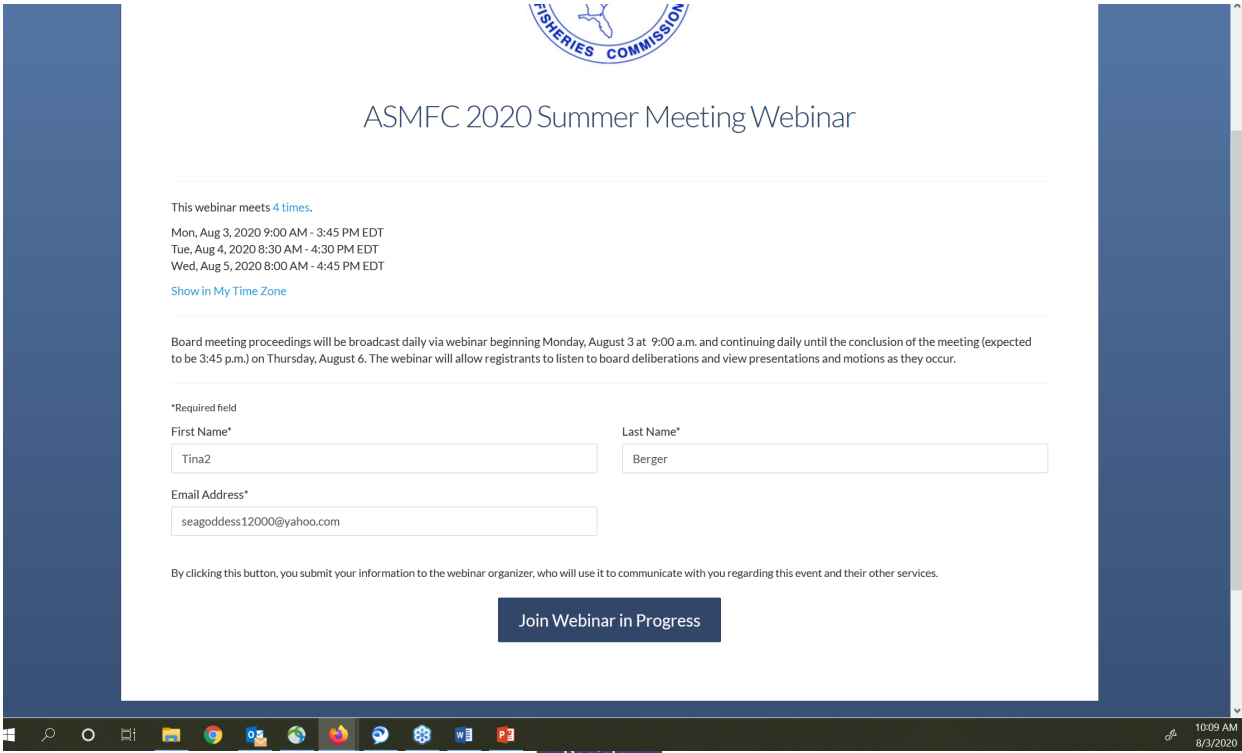


Step one, Register!

- **In order to participate in the meeting you must register for the webinar, the same link will work for all 4 days.** Those who call in without registering will not receive an access code or audio pin, meaning there will be no way for us to “unmute” you.
- If you do not register for the webinar, **you will not be able to comment or participate in the meeting.**
- **IMPORTANT: When registering, Commissioners, proxies, Council members and other Board participants, should place a 00 prior to their names (e.g., 00Toni Kerns)**

How to Register

- Register for the Webinar:
<https://attendee.gotowebinar.com/register/1528434820936821518>
- Webinar ID: 686-139-491. After clicking the link, you should see a screen like this.



The screenshot shows a web browser window displaying the registration page for the ASMFC 2020 Summer Meeting Webinar. At the top, there is a logo for the Fisheries Commission. Below the logo, the title "ASMFC 2020 Summer Meeting Webinar" is centered. The page contains the following information:

- A heading: "This webinar meets 4 times."
- A list of dates and times:
 - Mon, Aug 3, 2020 9:00 AM - 3:45 PM EDT
 - Tue, Aug 4, 2020 8:30 AM - 4:30 PM EDT
 - Wed, Aug 5, 2020 8:00 AM - 4:45 PM EDT
- A link: "Show in My Time Zone"
- A paragraph: "Board meeting proceedings will be broadcast daily via webinar beginning Monday, August 3 at 9:00 a.m. and continuing daily until the conclusion of the meeting (expected to be 3:45 p.m.) on Thursday, August 6. The webinar will allow registrants to listen to board deliberations and view presentations and motions as they occur."
- A section for registration details with the following fields:
 - *Required field
 - First Name*: Tina2
 - Last Name*: Berger
 - Email Address*: seagoddess12000@yahoo.com
- A disclaimer: "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."
- A button: "Join Webinar in Progress"

At the bottom of the browser window, there is a taskbar with various icons and a system clock showing 10:09 AM on 8/3/2020. A blue button labeled "Register" is visible below the taskbar.

- Fill in your name (preceded by 00) and email, and click register.

Registration Confirmation

- Webinar Registration
- After you click register, you should see a page saying you are registered (example below).



You're Registered!

ASMFC Summer Meeting Webinar

Mon, Aug 3, 2020 9:00 AM - 3:45 PM EDT

Add to Calendar ▾

At the time above, [join the webinar](#).

Before joining, be sure to [check system requirements](#) to avoid any connection issues.

A confirmation email with information on how to join the webinar has been sent to you.

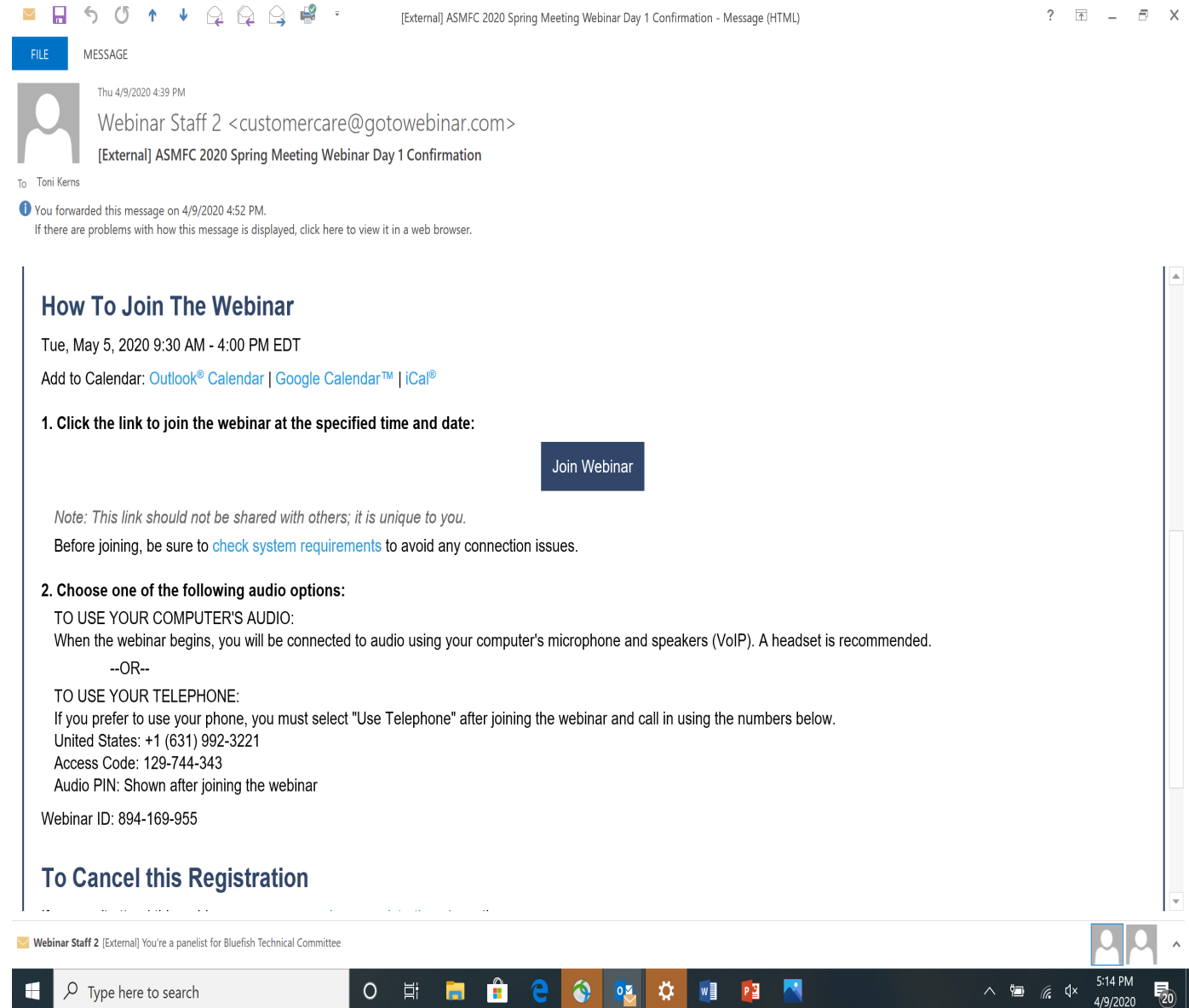
Questions or Comments? Contact: g2w2@asmfc.org

To Cancel this Registration

You may [cancel your registration](#) at any time.

Joining the Webinar

- Check your email (the one you registered with)
- You should see an email from “Webinar Staff 2”.
- **Be sure to save this email and use it to access the webinar for the duration of the meeting**
- On the day of the meeting, go to the email and Click “Join Webinar”
- **Your registration link is unique to you. Please do not share it with anyone else!**



The screenshot shows an email interface with a toolbar at the top containing icons for file operations and a window title "[External] ASMF 2020 Spring Meeting Webinar Day 1 Confirmation - Message (HTML)". The email header shows the sender as "Webinar Staff 2 <customercare@gotowebinar.com>" and the subject as "[External] ASMF 2020 Spring Meeting Webinar Day 1 Confirmation". The recipient is "Toni Kerns". A timestamp "Thu 4/9/2020 4:39 PM" is present. A blue information icon indicates the message was forwarded on 4/9/2020 4:52 PM, with a link to view it in a web browser if there are display problems.

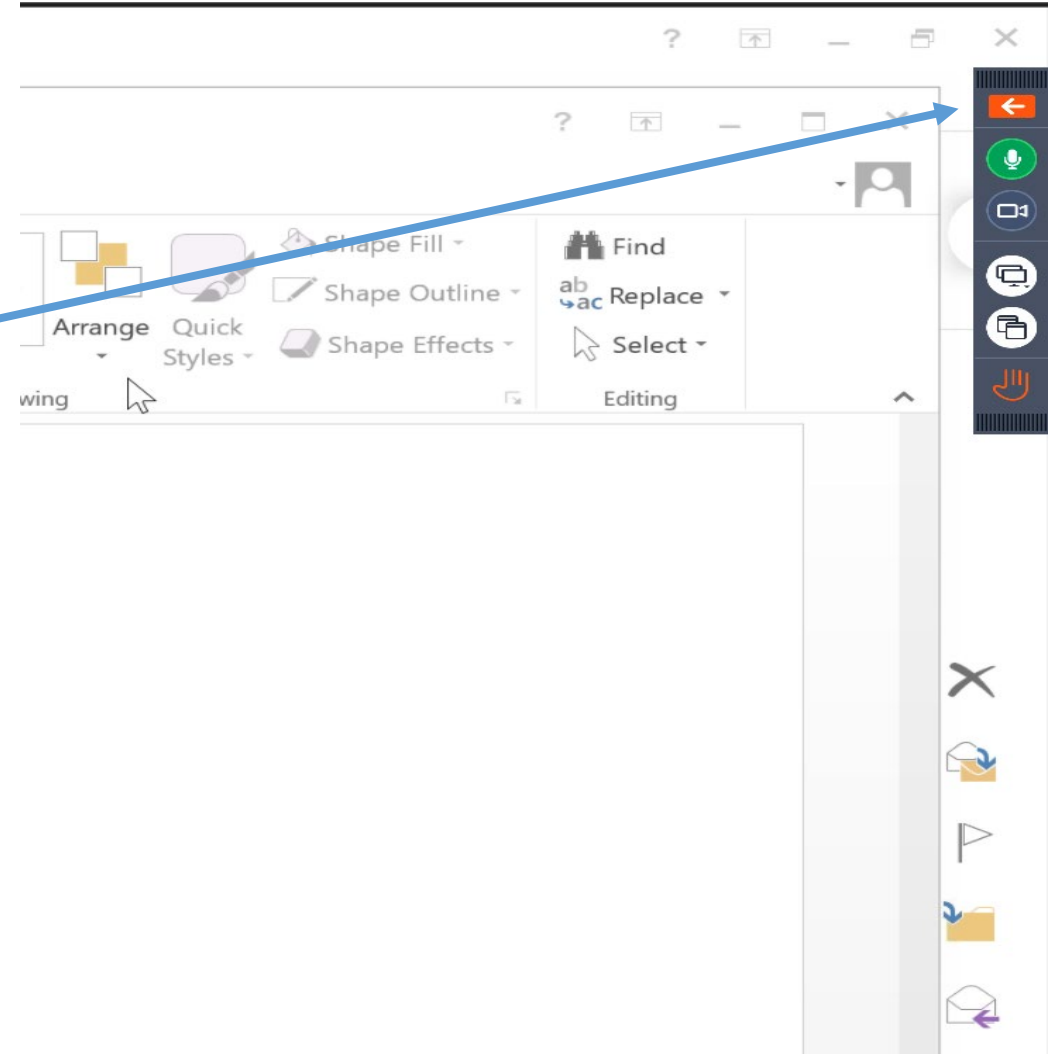
The email body contains the following sections:

- How To Join The Webinar**
Tue, May 5, 2020 9:30 AM - 4:00 PM EDT
Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#)
- 1. Click the link to join the webinar at the specified time and date:**
A blue button labeled "Join Webinar" is displayed.
- Note: This link should not be shared with others; it is unique to you.*
Before joining, be sure to [check system requirements](#) to avoid any connection issues.
- 2. Choose one of the following audio options:**
 - TO USE YOUR COMPUTER'S AUDIO:**
When the webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.
 - OR--
 - TO USE YOUR TELEPHONE:**
If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below.
United States: +1 (631) 992-3221
Access Code: 129-744-343
Audio PIN: Shown after joining the webinar
Webinar ID: 894-169-955
- To Cancel this Registration**

The email footer shows the sender as "Webinar Staff 2 [External] You're a panelist for Bluefish Technical Committee". The Windows taskbar at the bottom shows the time as 5:14 PM on 4/9/2020.

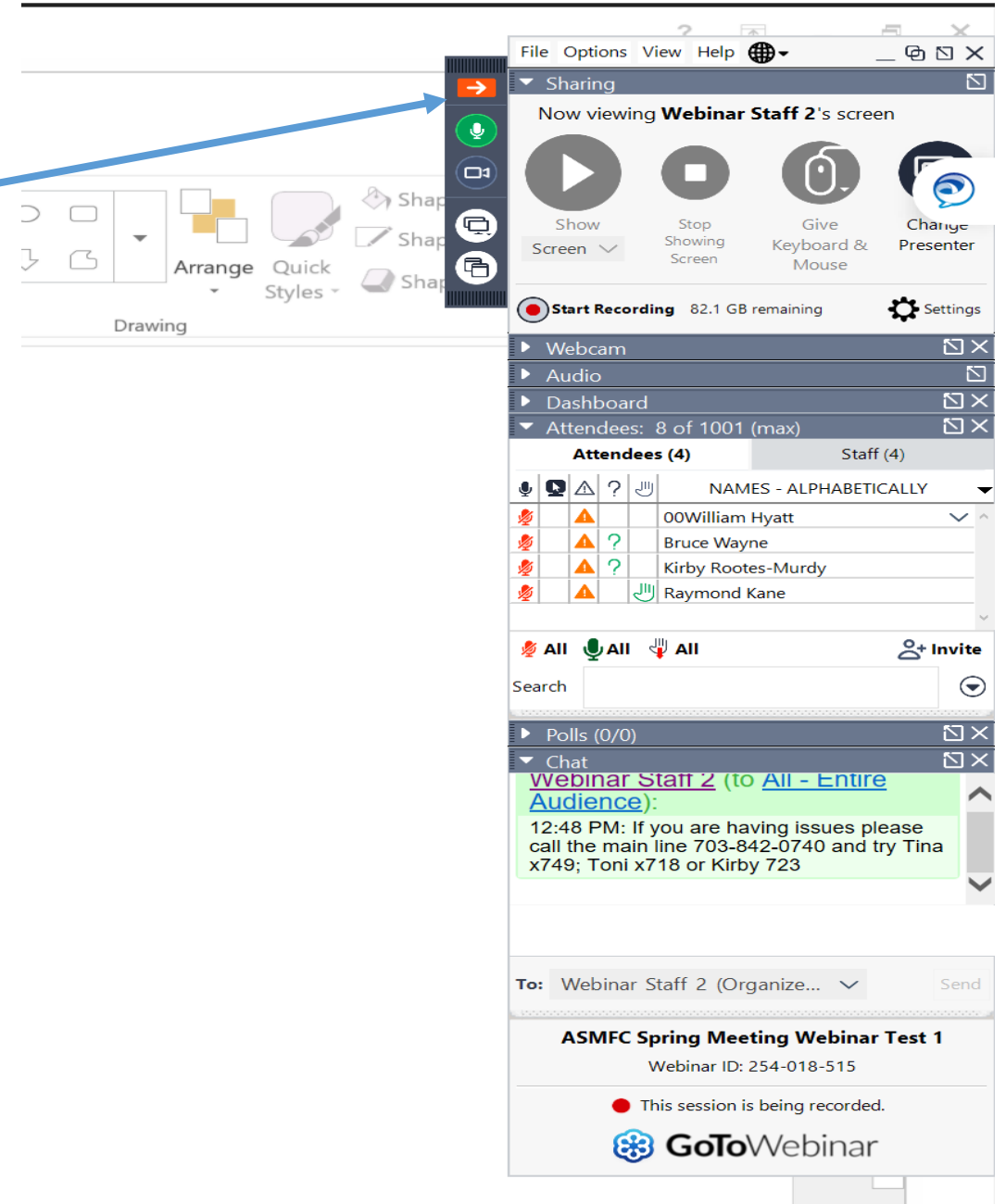
Accessing Control Panel

- In order to access the control panel that will allow you to raise your hand, speak, and ask questions, you may need to expand the panel by pressing the red arrow.
- The panel shown here is collapsed.



Accessing Control Panel

- The panel shown here is **open**.



Audio Settings

Once you log in, you will have to choose how you want to listen in and speak at the meeting.

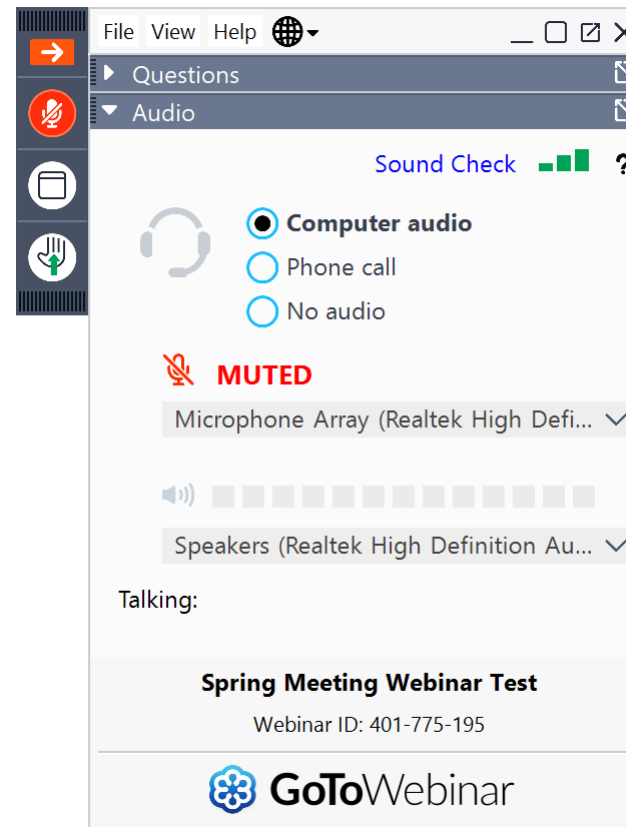
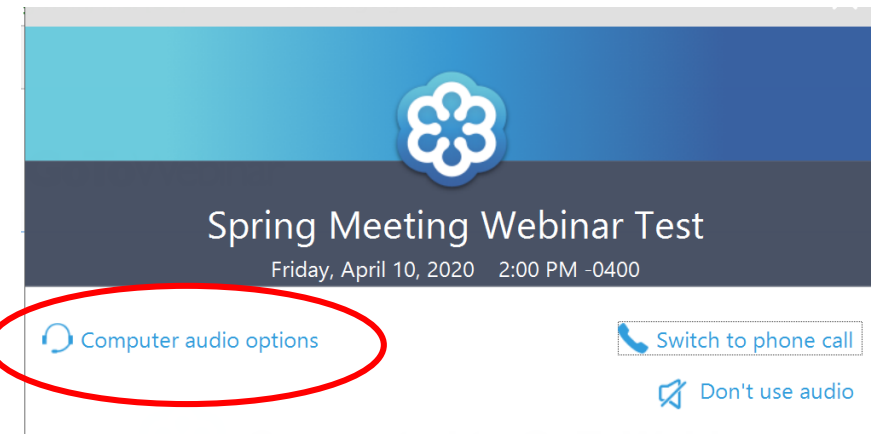
Choices:

1. Computer Audio (VOIP) - We recommend you use a headset
2. Phone Audio

Note: either of these options can be used, but **please do not use both at the same time on different devices.** It will create an echo when speaking.

Screen when you first log in →

We recommend computer so you can use your phone for caucusing



The meeting will begin when the organizer arrives



Computer audio

You'll sound best with a headset

Are you the organizer or a co-organizer? [Sign in now](#)

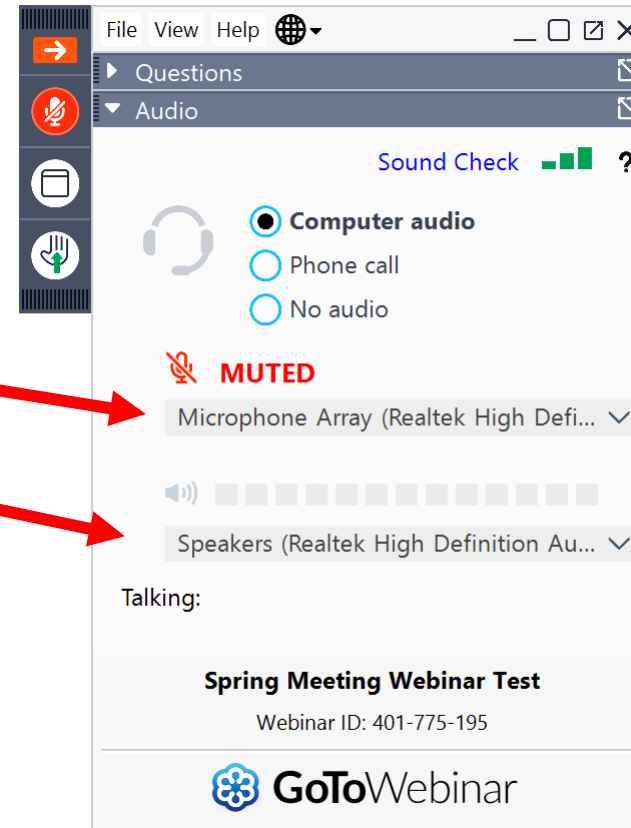
English

Control panel once you are in the meeting. You can change the audio before or after you log in.



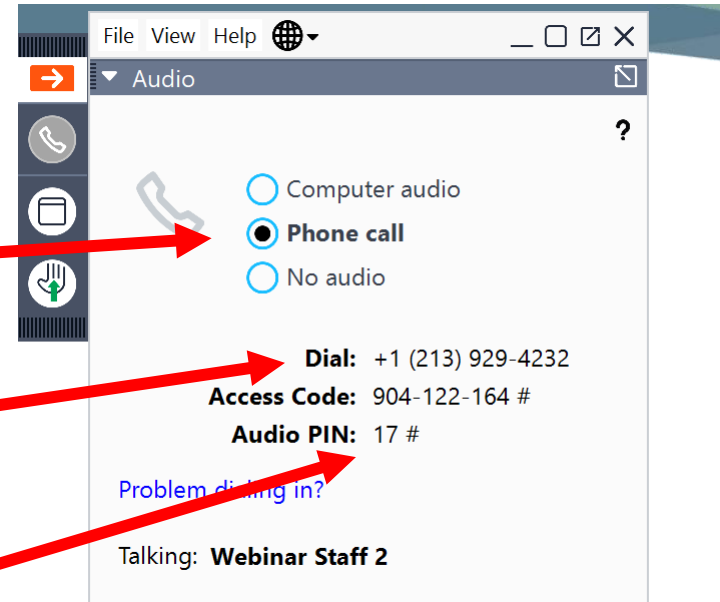
Using Computer Audio: Recommended

- Once you have joined the webinar:
- Select the microphone and speaker options that correspond with your computer
- You can test your audio if you are having trouble



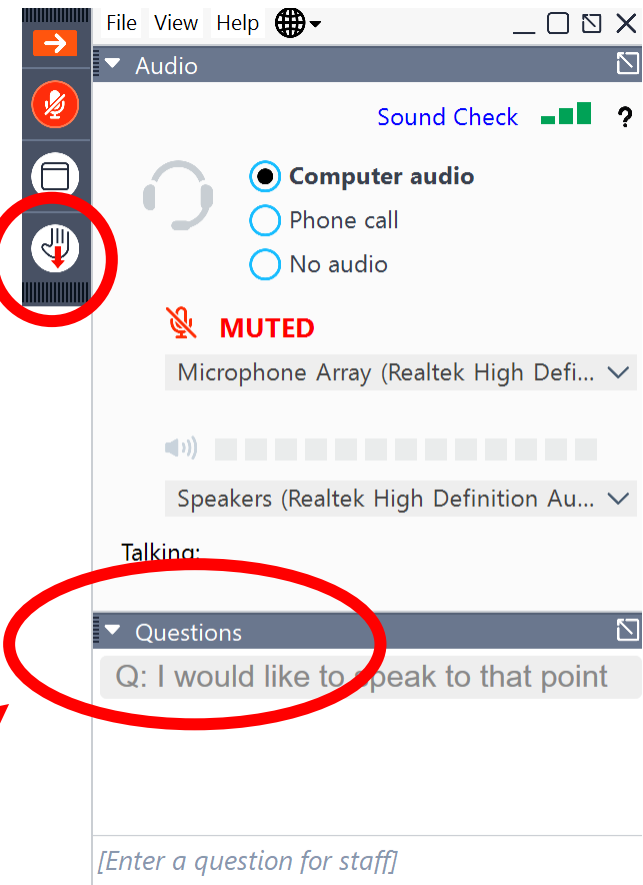
Using Phone Audio

- In Audio Settings box,
- select “Phone call”
- Then, using your phone, call the number provided here
- Enter the Access Code/Audio PIN numbers when prompted into your PHONE
- Your audio pin is unique to you:
DO NOT SHARE IT WITH OTHERS

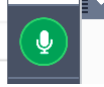


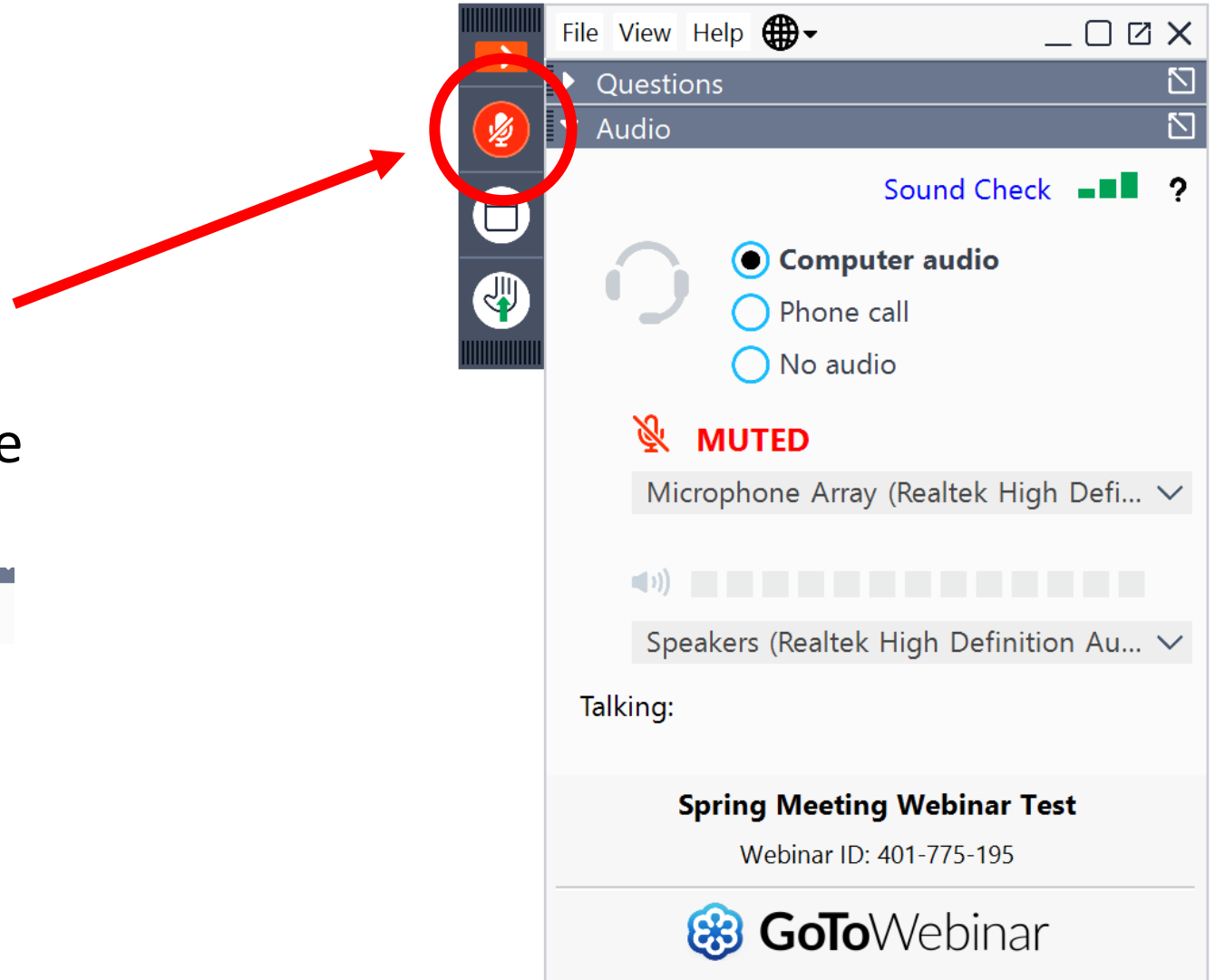
Raising Your Hand

- If you would like to take part in discussion/ask question, click the “Raise hand” button
- Click again when you are done speaking to lower your hand
- Press  to raise your hand
- Press  to lower your hand
- If you are having trouble with raising your hand, you can also let us know if you'd like to speak by stating so in the “Questions” box.
- **Please reserve the Questions box for this purpose only. Questions are visible to everyone on the webinar.**



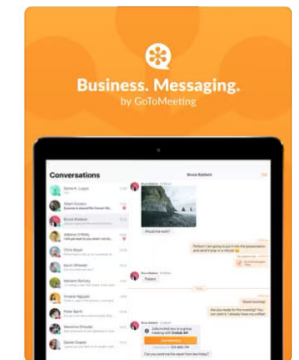
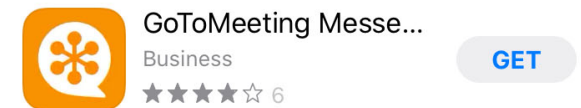
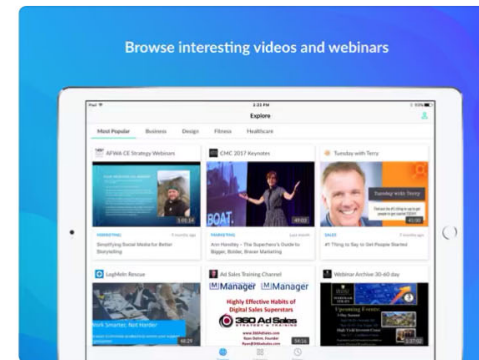
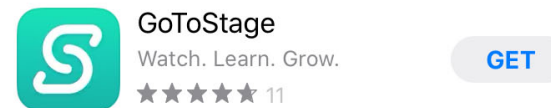
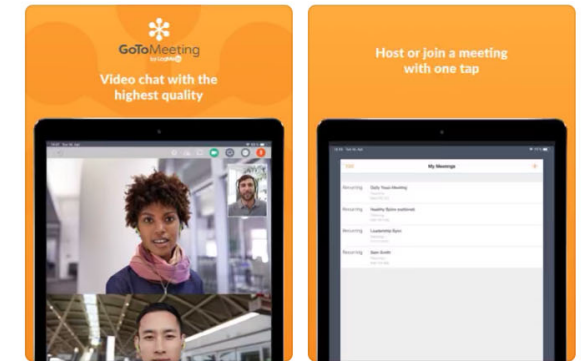
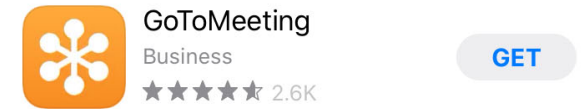
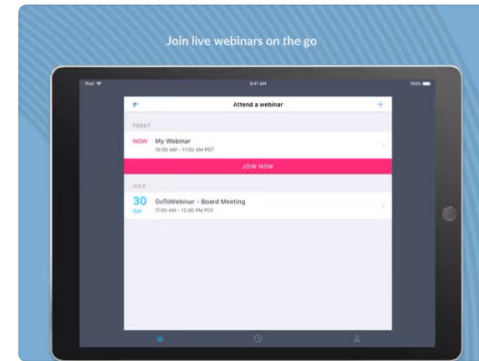
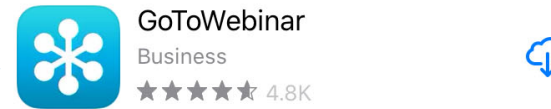
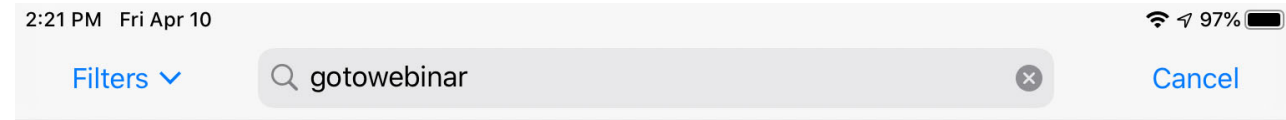
Muting and Unmuting

- When you are called on to speak, you must unmute yourself by clicking the “microphone” button
- If you are unmuted, the microphone symbol will be **GREEN** 
- If you are muted it will be **RED** 
- We will tell you when you are clear to speak.
- Please mute yourself when you are done speaking



Accessing the Webinar from Your iPad

- Go to the App store and download GoTo Webinar
- Click on the webinar link provided at <http://www.asmf.org/home/2020-summer-meeting-webinar> and register



Help Desk

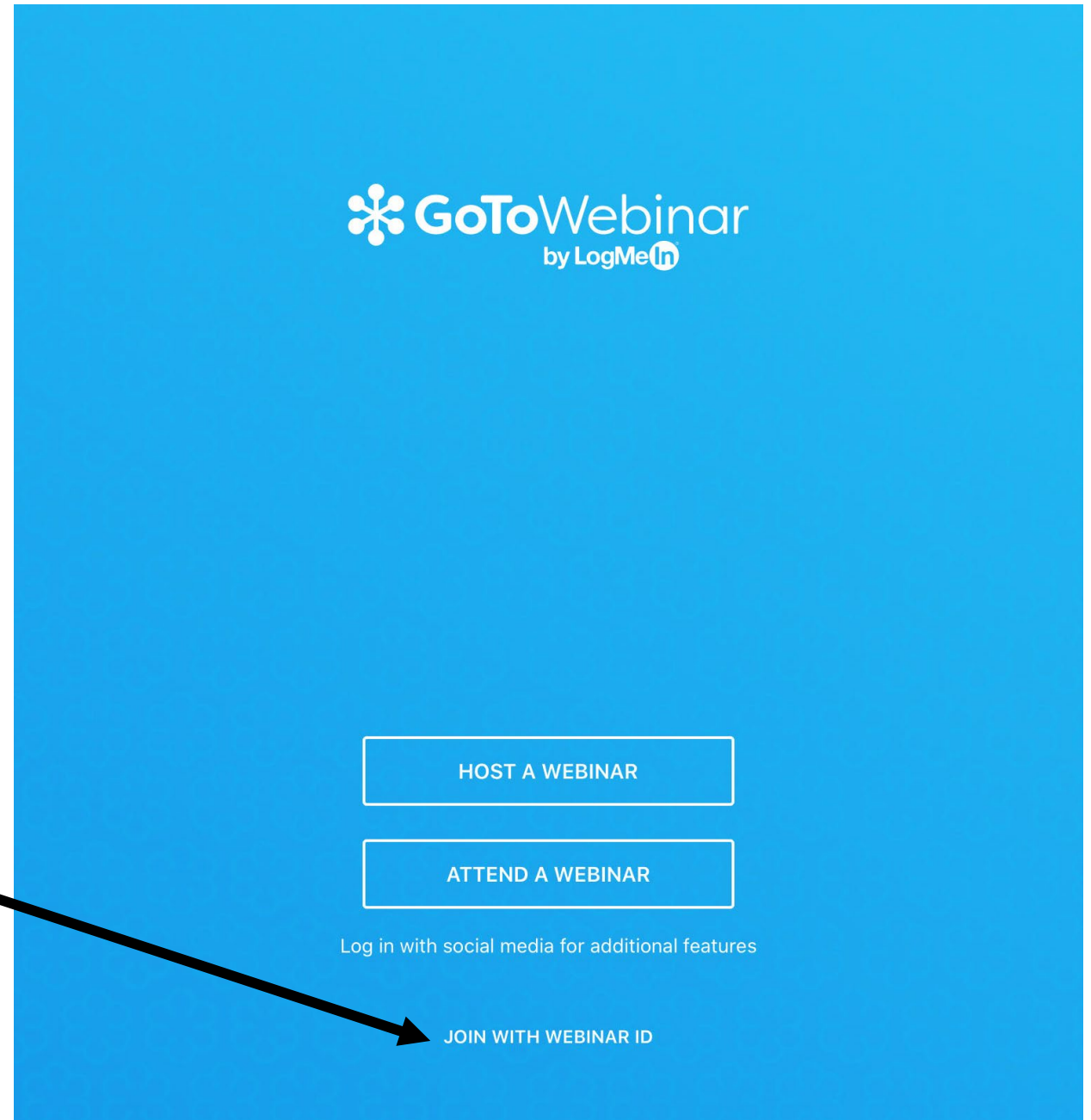
- If you have technical issues with either webinar (connecting to or audio related issues), please contact Chris Jacobs at 703.842.0790.
- The following slides provide information on how to access the webinar via your iPad.

Join the Webinar

Once you are registered there are 2 ways to join the webinar

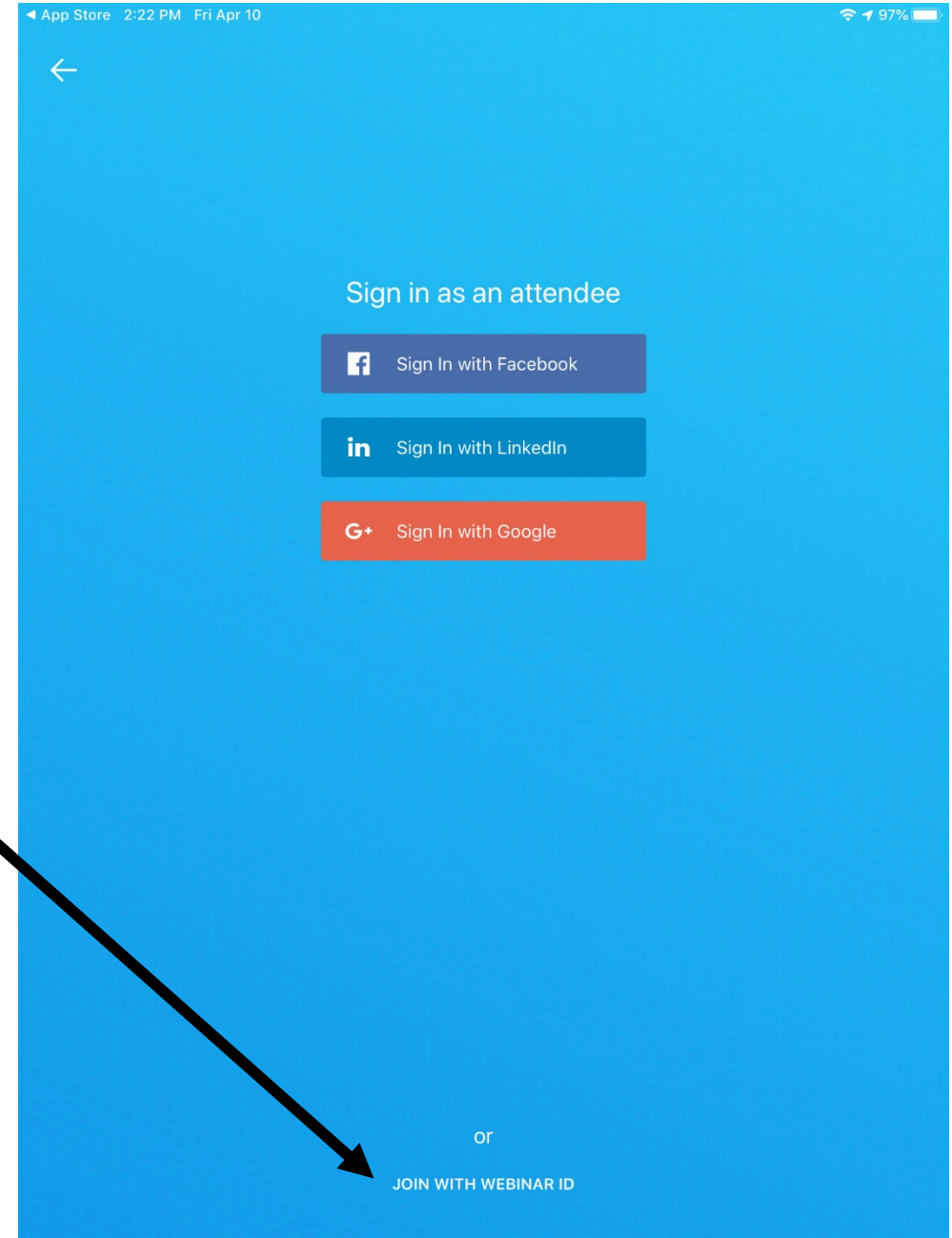
1. Click on the link in your email and follow the previous instructions in this document, or
2. Join by entering your webinar ID

The following instructions will step you through joining the webinar via the Webinar ID



Join the Webinar

- Continue to click on Join with Webinar ID



Webinar ID

- Enter the Webinar ID here
Webinar ID: 686-139-491

Join with Webinar ID

Attend a webinar



No upcoming webinars

Quickly join your webinars by connecting to your calendar!

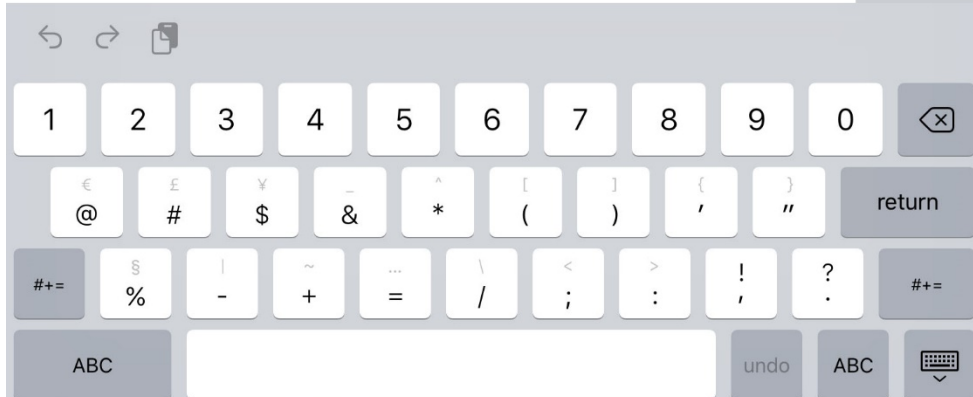
[Connect to your calendar](#)

[SIGN IN](#)

Sign in to access your webinars and recordings.

Enter the 9-digit webinar ID

Join



Success!

- You have successfully joined the webinar.
- At this point, choose your audio connection:

1. Voice-over IP

Click this box if you will be using your computer microphone and speakers, or

2. Call in with the identified phone number and access code.

12:58 PM Mon Apr 13 100%

Waiting for the organizer to arrive

ASMFC 2020 Practice Webinar 2

Mon, Apr 13, 2020 1:00 PM (EDT)

Use your mic and speakers (VoIP) or call in using your telephone.

☒ Connect to Audio

Dial : +1 (213) 929-4232
Access Code : 904-122-164

Additional Numbers
United States: +1 (213) 929-4232

While in the Webinar

- You can raise your hand to be recognized by using the hand icon
- Upon being recognized to speak, you can unmute your microphone by pressing on the icon and following the provided instructions to unmute

Note: The microphone is grey when it is muted and blue when it is unmuted.



ASMFC 2020 Practice Webinar 2

Organizer : Webinar Staff 2

Presenter : Webinar Staff 2

Disconnect from Audio