

Accessing a webinar

Hello, and welcome to our step-by-step instructions to access a Writers Victoria webinar. Thanks so much for joining us. Writers Victoria uses GoTo Webinar for our webinar hosting platform.



To begin:

Your first step will be registering for webinar. You may do this just as you register for any of our workshops: either via our website or by calling our membership team and booking in over the phone. Once you have done so, there is nothing else for you to do until a few days before the webinar.

A few days before the webinar:

You will receive an email very similar to this email below. It will have a great deal of information about both the course and the webinar program:

A webinar about webinars Inbox x 🖨️ 🔗

 **Kate Cuthbert** 09:38 (33 minutes ago) ☆ ↶ ⋮
to me ▾

Good afternoon, writers

This email contains information about your upcoming webinar, A webinar about webinars . This webinar will take place online between the hours of 12 and 1pm on Tuesday 24 September. If you are not able to attend the webinar, please note that a recording will be made and all registered participants (whether they attend or not) will be able to access this recording at their own convenience.

In order to access this webinar, you will have to register **before 9am Tuesday 24 September**. All registered participants will then be sent a link to the actual webinar on Tuesday morning. The webinar will be open from about 11am, which will allow you to log in and be ready to start at 12. In order to register, please follow this link:
<https://attendee.gotowebinar.com/register/5363225707387323917>

The platform for our webinars is GoTo Webinar. It can be run via your browser (preferably chrome, but other browsers are also OK) or via a GoTo player. When you first access GoTo it will ask you to download a launch application. Please agree to this in order to access the webinar. You will need a strong, secure internet connection. If you do run into technical problems, try switching your device or switching browsers.

You may be new to webinars, so I'll just run through the process:

- You will be able to access this webinar from your own home
- You will need to be at a computer or a device with a good Internet connection from 6pm-7:30pm, having followed the reminder link.
- Your tutor will give a video presentation, which you'll be able to see and hear. You do not need a microphone or webcam, as no one will be able to see or hear you. You will be able to see and hear the tutor, however, and you can type in questions through a chat box.
- If you miss the webinar, no troubles – we'll send around a link to everyone after every session so you can download the recording and catch up.

I have attached a step-by-step instruction booklet with photos to this email. It will take you through every aspect of logging on to the webinar.

A few important notes on the webinar

- Only send your question through once. The questions will be collated and curated by our admin support, who will provide them to the tutor as necessary. If the tutor doesn't answer your question right away, please do not re-send your question.
- There will appear to be a lag between your questions and when they appear in the chat box. Again, please only send through your questions once. The tutor will be presenting, and will answer questions when there is a break in the presentation.

If you run into trouble:

Please note: this webinar is taking place after hours, and if you do run into issues the Writers Victoria offices won't be open, however there will be a WV staff helping with the webinar. Please see below for some troubleshooting options, but do

All of this email is useful, however the most important part is the link that is included within:

A webinar about webinars Inbox x



Kate Cuthbert

To me

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Clicking on the link will open up a web browser, which will reveal a registration form. The form will provide some information about the webinar, including the date, time and a little blurb about what to expect:

A Webinar About Webinars!

Tue, Sep 24, 2019 12:00 PM - 1:00 PM AEST

[Show in My Time Zone](#)

Webinars can be a great way of benefiting from professional development opportunities without the expense and hassle of travelling – or even getting out of your pyjamas. For regional and rural members, webinars can be the connection to community that might not otherwise occur. But with different technologies and programs, webinars can also be intimidating and confusing. This session seeks to demystify our webinar program and provide step-by-step instructions and experience to allow you to access our webinars with confidence. Come meet us online!

*Required field

First Name*

Last Name*

Email Address*

Webinar organizers are prohibited from soliciting confidential personal information (credit card information, social security numbers, etc.) in the registration form. This questionnaire is not intended to handle sensitive or special categories of data.

What product are you interested in?

What department do you work in?

What questions do you have for the speaker?

Fill in the top three questions. You can ignore the bottom three. You will have plenty of opportunity to ask questions during the course of the webinar.

Once you have filled in your name and email, you can click the Register button.

By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services.

Register

Once you have clicked the register button, you can close down your browser and log back in to your email. You will receive confirmation of your registration very shortly afterwards.

Dear Kate,

Thank you for registering for "A Webinar About Webinars!".

Webinars can be a great way of benefiting from professional development opportunities without the expense and hassle of travelling – or even getting out of your pyjamas. For regional and rural members, webinars can be the connection to community that might not otherwise occur. But with different technologies and programs, webinars can also be intimidating and confusing. This session seeks to demystify our webinar program and provide step-by-step instructions and experience to allow you to access our webinars with confidence. Come meet us online!

Please send your questions, comments and feedback to: director@writersvictoria.org.au

How To Join The Webinar

Tue, Sep 24, 2019 12:00 PM - 1:00 PM AEST

Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#)

1. Click the link to join the webinar at the specified time and date:

Join Webinar

Note: This link should not be shared with others; it is unique to you.

Before joining, be sure to [check system requirements](#) to avoid any connection issues.

This email confirms that you are registered for the webinar. This email is very helpful, as it allows you to test out some aspects of your computer before you are actually attending the webinar. You can do so by clicking on the 'check system requirements' link:

1. Click the link to join the webinar at the specified time and date:

Join Webinar

Note: This link should not be shared with others; it is unique to you.

Before joining, be sure to [check system requirements](#) to avoid any connection issues.

This will automatically check your system requirements, and let you know if there are any issues:

GoToWebinar Attendee System Check for Classic Webinars

Looks good! You can join a webinar.

✔ OS - Windows 10

✔ Browser - Chrome 76

✔ Internet connection - Strong

Test your system again View System Requirements

Next steps

Try a test session (First time)

Join a webinar (Attendee)

Learn How (Join guide)

Are you hosting a webinar? [Check your system.](#)

Our computers are able to join the webinar, but if yours is not they will provide detailed explanations of what you need to do in order to bring your system up to speed.

If you already know your available system, you can also check it against the systems requirement checklist:

Join a Classic or Standard webinar

Operating system	Windows 7 - Windows 10 Mac OS X 10.9 (Mavericks) - macOS Mojave (10.14) Linux Google Chrome OS Android OS 5 (Lollipop) - Android 9 (Pie) iOS 10 - iOS 12 Windows Phone 8+, Windows 8RT+
Web browser	Google Chrome (most recent 2 versions) Mozilla Firefox (most recent 2 versions)
Internet connection	Computer: 1 Mbps or better (broadband recommended) Mobile device: 3G or better (WiFi recommended for VoIP audio)
Software	GoToWebinar desktop app GoToWebinar mobile app JavaScript enabled
Hardware	2GB of RAM (minimum), 4GB or more of RAM (recommended) Microphone and speakers (USB headset recommended)
Mobile device	iPhone 4S or later iPad 2 or later

If you're nervous, you can always try a test session. This will give you a good idea of what the webinar environment will look like.

GoToWebinar Attendee System Check for Classic Webinars

Looks good! You can join a webinar.



- ✔ OS - Windows 10
- ✔ Browser - Chrome 76
- ✔ Internet connection - Strong

[Test your system again](#) [View System Requirements](#)

Next steps



Try a test session
First time



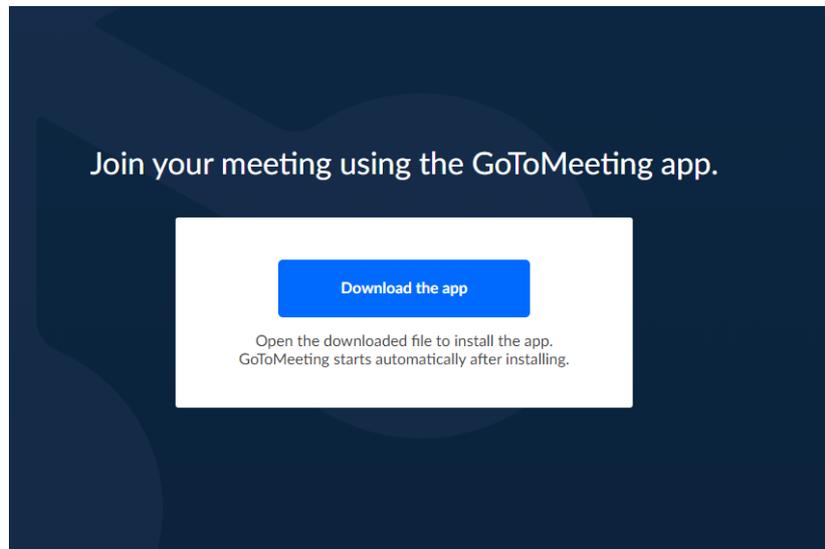
Join a webinar
Attendee



Learn How
Join guide

Are you hosting a webinar? [Check your system.](#)

Running a test session also has the added benefit of downloading the software on to your computer ahead of time, so you're all ready to go on the day of the webinar. If you click on 'test session', you will get a pop-up like the following:



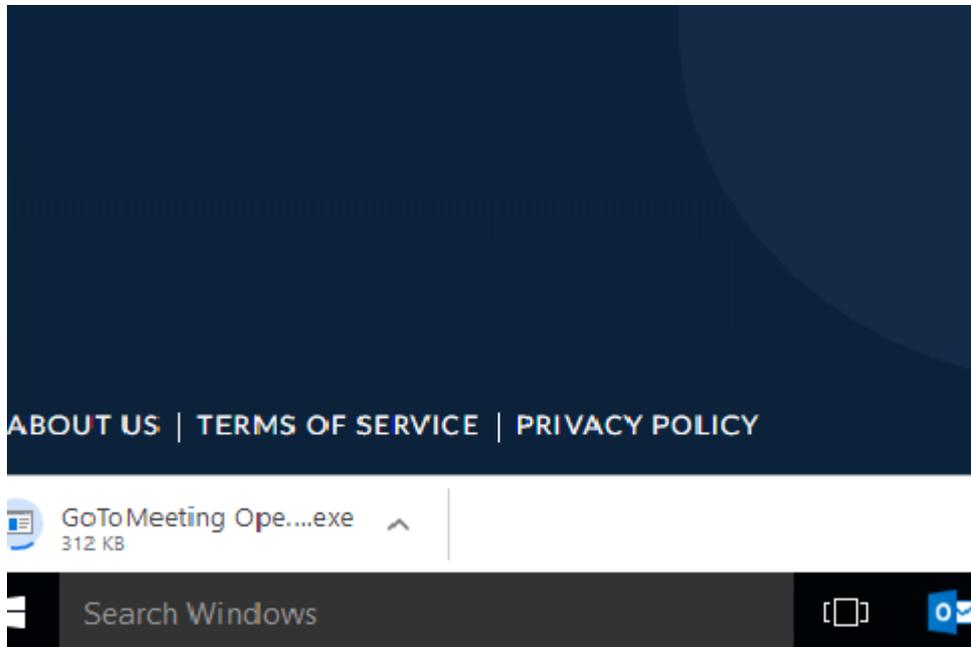
You may have a pop-up restriction on your browser, so if something comes up asking if you want to accept GoTo pop-ups, you should say yes. If you have pop-ups blocked, you may have to unblock them in order to be able to download the app.

Click 'download the app'.

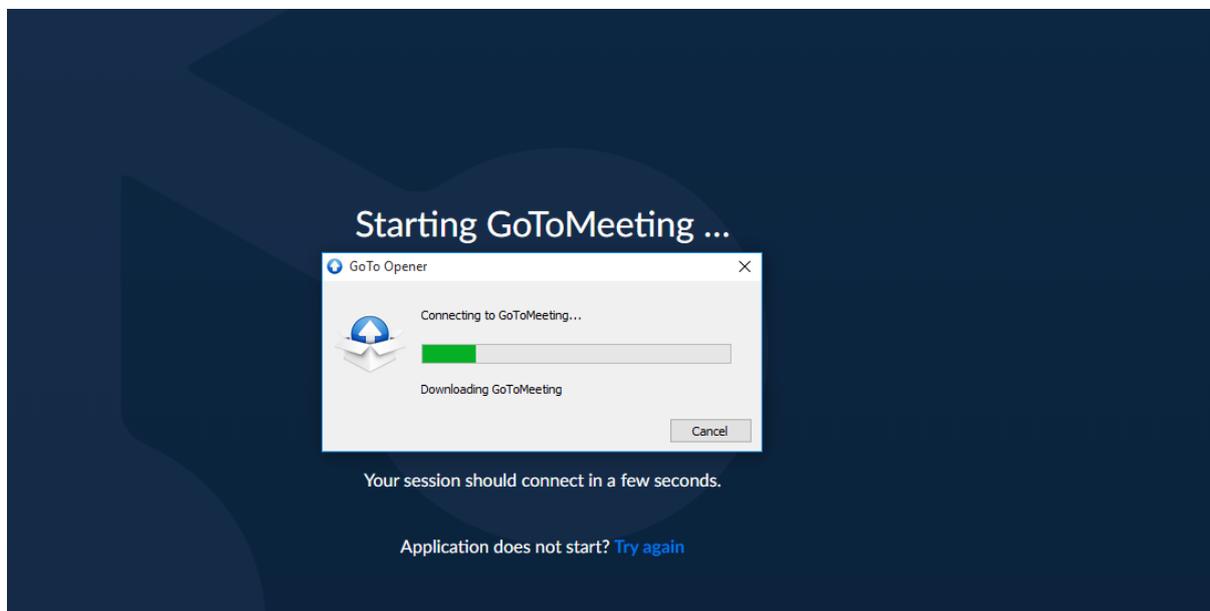


The app will download automatically onto your computer. If your security system asks if this is OK, please say 'yes'.

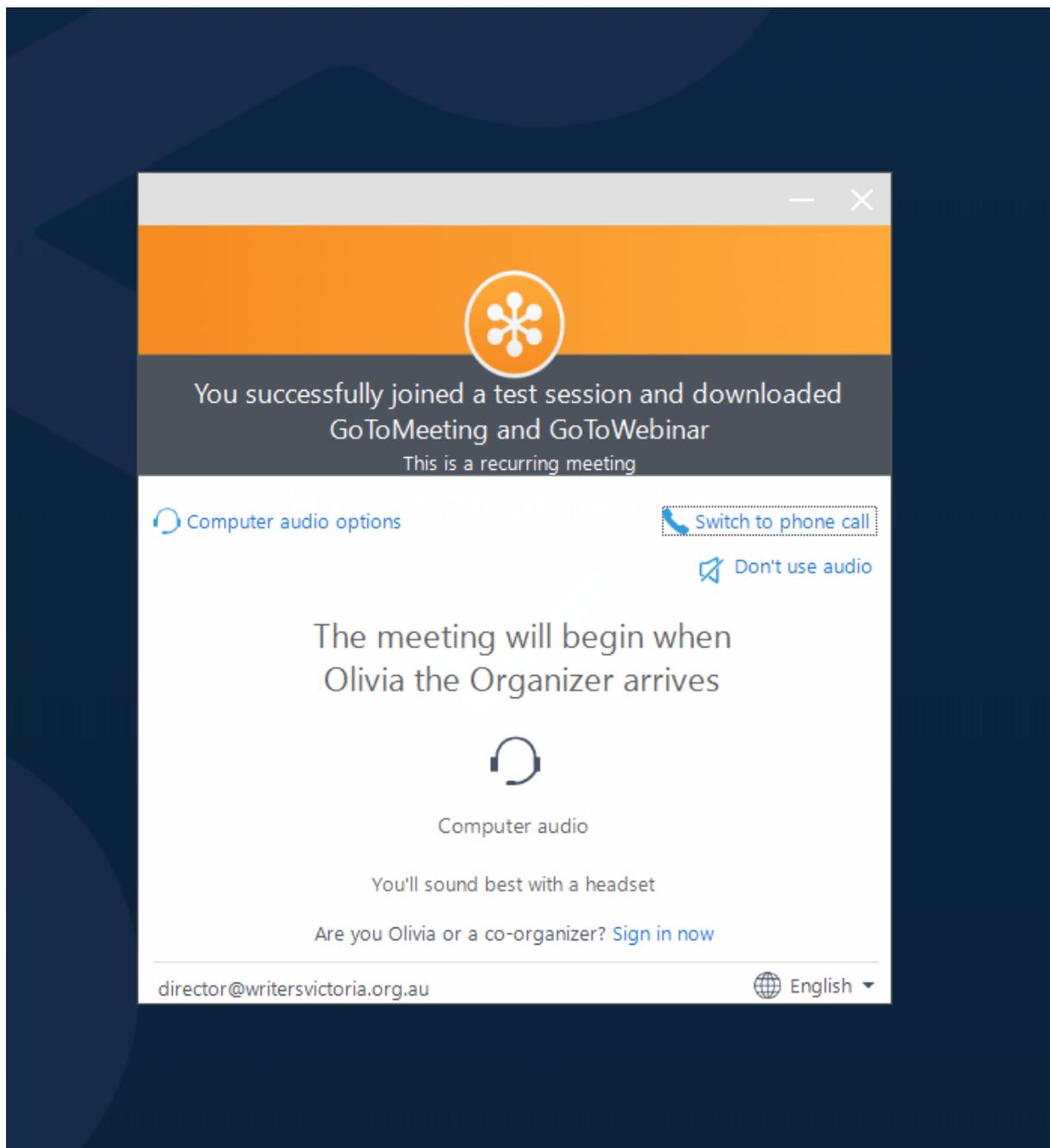
Locate where the app has downloaded, and open the file. In Windows, it often just shows up in the bottom left-hand corner of the screen.



Once you have opened up the app, the app will begin starting GoTo Meeting.



Once GoTo meeting has opened, you will be asked how you'd like to listen. We strongly suggest you use the computer audio. If you are having issues, headphones can be a great asset. Finally, you will be connected!



If you choose not to run a test session, you will go through this process when you begin the webinar.

On the day of the webinar:

On the day of the webinar, you will be sent another email with the same link. However, you can join the webinar from this initial email as well, simply by pressing the 'Join Webinar' button.

How To Join The Webinar

Tue, Sep 24, 2019 12:00 PM - 1:00 PM AEST

Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#)

1. Click the link to join the webinar at the specified time and date:

Join Webinar

If you haven't run through a test session, you will go through the step-by-step procedures that are detailed above. However, if you have, GoTo will begin automatically. If the webinar hasn't begun yet, you will be directed to a holding page:

The webinar will start in 3 days



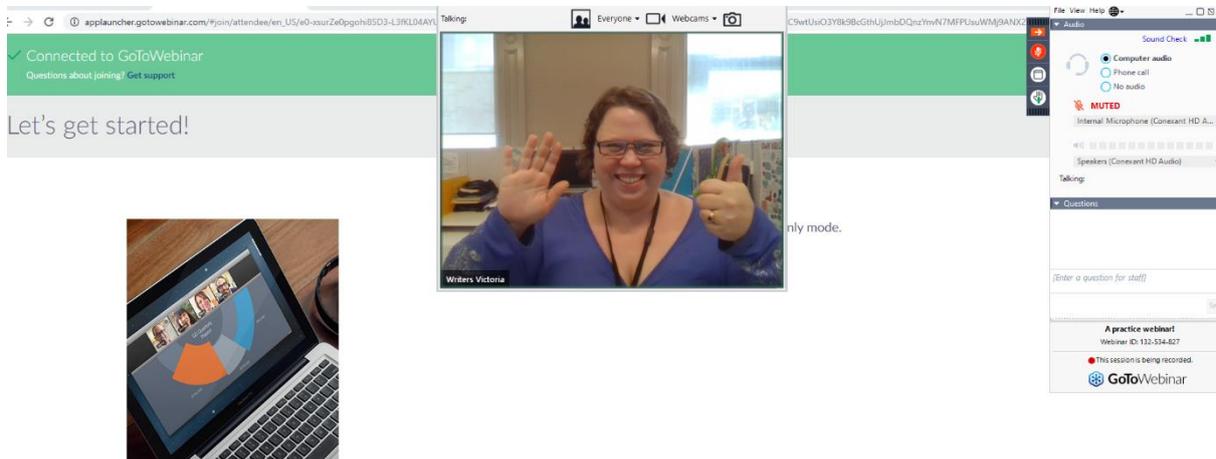
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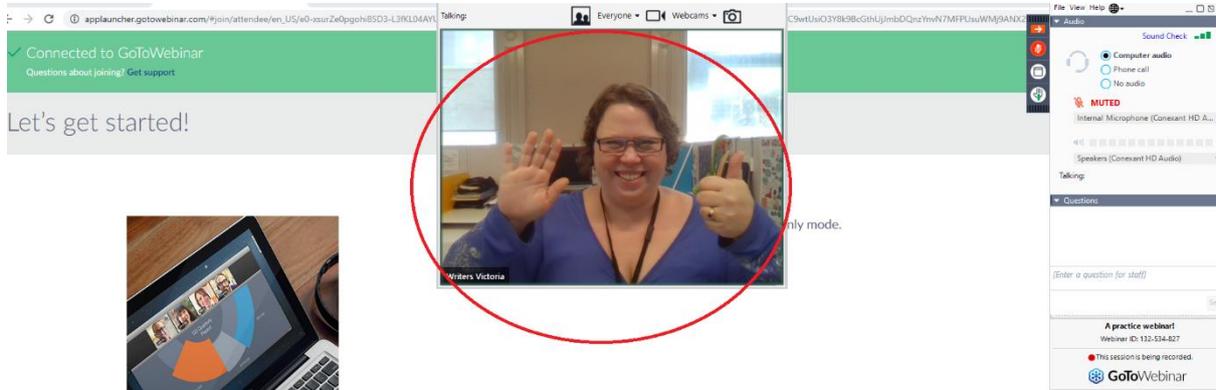
[Test your connection](#) | [Download the mobile app](#)

However, if the webinar has begun, you will be brought directly into the webinar.

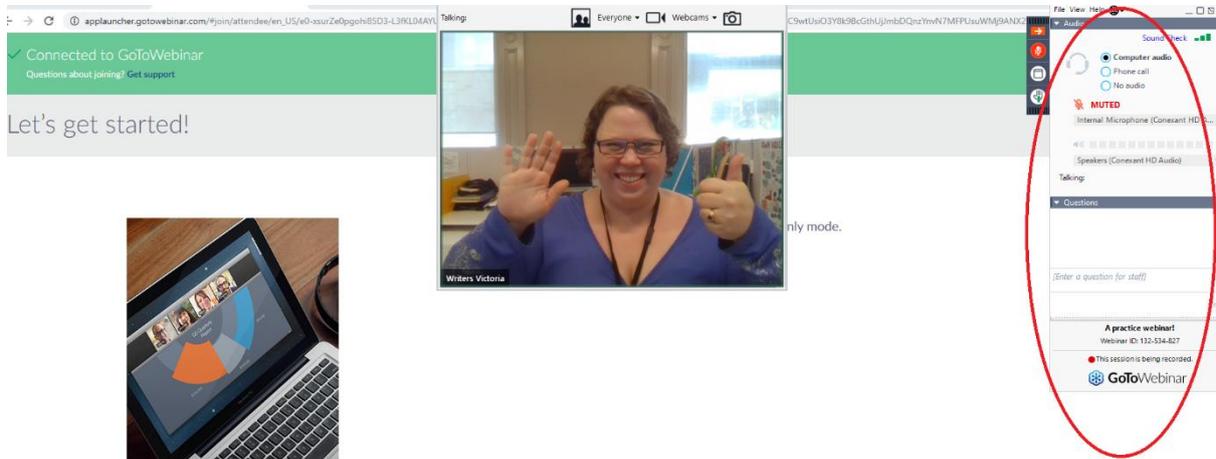


There are three aspects of the webinar that you need to know before we actually practice with a real webinar.

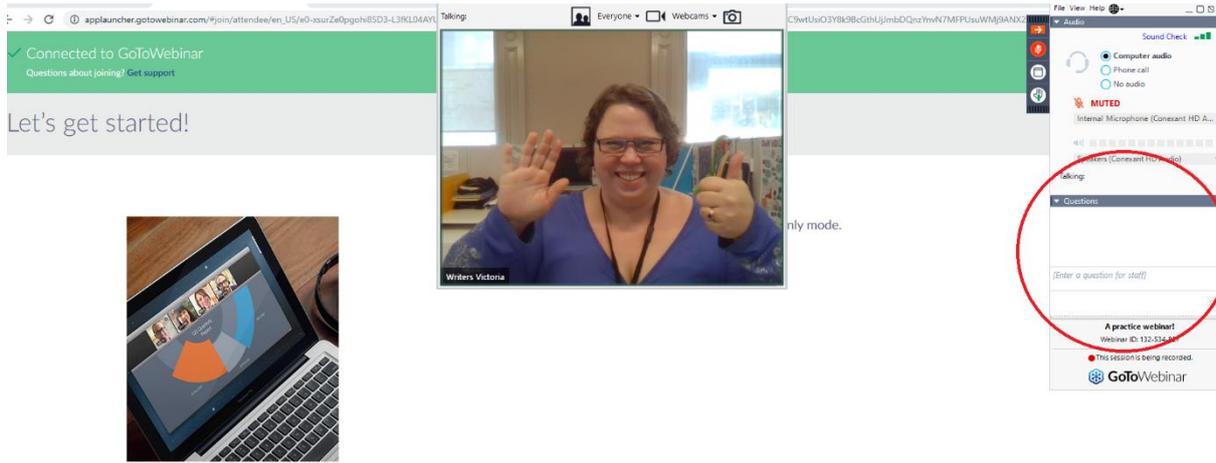
First, there is the presenter. This may not always be a person. Sometimes, presenters choose to share their screen instead, and you will see a powerpoint presentation or some information instead.



To the right, you will also see your dashboard. There aren't a lot of options for you, as the webinar organiser has control over this and will add in those elements that are necessary for the webinar, including whether participants will be using their webcams or able to speak.



However, there is one aspect that is always available, and that is the questions function. No matter what else is going on, you will always be able to send a question through. These will be seen by the organiser and the presenter, but no one else, unless they choose to share it.



And that is how you register and log in to GoTo webinars. We look forward to seeing you online soon!