

Webinars Help Sheet

Tips to join us for webinars

Thank you for joining us online to keep up to date with our research.

We have put together this guide in three easy sections to help make your experience using GoToWebinar as easy as possible.

REGISTER FOR A WEBINAR

1. Click the registration link from your email invitation.
2. Enter your contact information, then click **Register**.
3. You will then see a confirmation page where you can also add the event to your calendar.

JOIN THE WEBINAR

One hour before the webinar is due to start, you will receive a reminder email with a link to join.

1. The first time you join us online, you will need to download the GoToWebinar desktop application. We recommend following the steps below 10-20 minutes prior to the webinar starting. To do this you;
 - a. **Check system requirements** under step 1 in your reminder email to ensure your browser and operating system are up to date.
 - b. Select **Join Webinar** from the e-mail which will prompt your computer to start the download.
2. Once the desktop application is ready, GoToWebinar will show the following screen:

 Computer audio options

 Switch to phone call

 Don't use audio

The meeting will begin when
the organizer arrives



Computer audio

 **MUTED**

3. Now is the perfect time to test your audio so you don't miss the introduction when we start! Select **Computer audio options** in the top left corner.
4. You can select the audio output from the dropdown and then click **Test your sound** to ensure you can hear via your speakers or headset.

SPEAKERS



Headset Earphone (Plantr... ▼

Test your sound

5. Once you are happy with your audio setup, select **Continue** to wait for the webinar to start.
6. If you are having issues with your computer audio, you can choose to dial in via phone. Select **Switch to phone call** in the top right and follow the instructions on screen. Leave the application running on your desktop so you can still follow the presentation visually.

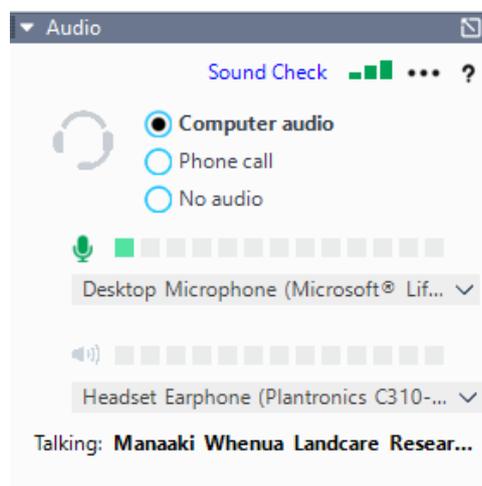
DURING THE WEBINAR

You will see that you have a control panel on your screen which shows audio options, a question box and a way to view other attendees.

Audio

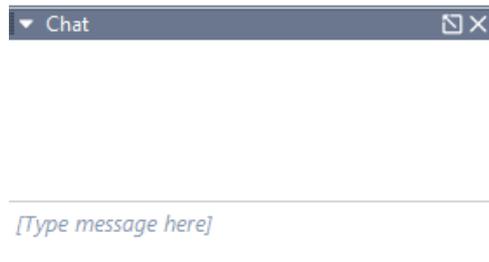
If the webinar starts, and you are having sound difficulties, please go to the audio panel:

1. Check that you have **computer audio** selected.
2. Select the **Sound Check** option and follow the prompts.



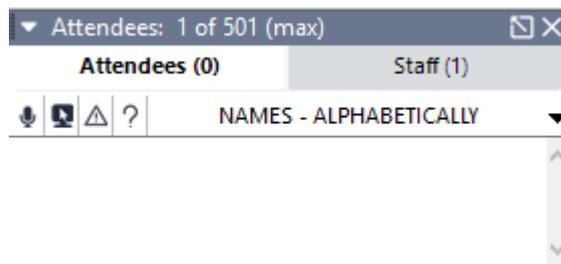
Questions

You will join the webinar with your microphone muted. The presenter will answer questions at the end of the session but you can submit questions at any time. You do this through the questions panel, and these will show as anonymous to all other attendees of the webinar.



Attendees

You can see who has joined the webinar on the attendees list.



NEED HELP?

If you have any questions or issues you would like assistance with, please do not hesitate to contact our Events Coordinator at events@landcareresearch.co.nz