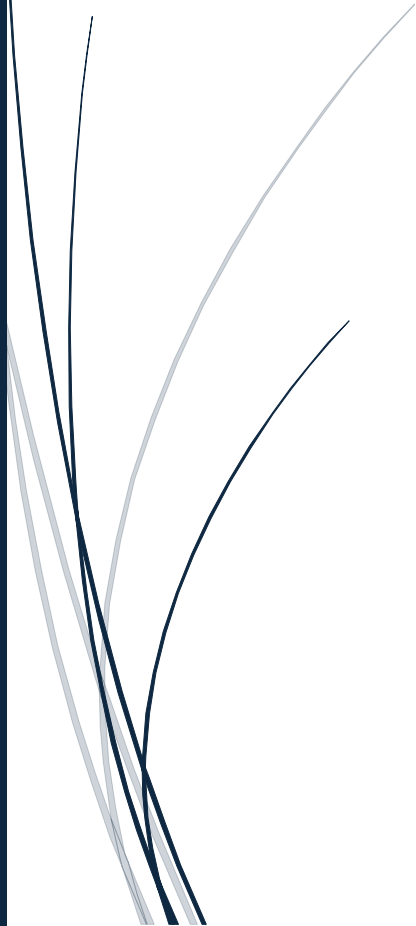


Zoom: Pre-Recorded Events with OBS

How to Prepare a Pre-Recording (aka Virtual Aran/Frank)
for the Virtual Events using OBS and Zoom.



About OBS:

OBS is a software tool primarily used for live streamers but allows content creators to screen videos through Zoom without the host themselves being there physically. We don't need to use many of the OBS features but enough to be able to screen the recordings and such.

This guide has been designed to help newcomers who have not used this tool before and be able to utilise them for pre-recorded event tasks. If you go through the process and successfully fool the attendees, you have done the job. **Failure is not an option**, though some circumstances can occur that may be beyond your control, but as long as you test the setup beforehand you shouldn't run into any issues.

This guide is compatible with the following virtual events:

Aran Curry Vertical:

- The 6-Figure Property Plan (Weekend Event)
- The 5-Day 'Profit from Property' Challenge (5-Day Mon to Fri 1-Hour Sessions)

Frank Flegg Vertical:

- The Million Pound Deal Masterplan (Weekend Event)
- The 5-Day '100 House' Challenge (5-Day Mon to Fri 1-Hour Sessions)
- Property Portfolio Builder Blueprint (3-Day Event Virtually)

Before we proceed, a few notes that are crucial to understand:

- 🚧 Make sure each video recording is evergreen before the events start.
- 🚧 Make sure there's enough time slotted before the start of the session so that you know everything is working properly and allow the stream to buffer properly to avoid quality issues. **You are required to be in the office for when this is setup – working from home is not an option.**
- 🚧 The video recording must have the presenter's name tag hidden, because Zoom will display its own and we don't have to confuse the attendees.
- 🚧 Because the Screen1 PC is hosting the OBS and screening it through the presenter's Zoom account, there's no way to listen to the audio on that device, **so you will have to join the Zoom meeting via your own PC or a spare device using your own logins** to make sure audio is working (you can leave the Zoom when the presenter jumps on live and reclaims control as the host).

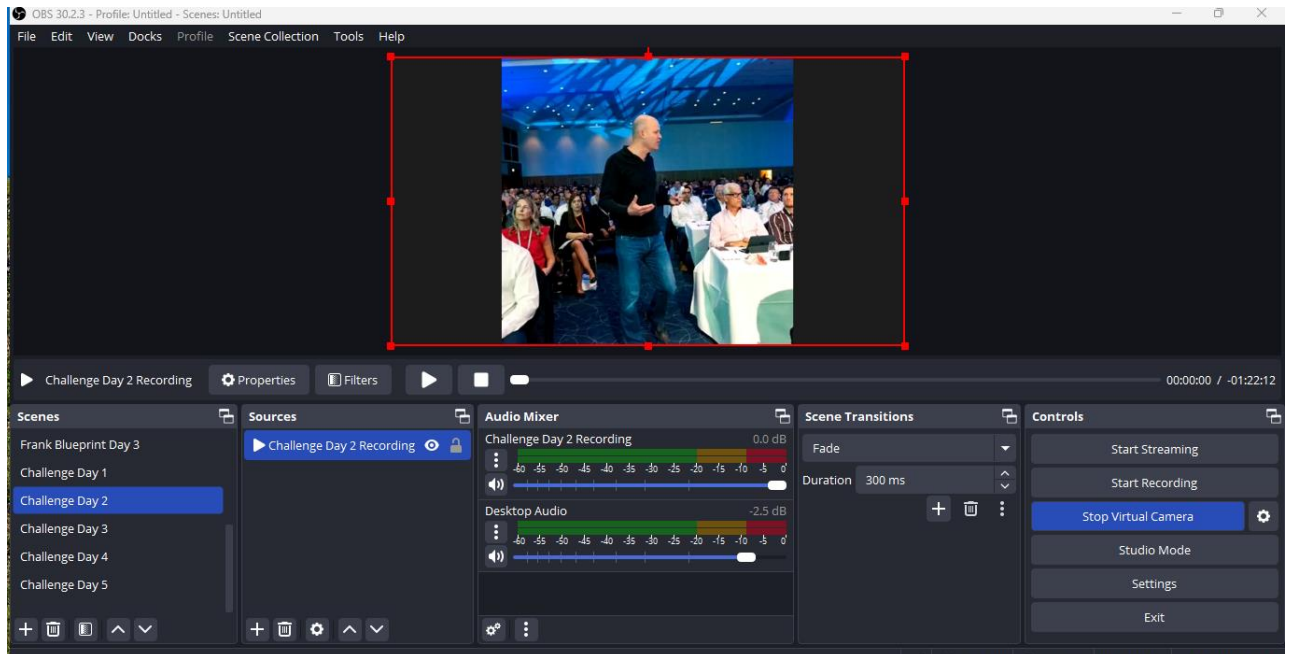
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Getting Ready with OBS

Understanding the User Interface

When you open the software for the first time, it should look something like this below:



There are a couple of sections that you will need to know to get the full context of how this all works.

- 🔗 **Scenes:** This is like the equivalent of a funnel in ClickFunnels or a folder on your PC. It's a dedicated grouping of sources that will allow you to switch between setups across each virtual event day, so that you don't have to redo or re-edit the entire setup each time.
- 🔗 **Sources:** Here you can attach the source of the virtual event, i.e. your video recording. You can also adjust the visibility in case you need to add extra layers to censor a part of the screen for whatever reason.
- 🔗 **Audio Mixer:** This will keep track of the sound from the video recording as well as the desktop audio. You don't necessarily need to mess around with this too much other than making sure the audio is set to output that video recording sound otherwise no one can hear it.
- 🔗 **Controls:** The only part that you need to know is this is where you can Start/Stop a Virtual Camera as well as change the option of which Scenes and Sources you wish to use for your virtual event.

Setting Up Your Video Recording for the First Time

1. Creating a Scene

In this portion, we'll go over how to setup your brand-new virtual recording for the first time.

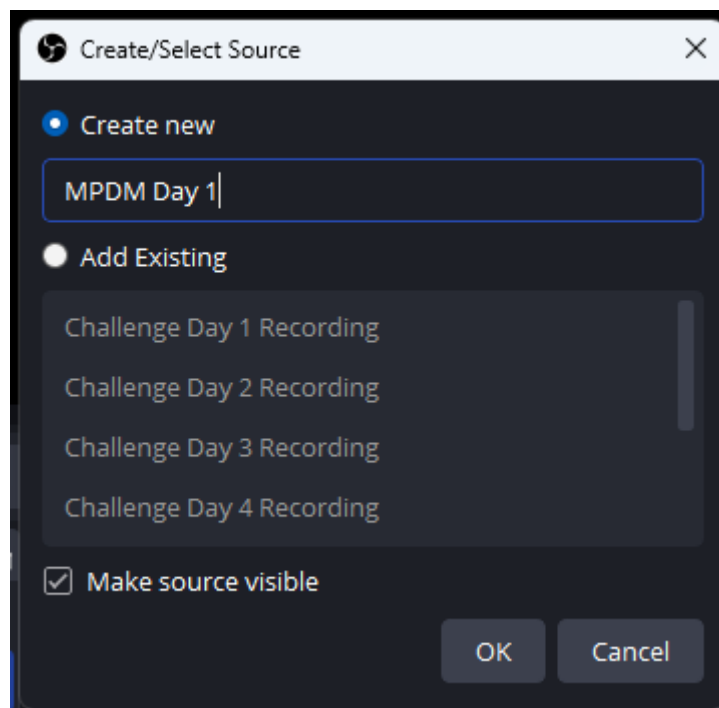
On the bottom left of the **Scenes** section, you can find a **[+]** icon. Once selected, it will then display a pop-up asking to **create a new scene**.

You want to name the scene so that it's clear enough to revisit for future events. For example, we have *'Frank Blueprint Day 1'* and *'Aran Weekend Day 1'* to represent Day 1 of Frank's PPBB Virtual event and Day 1 of Aran's 6FPP event respectively. When ready, select **OK**.

2. Creating a Source

Next, in your new Scene you will need to create a new **Source** that allows you to broadcast the video recording.

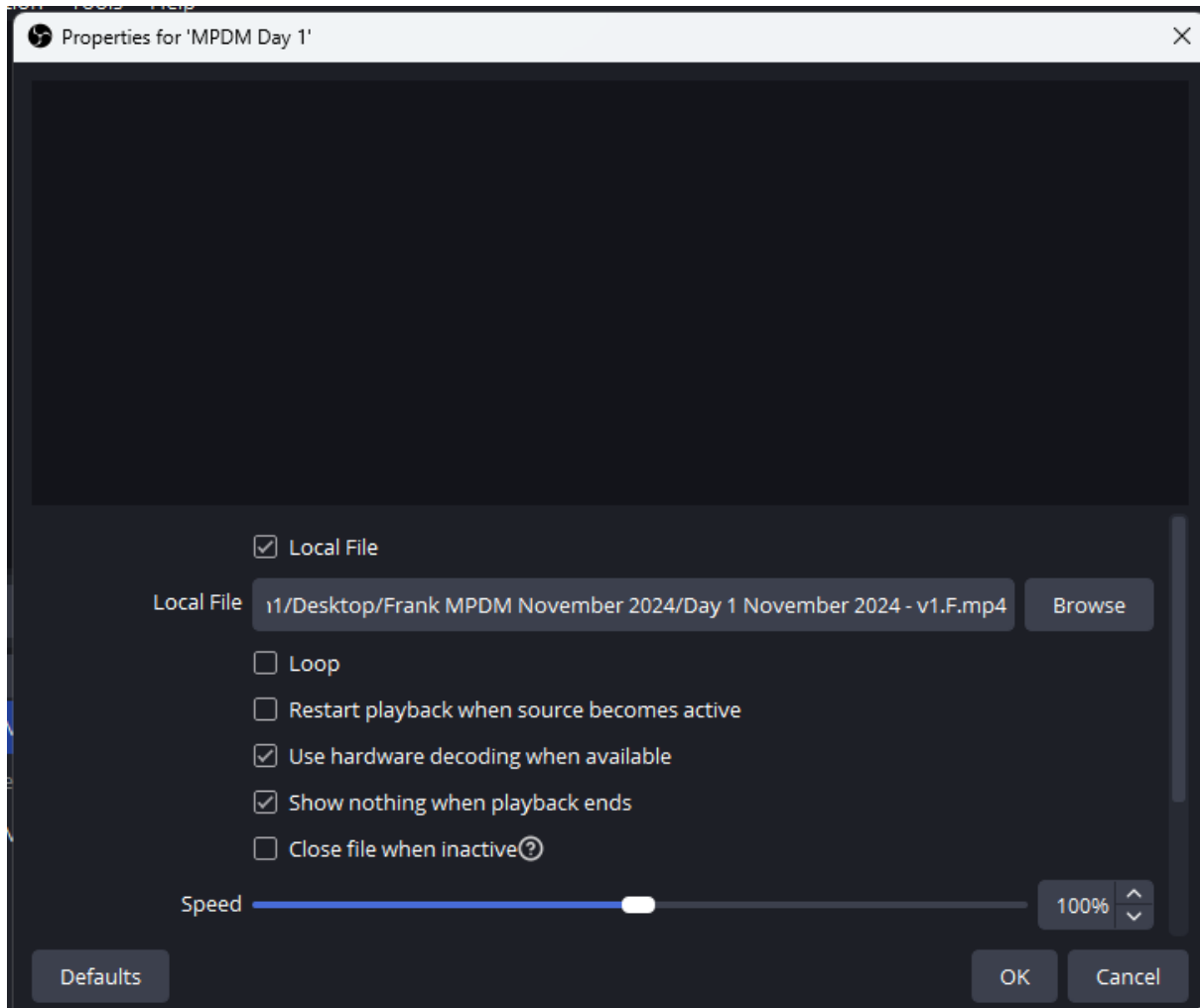
Similar to before, you can find a **[+]** icon on the bottom left of the **Sources** section. Once selected, you have the choice of either using a pre-existing source or **creating a new source**.



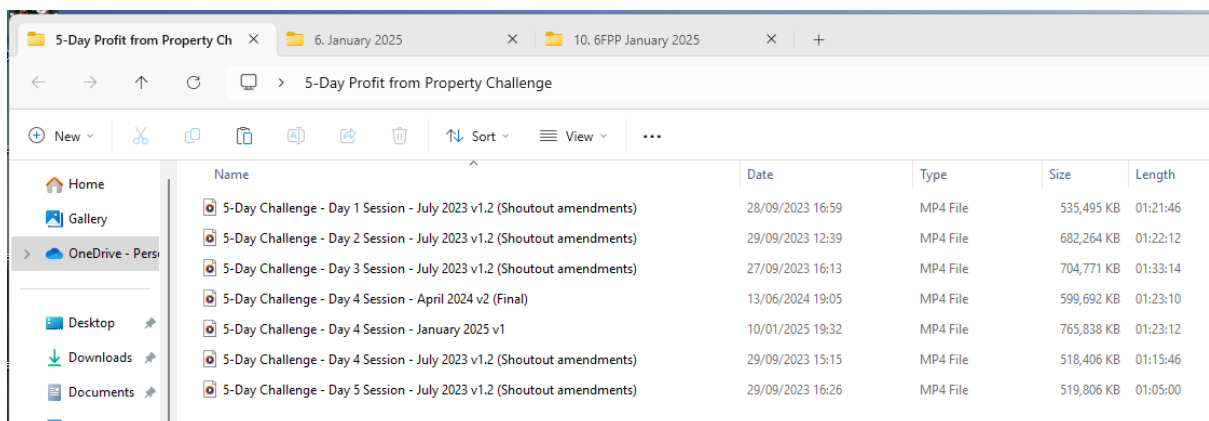
Here you want to name the source and also make it clear enough to know what it is. For example, *'MPDM Day 1'* to represent the video recording for Day 1 of Frank's MPMP/MPDM event. When ready, select **OK**.

3. Attaching a Video Recording to the Source

Next we will need to attach a video recording to the source that we have just created. **Select the source** (which will have a blue colour) and click on the **[Gear]** icon at the bottom of the Sources section. This icon will then open a pop-up for the Properties of that source.



Here you want to use the **Browse** and locate the video recording that you want to use for the virtual event. Now before we proceed – **please make sure the video file is stored locally on your PC**, relying on either the Shared Folder or NAS Drive may put you at risk due to the possibility of disconnection, whether its by Wi-Fi or the PC shutting down/restarting.



Below is a list of the current versions being used for the following virtual events:

Aran Curry Vertical:

The 6-Figure Property Plan:

- **Day 1 6FPP November 2024** (updated 21st November 2024)
- **6FPP Day 2 - January 2025 Version** (updated 20th January 2025)

The 5-Day 'Profit from Property' Challenge:

- **5-Day Challenge - Day 1 Session - July 2023 ver1.2 (Shoutout amendments)** (updated 28th September 2023)
- **5-Day Challenge - Day 2 Session - July 2023 ver1.2 (Shoutout amendments)** (updated 29th September 2023)
- **5-Day Challenge - Day 3 Session - July 2023 ver1.2 (Shoutout amendments)** (updated 27th September 2023)
- **5-Day Challenge - Day 4 Session - January 2025 v1** (updated 10th January 2025)
- **5-Day Challenge - Day 5 Session - July 2023 ver1.2 (Shoutout amendments)** (updated 29th September 2023)

Frank Flegg Vertical:

The Million Pound Deal Masterplan:

- **Day 1 November 2024 - v1.F** (updated 6th November 2024)
- **Day 2 November 2024 - v1.F** (updated 7th November 2024)

The 5-Day '100 House' Challenge:

- **100H Challenge Day 1 [Sept24] v1.01** (updated 26th September 2024) *[needs updating]*
- **100H Challenge Day 2 [Sept24] v1.1 - Billy ver** (updated 30th September 2024) *[needs updating]*
- **100H Challenge Day 3 [Sept24] v1.1 - Billy ver** (updated 1st October 2024) *[needs updating]*
- **100H Challenge Day 4 [Sept24] v1.0** (updated 27th September 2024) *[needs updating]*
- **100H Challenge Day 5 [Sept24] v1.0** (updated 27th September 2024) *[needs updating]*

Property Portfolio Builder Blueprint:

- **PPBB Day 1 - v1.B** (updated 13th November 2024)
- **PPBB Day 2 - v1.C** (updated 15th November 2024)
- **PPBB Day 3 - v1.B** (updated 16th November 2024)

Getting back to the OBS setup, once you have chosen your video recording file, **do not tick Loop, Restart playback when source becomes active, and Close file when inactive** options. **Leave them blank.**

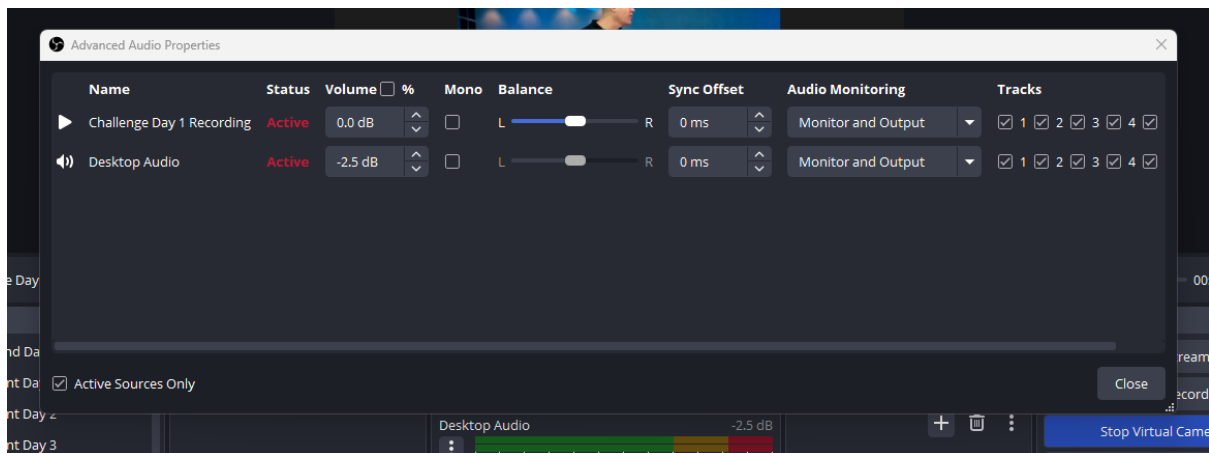
You do however need to tick both **Use hardware decoding when available** and **Show nothing when playback ends** options. You also want to leave the Speed set to 100% to avoid any issues with playback. When ready, select **OK**.

4. Checking Audio Mixer

This one is fairly brief, but you want to make sure the audio is working correctly for the OBS Setup.

Once you have setup your Source, you will then need to check the **Audio Mixer** section. Here is where you will notice the sound and can adjust the volume if needed.

The most important step here is by going to the **[Multi-Gear]** icon located on the bottom-left of the **Audio Mixer** section. This will open up a pop-up called **Advanced Audio Properties**.



Here all you need to do is make sure under the **Audio Monitoring** column that the Source is set to **Monitor and Output**. Doing this will make sure the sound will come through to the Zoom meeting when you start the recording. When ready, select **Close**.

5. For the Love of God, Check that the Bloody Sound is Working

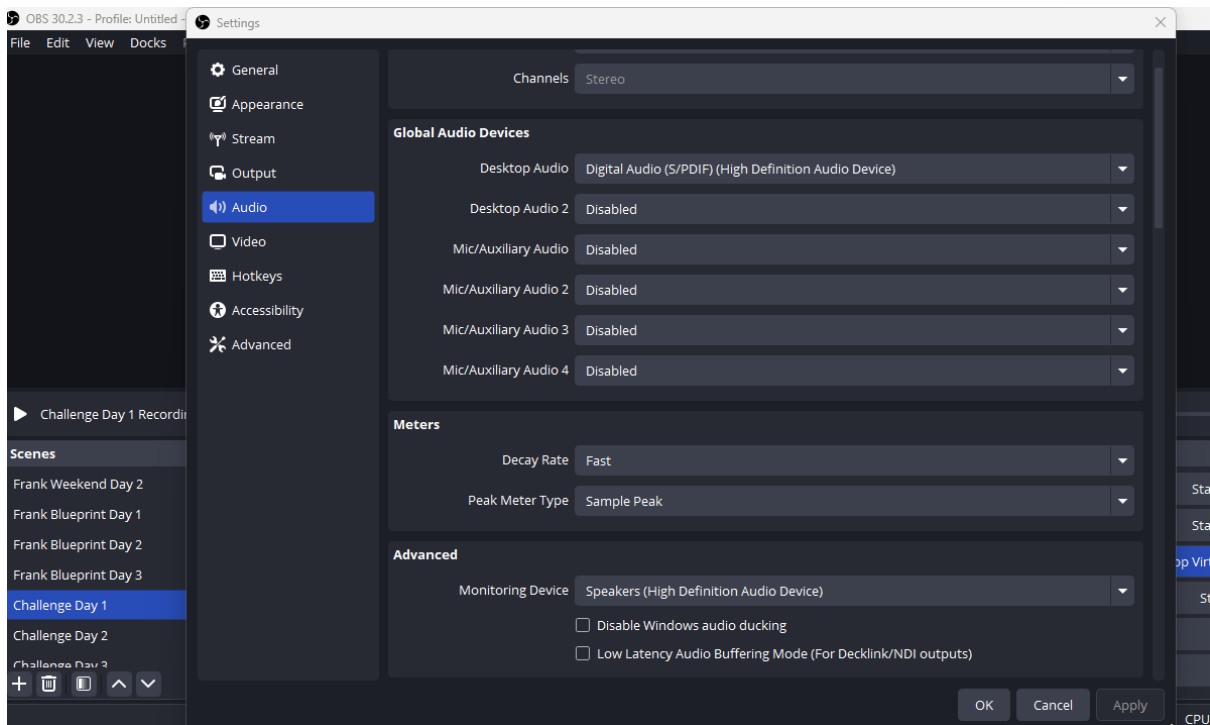
Now there are a few other titbits to consider before moving to the next step. Just because the Audio Mixer is setup correctly doesn't necessarily mean we're all prepped for the virtual event. The final hurdle before the final step is making sure the PC itself is setup correctly for the sound to come through from OBS to Zoom.

Guides online will recommend a Virtual Cable of sorts, and while this does work, it can become unreliable at times, so we recommend a cable that lets you slot into the two component slots in the back of the PC.

On the Screen1 PC is a cable in the back that is attached to the input and output slots covering the Speaker and Microphone. The reason for this is because we want to make sure the sound of the video recording comes through the Zoom presenter's microphone.

The cable should be connected to the PC and if so, sort it first.

If you run into a Windows Update or had to restart/shut down the PC, and upon re-using OBS that the sound doesn't come through, close and re-open the OBS tool and it should fix itself.



When ready, you want to check the **Settings** of the OBS. Under **Audio** is a section called **Advanced**. On the **Monitoring Devices** drop-down, select **Speakers (High Definition Audio Device)** if you have the physical cable attached correctly to your PC.

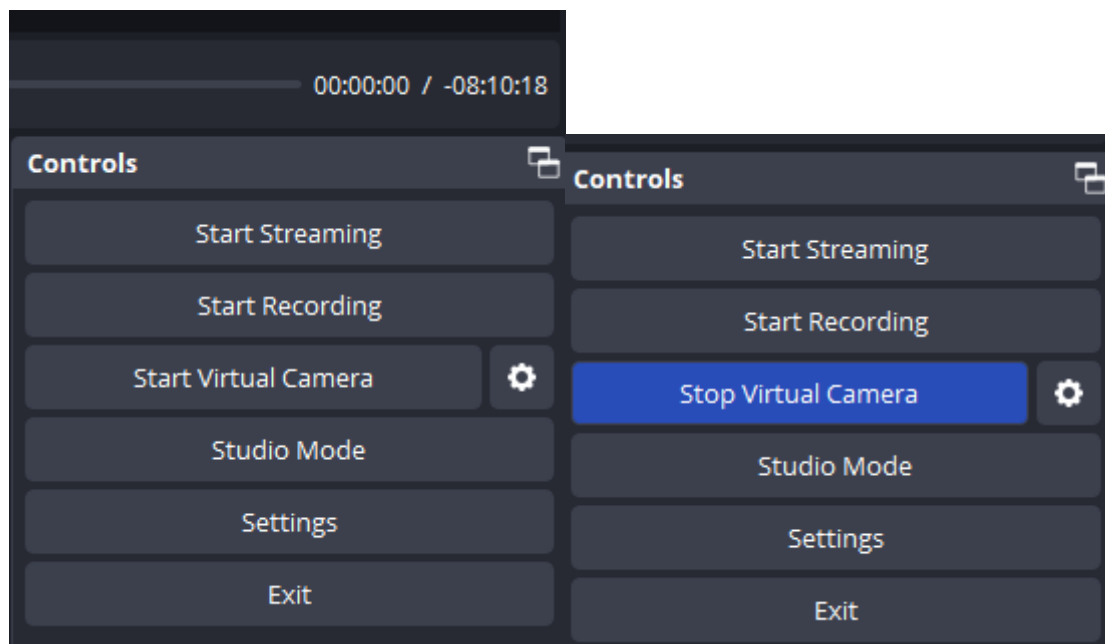
If, for some reason you decided to go for the Virtual Cable approach, then select **CABLE Input (VB-Audio Virtual Cable)**.

6. Displaying the Virtual Camera (The Final Step for OBS)

The last part remaining for the setup of the virtual event (other than pressing play on the recording) is checking the **Controls** section.

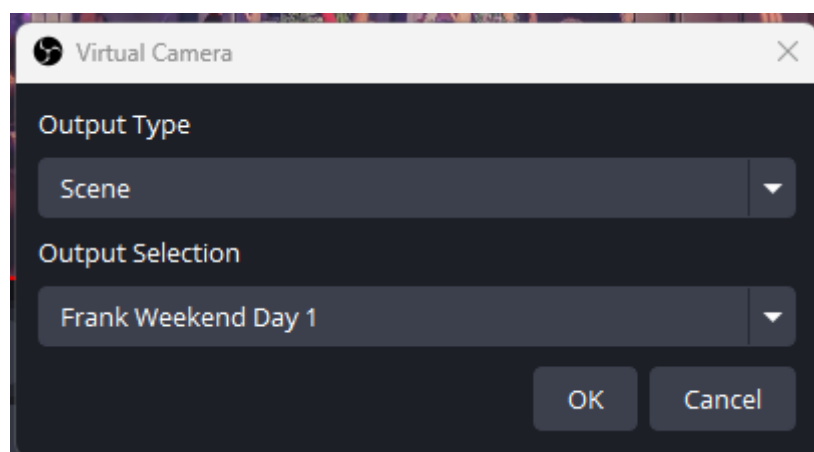
Controls is where you can turn on the Virtual Camera which is how you can display the video output of the video recordings themselves as well as the chosen Scene & Source.

Here we want to make sure all of that is setup correctly before we're ready for the Zoom.



To start the video display, select **Start Virtual Camera**. The OBS icon will display if the camera isn't on, and you don't want the attendees of the Zoom to see that.

To choose the correct path for your video recording, select the **[Gear]** icon next to the Virtual Camera button, which will display a **Virtual Camera** pop-up.



Here you will need to set the Output Type to **Scene**, and the Output Selection to the **scene that you recently created or the one you want to use**. When ready, select **OK**.

From here, we are pretty much setup and ready to go from the OBS side of things.

Getting Ready with Zoom

Preparations

With OBS sorted, now it's time to check Zoom itself. We will be using the **Zoom Workplace** desktop app, and of course you will need logins for the presenter's accounts.

Aran Curry Vertical:

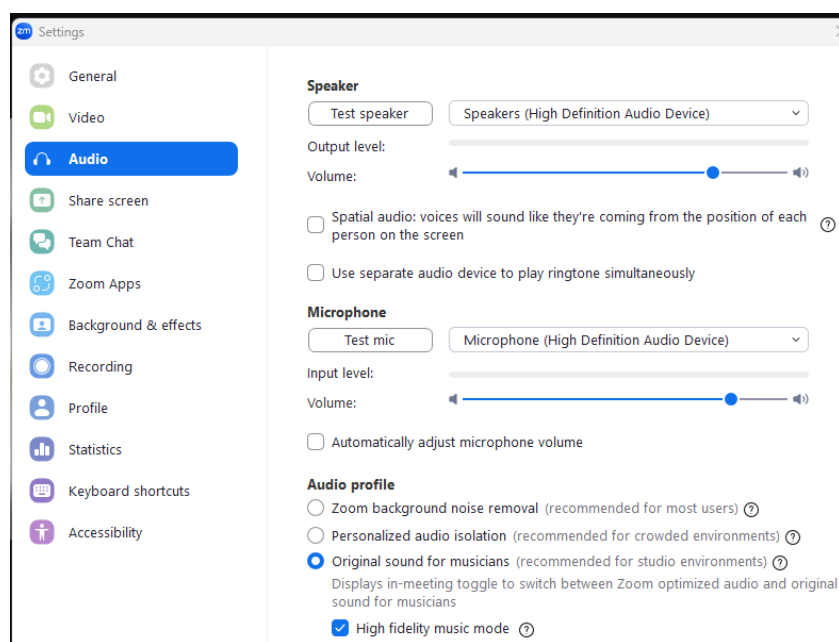
- E-Mail: support@arancurry.co.uk
- Passcode: Mortgage2024!

Frank Flegg Vertical:

- E-Mail: frankfleggproperty@gmail.com
- Passcode: InsightEducation101!

Also if there's an update, do sort it out.

If you are setting up for the first time (let's say from scratch), go to the **Settings** icon located on the top-right of the application. *If you are re-using the same PC which already had OBS and Zoom prepped, then you can skip this step.*



In the Audio section, make sure that under **Speaker**, it's set to **Speakers (High Definition Audio Device)** and under **Microphone**, it's set to **Microphone (High Definition Audio Device)**.

You also want to make sure under **Audio Profile** that **Original Sound for Musicians** option is available, because the music during the video recording will sound compressed & muffled without it.

Once that's sorted, now it's time to start the meeting.

START THE MEETING (at 08:30am)

1. When to Start the Meeting (Being Serious)

Once you have logged in and have everything prepped, now we need to start the Zoom meeting for the virtual event. If the virtual event begins at 9am, then you want to start at **8:30am**. **The video recordings are also designed to start at exactly 8:50am**. The reason for 8:50am is because we want to have everything ready before the attendees join the Zoom that often occurs before or around 9am. So far every virtual pre-recorded event have begun in the morning so it's been fairly consistent each time to begin at 8:30am.

To start the meeting, select the meeting of choice and press **Start**.

2. Get Your Co-Workers in the Meeting

When you're in the meeting, you should see the OBS icon display if the Virtual Camera on OBS is turned off, or the first frame of the video recording if the Virtual Camera is turned on. Either way, this would mean that the video output is working as intended. If, for some reason, it doesn't look right, it's probably because you set the Virtual Camera to the wrong scene.

Now that we're in the room, the other staff members who take part in these events should start appearing in the Waiting Room. The meetings are by default set to have Waiting Rooms, which prevents people from jumping into the Zoom unless you intervene.

To check who's in the Waiting Room, go to the **Participants** tab which will display a column on the right-hand side of the application. Also worth selecting the **Chat** tab so you can have that displayed below the Participants section, since the attendees may directly message the host because they think the presenter is real.

To bring the staff into the room, under Participants, find one that you recognise and select the **Admit** button that should be next to their name.

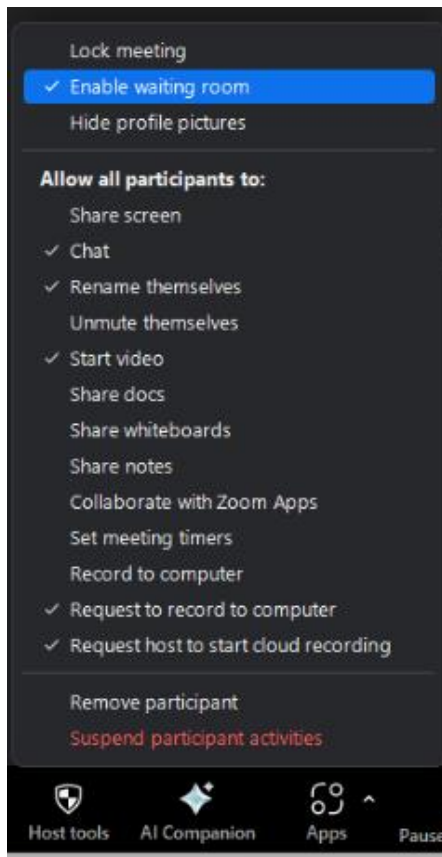
Once the staff have been accepted into the meeting, click on the **three dots** next to their name and give them **co-host** access. Only the host of the meeting can enable/disable co-host permissions or swap the hosting to another person for added context.

You want to sort out the co-host permissions because the next steps involve removing permissions for the attendees of the event, so that their actions don't interfere with the video recording and presentation.

3. Modifying the Participant Settings

The next step is to modify the **Host Tools**. Zoom Workplace have re-arranged the settings and what used to be spread across different areas is now all located under the **Host Tools** tab which is very handy.

Under the *Allow all participants to* section we want the following to be **unticked**:



- **Share Screen:** Because the video recording can only be broadcasted through the host's camera, sharing your screen will expose the pre-recorded content, and not only that it would also expose us if other participants are able to share their screens too.
- **Unmute Themselves:** The virtual presenters are one dimensional, meaning that they won't notice that people are speaking if this was left unchecked and therefore wouldn't tell them off. We want the attendees to remain muted. This setting won't impact the Breakout Rooms so don't worry about those people.
- **Share Docs:** We don't want people sharing random stuff, so turn this off.
- **Share Whiteboards:** Same as above.
- **Share Notes:** Same as above.
- **Collaborate with Zoom Apps:** As a precaution, turn this off.
- **Set Meeting Timers:** As a precaution, turn this off.
- **Record to Computer:** As a precaution, turn this off.

For now, you want to keep the **Enable Waiting Room** ticked, because you need the time beforehand to run some checks to see if the video recording is working as intended and also allow the staff to discuss confidential things that we don't want the attendees to find out.

Once the staff meeting has concluded and the video recording starts playing at the correct time, then you are ready to admit the attendees into the session by unticking the option, so that people don't get stuck in there during the sessions.

4. Spotlighting the Presenter

Next, we need to **spotlight** the virtual host because the host won't always be in front of the audience during the session especially when covering the slide content.

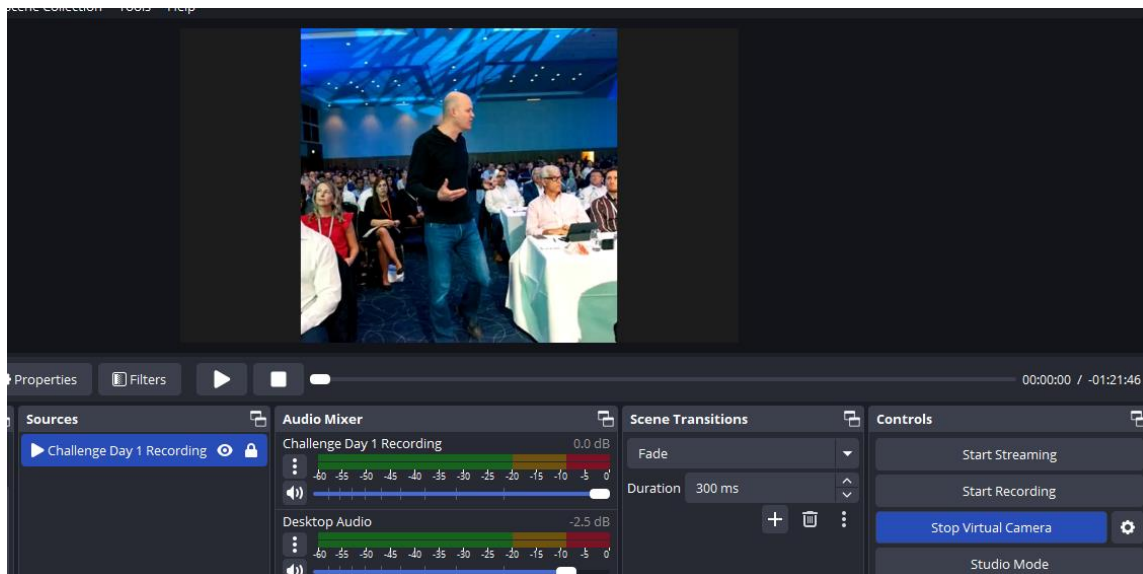
The feature will only appear if there are at least 3 people in the Zoom meeting, so make sure there's two other people with you before moving on.

The option will be available in the **three dots on the top-right corner of the camera (if you view the cameras above the main Speaker view, or the name of the participant under the Participant list)**.

Upon enabled, you can turn on and off the host's camera throughout the event when needed and the spotlight will stay enabled (unless the host leaves the Zoom meeting).

5. Testing the Video Recording

The final step before we complete the process is testing that everything is working. Now you should be doing this in advance but this is another round of testing as a last minute checkup.



On **OBS**, select the **Source of your video recording** and you should see either a **[Play]** or **[Restart]** button as well as a **[Stop]** button. Press **[Play]** and in the next few seconds, music should start playing because in these video recordings we have a set playlist of music that is used leading into each session.

If you hear sound, then that's ready. But on **Zoom**, you want to make sure that the **Original Sound for Musicians** option is enabled so that the music can appear correctly. If this is accidentally turned off, it shouldn't impact the main session content but the music during breaks will sound bizarre.

If you see the video footage in front of you on **Zoom** from an attendee's perspective, then that's ready. Video quality through the camera will be a bit low-res but that's normal.

When you have completed the test, **bring the runtime back to 00:00:00** so that it will start the recording from the very beginning. **You want to make sure you press play to the video recording at exactly 08:50am due to time sensitive moments throughout specific events.**

STARTING THE RECORDING (at 08:50am)

1. Ready, Set, Go

Now for the moment of truth. So far, all of the virtual pre-recorded events have their video recordings edited to start at **exactly 08:50am**.

Do not fuck this up, because if you mistime the recording or forget, the whole setup will go out of sync and the attendees will notice because the presenters do mention the time of day.

Get a clock next to you and once you hit 08:50am, press **[Play]** on the OBS side to start the recording.

If things go to plan, the audio should start to appear, and the video output is in front of the staff.

From there, you can **mute your microphone** to let the staff meeting discussion continue if needed be (**and then unmute your mic afterwards**). You also want to **turn off the Zoom camera** so that the attendees don't see the footage until the virtual presenter turns up on screen.

2. Bringing the Attendees into the Session

After about 5-8 minutes, depending on the type of event that you're running, you will eventually want to bring the attendees who are stuck in the Waiting Room into the meeting itself.

To do this, first you will want to **untick the Enable Waiting Room** option located on the Host Tools tab. This is important because you don't want attendees stuck in there during the day.

Next you go to the **Participants** tab/column and Admit all of the attendees at once. It can take a few seconds but they will all join without too much trouble.

If this is a weekend event (i.e. 6FPP or MPMP) or the PPBB Virtual event, then you will eventually move them into the Breakout Rooms, but for the 5-Day Challenges we don't offer breakout rooms because the session starts just after 9am.

3. Turning On the Host's Camera At the Correct Moment

The final step of this prologue process is getting the timing right for when the virtual presenter appears on screen. Now for this, you want to keep a note of the music that plays just before they appear. Most sessions will use the 'Let's Go' tune but others may not so please keep a note of your Timestamp sheet before proceeding so you know when exactly they're expected to appear.

Due to OBS not always providing the correct playtime stats, you will have to rely on the visual screen to pinpoint when he first appears on-screen for you to turn on the Zoom host's camera.

When you are in position and you start to see his face appear on the video recording over on OBS, turn on the Zoom camera and he should start appearing in front of the attendees as if he was there all along. Don't focus too much on sound because some video recordings will have the presenter speak first before they visually appear on-screen due to Zoom not focusing on them during the recording process.

SPECTATING THE RECORDING TO ENDING IT

Now from here on, it is either the Investment Team (for 5-Day Challenges) or the Admin/Host (for Weekend & Virtual Blueprint events) responsibility to keep the chat moderated as the session content progresses.

As the Admin/Host, it is highly recommended that **you do not touch the PC that the OBS & Zoom are being used** to avoid interfering with the session itself as it can be noticeable if your Teams is active or you're doing something in the background. A staff member's **Microsoft Teams** account may still be attached to that PC and if it is, make sure it's either set to **Out of Office** or **Do Not Disturb**.

Once the session starts and people start to interact (showing their hands up in the air or answering the presenter's questions in the chat box), then you don't have to worry too much about the recording broadcast stuff as it will run itself without issue. But you do need to be aware of when to turn off the host's camera for the breaks and the end of the sessions.

Keep a close eye on the **Virtual Events Timestamp** sheet and read everything related to the sessions on there. From here on, it's your responsibility to make sure nothing goes wrong with the recording. Some individuals may claim it's recorded but the only solution there is to prevent them from convincing others (the other co-hosts should be responsible for moderating the chat).

When we reach the end of the session, the virtual presenter will eventually turn off their camera so you will need to **turn off the Zoom camera** a few seconds before they do it so that the transition is smooth. If you're late, then people may notice it's recorded.

Once sorted, you can keep the microphone on due to the music that starts to appear.

The investment team (and then the presenters themselves for when they jump on live for Q&A if they appear) will want to see the chat. Download the chat history by going to **Chat**, and selecting the three dots at the bottom which says **Save Chat**. This will store the chat history in a notepad located in a Zoom folder on your Documents section on the PC.

Ending the Meeting (DAY 5 CHALLENGES ONLY):

- **On Day 5, the final day of the challenge, the virtual presenters will jump on for their live portion of the session after a mini break that lasts about 60 seconds.**
- They will need to have a **copy of the Chat history** which you want to download about 5 minutes before the session would end, then send it over to him via Email.
- **About 30 seconds before the session ends, message them** to communicate the transition from pre-record to live.
- **When the pre-record portion ends and the video is turned off, the presenters should then jump onto Zoom** and because of the host setup, it should give him host access as well which they will then accept when the option appears for him.
- **Once that is sorted, it should then allow you to leave the Zoom Meeting without interfering with the setup**, allowing the real presenters to run the rest of the session live without needing you to be there at all and without turning off the entire thing.
- At the worst case, just rename your account so that there's only one of them in the Meeting to make the transition less messy.