GOTOWEBINAR

Setting Up Your GoToWebinar:

Step 1. Scheduling your webinar and event details:
- Schedule your webinar for a date time that works well for attendees in different time zones.
- Type in a brief description on what will be discussed in your webinar and note any special presenters or guests.
- Add any team members as panelists, if needed. They will be granted presenter controls, be able to attend practice sessions, as well as answer any questions asked by attendees during the actual webinar.

Step 2. Customizing your webinar:
- Click "Branding and Colors." Add your company logo, featured image, and customize your background, title, and border colors.

Step 3. Share your webinar with your audience:
- Under the "Share Event" tab, you can see the link to your webinar, an option to email yourself the event details, as well as the option to copy event the infomration to attach to your email.
- Email out invitations to your webinar, and share your webinar details on social media with a link for people to register.
- Under the "Emails" tab, customize the text of your confirmation and reminder emails that will be sent to your registered attendees.
- Keep track of how many people register for your webinar by checking under the "Registration" tab.
- Pro Tip: Shorten and rename your webinar link using bit.ly, a free url customization tool!

Step 4. Do a practice run:
- Schedule a time for you, your panelists, and presenters to meet via GoToWebinar and run through your entire flow of your presentation.
- If you're presenting, make sure your area and screen are clear, and have necessary presentation materials ready to go (refer to our "Getting Ready for Your Meeting" one-pager for best practices).
- Grant your guest presenter organizer privileges in order for them to be able to share their screen and present their materials during your practice run and the day of the webinar.
- List and fix any tech issues, transitions, or flow of presenting that needs to be improved before the actual webinar.

Step 5. Host your webinar:
- Hit record at the beginning of your webinar for you to upload to your website afterwards, and for people who missed your webinar to watch later!

Step 6. Follow up and share your recorded webinar:
- After you've successfully ran your webinar, it will upload to your GoToWebinar video library.
- Once your video has uploaded, schedule and send a follow up email thanking your audience members for attending! Be sure to also send an email to your attendees who could not make it to view your webinar.
- Include a link in your email for everyone to watch the webinar!
- Share your recorded webinar on social media for others to view, as well.
- Congratulations, you just created and ran a successful GoToWebinar!

GotoWebinar Control Panel Tabs & Buttons:

- **Mic Button:** Mute/unmute your audio.
- **Camera Button:** Share your webcam with attendees so they can see you.
- **Screen Button:** Share your screen, change presenters, as well as give keyboard and mouse control to other participants.
- **Audio Tab:** Manage audio by switching between computer audio and dialing in via phone and access the Sound Check.

- **Audience View Tab:** Allows you to see what your attendees are viewing as you're presenting.
- **Manage Attendees Tab:** View all the names of your participants attending the webinar, as well as access mute controls.
  - This tab also allows you to invite attendees to join during your webinar.
  - Make an attendee a co-organizer and grant them controls over the entire webinar if they are helping you conduct.
  - You can select an attendee to serve as a panelist, whcih will allow them to speak, share their scree, present, and answer any asked questions during the webinar

- **Chat Tab:** Send messages during the webinar to all attendees, or individual messages.
- **Record Button:** Make sure you hit record at the beginning of your webinar, so you can upload your webinar for other to view, later.
- **Dashboard Tab:** Make sure you hit record at the beginning of your webinar, so you can upload your recording for other to view, later.
- **Poll Tab:** Launch and close polls at any time during you webinar to collect and share real time feedback from your attendees.
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- **Handouts Tab:** Increase audience engagement by attaching handouts such as images, presentation copies, documents for attendees to download onto their own devices.
- **GrabTab Arrow:** This button allows you to switch between having your entire control panel present on your screen, to minimizing it to where your essential features will remain accessible with just one click during your webinar.