Step one, Register!

• In order to participate in the meeting you must register for the webinar, the same link will work for all 4 days. Those who call in without registering will not receive an access code or audio pin, meaning there will be no way for us to “unmute” you.

• If you do not register for the webinar, you will not be able to comment or participate in the meeting.

• IMPORTANT: When registering, Commissioners, proxies, Council members and other Board participants, should place a 00 prior to their names (e.g., 00Toni Kerns)
How to Register

• Register for the Webinar: https://attendee.gotowebinar.com/register/1268548762865393678

• Webinar ID: 606-517-315. After clicking the link, you should see a screen like this.

• Fill in your name (preceded by 00) and email, and click register.
Registration Confirmation

• Webinar Registration
• After you click register, you should see a page saying you are registered (example below).
Joining the Webinar

• Check your email (the one you registered with)

• You should see an email from “Webinar Staff 2”.

• Be sure to save this email and use it to access the webinar for the duration of the meeting

• On the day of the meeting, go to the email and Click “Join Webinar”

• Your registration link is unique to you. Please do not share it with anyone else!
Accessing Control Panel

• In order to access the control panel that will allow you to raise your hand, speak, and ask questions, you may need to expand the panel by pressing the red arrow.

• The panel shown here is collapsed.
Accessing Control Panel

• The panel shown here is open.
Audio Settings

Once you log in, you will have to choose how you want to listen in and speak at the meeting.

Choices:

1. Computer Audio (VOIP) - We recommend you use a headset

2. Phone Audio

Note: either of these options can be used, but please do not use both at the same time on different devices. It will create an echo when speaking.

Screen when you first log in

We recommend computer so you can use your phone for caucusing

The meeting will begin when the organizer arrives

Control panel once you are in the meeting. You can change the audio before or after you log in.
Using Computer Audio: Recommended

- Once you have joined the webinar:
- Select the microphone and speaker options that correspond with your computer
- You can test your audio if you are having trouble
Using Phone Audio

• In Audio Settings box,
• select “Phone call”
• Then, using your phone, call the number provided here
• Enter the Access Code/Audio PIN numbers when prompted into your PHONE
• Your audio pin is unique to you: DO NOT SHARE IT WITH OTHERS
Raising Your Hand

• If you would like to take part in discussion/ask question, click the “Raise hand” button
• Click again when you are done speaking to lower your hand
• Press 🖐️ to raise your hand
• Press 🖐️ to lower your hand
• If you are having trouble with raising your hand, you can also let us know if you’d like to speak by stating so in the “Questions” box.

• Please reserve the Questions box for this purpose only. Questions are visible to everyone on the webinar.
Muting and Unmuting

• When you are called on to speak, you must unmute yourself by clicking the “microphone” button.

• If you are unmuted, the microphone symbol will be **GREEN**.

• If you are muted it will be **RED**.

• We will tell you when you are clear to speak.

• Please mute yourself when you are done speaking.

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![Image of microphone button and symbol](image)
Accessing the Webinar from Your iPad

• Go to the App store and download GoTo Webinar
• Click on the webinar link provided at http://www.asmfc.org/home/2020-annual-meeting-webinar and register
Help Desk

• If you have technical issues with either webinar (connecting to or audio related issues), please contact Chris Jacobs at 703.842.0790.

• The following slides provide information on how to access the webinar via your iPad.
Join the Webinar

Once you are registered there are 2 ways to join the webinar

1. Click on the link in your email and follow the previous instructions in this document, or

2. Join by entering your webinar ID

The following instructions will step you through joining the webinar via the Webinar ID
Join the Webinar

• Continue to click on Join with Webinar ID
Webinar ID

• Enter the Webinar ID here
  Webinar ID: 151-774-483
Success!

• You have successfully joined the webinar.
• At this point, choose your audio connection:
  1. Voice-over IP
     Click this box if you will be using your computer microphone and speakers, or
  2. Call in with the identified phone number and access code.
While in the Webinar

• You can raise your hand to be recognized by using the hand icon

• Upon being recognized to speak, you can unmute your microphone by pressing on the icon and following the provided instructions to unmute

Note: The microphone is grey when it is muted and blue when it is unmuted.