

# Teams Webinar Participant Help Guide



**National Association of Wetland Managers**

# Register & Join the Webinar

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## HOW TO REGISTER:

1. Click the registration link or button provided on the registration website or in the invitation email.
2. Complete the registration form.
3. For Members' Webinars, you will receive an email confirming your registration request was received. Once your membership status has been confirmed you will receive a second email confirming your registration for the webinar, along with the option to add the webinar information to your Calendar.

## HOW TO JOIN:

1. At the time of the webinar, open the webinar confirmation email and click the **Join Event** link.
2. Or open your calendar appointment and click the **Join** link.



# Audio Options

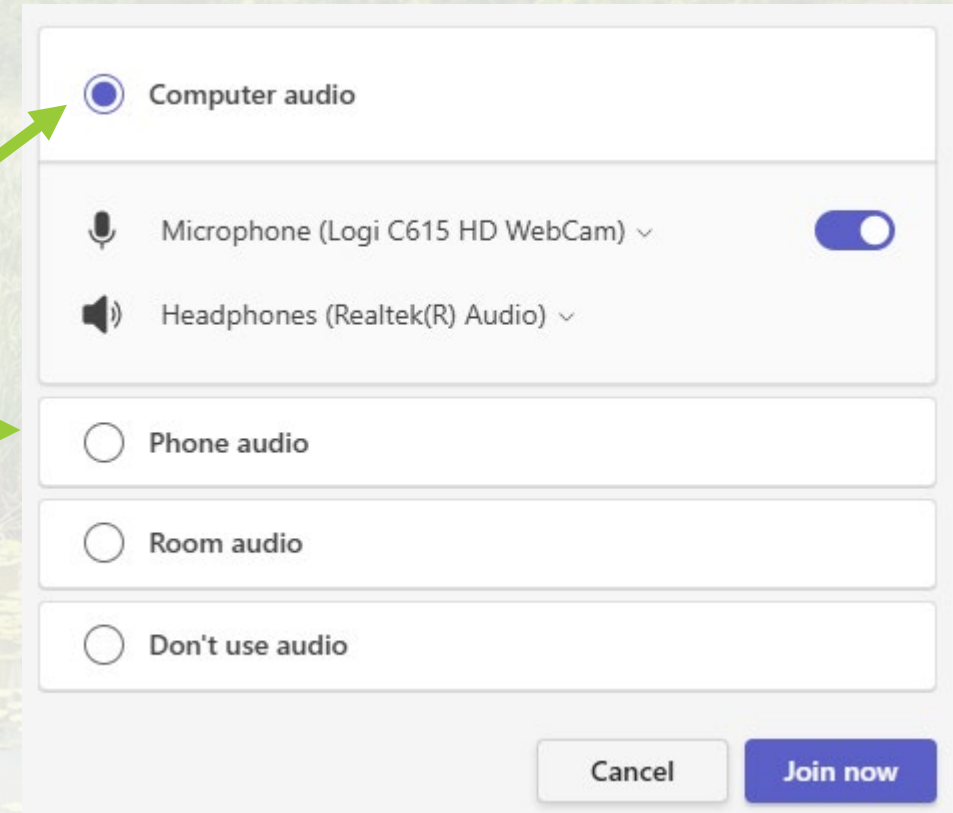
## Getting Started:

Your first option is to select either “Computer audio” or “Phone audio” in the window.

If you select **Computer audio**, you must have speakers or headphones. For optimum sound quality, a USB headset is recommended.

If you choose **Phone call** you will be given a phone number and Conference ID after you join. Call that number and enter your Conference ID if requested.

Select **Join now**.

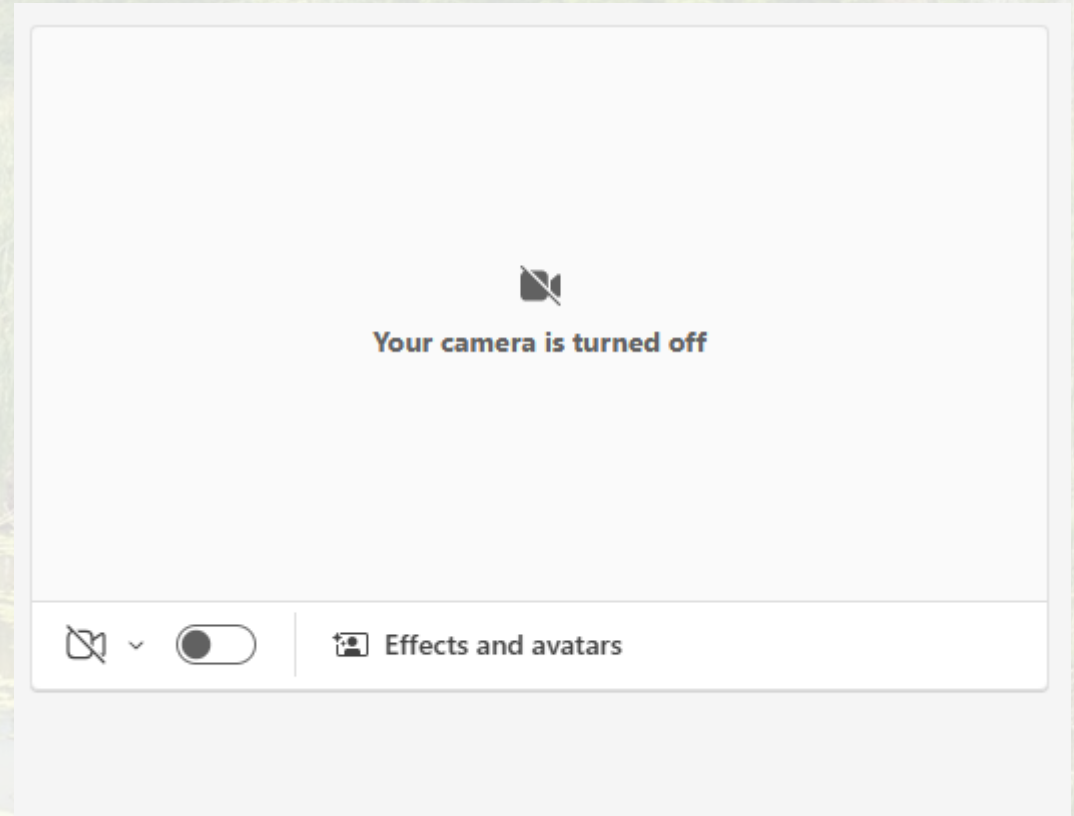


The screenshot shows a window titled "Audio Options" with the following elements:

- ☒ **Computer audio**: This option is selected. A green arrow points to it from the text "If you select Computer audio".
- Microphone (Logi C615 HD WebCam) v: A dropdown menu showing the selected microphone. A blue toggle switch is to its right.
- Headphones (Realtek(R) Audio) v: A dropdown menu showing the selected headphones.
- ☐ **Phone audio**: This option is not selected. A green arrow points to it from the text "If you choose Phone call".
- ☐ **Room audio**: This option is not selected.
- ☐ **Don't use audio**: This option is not selected.
- Cancel** and **Join now** buttons: Located at the bottom right of the window.

# Camera Options

All cameras will be turned off at the beginning of the webinar. During the Q&A session, we may turn cameras on.



# Webinar Tech Tips



**During the presentation, please keep your camera off and microphone muted.**

**If you are using the telephone to listen to the webinar:**

Please mute both your computer's microphone and speakers or it will cause feedback.

## How to Participate in the Webinar:

➤ **Raise your hand:** To ask a question.



➤ **Chat box:** If preferred, you can ask questions via the chat box as well. Everyone in the webinar can see what you type in the chat box and NAWM staff will be monitoring the chat.

➤ **Participant list:** Allows you to see everyone who is attending the webinar.

# CERTIFICATES OF ATTENDANCE

## Who can get Certificates of Attendance?

You must be an attendee during the entire **live** webinar presentation.

You must have registered under your own name or if part of a group, verify your attendance.

**You are responsible for sending the NAWM certificate to your accrediting organization.**

A link to a page with instructions will be sent to everyone who attended in an e-mail following the webinar.

## Using *ClassMarker* to Download your Certificate of Attendance

You will need to **create a unique username and password for each certificate.**

This will take you to the “test” where you will **certify your participation.** If you certify your participation, click “yes.”

You will be prompted to download your certificate. If you cannot download, go back into *ClassMarker* using your password to print.

Certificates are free for NAWM members.

All Certificates must be claimed **no later than 60 days** from the live presentation.

For assistance , please contact **Laura Burchill** at [laura@nawm.org](mailto:laura@nawm.org) or (207) 892-3399.



# Past Recorded Webinars

To access past Members' Webinar recordings, log in to your member portal at <https://aswm.member365.org/> and select the most recent webinar recording or "All Member Webinar Recordings."

## *Please take a moment to:*

- Review and update your [contact information](#)
- Stay updated by selecting your [communication preferences](#)

## **Member Benefits:**

### **Insider's Edition**

- [Information](#)

### **Wetland News**

- [September/October](#)
- [Complete list of Wetland News Issues](#)

### **Upcoming NAWM Members' Webinars**

- [Geographically isolated wetlands on the Southeastern Coastal Plain: Managing landscapes to maintain and enhance ecosystem services](#) - October 22nd
- [Strategies and Tools for Peatland Restoration](#) - November 12th

### **Members' Webinar Recordings**

- [Innovative Approaches to Wetland Mitigation and Restoration](#) - July 30, 2025
- [All Member Webinar Recordings](#)

### **Online Trainings**

- [Updated Hydric Soils Online Trainings](#)
- [All Trainings](#)



*Emergent neighborhood wetland  
By Brook Gabel, NAWM Member*

# For More Information

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If you have any technical difficulties  
during the webinar  
you can send us a question  
in the chat box  
or call Laura at (207) 892-3399.