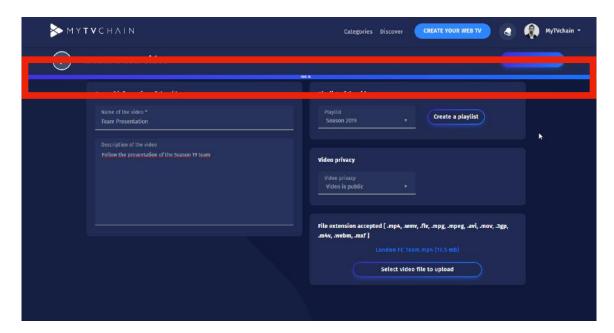
Once video is selected, click on "Save and process" to upload the video





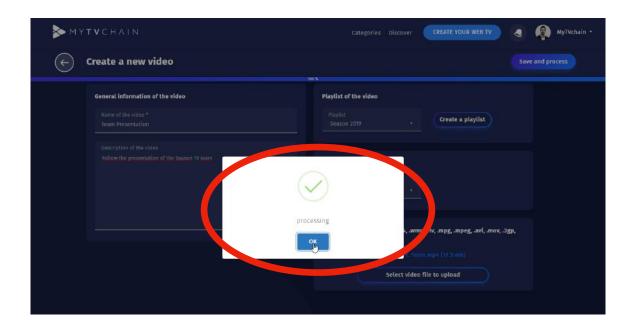
#### Step 21 - Video Upload Processing

The blue bar will load to show the video processing progression. **Warning**: Do not leave the page during download.



## Step 22 - Video Upload Complete

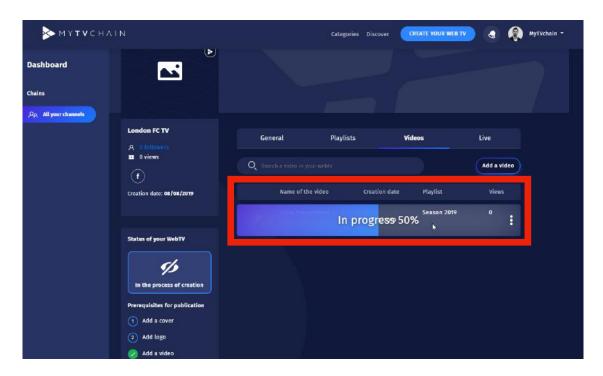
Click "OK" when you receive the processing complete notification





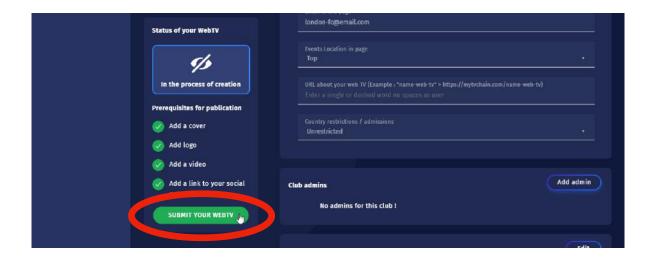
#### Step 23 - Video Conversion Bar

Wait until the conversion of the video format reaches 100% to see the video online. Note: You do not need to stay on the page during conversion.



#### Step 24 - Submit Web TV for Validation

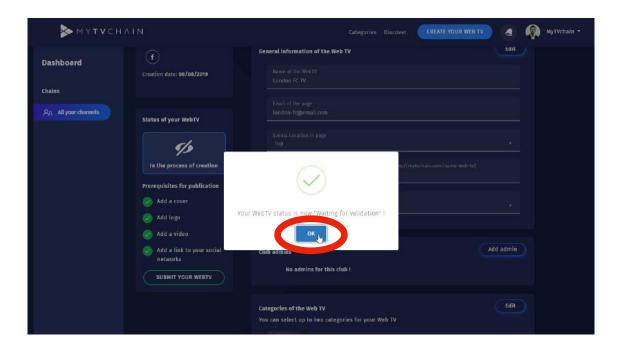
When all features are complete, click on "Submit your Web TV" for validation





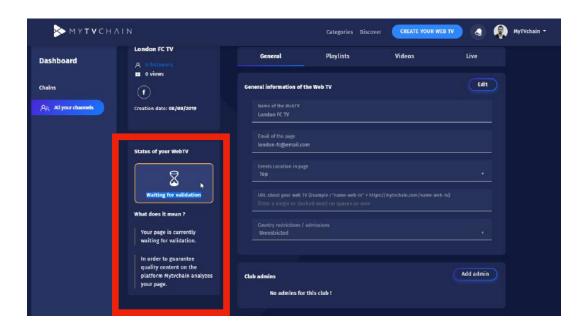
## Step 25 - Confirm Web TV for Validation

When all prerequisites are filled in, click "OK" to validate your Web TV for validation



#### Step 26 - Validation by MyTVChain Team

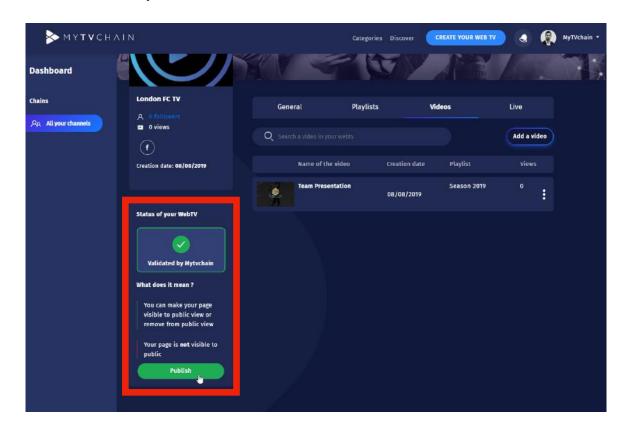
Wait for the validation by the MyTVChain Team. Note: Validation can take up to 24 hours. You will be notified by email and notification on MyTVchain.com when logged in.





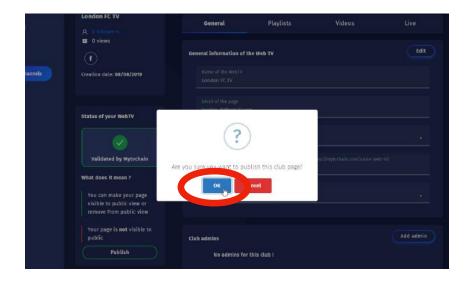
# Step 27 - Publish when Validated

Click on Publish when your Web TV is validated



# Step 28 - Confirmation Publication of Web TV

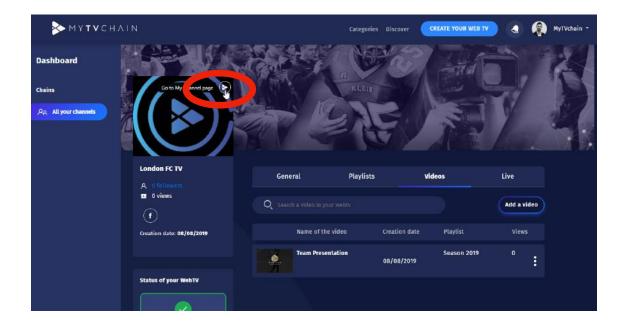
Click "OK" to confirm the publication of your Web TV





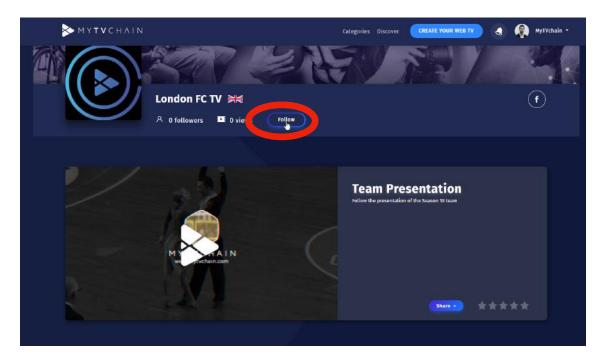
# Step 29 - View your Web TV

Click the icon on the avatar to view your Web TV online



## Step 30 - Follow your Web TV

Click on "Follow" to follow your own channel. Now you can share your videos across all social media platforms.





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# Contact <u>support@mytvchain.com</u> for any questions you may have