



Association of State Wetland Managers



Go To Webinar Participant Help Guide



Introduction



Go To Webinar is a wonderful presentation platform, however there are some useful tips that will make the webinar go more smoothly.



ASWM has compiled these instructions from Go To Webinar guides for those of you who are new to the technology or who just need a refresher.

If you experience any technical difficulties during an ASWM webinar, you can always contact Laura at ASWM at (207)892-3399 at any point during the presentation to get assistance.



Introduction



If you have never used Go To Webinar before, depending on your operating system and network firewalls, you may be prohibited from downloading the software or your connection may be too slow to work properly.



....If this is the case, rest assured...



ASWM always includes a link to a PDF version of the presentation and phone-in instructions so you can follow along with the presentation via your telephone connection and advancing the PDF slides on your own.

If you experience any technical difficulties during an ASWM webinar, you can always contact Laura at ASWM at (207)892-3399 at any point during the presentation to get assistance.



Register & Join the Webinar

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HOW TO REGISTER:

1. Click the registration link or button provided on the registration website or in the invitation email.
2. Complete the registration form.
3. You will receive an email confirming your registration for the webinar, along with the option to add the webinar information to your Outlook® Calendar.

HOW TO JOIN:

1. At the time of the webinar, open the webinar confirmation email or Outlook appointment.
2. Click the Join Webinar link provided in the confirmation email or Outlook appointment.
3. If prompted, click Yes, Grant or Trust to accept the download.
5. Follow the Audio instructions on the next slide....

NOTE: Your registration link is unique to you – please do not share it. Each participant needs to register separately. Using the same link for more than one person can cause interference and prevent others from receiving follow-up communications, including links to documents and papers, etc.



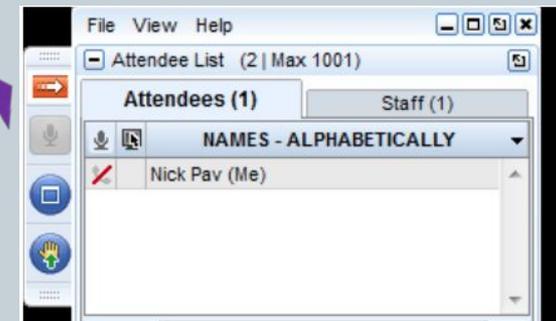
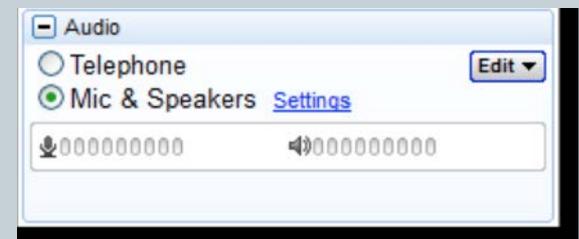
Audio Options

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Getting Started:

Your first option is to select either “Telephone” or “Mic & Speakers” in the Audio panel of your Go To Webinar software toolbox. If you choose “Telephone” you will be shown a Dial-in number. Call that number, enter in your Access Code, and then enter in your Audio PIN. If you select “Mic & Speakers,” you must have speakers and a microphone to communicate.

TIP: If your Go To Webinar toolbox collapses, you can easily expand it again by clicking on the red arrow at the top.



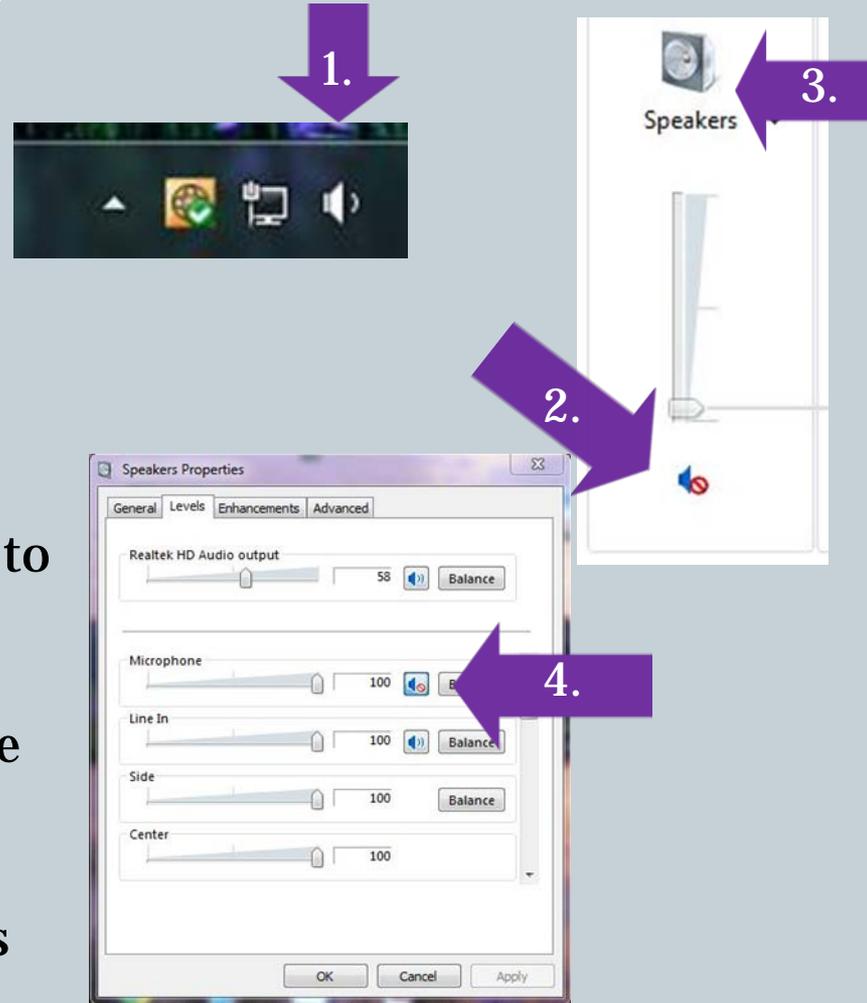
Audio Options: Telephone

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Telephone Users

In order to prevent an echo and background noise...

1. Click on the audio icon on the bottom right of your monitor taskbar.
2. When the audio window opens, click on the audio icon on the bottom to mute speakers.
3. Click on the speaker image at the top to open a “Speakers Properties” window.
4. Click on the “Levels” tab and then on the audio icon for “Microphone” to mute the mic.
5. Keep all cell phones away from telephones or computer microphones as they can cause an echo effect.





Audio Options: Mic & Speakers

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VoIP Mic & Speakers

1. If you choose to join via Mic & Speakers, you will need speakers to listen to the webinar and a microphone to speak.
2. Please note that audio quality can vary based on your audio software/hardware manufacturer as well as your operating system. When using Mic & Speakers, the following best practices are recommended:
 - For optimum sound quality, a USB headset is recommended.
 - If a headset is not available, speakers are required to listen to the webinar and a USB microphone to speak.
 - If using a microphone, it should be at least 1.5 feet away from any speakers built in or connected to your computer.
 - Using a webcam microphone is not recommended.
 - If you are unmuted by the organizer, you may need to turn the volume down on your speakers to avoid echo.



Asking Questions

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At the beginning of the webinar, the moderator will let you know if the presenter will take questions during the presentation or if they will hold questions until the end. There are two ways you can interact and ask questions during the presentation when you are muted:

1. Raising your hand using the Hand Icon.
2. Typing a question using the Questions Box.

NOTE: The Moderator will either unmute you so you can ask the question yourself or will ask the question typed in on your behalf. Typing in a question generally indicates that your audio connection prevents you from asking the question yourself.

The screenshot shows a webinar interface with the following elements:

- Attendee List (2 | Max 1001):** Includes tabs for Attendees (1) and Staff (1). A dropdown menu is set to "NAMES - ALPHABETICALLY". One attendee, "Nick Pav (Me)", is listed with a red slash icon.
- Audio:** Shows "Telephone" selected and "Mic & Speakers" unselected. It displays dialing information: "Dial: +1 (480) 297-0020", "Access Code: 653-510-658", and "Audio PIN: 54". A red banner says "If you're already on the call, press #54# now." and there is a link for "Problem dialing in?".
- Questions:** A text input field with a placeholder "[Enter a question for staff]" and a "Send" button.
- Sidebar:** Contains icons for microphone, video, hand (muted), and a hand icon (unmuted).



Past Recorded Webinars

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To access past recordings, go to www.aswm.org, hover over the “ASWM” tab, scroll down to “ASWM Webinars/Calls” and click. This brings you to a page with ASWM’s entire in-house webinar library.

The screenshot shows the ASWM website interface. At the top, there's a navigation bar with tabs for Home, ASWM, I Am..., Wetlands, Science, Wetland Programs, Watersheds, Law, News, and Blog. Below this is a main menu with options like Join/Re, Donate, Wetland, Volunteer, Sign Up, Latest N, Contact, and ASWM Members. The main content area is titled 'ASWM Webinars/Conference Schedule' and contains a list of webinar events with details on dates and topics. A sidebar on the right lists 'Hot Topics' such as Ag News, MS River & Wetlands, Gulf Oil Spill, and Sea Level Rise Tools.

ASWM records the majority (but not all) of their webinars, post-processes them, and makes them available for anyone to access and download. ASWM generally indicates at the beginning of a webinar whether it will be recorded and posted. Recordings are typically available about 2-3 weeks after each event.



For More Information

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If you're still feeling a bit uncertain about how to use the Go To Webinar software, you can get further assistance from the Go To Webinar website at http://support.citrixonline.com/en_US/gotowebinar/documents. If you scroll down the page half way, you'll see a section on "Attendee Guides."

You may also contact ASWM for further help. Please feel free to call Laura Burchill, Program Assistant, at (207)892-3399 or email at laura@aswm.org.

Thank you for your interest in ASWM webinars!