



# ***YOUR GUIDE TO*** ***myStaze***



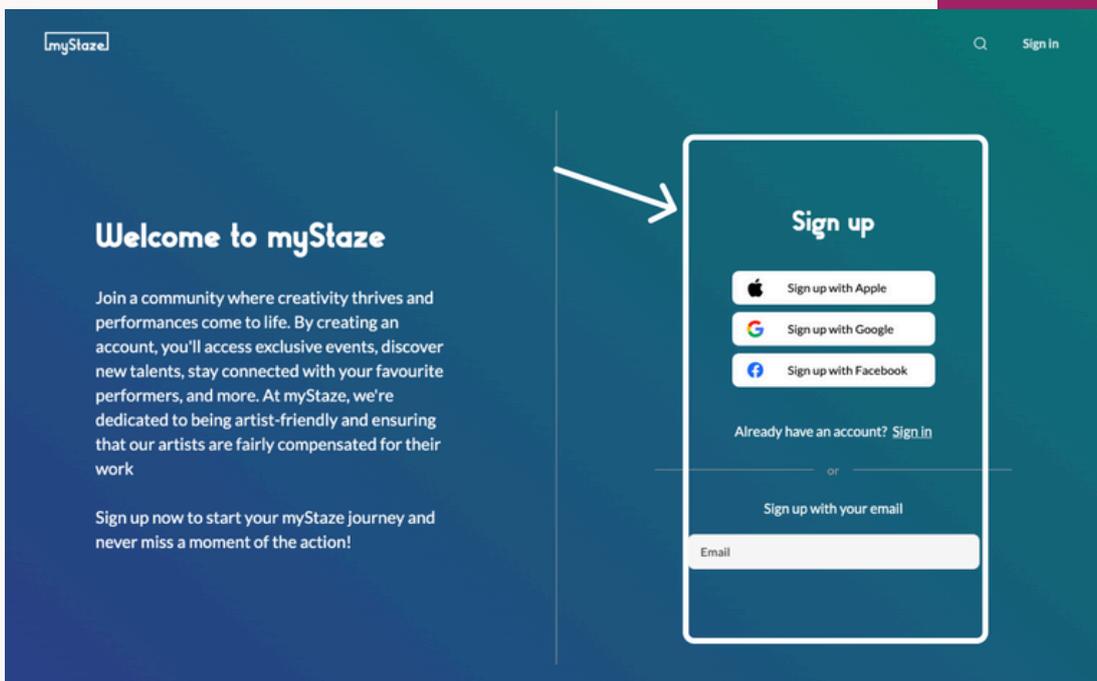
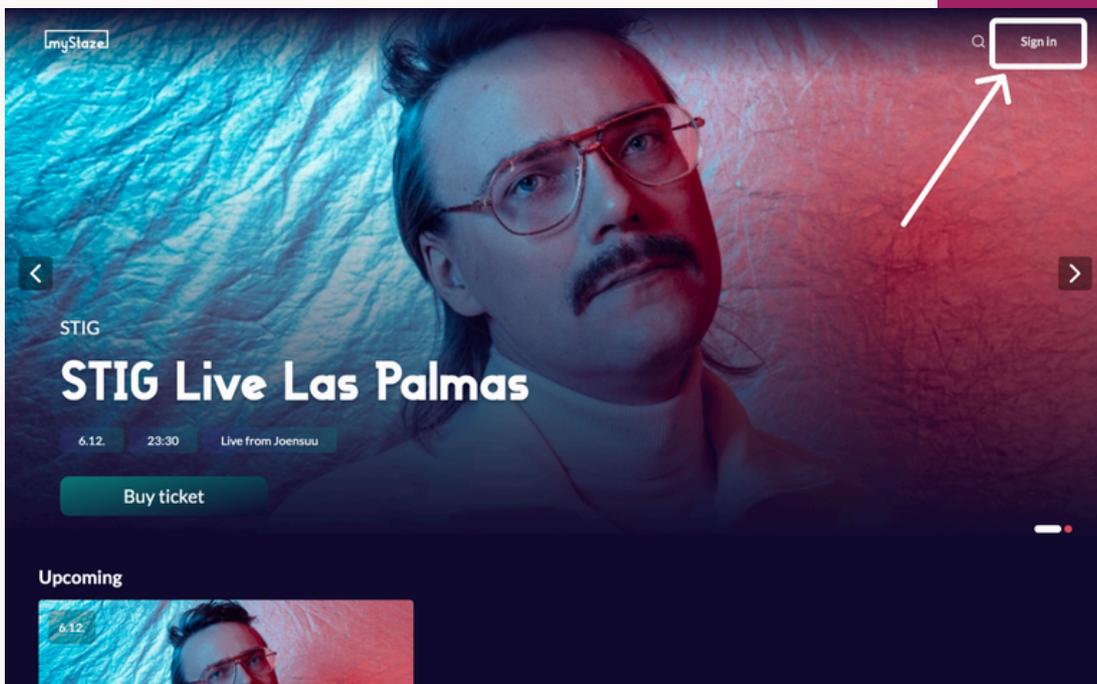
Follow these steps to set up your profile, learn the platform, and start connecting with your audience through live-streamed events.

# Step 1: Set Up Your Artist Profile

## A. Pre-Step: Create an Account

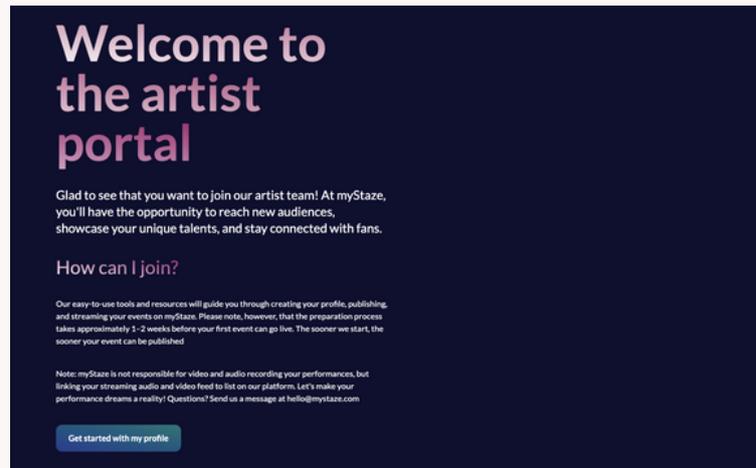
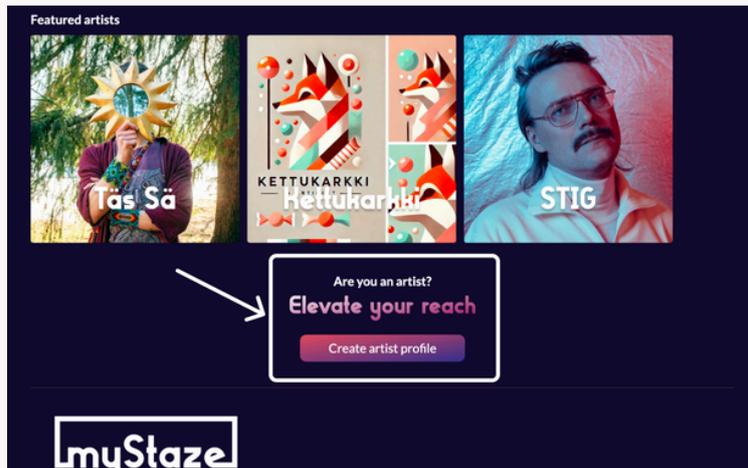
1. Go to myStaze: Open the [myStaze homepage](#).
2. Click the "Sign In" button found at the top-right corner of the homepage.
3. Choose your sign-up method: Use Gmail, Apple, Facebook, or create an account with your email and password.

**Verify your email:** Check your inbox for a verification email and click the link provided.

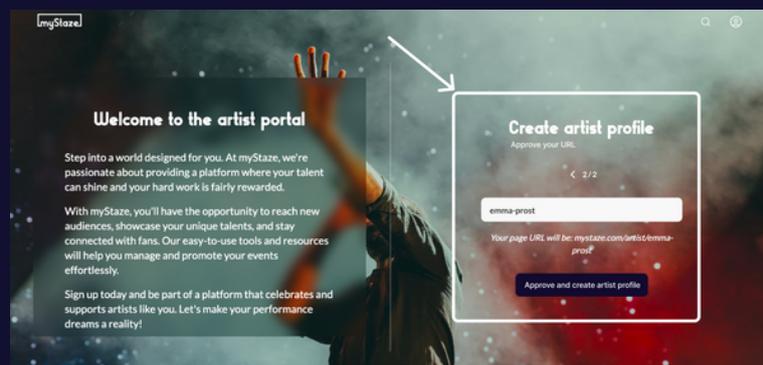
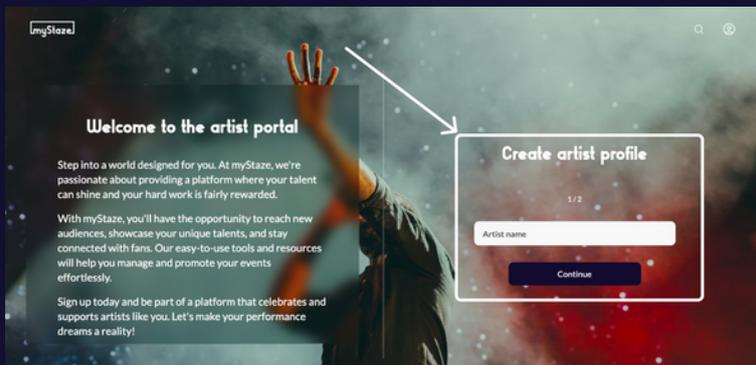


## B. Claim Your Artist Name

1. Return to the myStaze homepage once your email is verified.
2. Scroll down to the 'Are you an artist?' section and click on 'Create Artist Profile' or go to the footer and click on 'myStaze Artist'.
3. On the Welcome to the Artist Profile page, read about the myStaze Artist Portal.
  - a. If you're ready to proceed, click "Get Started with My Profile."



4. On the Artist Profile Creation Page, follow these steps:
  - a. Enter your desired artist name.
  - b. Approve your custom myStaze URL.
  - c. If your artist name is already in use, either adjust your name or create a unique URL for your profile.
5. Our team will verify your artist name. For well-known names, we may reach out via social media for confirmation.





## C. Complete Your Profile Details

1. Once approved, go to your Artist Portal: Access it from the user account menu at the top-right corner after signing in.
2. Click 'Edit Profile.'
3. Complete the following steps:
  - a. Set up your Stripe account to receive payments.
  - b. Write a captivating bio to introduce yourself to fans.
  - c. Upload high-quality profile and cover images.
4. **Submit your profile for review:** We'll review your profile within **1-2 days**.

The screenshot displays the Mystaze Artist Portal interface. At the top left is the 'mystaze' logo, and at the top right are search and user icons. The main heading is 'Your artist name'. Below this, the 'My profile' section is highlighted with a red 'INCOMPLETE PROFILE' badge. It shows the artist's name 'Your artist name', the URL 'mystaze.com/artist/makarena', and a note 'You have not added a description yet'. A placeholder for a profile picture says 'Add your profile picture here in 'Edit profile' below'. An arrow points from this text to the 'Edit profile' button, which is highlighted with a black box. The 'My sales' section shows 'Tickets sold 0' and 'Your earnings 0,00 €'. The 'My events' section at the bottom says 'Complete your profile to publish your first event.'

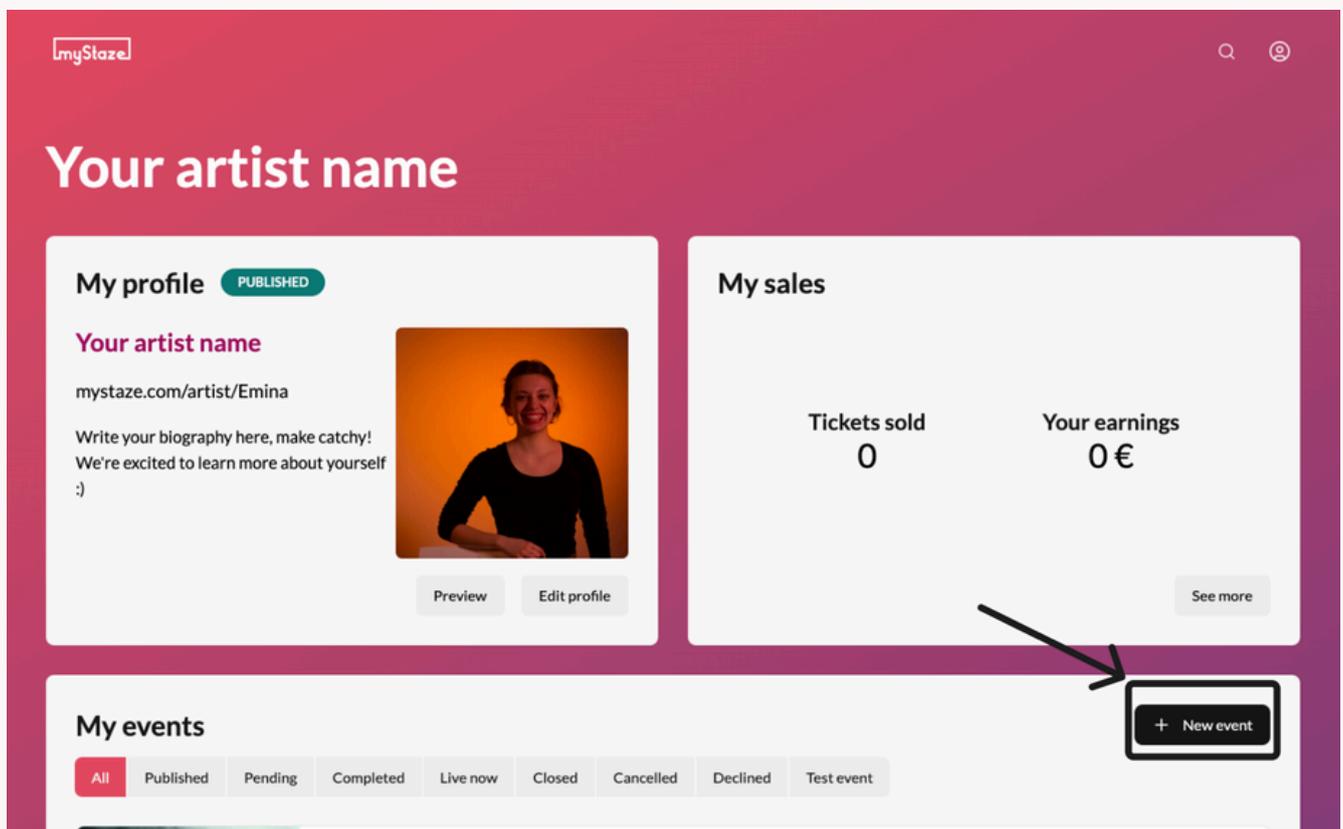


# Step 2: Create a Test Event

Now that your artist profile is approved, it's time to prepare for your first event! A test event helps you simulate publishing and streaming without making it public.

## A. Publish a Test Event

From the Artist Portal, go to the 'My Events' section and click '+ New Event.'



The screenshot displays the MyStaze Artist Portal interface. At the top left is the MyStaze logo. The main heading is "Your artist name". Below this, there are two main sections: "My profile" and "My sales".

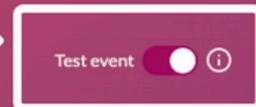
**My profile** (PUBLISHED) section includes:

- Artist name: "Your artist name"
- Profile URL: "mystaze.com/artist/Emina"
- Placeholder text: "Write your biography here, make catchy! We're excited to learn more about yourself :)"
- Profile picture of a woman.
- Buttons: "Preview" and "Edit profile".

**My sales** section includes:

- Tickets sold: 0
- Your earnings: 0 €
- Button: "See more"

At the bottom, the "My events" section is visible, featuring a navigation bar with tabs: "All", "Published", "Pending", "Completed", "Live now", "Closed", "Cancelled", "Declined", and "Test event". A red arrow points to a "+ New event" button located in the bottom right corner of the "My events" section.



1. For your first event, the 'Test Event' toggle, located in the top-right corner of the screen, will be automatically locked on.

2. Fill in the event details:

a. Poster and cover images (we recommend using the same image in different sizes)

b. Event name

c. Time zone, date, time, and duration

d. Location (optional)

e. Genre and language

f. Price (for simulation purposes only)

g. Event description

3. **Submit your event:** Test events are not visible to the public and will therefore not need approval from our team, but will help you understand how real events work.

### Event details

Event name\*

Time zone\*

Start time\*

End time\*

Location\*

Genre\*



Click to select a file or drag and drop to upload

### Tip: Leave Room for Delays!

When creating an event or test stream on myStaze, we recommend adding extra time to account for potential delays. For example, if your show is 2 hours, set the duration to 2.5 hours. You can end the stream earlier if everything goes smoothly, but you won't be able to extend it beyond the set duration. Plan ahead to avoid rushing or cutting your event short!

## B. Prepare for Streaming

myStaze shares your live video feed to your audience on the platform, but streaming requires third-party software like OBS or Larix, which falls outside our responsibility.

1. Choose your streaming method:

a. With a professional: Share the streaming URL and server key with them.

b. Streaming yourself: Use one of the following tools:

i. OBS (Free, for laptops): [Download OBS](#)

ii. Larix Broadcaster (Subscription-based, for phones or tablets): [Learn More](#)

iii. Or use any RTMP-compatible software.

2. Test your streaming setup:

a. The URL will be available 60 minutes before the start of the event, for you to set up your equipment.

b. At the time of the event, a button will appear on your test event info page to view the stream of your event from the audience side.

c. Perform a dry run to ensure everything works smoothly.

d. Keep in mind the **30-second delay** between your stream and what your audience sees.

**Important note:** Setting up equipment (camera, microphone, and software) often takes more time than expected, especially for first-timers. We recommend planning at least three times the setup and testing time you anticipate to avoid last-minute stress.

# Step 3: Publish Your First Live Event

Now that you've mastered the test event, it's time to go live with a real event!

## A. Create Your Live Event - at least 7 days before your planned performance

myStaze

New event DRAFT Test event

### Event posters

Posters are essential for attracting your audience, as they create the first impression of your event. Please upload high-quality images related to your event here.

**Big poster\***

Click to select a file or drag and drop to upload

1920 x 1080 px

**Thumbnail poster\***

Click to select a file or drag and drop to upload

500 x 281 px

### Event details

Event name\*

Time zone\* Europe/Helsinki

Beginning\*

End\*

Location\*

Genre\* Other

Language\*

1. Follow the same steps as for the test event.
2. Optional: Add a merch link to your event description for fans to purchase items.
3. **Submit your event for review:** We'll approve your event within 1-2 business days.

## B. Promote Your Event

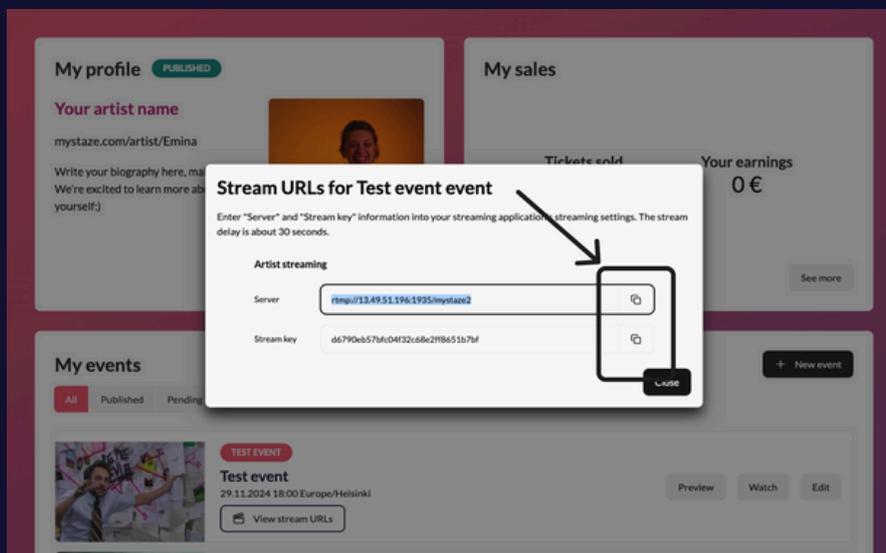
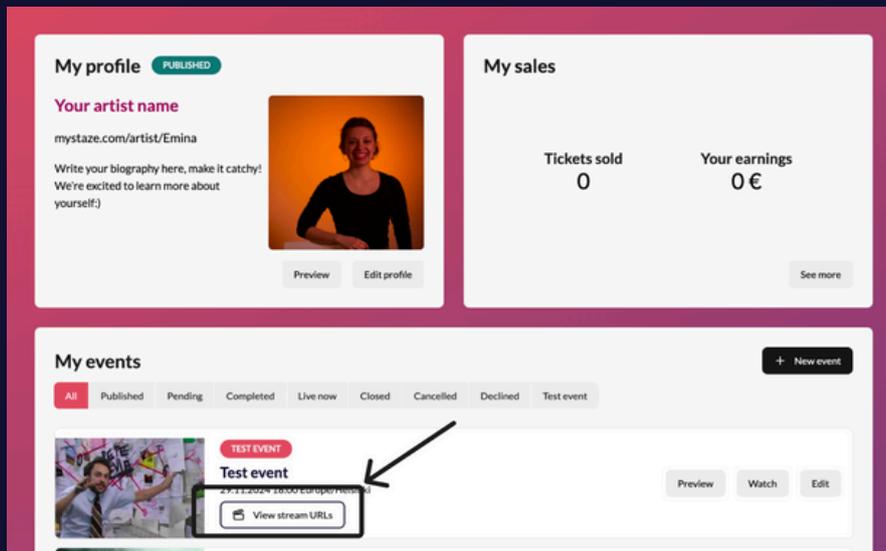
Share your myStaze event link on social media, newsletters, or else to maximise visibility.

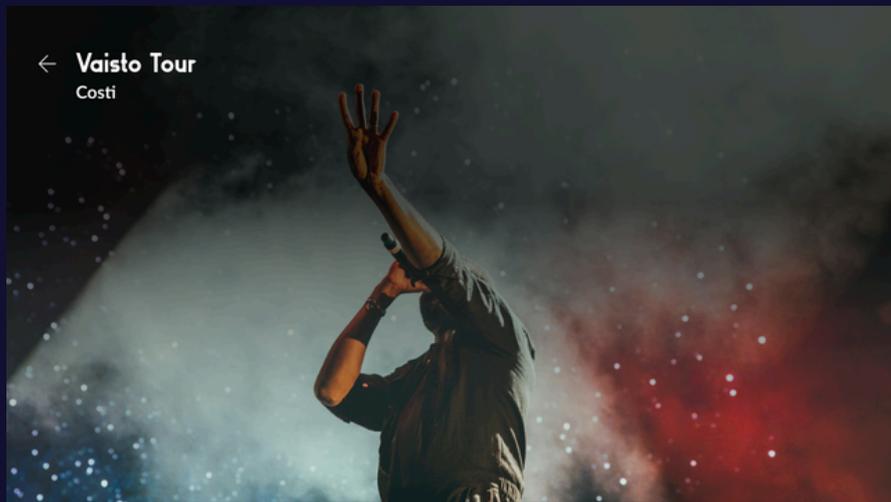
Check our [Tools & Tips \(PDF\)](#) document to prepare for your event :)

# Step 4: Go Live!

## A. Before the Event

1. Log in to the Artist Portal and review your event details.
2. Retrieve the streaming URL and server key 60 minutes before the event.





## B. Start Streaming

1. Begin streaming on time: The link will automatically go public at the scheduled start time.
2. Engage with your audience to create a memorable experience.

## C. End Streaming

1. The stream will automatically close at the event's end time.
2. Plan your outro accordingly, as viewers will no longer see your feed once the event ends.



# Extra: Post-Event Actions

1. **Check Merch Sales:** If you added a merch link, review orders on your website.
2. **Engage with Fans:** Thank your audience via social media or newsletters.
3. **Send Feedback to myStaze:** Email us at [hello@mystaze.com](mailto:hello@mystaze.com) with the subject "Feedback for myStaze."

## Post-Event Info

1. **Stream Recording:** Available for 48 hours after the event ends form your 'My Events' section on your artist portal. Audiences can continue tipping during this time.
2. **Payouts:** Your share of the income will be paid within one month after each performance.
3. **Income Breakdown:** Learn how we allocate ticket sales in our [Artist Compensation Guide](#).
4. **Tipping:** Artists keep 90% of their net tipping revenue. myStaze retains the 10% to support platform maintenance and improvements.

**Please note:** All in-app purchases are final and non-refundable per the platform's policies (Apple or Google Play). For issues or refunds, contact Apple or Google Play support. Subscription management and cancellations can be done via your Apple ID or Google Play account, with changes taking effect in the next billing cycle. We are also not responsible for payment processing or in-app purchase issues, as these are managed by third-party platforms. Please refer to their policies and support resources for assistance.

## Need help?

Remember that we are here to support you every step of the way. If you have questions or encounter issues, don't hesitate to call or email us!

- ✉ **Email:** [hello@mystaze.com](mailto:hello@mystaze.com)  
(Subject: "Artist Support")
- ☎ **Phone:** +358 45 180 4818