Guide for Attending the Webcast – *Updated with Access Codes*

This Guide is available at http://www.epaalumni.org/annual/webcast.cfm Any updates to the Guide will be available there. If there is a problem with the webcast, instructions will be provided on the webpage.

For our webcast we are using GoToWebinar. There are 4 simple steps for receiving the webcast: 1-Join 2-Install Software 3-SignIn 4-Learn

At the bottom of this page there are instructions for emergency telephone communications (FreeConference) with the webmaster which will be used for webcast problem solving. There is also a backup webcast provider (Ustream) if GoToWebinar ceases to work.

Step 1: Using your browser on the web, go to JoinWebinar.com

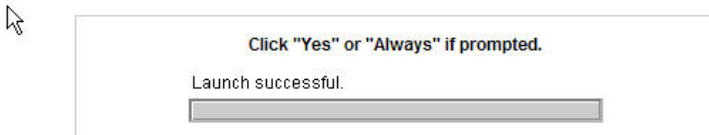
On April 13 Enter the GoToWebinar ID:

 786-233-121

(dashes or spaces are not needed)

Enter your Email Address:

youremailaddress@abcdefg.abc

Step 2: Install the GoToWebinar Software

If you have not used GoToWebinar before, you will be asked to download their software. If your firewall asks if it should allow the installation of the software, say yes. It may take a minute or so for the software to download and install.

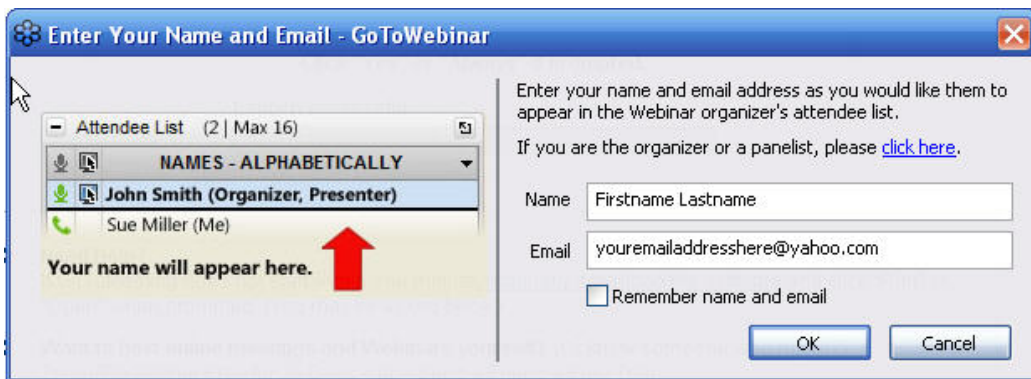Attendees do not need to have Webinar accounts to participate in a webcast.

Step 3: Sign in

When you sign in you will be asked to enter your name and email address.

For name, please use your first name and last name. They will appear on the attendee list which everyone can see.

For email address, enter the email address you would like attendees to see.
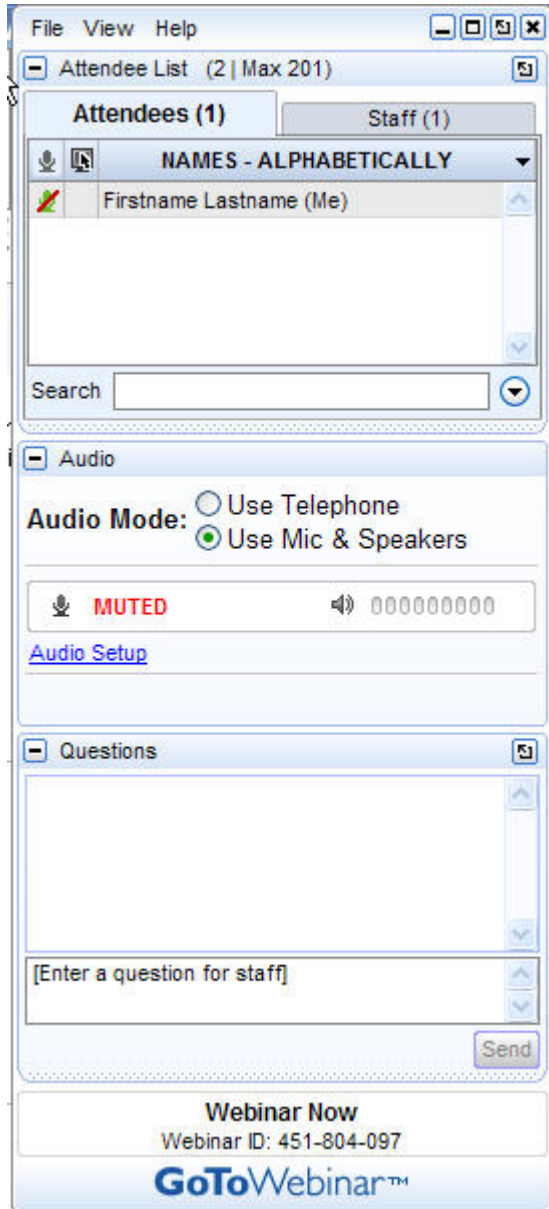
The Control Panel and Grab Tab Will Appear on Your Screen

Step 4: Learn How to Use the Control Panel

Control Panel

The control panel is comprised of <u>Grab Tab</u> <u>Audio</u> <u>View</u> <u>Panes</u> <u>Questions</u> <u>Attendee List</u>

Control Panel

There are several "panes" attached to the control panel. A pane is a part of the control panel such as:

Attendees

Audio

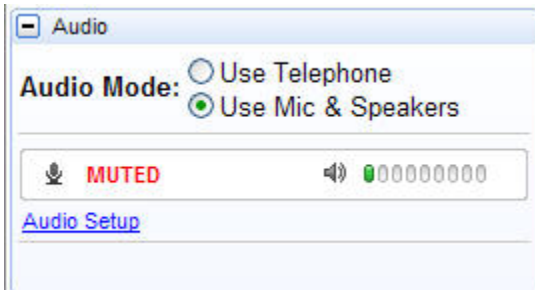Questions

Webinar ID for April 13

786-233-121

Grab Tab

Hide Control Panel   Unhide/Expand Control Panel

View in Full Screen mode   View in Window mode

Audio

You have two ways to listen to the webcast.
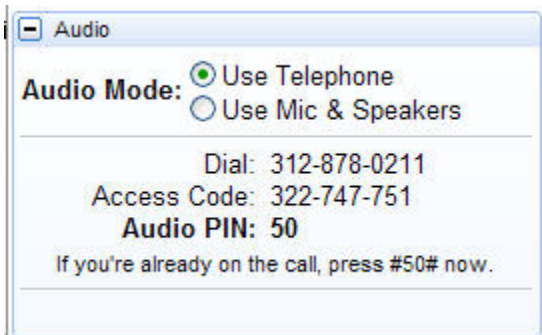
Using Mic and Speakers

You do not need a mic.

If you have a mic, it will be automatically muted.

The speakers symbol shown indicates if an audio stream is coming to your computer. If you do not have sound, make sure your speakers are turned on.

Using the Telephone

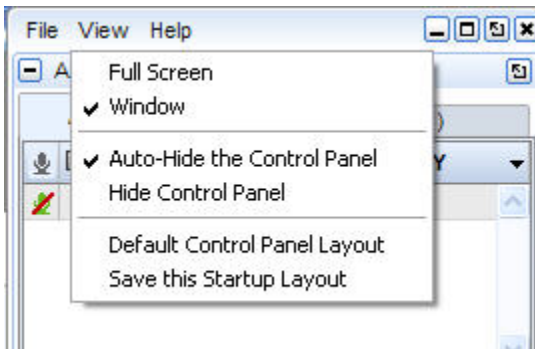If you want to listen by telephone, dial the number on the screen, enter the access code and audio pin.

This is a long distance call and your phone company will charge you their long distance rates.

On April 13 Dial: 312-878-0222
Access Code: 533-786-746
Audio PIN: Shown after joining the Webinar
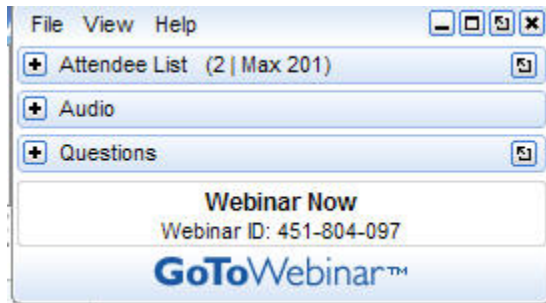
View (on the control panel)

Use Full Screen to make the Webinar use your entire screen.

You many hide the control panel by selecting View then "Hide Control Panel".

You can "Auto Hide the Control Panel". Then the control panel will automatically hide after a certain amount of time of non use.
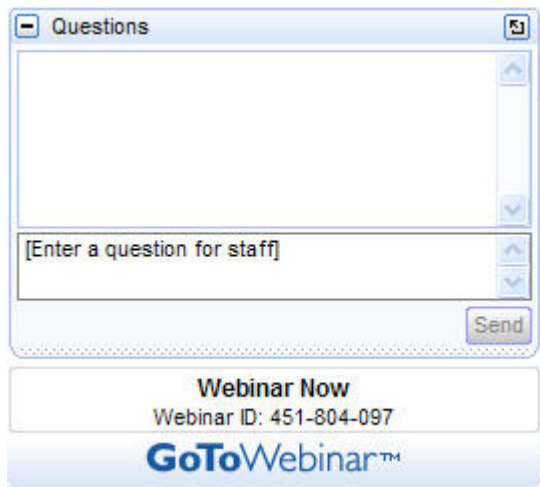
Close and Open the Panes

Panes Closed

+ Click here to Open a Pane

− Click here to Close a Pane

Webinar ID for April 13: 786-233-121

Questions, Answers and Comments

Answers: After an organizer answers your question or makes your comment public, both the question and answer will appear in the upper box.

Your Question/Comment:

Enter your questions/comment where it says [Enter a question for staff]

In your question/comment indicate if you want it made public. Answers can be sent to you privately. (Webinar ID for April 13: 786-233-121)

To see attendees' public questions/comments and answers, keep the "Question" box open or open it periodically. You can expand the size of the "Question" box. Grab the line just above the words "Webinar Now" and pull it down.

You can also unlock the pane from the control panel by clicking on the ⬒. You may then move it any place on your desktop.

Attendee List
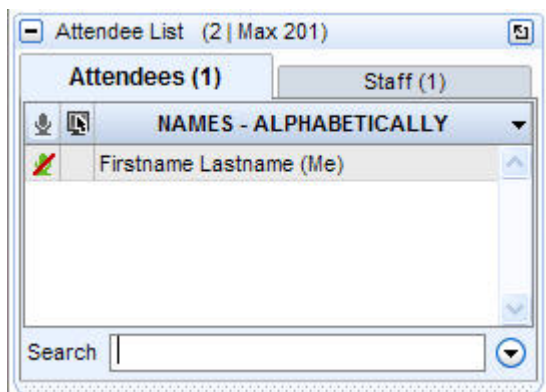
Your name and all other attendees will appear here. Email addresses are also visible by putting you mouse over the name.

Members meeting at a regional office or someone's home will see only one name.

Problem Solving Using FreeConference

During the broadcast there will be a telephone system (FreeConference) available to assist with problems.

Date: April 13, 2010
Start Time: 03:00 PM Eastern Daylight Time
End Time: 06:55 PM Eastern Daylight Time
Dial-in Number: 1-218-936-4700 (Midwest)
Access Code: 845384

In order for you to reach FreeConference, you must call a telephone number (see above). This number will most likely be long distance, depending on your location. Your costs are whatever long distance rates are charged by your long distance carrier (Sprint, MCI, AT&T, etc.). FreeConference does not require the use of any specific carrier.

FreeConference will be used by the Executive Director and webmaster (Chuck and Barry) as a way to keep in touch throughout the meeting. It is for problem solving only. Only call if it is an emergency. When you finish with your problem, please hang up. If you are waiting on your problem to be solved, please put your phone on mute.

Backup Webcast Provider – Ustream

If we run into problems with GoToWebinar, we will switch to Ustream. To see whether we have switched from GoToWebinar to Ustream, come to our Guide (http://www.epaalumni.org/annual/webcast.cfm). We do not expect a problem, since we have been testing GoToWebinar for over a month and several of the regions are using it.

If we broadcast on Ustream, then it will be shown live at http://www.ustream.tv/channel/epaalumni No password is required and no software is needed except your browser. (If you are located in an EPA Regional Office, UStream's text based Chat function may not work. However, the video and audio stream does work.)

We are also hoping to co-broadcast simultaneously on GoToWebinar and Ustream. If you are having a problem with GoToWebinar, try Ustream.

To test if your computer can receive Ustream go to http://www.ustream.tv/ and choose any live program.

If you have a problem seeing Ustream, see http://helpcenter.ustream.tv/