

Host a Webinar using GoToMeeting

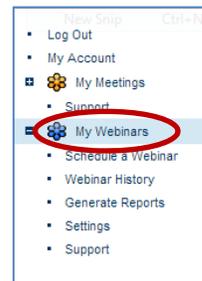
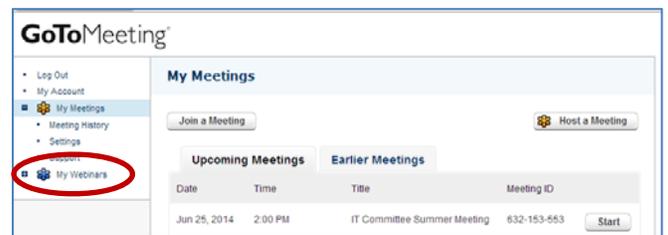
Basic Steps to Organize, Record, and Archive a Webinar

WHAT IS GOTOMEETING?

GoToMeeting is an online web conferencing and online meeting platform available to MVCAC members to organize and host Association- or District-related meetings/webinars online. With GoToWebinar you can conduct do-it-yourself webinars with up to 1,000 people using a PC or a Mac. At this time you can attend a meeting via smartphone or tablet, but you cannot host one using these devices. MVCAC has five regional subscriptions (one for each region) and each account is linked to an MVCAC.org email address which is then forwarded to a person representing their region. For your regional Account Username and Password, please contact your District Manager or Sarah Spencer at the MVCAC administrative office: (916) 669-5315 x133 or SSpencer@amgroup.us

HOW TO SCHEDULE A WEBINAR

1. Log in at **GoToMeeting.com** with the Username and Password for your region.
2. In the menu located at the upper left side of the screen, choose  **My Webinars**.
3. In the menu located at the upper left side of the screen, choose **Schedule a Webinar**.
4. In this section, you will fill out a form for the **Webinar Details** including:
 - Webinar Name
 - Webinar Description
 - Date and Time
 - Audio preferences
 - Names and email addresses of Panelists and Co-organizers
5. Click **Save and Continue**
6. In this section, you will fill out a form for the **Branding and Theme** including:
 - Uploading a logo (optional)
 - Choosing a theme (choose **Basic**)
 - Upload an image (optional)
 - Choose a color for the pre-webinar start screen (optional)
 - Names of presenter(s), image of presenter(s) (optional)
 - Pre-webinar start screen message (e.g., Thank you for joining the “Effective Communication of Integrated Vector Management.” The webinar will begin at 8am).
7. Click **Save and Continue**
8. In this section, you will fill out a form for the **Registration**, including:
 - Details required of attendees upon registration (choose **First name, Last name, Email address, City, State, Organization**)
 - Whether registrants will receive an email with information after joining the Webinar (choose **Automatically**)



9. Click **Save and Email me the Invitation**.

YOUR WEBINAR IS SCHEDULED!

INVITE PEOPLE TO YOUR WEBINAR

1. In the menu located at the upper left side of the screen, choose **My Webinars**.

2. In the list of **My Webinars**, find your webinar title and in the **Change Sessions Settings** field, choose **Email Notifications**.

3. In the **Email Notifications** section, under **Webinar Invitation**, choose **Preview Email**.

4. In the **popup window** containing the invitation text, copy and paste the text into your own email program and send the invitation to your list of potential attendees from your email account (If this is for a CEU webinar, copy and paste the text and send it to Mike Niemela at michael.niemela@cdph.ca.gov. He will send out the invite to MVCAC membership).

YOUR INVITATION IS SENT!

PRACTICE YOUR WEBINAR

1. To practice or host a meeting or webinar session, you must first install the **GoToMeeting Desktop Application** onto your computer. To download the application, go to **My Webinars** and find your webinar title in the list.

2. Choose **Practice** which is to the right of the webinar date/time. The program will automatically begin downloading if Java is enabled on your Windows computer (depending on your District's IT security, you may need IT support for full privileges when downloading to be able to record and archive Webinars locally on your computer. Check with your IT department for details). You can also download at <http://gotomeeting.com/host>. For Mac, go to http://support.citrixonline.com/en_US/GoToMeeting/all_files/GTM140014
3. After the download is complete, your webinar will be launched automatically and a **Control Panel** will appear on your desktop.

- To be able to practice and host a webinar, you will need a microphone and headphones. These can be in the form of a headset or an individual microphone and headphones. You can check to see if your mic and speakers are working properly in the **Audio** section of the **Control Panel**.
- The **Control Panel** will give you the options to:
 - Start your Broadcast
 - Show your screen to webinar attendees
 - Share control of keyboard and mouse
 - Change presenters
 - Record your Practice or Live Webinar sessions
 - Perform a **Sound Check** on audio
 - See Attendees names
 - Mute Attendees
 - Mute yourself
 - Ask and answer questions
- During your practice session, review and try out the **Control Panel** tools and options so you are familiar with them when you carry out your live broadcast.

YOU PRACTICED YOUR WEBINAR!

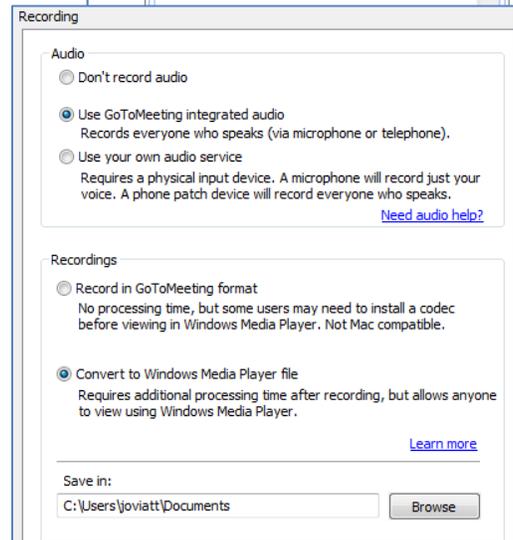
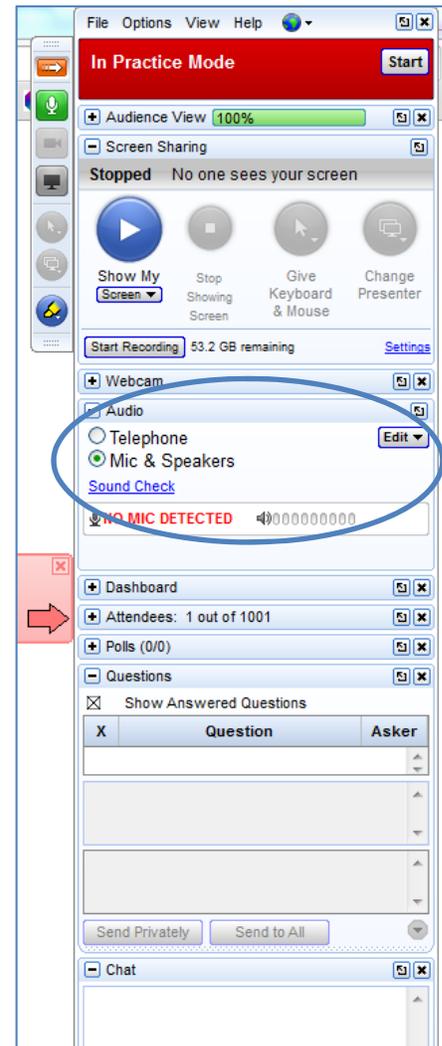
RECORD YOUR WEBINAR

- During a practice session, try recording your meeting to make sure everything is working.
- Before recording, make sure you have clicked **Show My Screen**, verified your audio equipment is working in **Sound Check**, and that you are not muted. The microphone icon at the top left of the control panel should be green. 
- Click **Settings**, next to the **Start Recording** option of the **Control Panel**.
- Choose the following options:
 - Use GoToMeeting integrated audio
 - Convert to Windows Media Player file
 - Save in: [choose where to save on your computer by clicking on **Browse**.
- Choose **Start Recording**. Practice a few minutes. Then choose **Stop Recording**. When you exit the practice session, verify the recording in the folder you saved it.

YOU RECORDED YOUR PRACTICE WEBINAR!

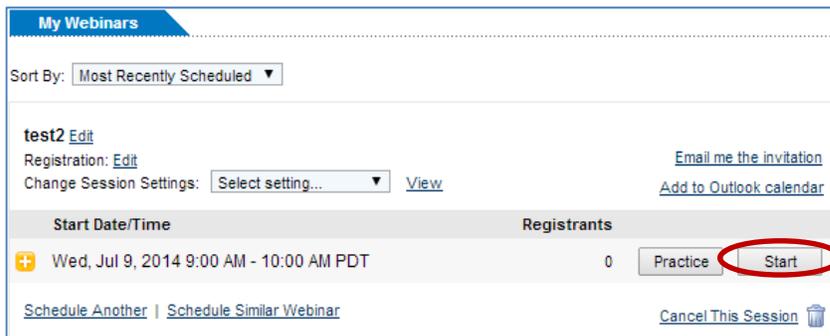
If you are recording on a Mac, please see instructions here:

http://support.citrixonline.com/en_US/GoToMeeting/help_files/GTM080010?Title=GoToMeeting+Recording+Manager+%28Mac%29

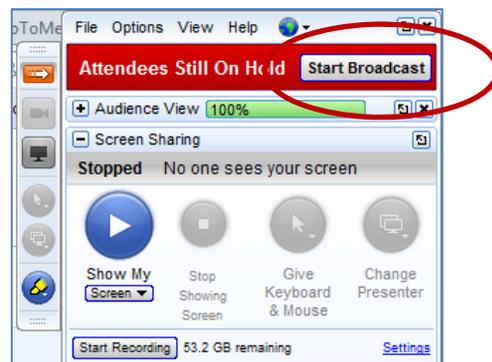


RUN YOUR WEBINAR LIVE

1. Go to **My Webinars** and find your webinar title in the list.
2. Choose **Start** which is to the right of the webinar date/time.
3. Your webinar will be launched automatically and the **Control Panel** will appear on your desktop.



4. Before starting your broadcast, turn your cellphone off or put it on silent, mute or unplug landline phone or direct calls elsewhere, ensure microphone and headphones are plugged in and working, mute attendees until question and answer section, and show screen (make sure you are in presentation mode if you are showing a PPT).
5. When you are ready, choose **Start Broadcast** at the top of the **Control Panel**. Ensure that the attendees can hear you and then when you have confirmed everything is okay, choose **Start Recording**. You may now start presenting your webinar. When you are done, click **Stop Recording** and end meeting by clicking **File – Exit – Leave Meeting** or simply click the **X** in the upper right corner of the **Control Panel**.



YOU HOSTED AND RECORDED A LIVE WEBINAR!

ARCHIVING YOUR WEBINAR

1. As soon as you exit/end your webinar, the file will immediately convert into a Windows Media Player file. You can then access it in the folder you chose earlier to save your webinars.
2. If you have recorded this webinar as part of the CEU cycle series, inform Brian Reisinger breisinger@wvmvcd.org. He will send you a link to upload the video to an online file storage site. Upload the file and you are done.

YOU HAVE ARCHIVED YOUR WEBINAR!

SYSTEM REQUIREMENTS FOR GOTOWEBINAR CAN BE FOUND AT:

http://support.citrixonline.com/en_US/gotowebinar/all_files/GTW010004

Webinar attendees who access the meeting via a telephone line can hear the webinar, but routinely have problems being heard. Go to the following link for audio troubleshooting:

http://support.citrixonline.com/en_US/gotowebinar/all_files/GTW040006

For additional questions about webinar hosting, please feel free to contact Brian Reisinger breisinger@wvmvcd.org or Jill Oviatt joviatt@cvmvcd.org