



## STEPS TO LOG IN TO AN ONLINE TRAINING/WEBINAR

1. Click once on the link sent to you via email.

a. If this does not open an internet page, right click on the link and select the option 'Open Link in New Window'

Please join the **Managing Club Meetings Webinar** by going to this internet address using your computer's browser software, such as Internet Explorer.

<https://www.gotowebinar.com/register/773272728>

① Fill out your registration information.

② After filling out your information click once on  .

**Managing Club Meetings**  
Wednesday, September 8, 2010 7:00 PM - 8:00 PM CDT

Webinar Registrations

Leo or Lions club officers interested in improving their club meetings  
Content: How to effectively manage club meetings

**Register for Our Webinar!**  
Wed, Sep 8, 2010 7:00 PM - 8:00 PM CDT

**\* First Name:** John  
**\* Last Name:** Smith  
**\* Email Address:** john.smith6467@yahoo.com  
**\* Address:** 111 West Street  
**\* City:** Chicago  
**\* State/Province:** Illinois  
**\* Zip/Postal Code:** 60000  
**\* Country:** United States  
**\* Phone:** 555-555-5555

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 data.

What leadership position do you currently hold?  
Club Officer

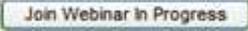
What is your district?  
1A

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.

\* Indicates a required field

**Join Webinar In Progress**



2. On the day of the webinar please register 10 minutes prior to the webinar start time. After clicking  the following screen will appear.

### Joining Webinar...

You don't need to purchase GoToMeeting or sign up for a trial to join a meeting. Please wait a few seconds while GoToMeeting downloads automatically. Then click "Yes" or "Always" to accept the security credentials and follow the prompts for further instructions.

**Click "Yes" or "Always" if prompted.**

Launch successful.

- » **Need Help?**  
If GoToMeeting does not start within one minute, [manually download the software](#) and click "Run" or "Open" when prompted. (You may be asked twice.)
- » **Want to host online meetings and Webinars yourself? (Or know someone who might?)**  
[Try GoToWebinar Free for 30 Days](#) – or – [Send a Friend a Free Trial](#)

3. Please be patient once this screen appears. It may take a moment for the webinar to load.
4. Once loaded you will see the main screen and the control panel. The webinar will begin shortly!

A screenshot of the GoToWebinar Viewer application window. The window is titled 'GoToWebinar Viewer' and contains a 'Main Screen' on the left and a 'Control Panel' on the right. The Main Screen displays the Lions International logo, the title 'Managing Club Meetings', and the organizer/presenter information: 'Organizer: Elaine Fisher | Presenter: Elaine Fisher'. It also provides audio instructions and contact information: 'Audio: Use your microphone and speakers (VoIP) or call in using your telephone.', 'Dial: 312-878-0218', 'Access Code: 210-078-945', and 'Audio PIN: 15'. The Control Panel on the right includes audio settings (Audio Mode: Use Telephone, Use Mic & Speakers), a volume slider, a 'Questions' section with a welcome message and a question input field, and the webinar title 'Managing Club Meetings' with the ID 'Webinar ID: 552-475-804'. A Citrix logo is visible in the bottom left corner of the window.

**Main Screen**

**Control Panel**



## To Check your Audio Connection

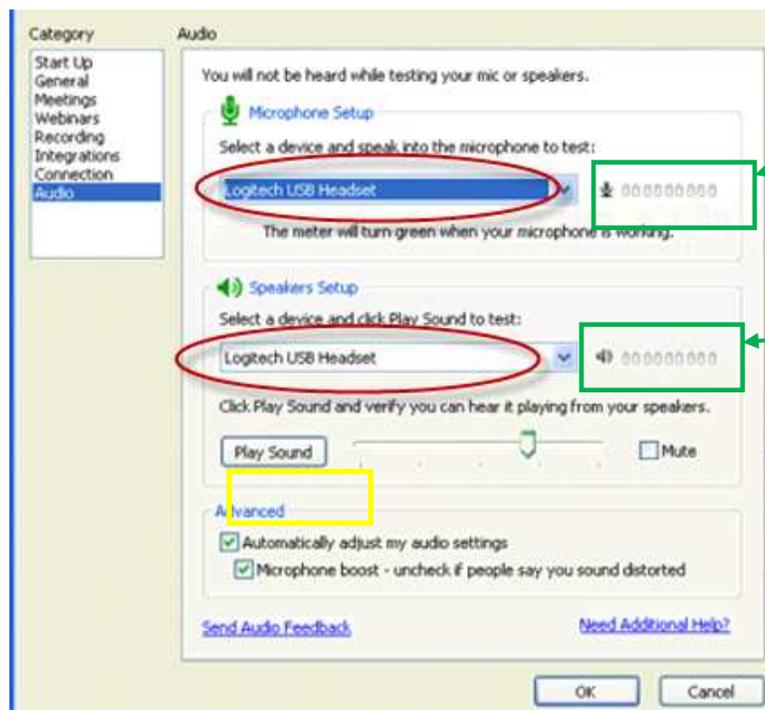
### Micophone and Speakers (headset):

Once you have logged in to the online training, you can test your audio connection while waiting for the training to start.

1. Click on the Audio Setup [Audio Setup](#) in the Audio Pane of the Control Panel. This opens a new window (see #2)



2. Check that your headset is selected for Microphone Setup and Speaker Setup. Next, speak into the microphone to check the audio output. Next, click **“Play Sound”** to check the speakers.



The meter will light up green when you speak to indicate the microphone is working

The meter will light up green when you click **“Play Sound”** to indicate the speakers are working

\*\* For MAC users the images may look slightly different, but testing the audio is done the same.



**To Log on Via Telephone:**

Upon logging in using the link emailed to you (ex: <https://www.gotowebinar.com/register/831486769>):

1. Click on the **Use Telephone** option in the Audio Pane on the control panel.



2. Next, dial in using the phone number provided, and enter the **Access Code** and **Pin Number** as instructed.

**\*\*\*Please note, participants will be muted at the start of each online training session. Participants will be unmuted as necessary when asked to verbally participate during the session.**