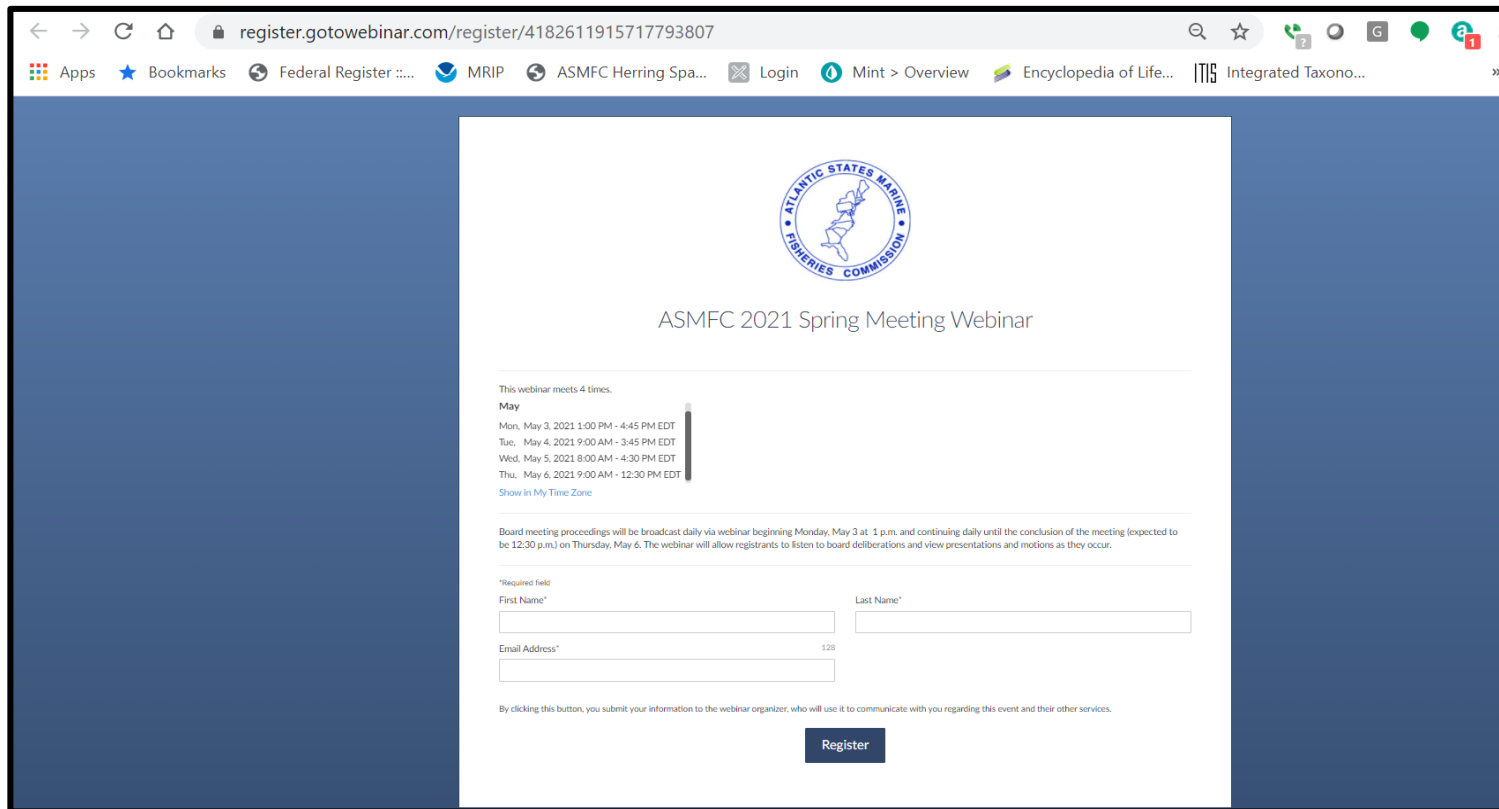


Step one, Register!

- **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/4182611915717793807>
- Webinar ID: 647-565-931. After clicking the link, you should see a screen like this.

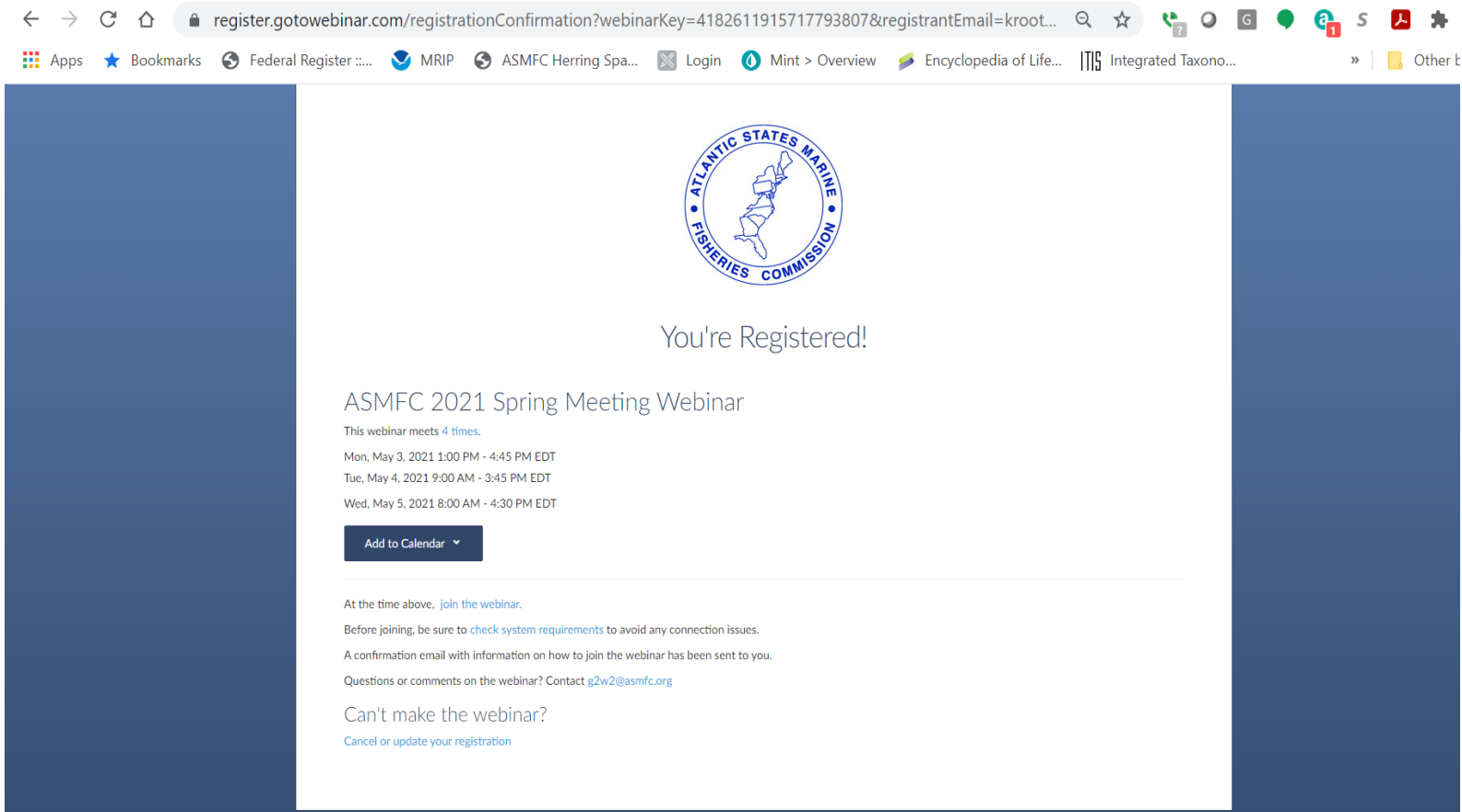


The screenshot shows a web browser window with the URL [register.gotowebinar.com/register/4182611915717793807](https://attendee.gotowebinar.com/register/4182611915717793807). The page features the Atlantic States Marine Fisheries Commission logo at the top center. Below the logo, the text reads "ASMFC 2021 Spring Meeting Webinar". A section titled "This webinar meets 4 times." lists the dates and times for the meetings in May 2021: Monday, May 3, 2021 (1:00 PM - 4:45 PM EDT), Tuesday, May 4, 2021 (9:00 AM - 3:45 PM EDT), Wednesday, May 5, 2021 (8:00 AM - 4:30 PM EDT), and Thursday, May 6, 2021 (9:00 AM - 12:30 PM EDT). A note states that board meeting proceedings will be broadcast daily via webinar beginning Monday, May 3 at 1 p.m. and continuing daily until the conclusion of the meeting (expected to be 12:30 p.m.) on Thursday, May 6. The registration form includes fields for "First Name" and "Last Name" (both marked as required), and an "Email Address" field (marked as required). A "Register" button is located at the bottom of the form. A small disclaimer at the bottom of the form states: "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."

- 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).



The screenshot shows a web browser window with the URL `register.gotowebinar.com/registrationConfirmation?webinarKey=4182611915717793807®istrantEmail=kroot...`. The browser's address bar and tabs are visible at the top. The main content area features the Atlantic States Marine Fisheries Commission logo, which is a circular emblem with a map of the Atlantic coast and the text "ATLANTIC STATES MARINE FISHERIES COMMISSION". Below the logo, the text "You're Registered!" is displayed. The webinar title "ASMFC 2021 Spring Meeting Webinar" is followed by the note "This webinar meets 4 times." and a list of dates and times: "Mon, May 3, 2021 1:00 PM - 4:45 PM EDT", "Tue, May 4, 2021 9:00 AM - 3:45 PM EDT", and "Wed, May 5, 2021 8:00 AM - 4:30 PM EDT". A dark blue button labeled "Add to Calendar" is positioned below the dates. Further down, there are instructions: "At the time above, [join the webinar.](#)", "Before joining, be sure to [check system requirements](#) to avoid any connection issues.", and "A confirmation email with information on how to join the webinar has been sent to you." A contact email `g2w2@asmfc.org` is provided for questions. At the bottom, the text "Can't make the webinar?" is followed by a link "Cancel or update your registration".

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!**



Mon 4/19/2021 1:17 PM
Webinar Staff 2 <customercare@gotowebinar.com>
[External] ASMFC 2021 Spring Meeting Webinar Confirmation

To Kirby Rootes-Murdy

 If there are problems with how this message is displayed, click here to view it in a web browser.

Thank you for registering for "ASMFC 2021 Spring Meeting Webinar".

Board meeting proceedings will be broadcast daily via webinar beginning Monday, May 3 at 1 p.m. and continuing daily until the conclusion of the meeting (expected to be 12:30 p.m.) on Thursday, May 6. The webinar will allow registrants to listen to board deliberations and view presentations and motions as they occur.

Please send your questions, comments and feedback to: g2w2@asmfc.org

How To Join The Webinar

This webinar meets 4 times.

Mon, May 3, 2021 1:00 PM - 3:30 PM EDT
Tue, May 4, 2021 9:00 AM - 3:45 PM EDT
Wed, May 5, 2021 8:00 AM - 4:30 PM EDT
Thu, May 6, 2021 9:00 AM - 12:30 PM EDT

Add to Calendar: [Outlook® Calendar](#) | [iCal®](#)

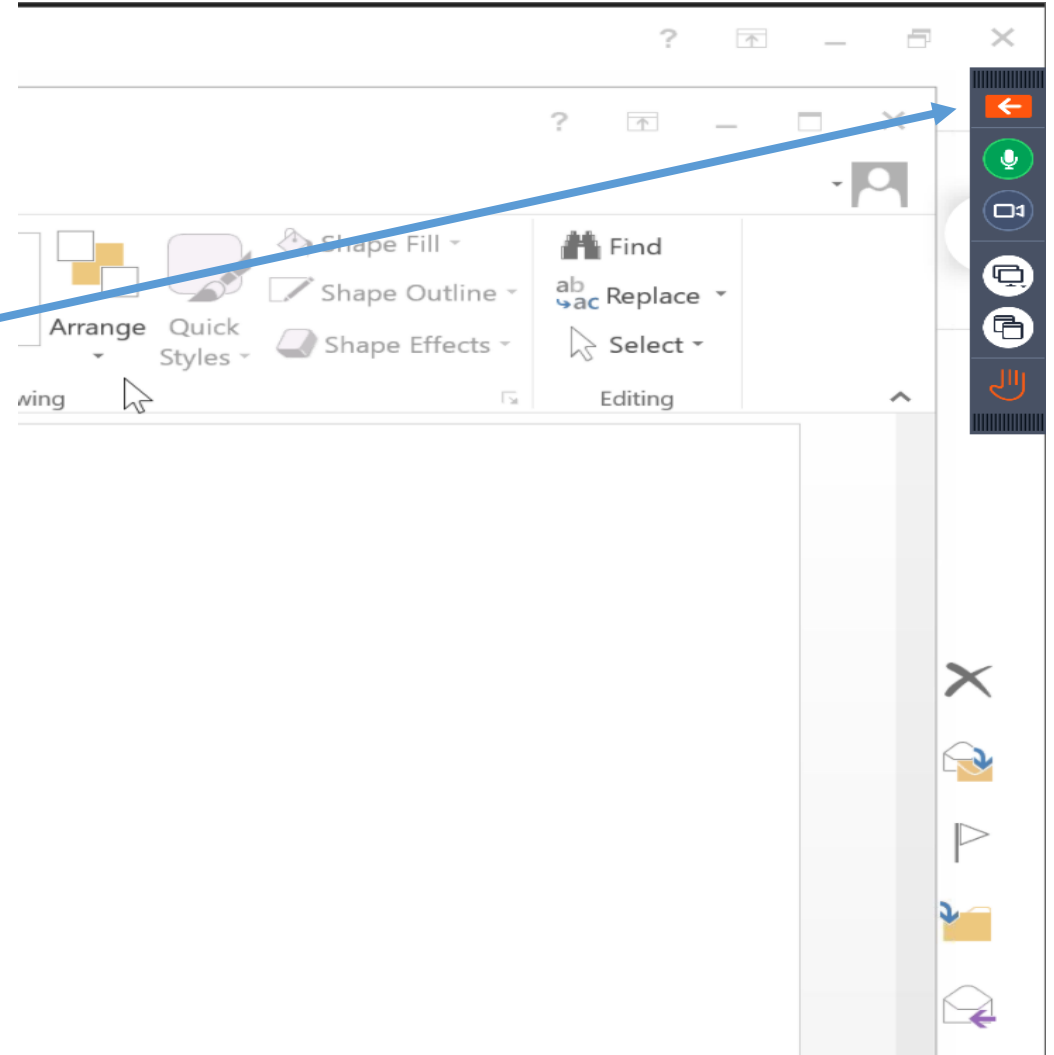
1. Click the link to join the webinar at the specified time and date:

[Join Webinar](#)

 See more about Webinar Staff 2. 

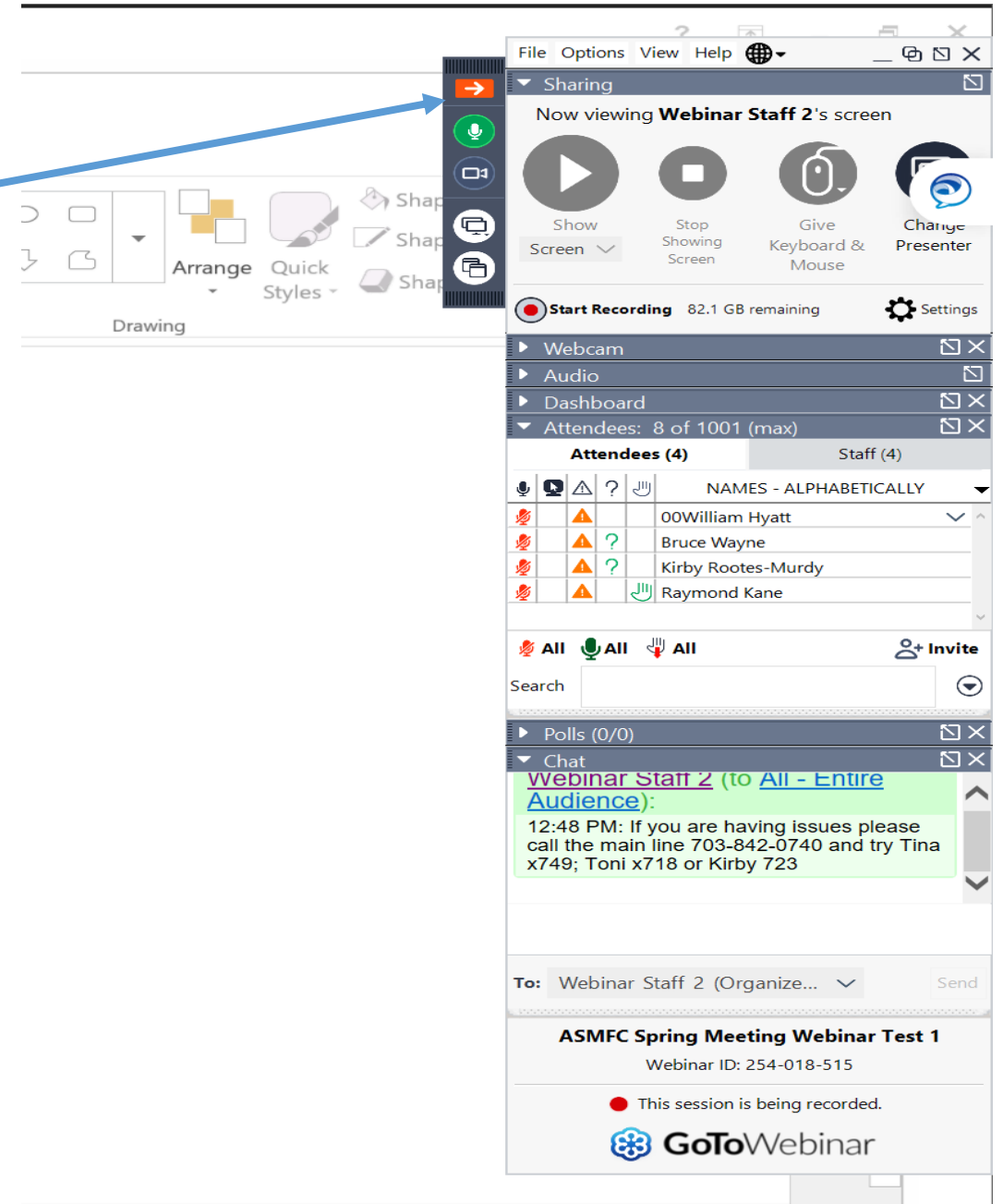
Accessing Control Panel

- 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**.



The screenshot shows a software interface with a control panel overlaid on the right side. A blue arrow points from the text 'The panel shown here is open.' to the control panel. The control panel is titled 'Webinar Staff 2's screen' and includes the following elements:

- Sharing:** Play button (Show Screen), Stop button (Stop Showing Screen), Mouse icon (Give Keyboard & Mouse), and Presenter icon (Change Presenter).
- Recording:** Start Recording button (82.1 GB remaining) and Settings gear icon.
- Webcam:** On/Off toggle.
- Audio:** On/Off toggle.
- Dashboard:** On/Off toggle.
- Attendees:** 8 of 1001 (max). Sub-sections for Attendees (4) and Staff (4). A table lists attendees: 00William Hyatt, Bruce Wayne, Kirby Rootes-Murdy, and Raymond Kane. Each row has icons for mute, video, and hand raise.
- Search:** Search bar with a search icon.
- Polls:** 0/0.
- Chat:** Chat window titled 'Webinar Staff 2 (to All - Entire Audience)'. A message from 12:48 PM reads: 'If you are having issues please call the main line 703-842-0740 and try Tina x749; Toni x718 or Kirby 723'.
- To:** Webinar Staff 2 (Organize...)
- Footer:** ASMFC Spring Meeting Webinar Test 1, Webinar ID: 254-018-515, and a recording status: 'This session is being recorded.' with the GoToWebinar logo.

Audio Settings

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

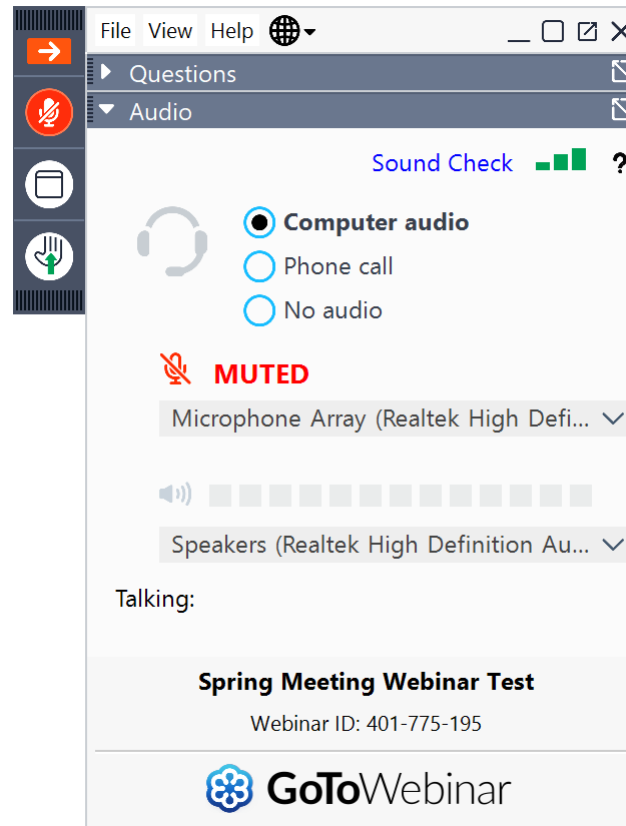
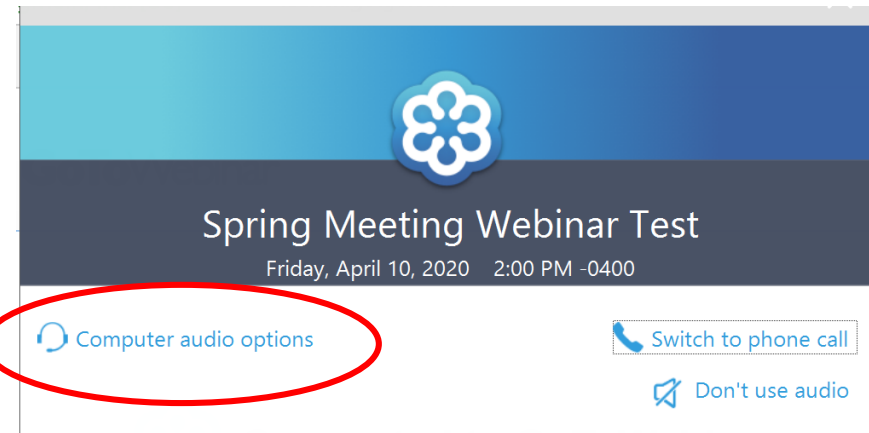
Choices:

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

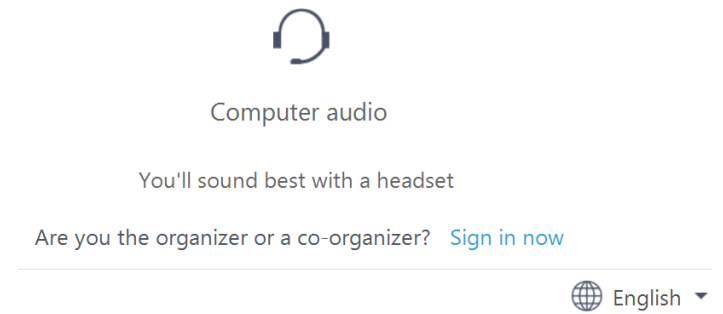
Note: either of these options can be used, but **please do not use both at the same time on different devices.** It will create an echo when speaking.

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

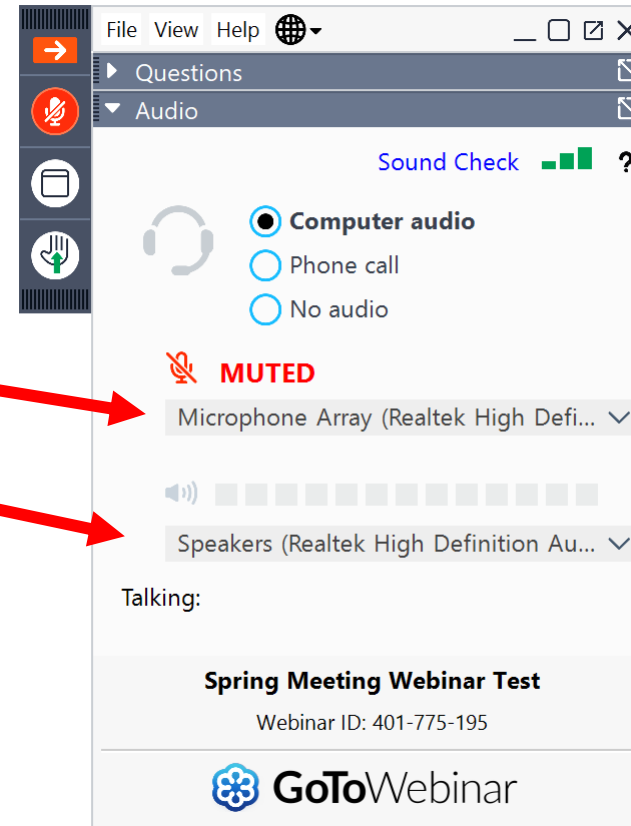


Control panel once you are in the meeting. You can change the audio before or after you log in.



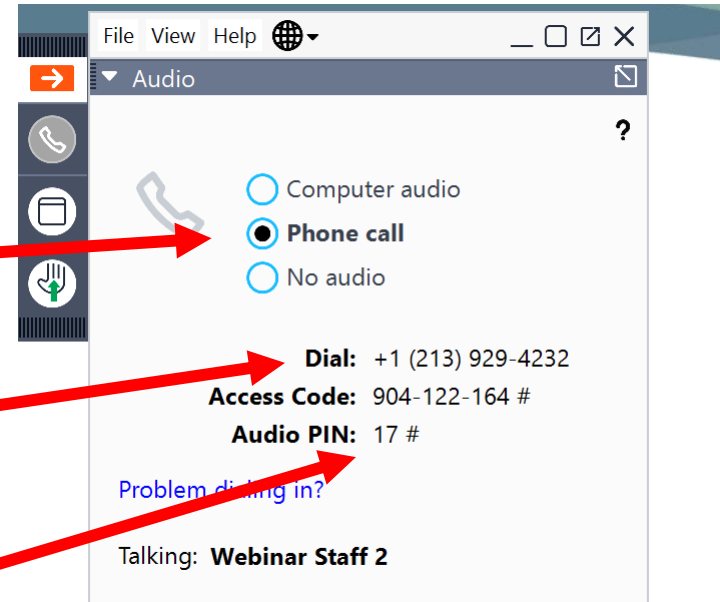
Using Computer Audio: Recommended

- 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





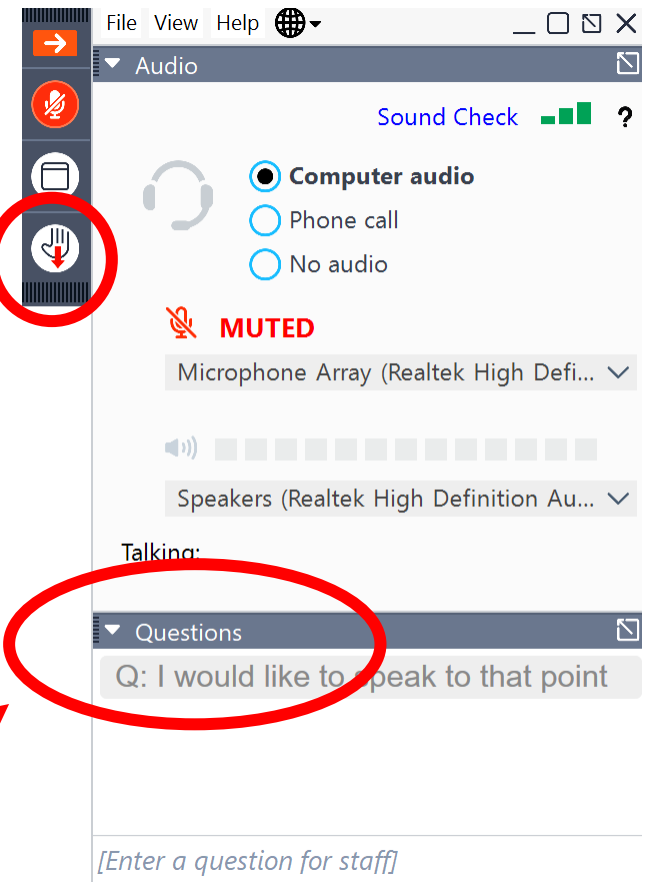
Using Phone Audio

- 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

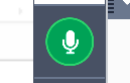



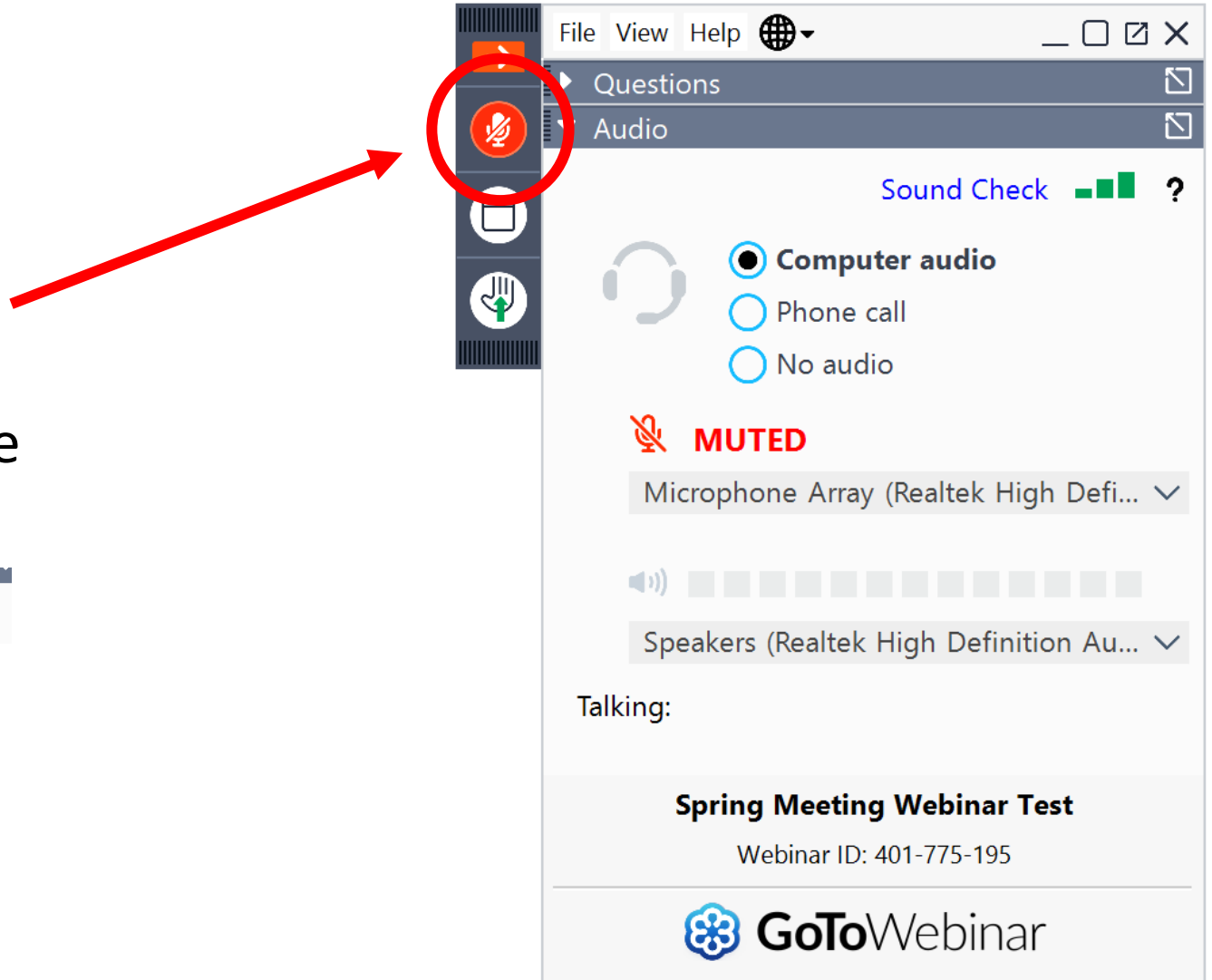
Raising Your Hand

- 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.**



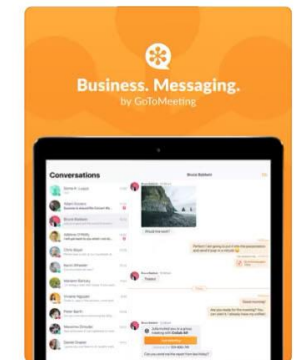
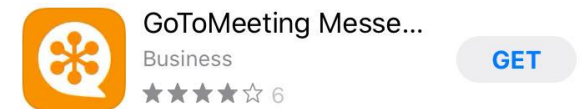
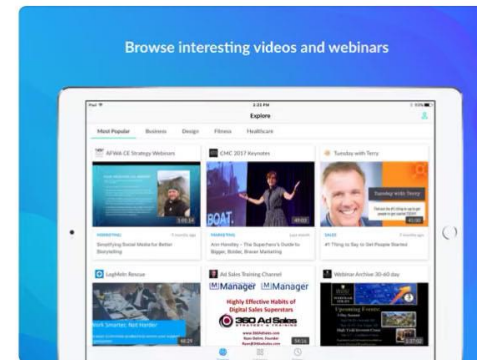
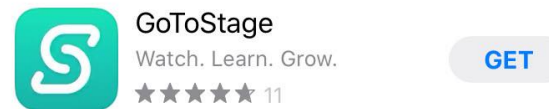
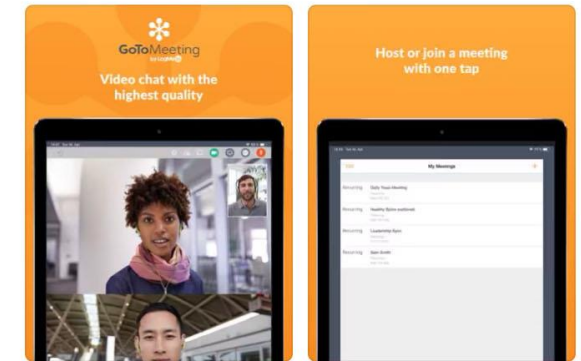
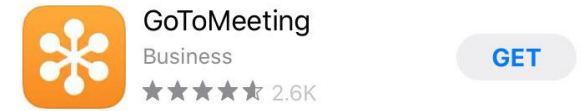
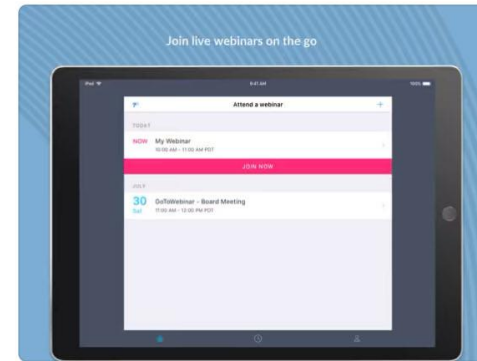
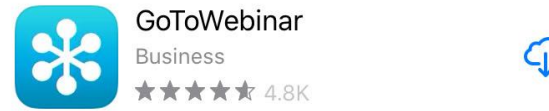
Muting and Unmuting

- 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.asafc.org/home/2020-annual-meeting-webinar> and register



Help Desk

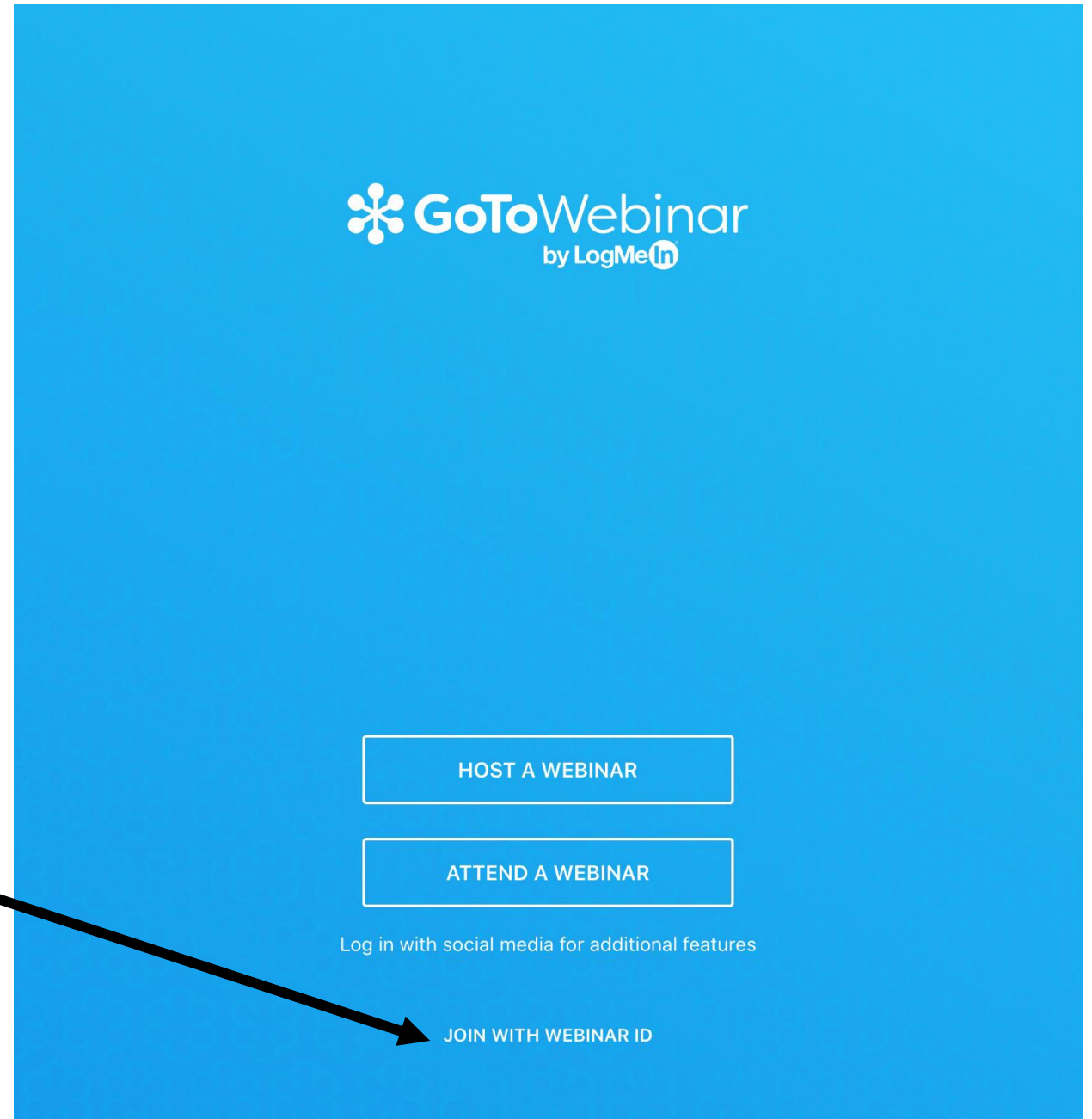
- If you have technical issues with either webinar (connecting to or audio related issues), please contact Chris Jacobs at 703.842.0790.
- The following slides provide information on how to access the webinar via your iPad.

Join the Webinar

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

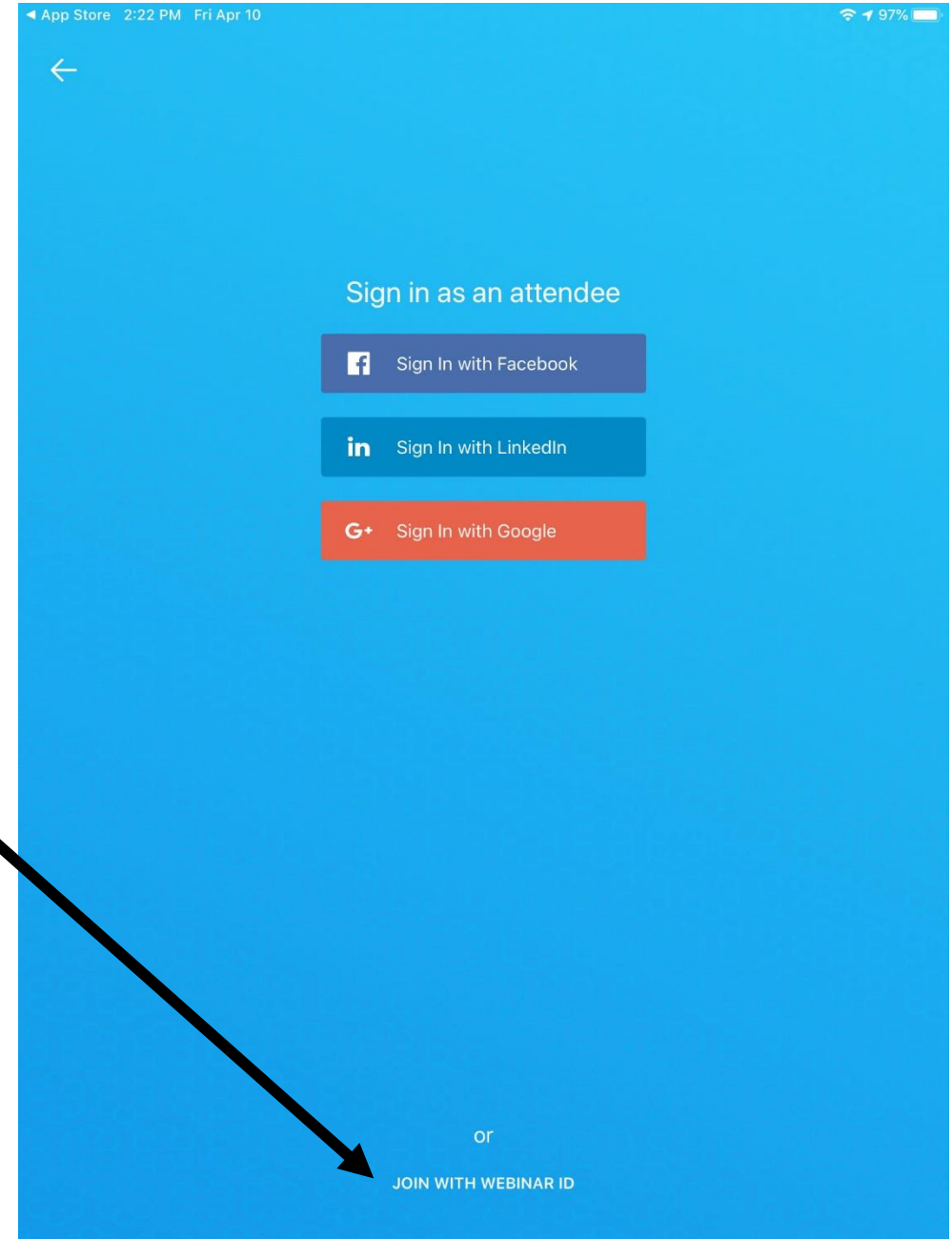
1. Click on the link in your email and follow the previous instructions in this document, or
2. Join by entering your webinar ID

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



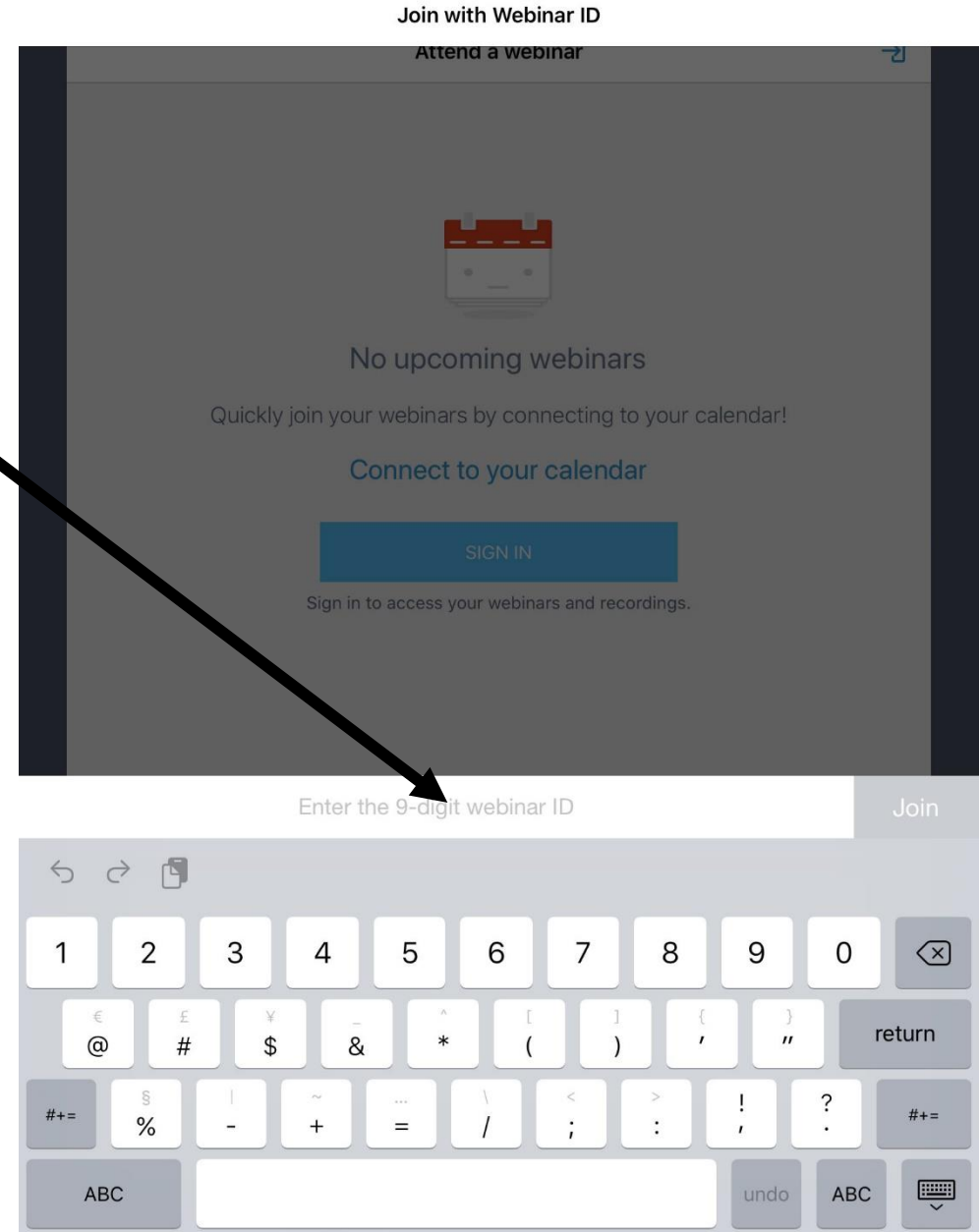
Join the Webinar

- Continue to click on Join with Webinar ID



Webinar ID

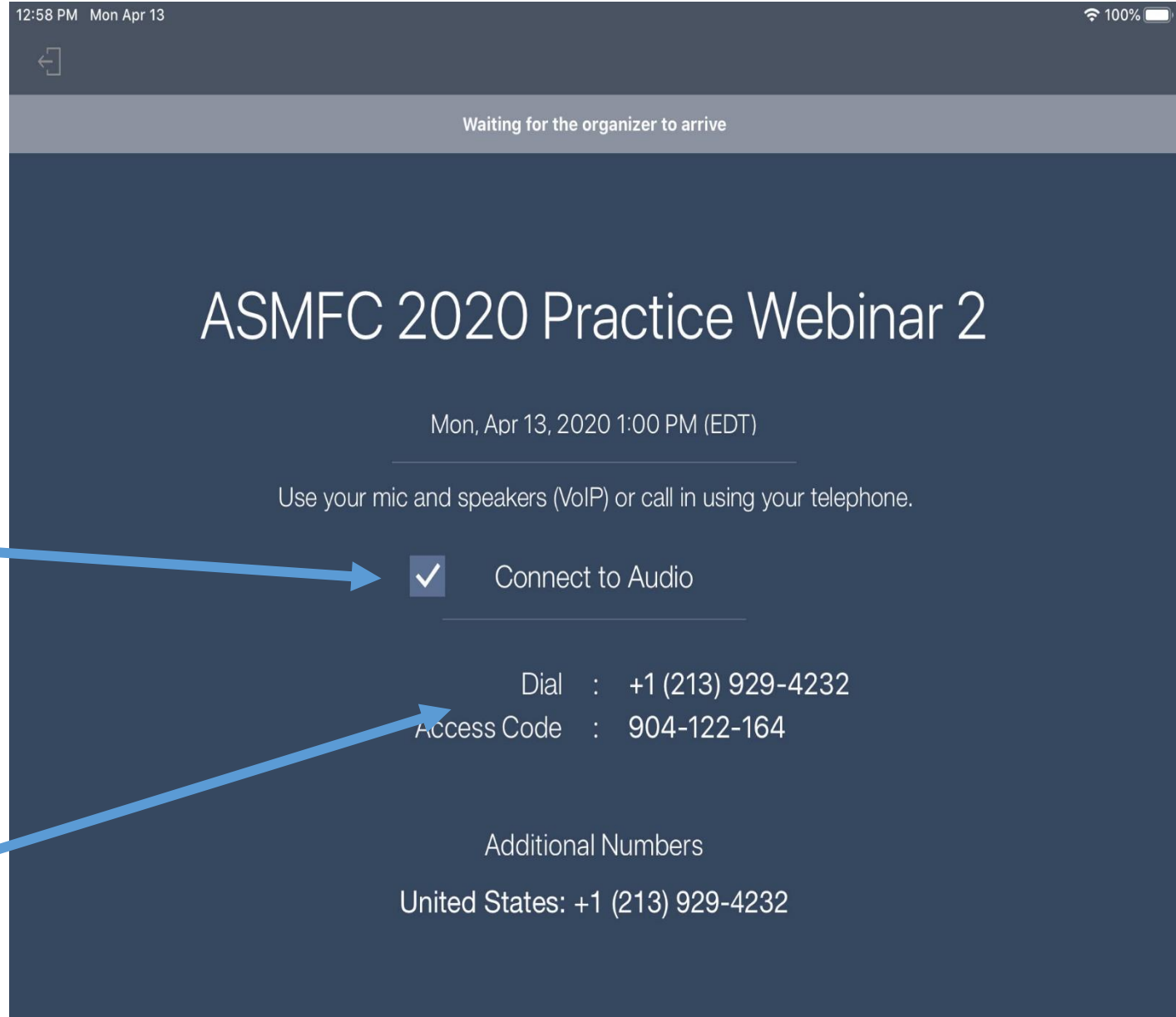
- Enter the Webinar ID here
Webinar ID: 647-565-931



The image shows a mobile interface for joining a webinar. At the top, it says "Join with Webinar ID" and "Attend a webinar". Below this is a calendar icon and the text "No upcoming webinars". A message says "Quickly join your webinars by connecting to your calendar!" followed by a blue link "Connect to your calendar" and a "SIGN IN" button. Below the button, it says "Sign in to access your webinars and recordings." At the bottom, there is a text input field with the placeholder "Enter the 9-digit webinar ID" and a "Join" button. A keyboard is overlaid on the bottom half of the screen, showing a numeric keypad and other keys.

Success!

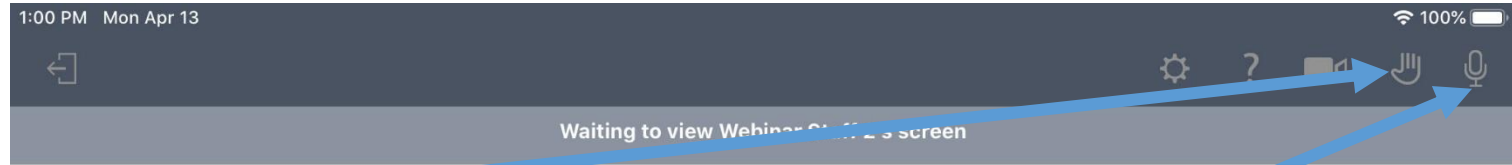
- You have successfully joined the webinar.
- At this point, choose your audio connection:
 1. Voice-over IP
Click this box if you will be using your computer microphone and speakers, or
 2. Call in with the identified phone number and access code.



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