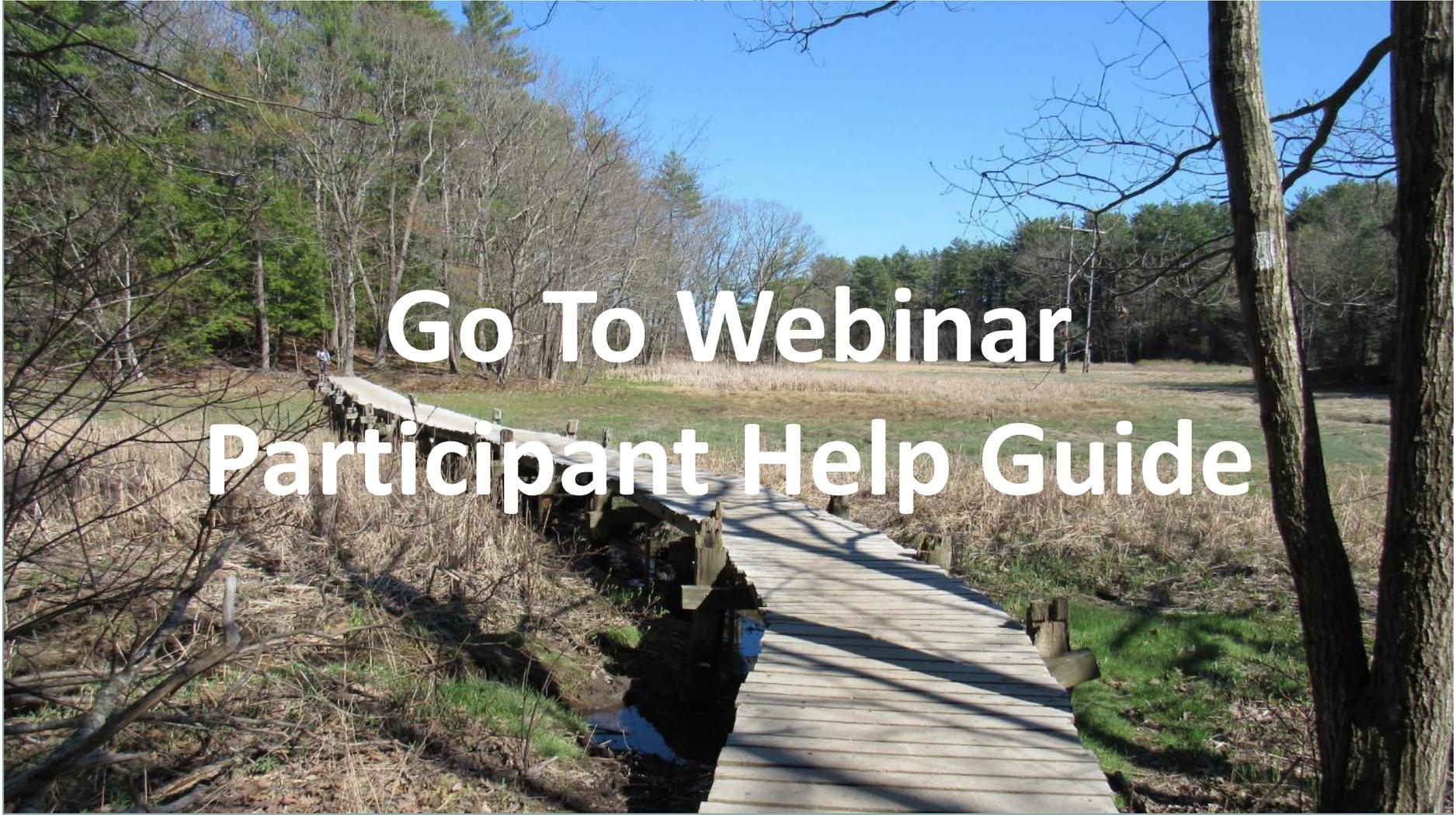




# National Association of Wetland Managers



**Go To Webinar  
Participant Help Guide**





# Introduction

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Go To Webinar is a wonderful presentation platform, however there are some useful tips that will make the webinar go more smoothly.



NAWM has compiled these instructions from Go To Webinar guides for those of you who are new to the technology or who just need a refresher.

If you experience any technical difficulties during an NAWM webinar, you can always contact Laura at NAWM at (207)892-3399 at any point during the presentation to get assistance.



# Introduction

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If you have never used Go To Webinar before, depending on your operating system and network firewalls, you may be prohibited from downloading the software or your connection may be too slow to work properly.



....If this is the case, rest assured...



NAWM always includes a link to a PDF version of the presentation and phone-in instructions so you can follow along with the presentation via your telephone connection and advancing the PDF slides on your own.

If you experience any technical difficulties during an NAWM webinar, you can always contact Laura at NAWM at (207)892-3399 at any point during the presentation to get assistance.



# 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. You will receive an email confirming your registration for the webinar, along with the option to add the webinar information to your Outlook® Calendar.

## HOW TO JOIN:

1. At the time of the webinar, open the webinar confirmation email or Outlook appointment.
2. Click the Join Webinar link provided in the confirmation email or Outlook appointment.
3. If prompted, click Yes, Grant or Trust to accept the download.
4. Follow the Audio instructions on the next slide....

NOTE: Your registration link is unique to you – please do not share it. Each participant needs to register separately. Using the same link for more than one person can cause interference and prevent others from receiving follow-up communications, including links to documents and papers, etc.



# Audio Options

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## Getting Started:

Your first option is to select either “Computer audio” or “Phone call” in the Audio panel of your Go To Webinar software toolbox. If you choose “Phone call” you will be shown a Dial-in number. Call that number, enter in your Access Code, and then enter in your Audio PIN. If you select “Computer audio,” you must have speakers.

**TIP:** If your Go To Webinar toolbox collapses, you can easily expand it again by clicking on the red arrow at the top.

The screenshot displays two panels of the Go To Webinar audio settings. The top panel, titled 'Audio', shows three radio button options: 'Computer audio', 'Phone call' (which is selected), and 'No audio'. Below these options, the dial-in information is displayed: 'Dial: +1 (562) 247-8422', 'Access Code: 452-956-162 #', and 'Audio PIN: 57908 #'. There is also a 'Problem dialing in?' link and a 'Talking:' indicator. The bottom panel, also titled 'Audio', shows three radio button options: 'Computer audio' (selected), 'Phone call', and 'No audio'. It includes a 'Sound Check' bar with a green indicator, a microphone icon, and two dropdown menus for audio output: 'Stereo Mix (Realtek High Definition A...' and 'Speakers (Realtek High Definition Au...'. A 'Talking:' indicator is also present. A purple arrow points from the text to the red arrow icon in the toolbox on the left side of the bottom panel.



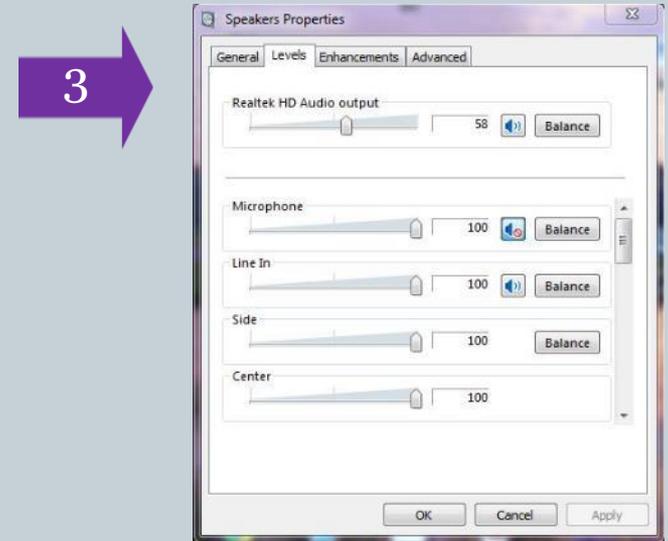
# Audio Options: Telephone

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## Telephone Users

*In order to prevent an echo and background noise...*

1. Click on the audio icon on the bottom right of your monitor taskbar.
2. When the audio window opens, click on the audio icon on the left to mute speakers.
3. Click on the speaker image at the top to open a “Speakers Properties” window.
4. Click on the “Levels” tab and then on the audio icon for “Microphone” to mute the mic.
5. Keep all cell phones away from telephones or computer microphones as they can cause an echo effect.





# Audio Options: Computer Audio

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## Computer Audio

1. If you choose to join via Computer audio, you will need speakers to listen to the webinar.
2. Please note that audio quality can vary based on your audio software/hardware manufacturer as well as your operating system. When using Computer audio, the following best practices are recommended:
  - For optimum sound quality, a USB headset is recommended.
  - If a headset is not available, speakers are required to listen to the webinar.



# Asking Questions

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At the beginning of the webinar, the moderator will let you know if the presenter will take questions during the presentation or if they will hold questions until the end.

At any point during the webinar, please type your questions in the Question Box.



The screenshot shows a window titled 'Audio' with a 'Sound Check' indicator. The audio settings are set to 'Computer audio'. Below this, there is a 'MUTED' status with a microphone icon and a volume slider. The microphone is set to 'Microphone (Intel SST Audio Device (...))' and the speakers are set to 'Speakers/Headphones (Intel SST Aud...)'. Below the audio settings is a 'Questions' section with a text input field containing the placeholder text '[Enter a question for staff]' and a 'Send' button. At the bottom of the window, it displays 'Webinar Now' and 'Webinar ID: 540-644-115' along with the 'GoToWebinar' logo.



# Past Recorded Webinars

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National Association of Wetland Managers - Protecting the Nation's Wetlands

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## Webinars & Trainings

The National Association of Wetland Managers (NAWM) is passionate about knowledge sharing. For more than thirty years, NAWM has made it a priority to provide free, open-access training and education for our members and the public in order to build robust and effective state and tribal wetland programs and to protect wetlands resources throughout the Nation.

NAWM holds webinars on various topics, most of which relate to a specific project and work group. In addition, NAWM holds webinars as part of its members' webinar series on topics of interest to members. Please click on the webinar group name below for more details about individual webinars. In all cases, if you have any questions about registering for a webinar, please contact Laura at [laura@nawm.org](mailto:laura@nawm.org).

NAWM has also developed a series of online training webinars, designed to provide a more in-depth training experience, with individual modules containing objectives, quizzes, and an answer key.

If you haven't used Go To Webinar before or you just need a refresher, please view our guide prior to the webinar [here](#).

**For a full list of all available webinar recordings with links, can be found [here](#).**

Please Note: NAWM is not a professional certification authority or institution. However, certificates of Participation to be used toward Continuing Education Credits are available for all live NAWM Webinars. All NAWM members receive free Certificates of Participation for webinars. Non-Members are charged a processing fee of \$25.00 US. More information is available [here](#).



To access past recordings, go to [www.nawm.org](http://www.nawm.org), hover over the “Webinars & Training” tab and select “NAWM Webinars”. This brings you to a page with NAWM’s entire in-house webinar library.

NAWM records all of their webinars, post-processes them, and makes them available for anyone to access and download. Recordings are typically available about 2-3 weeks after each event.



## For More Information

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If you're still feeling a bit uncertain about how to use the Go To Webinar software, you can get further assistance from the Go To Webinar website at <https://support.goto.com/webinar>.

You may also contact NAWM for further help. Please feel free to call Laura Burchill, Office Manager, at (207) 892-3399 or email at [laura@nawm.org](mailto:laura@nawm.org).

*Thank you for your interest in NAWM webinars!*