

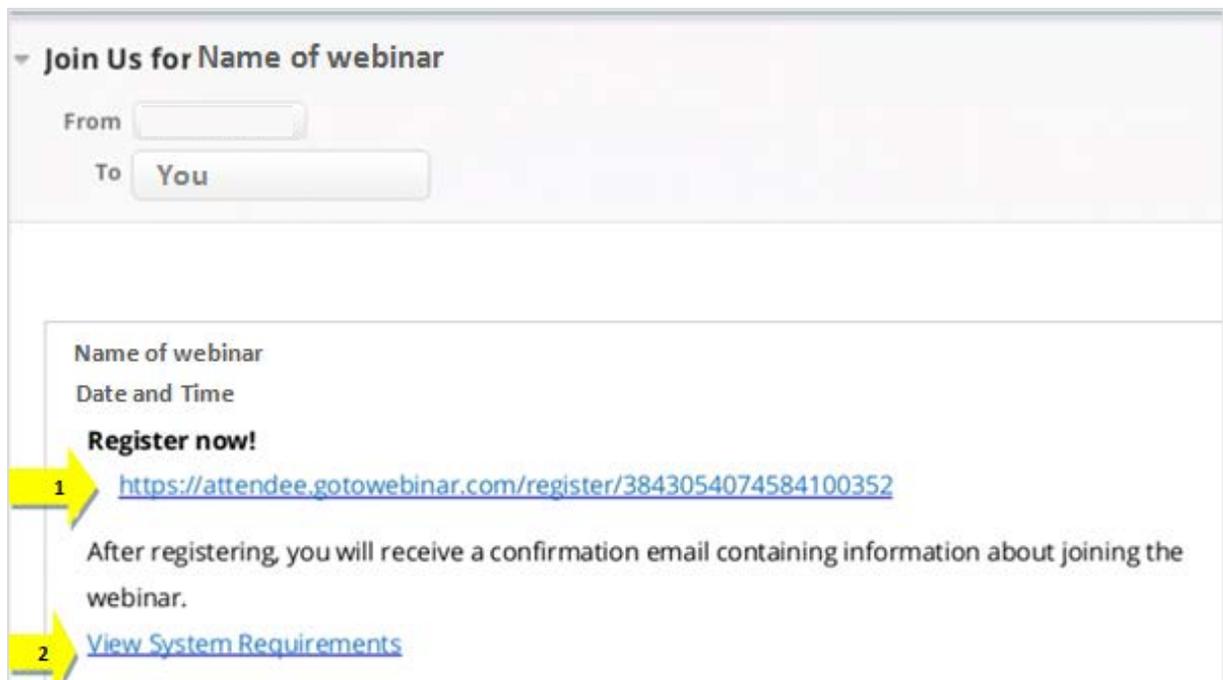
How to join a Contact webinar with GoToWebinar

Overview;

You can join a webinar from your pc, laptop, tablet or smart phone! A webinar is an interactive audio and visual experience which allows attendees to participate in interactive presentations from the comfort of their home or work place.

Registering;

In the email invitation sent to you, there will be a link to register for the Webinar (⇒ 1 in below figure.) Please do register when the invitation is received as there may be a limit to the number of attendees that can access the webinar and you do not want to miss out, also your early registration will ensure that the organisers of the webinar can adequately plan for the number of attendees expected.



In the invitation mail, you will also see a link to view the system requirement of the webinar (⇒ 2 in below figure) which explains what systems are required on your

pc/device to support the webinar. There is no reason to explore this unless you are having issues accessing the webinar.

You will then be taken to the registration page of GoToWebinar. Enter your name (⇒ 3 in below figure) and email address (⇒ 4 in below figure) then click on 'Register' (⇒ 5 in below figure.) As stated in the registration page, when you click on 'Register' your details will be sent to the webinar organiser.

Following registration you will be sent an email with an individual link to join the webinar at the time the webinar is scheduled for. **If you do not receive a confirmation mail with further instructions within a few minutes of registering, please contact your webinar organiser (Helen Reid at helen.reid@contact.org.uk)**

This email will give you the option of adding the webinar to your outlook/email calendar if you wish (⇒ 6 in below figure.) This mail will also give you details of the webinar organiser and how to contact them with any queries (⇒ 7 in below figure.)

Just prior to the required time of the webinar click on the link to join the webinar (⇒ 8 in below figure.)

Please note if this is the first time you have joined a GoToWebinar, please give yourself a little more time to join, as you will need to download the necessary software to support this webinar and future webinars.

This page also gives information on audio options during the webinar (⇒ 9 in below figure) using your computer/devices audio is the easiest option if you have a good connection to the internet. only really need to phone in if your internet bandwidth is not too good, however if you dial in with a phone you can still follow the visual aspects of the webinar on your PC/laptop.

Thank You for Registering

Name of webinar
Date and Time of webinar

6 [Add to Calendar](#)

A confirmation email with information on how to join the webinar has been sent to you.

7 Question or Comments? Contact:
helen.jones@cafamily.org.uk

How to Join the Webinar:

8 At the time above, click this link to join the webinar:
<https://global.gotowebinar.com/join/>
Note: This link should not be shared with others; it is unique to you.

To use your telephone:
United Kingdom
Toll: +44 20 3657 6783
Access Code: 223-192-304
Audio PIN: Shown after joining the webinar

- OR -

To use your computer's audio:
You must select "Use Mic & Speakers" after joining the webinar. A headset is recommended.
(Read our [Audio Checklist](#) for tips on using your computer's microphone and speakers with GoToWebinar.)

Joining the webinar;

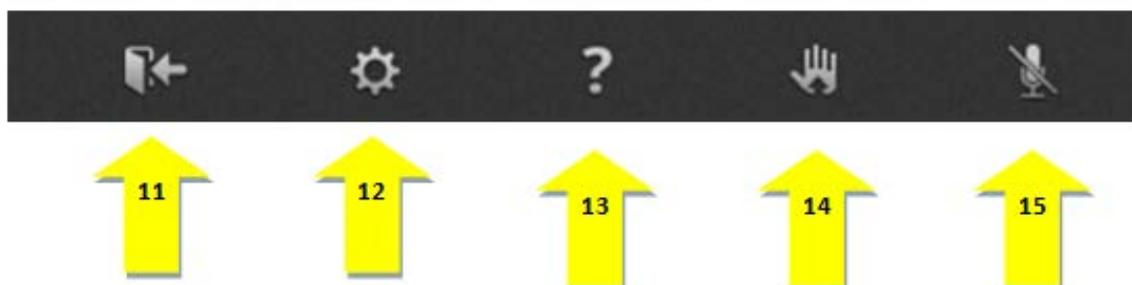
When you choose to join the webinar for the first time you will be prompted to download the necessary software, please see the below figure (*please note however that dependent upon your computer/device this may show in a slightly different format.*) Once this has been completed just click on the option to join the webinar at the specified time and date (⇒ 10 in below figure.)



Once you have joined the webinar you will enter a 'waiting room' until the webinar organiser starts the webinar. Please make sure that your speakers are turned on to listen to the automated 'welcome' and in turn the webinar itself.

Once the webinar has started, you will see the presentation etc. from the organiser along with audio from the organiser; however you will enter the webinar 'muted' so the organiser will not be able to hear you. Any questions you wish to ask during the webinar can be entered in to the GoToWebinar software.

At the top of your screen, you will see the following toolbar (*again depending on the device you are using, this may appear slightly differently.*)



The icon  11 allows you to exit the webinar. The icon  12 shows your settings in the webinar. The icon  13 allows you to ask question of the organiser, by typing in to a text box. The icon  14 allows you to 'raise your hand' to ask a question of the webinar administrator.

The icon  15 shows that you are muted during the webinar, which is usual due to the number of attendees.

If at any time during registration or prior to the webinar you have any further queries please contact Helen Reid on 07738 895007 or at helen.reid@contact.org.uk.