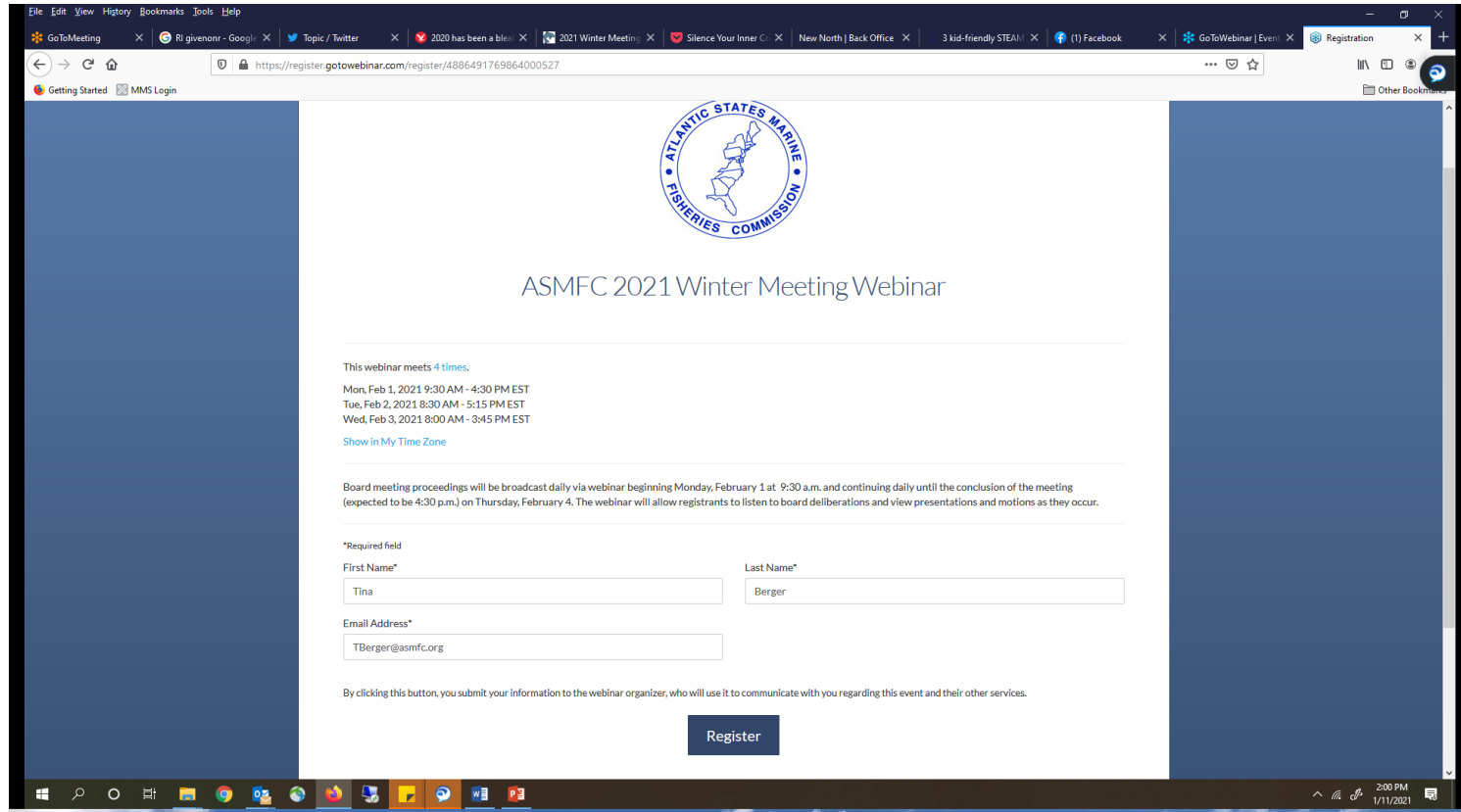


# Step one, Register!

- **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/4886491769864000527>
- Webinar ID: 151-774-483. After clicking the link, you should see a screen like this.

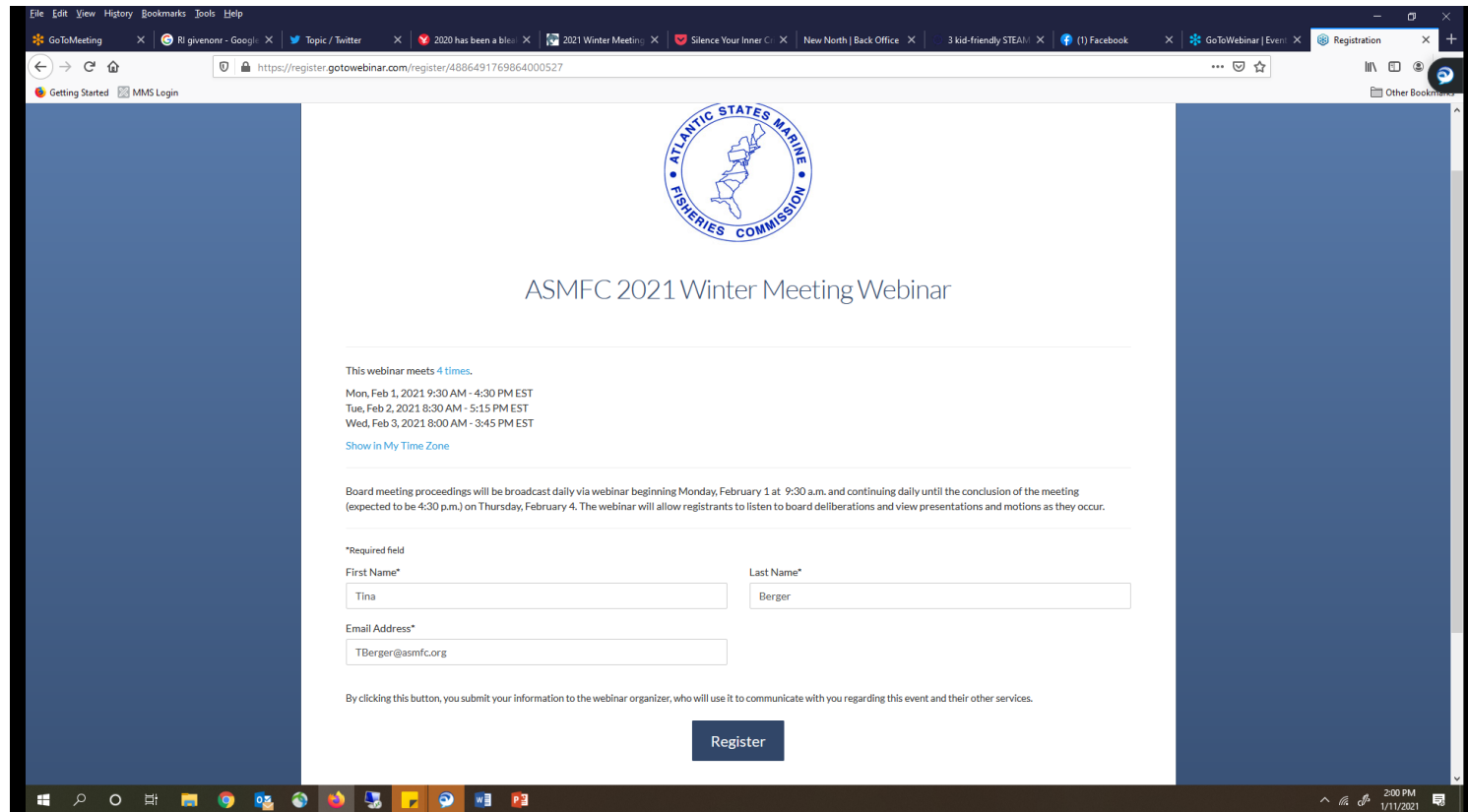


The screenshot shows a web browser window displaying the registration page for the ASMFC 2021 Winter Meeting Webinar. The page features the Atlantic States Marine Fisheries Commission logo at the top center. Below the logo, the title "ASMFC 2021 Winter Meeting Webinar" is displayed. The page lists the webinar schedule: "This webinar meets 4 times." followed by "Mon, Feb 1, 2021 9:30 AM - 4:30 PM EST", "Tue, Feb 2, 2021 8:30 AM - 5:15 PM EST", and "Wed, Feb 3, 2021 8:00 AM - 3:45 PM EST". A link "Show in My Time Zone" is provided. Below the schedule, a paragraph states: "Board meeting proceedings will be broadcast daily via webinar beginning Monday, February 1 at 9:30 a.m. and continuing daily until the conclusion of the meeting (expected to be 4:30 p.m.) on Thursday, February 4. The webinar will allow registrants to listen to board deliberations and view presentations and motions as they occur." The registration form includes fields for "First Name\*" (containing "Tina"), "Last Name\*" (containing "Berger"), and "Email Address\*" (containing "TBerger@asmfc.org"). A "Register" button is located at the bottom of the form. A disclaimer at the bottom of the form reads: "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." The browser's address bar shows the URL "https://register.gotowebinar.com/register/4886491769864000527".

- 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 <https://register.gotowebinar.com/register/4886491769864000527>. The page features the logo of the Atlantic States Marine Fisheries Commission (ASMFC) at the top center. Below the logo, the title "ASMFC 2021 Winter Meeting Webinar" is displayed. The page includes a list of webinar dates and times: "This webinar meets 4 times." followed by "Mon, Feb 1, 2021 9:30 AM - 4:30 PM EST", "Tue, Feb 2, 2021 8:30 AM - 5:15 PM EST", and "Wed, Feb 3, 2021 8:00 AM - 3:45 PM EST". A link "Show in My Time Zone" is provided. A paragraph of text states: "Board meeting proceedings will be broadcast daily via webinar beginning Monday, February 1 at 9:30 a.m. and continuing daily until the conclusion of the meeting (expected to be 4:30 p.m.) on Thursday, February 4. The webinar will allow registrants to listen to board deliberations and view presentations and motions as they occur." Below this text are three required input fields: "First Name\*" (containing "Tina"), "Last Name\*" (containing "Berger"), and "Email Address\*" (containing "TBerger@asmfc.org"). A "Register" button is located at the bottom center of the form. A disclaimer at the bottom reads: "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." The browser's taskbar at the bottom shows the time as 2:00 PM on 1/11/2021.

# 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 Outlook email interface. At the top, the title bar reads "[External] ASMFC 2020 Spring Meeting Webinar Day 1 Confirmation - Message (HTML)". The email header shows it was sent on "Thu 4/9/2020 4:39 PM" from "Webinar Staff 2 <customercare@gotowebinar.com>". The recipient is "Toni Kerns". A notification states: "You forwarded this message on 4/9/2020 4:52 PM. If there are problems with how this message is displayed, click here to view it in a web browser."

The main body of the email contains the following information:

- 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 visible. Below it, a note reads: "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."

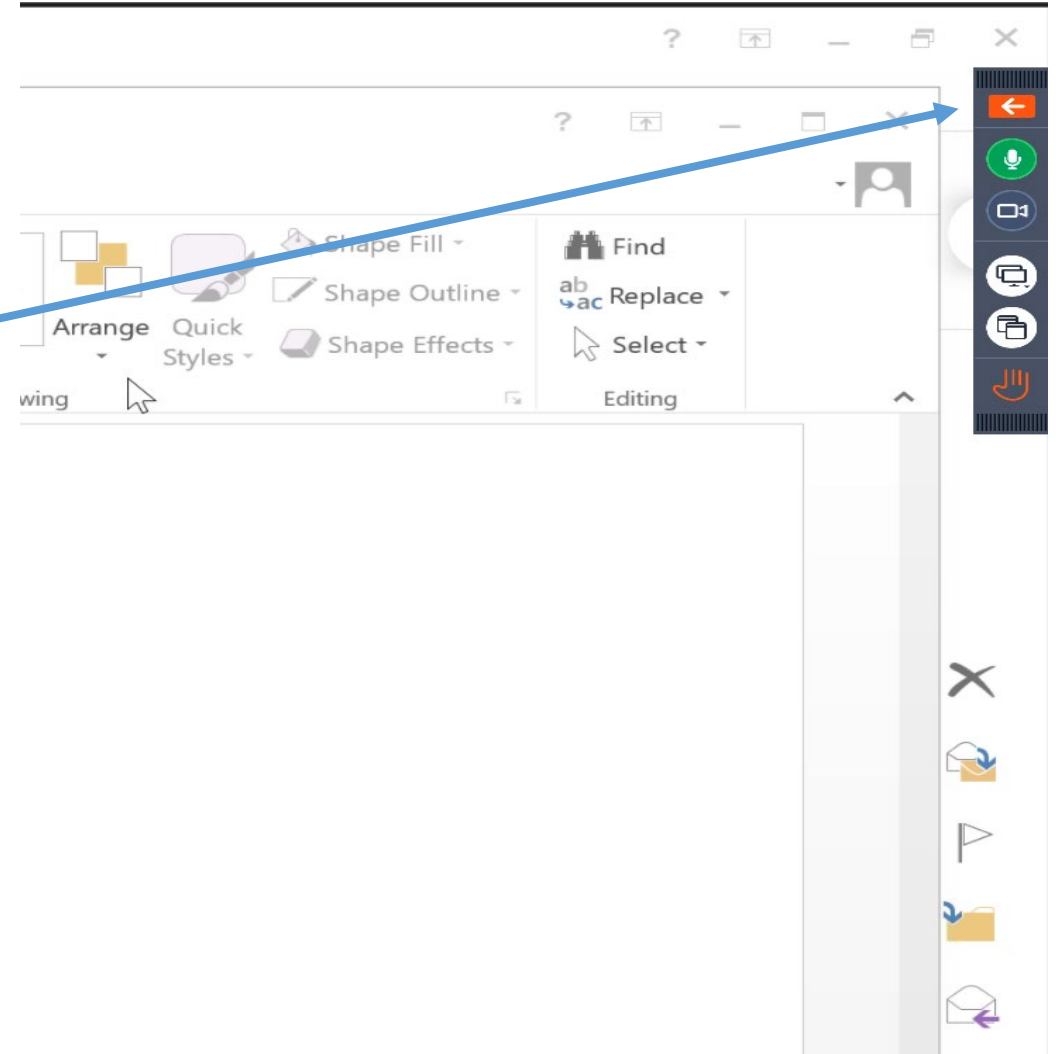
- 2. Choose one of the following audio options:
- TO USE YOUR COMPUTER'S AUDIO:  
When the webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.
- OR--
- TO USE YOUR TELEPHONE:  
If you prefer to use your phone, you must select "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

At the bottom, there is a section titled "To Cancel this Registration".

The bottom of the screenshot shows the Windows taskbar with the search bar, taskbar icons, and system tray showing the time as 5:14 PM on 4/9/2020.

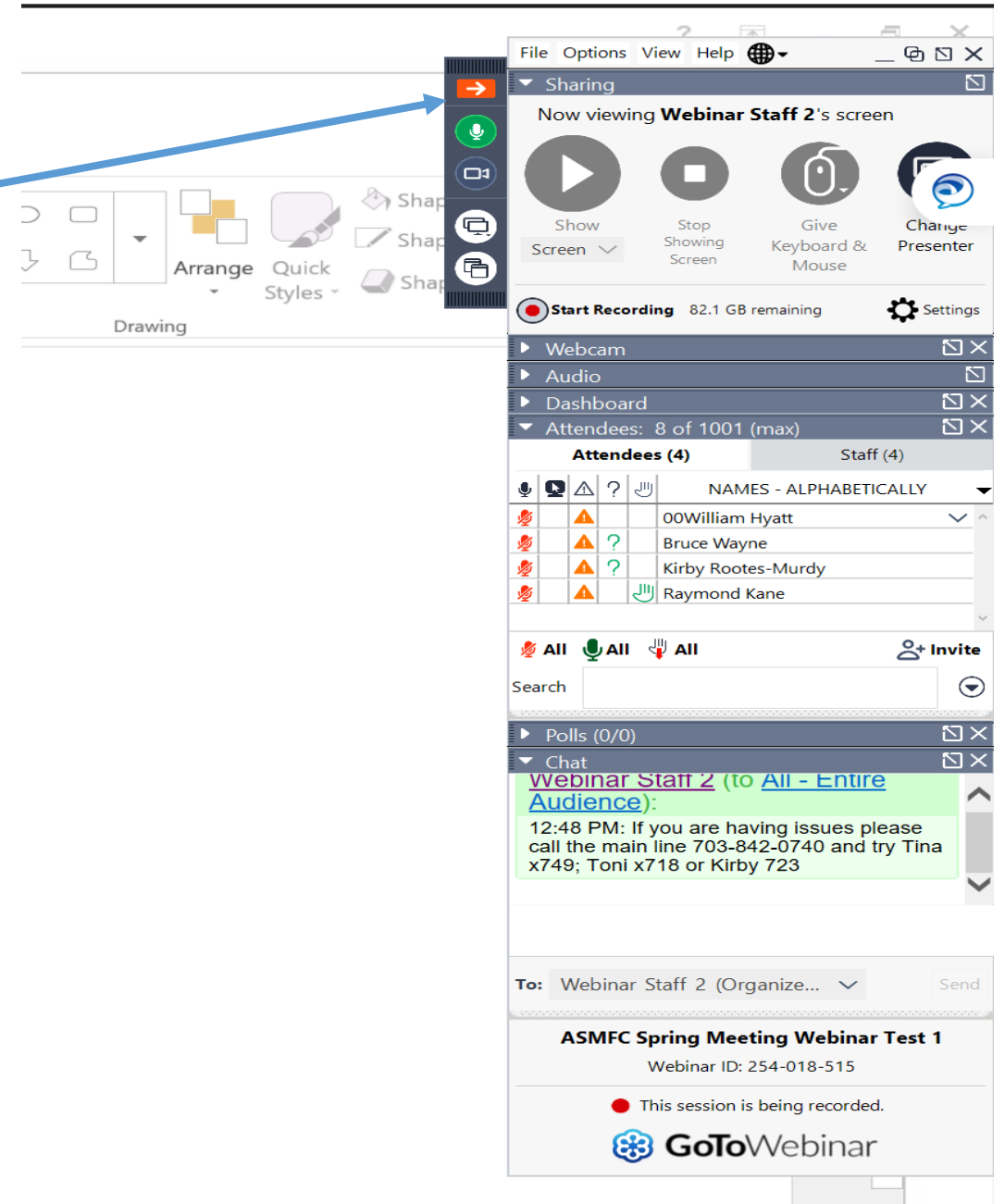
# Accessing Control Panel

- 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**.



The image shows a screenshot of 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 'Now viewing Webinar Staff 2's screen' and includes several controls: 'Show Screen', 'Stop Showing Screen', 'Give Keyboard & Mouse', and 'Change Presenter'. Below these are 'Start Recording' (82.1 GB remaining) and 'Settings'. The panel also displays a list of attendees: 'Attendees (4)' and 'Staff (4)'. The attendees list is sorted by 'NAMES - ALPHABETICALLY' and includes: 00William Hyatt, Bruce Wayne, Kirby Rootes-Murdy, and Raymond Kane. There are also sections for 'Polls (0/0)', 'Chat', and 'Invite'. The chat window shows a message from 'Webinar Staff 2 (to All - Entire Audience)' at 12:48 PM: 'If you are having issues please call the main line 703-842-0740 and try Tina x749; Toni x718 or Kirby 723'. At the bottom, the session title is 'ASMFC Spring Meeting Webinar Test 1' with ID '254-018-515' and a recording status: 'This session is being recorded.' The GoToWebinar logo is at the bottom.

# Audio Settings

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

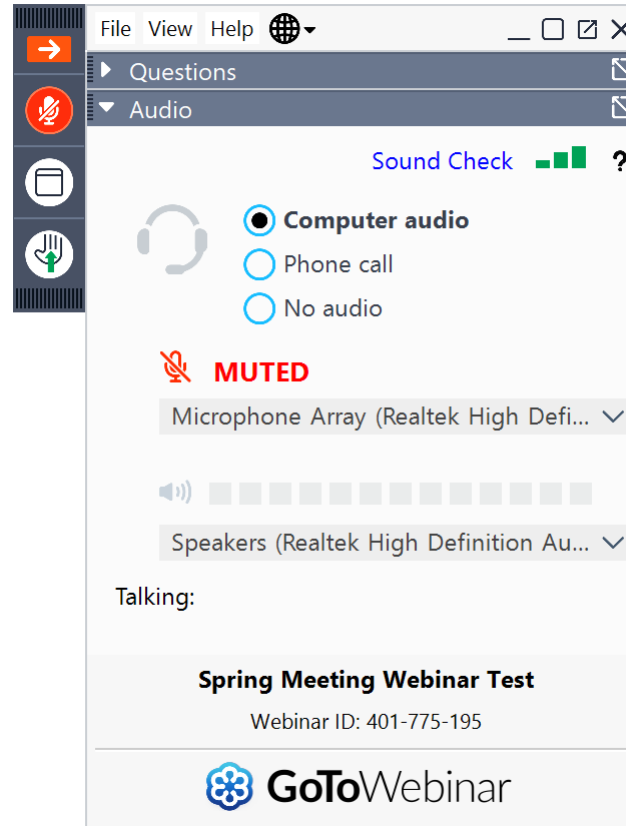
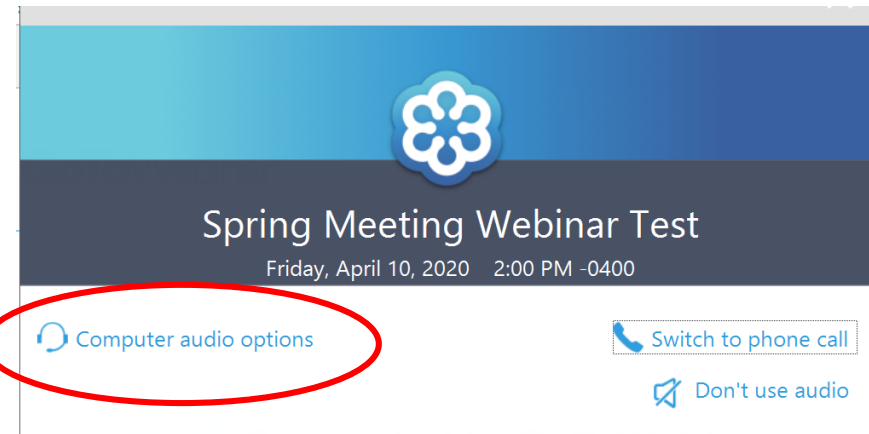
Choices:

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

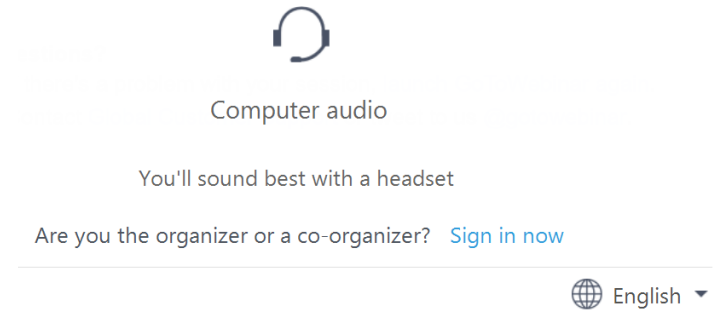
Note: either of these options can be used, but **please do not use both at the same time on different devices.** It will create an echo when speaking.

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

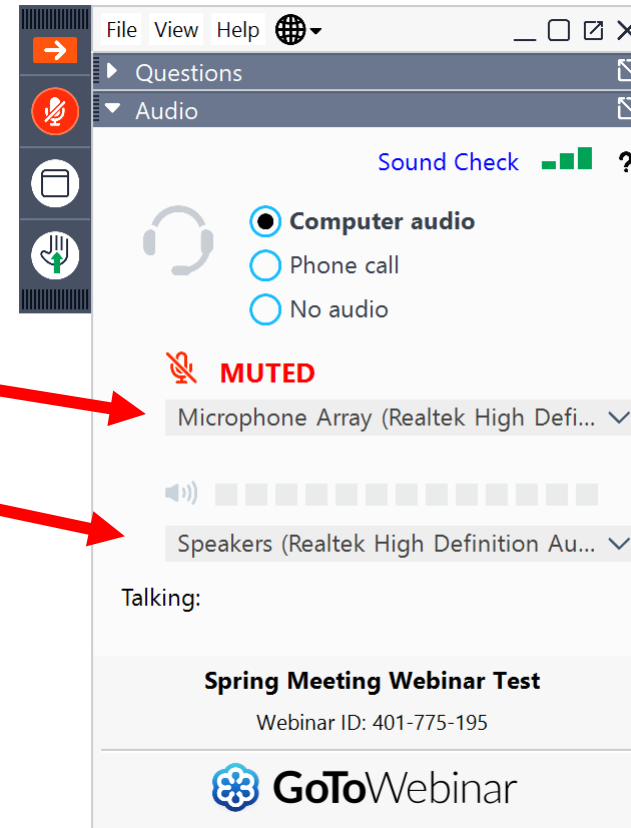


Control panel once you are in the meeting. You can change the audio before or after you log in.



# Using Computer Audio: Recommended

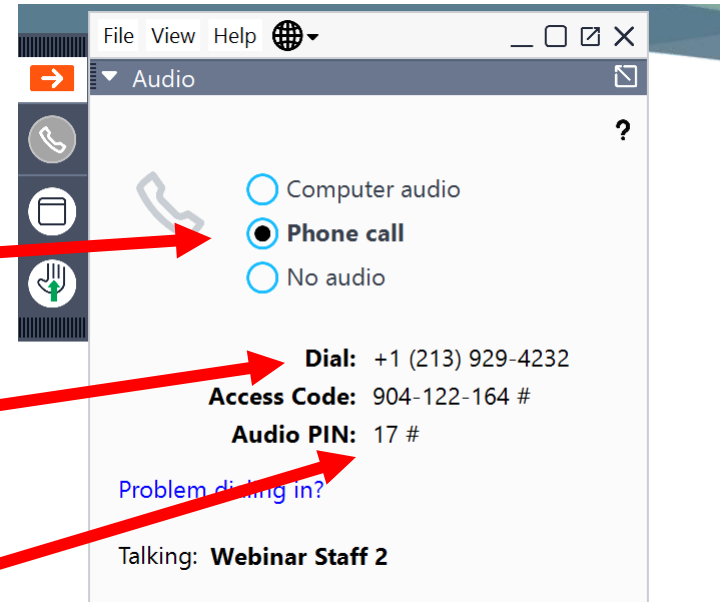
- Once you have joined the webinar:
- Select the microphone and speaker options that correspond with your computer
- You can test your audio if you are having trouble







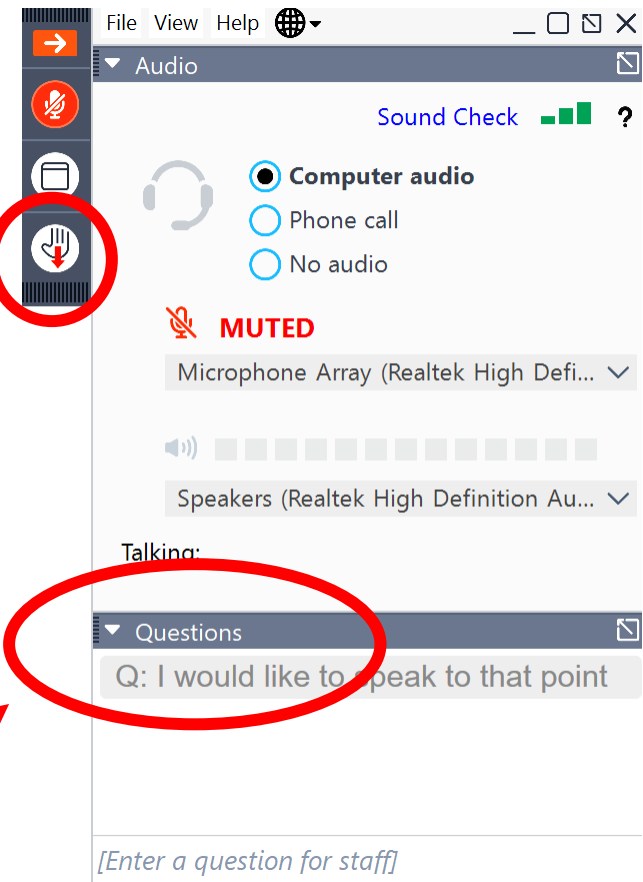
# Using Phone Audio

- 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**

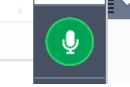



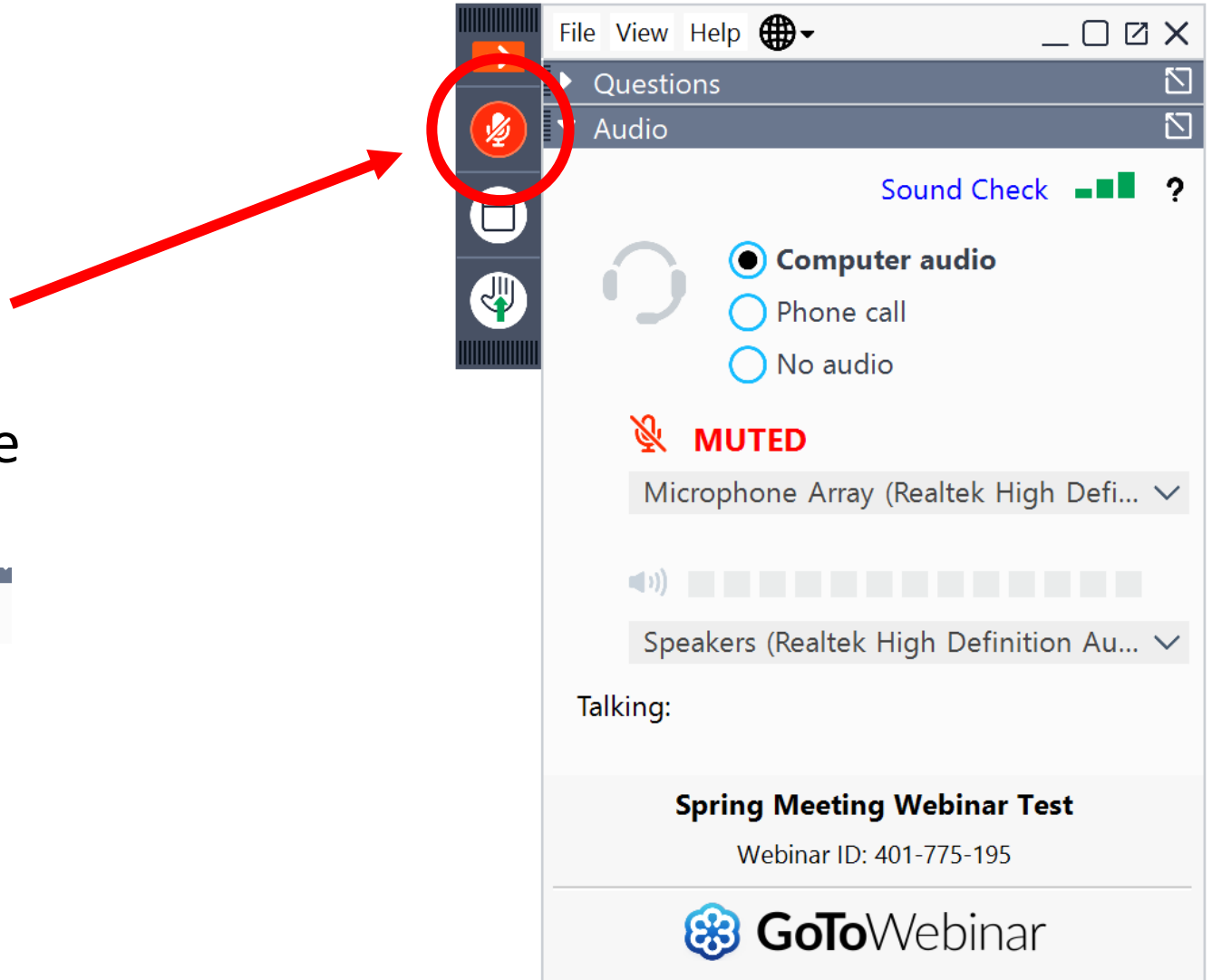
# Raising Your Hand

- 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.**



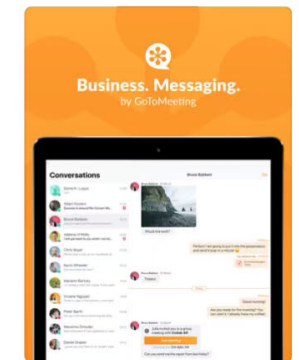
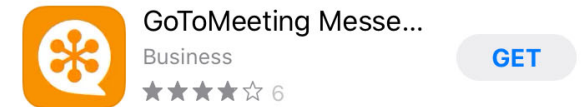
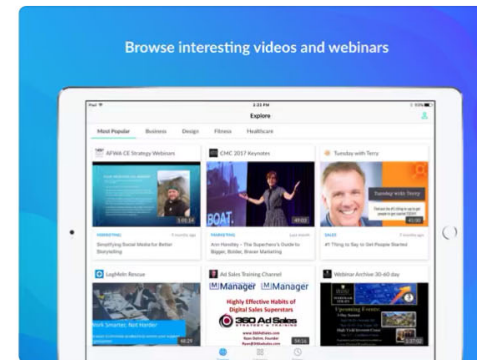
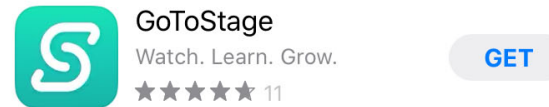
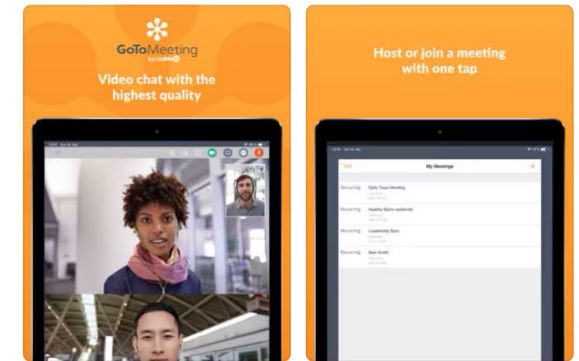
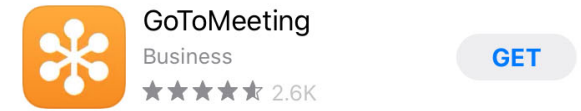
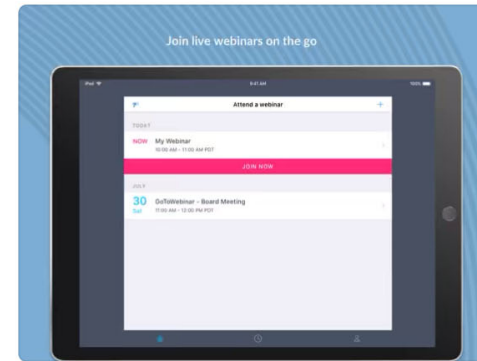
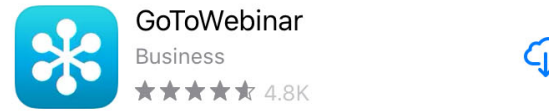
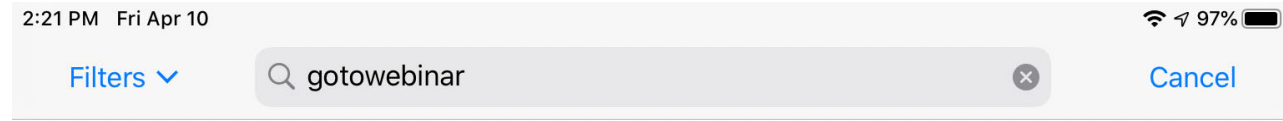
# Muting and Unmuting

- 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

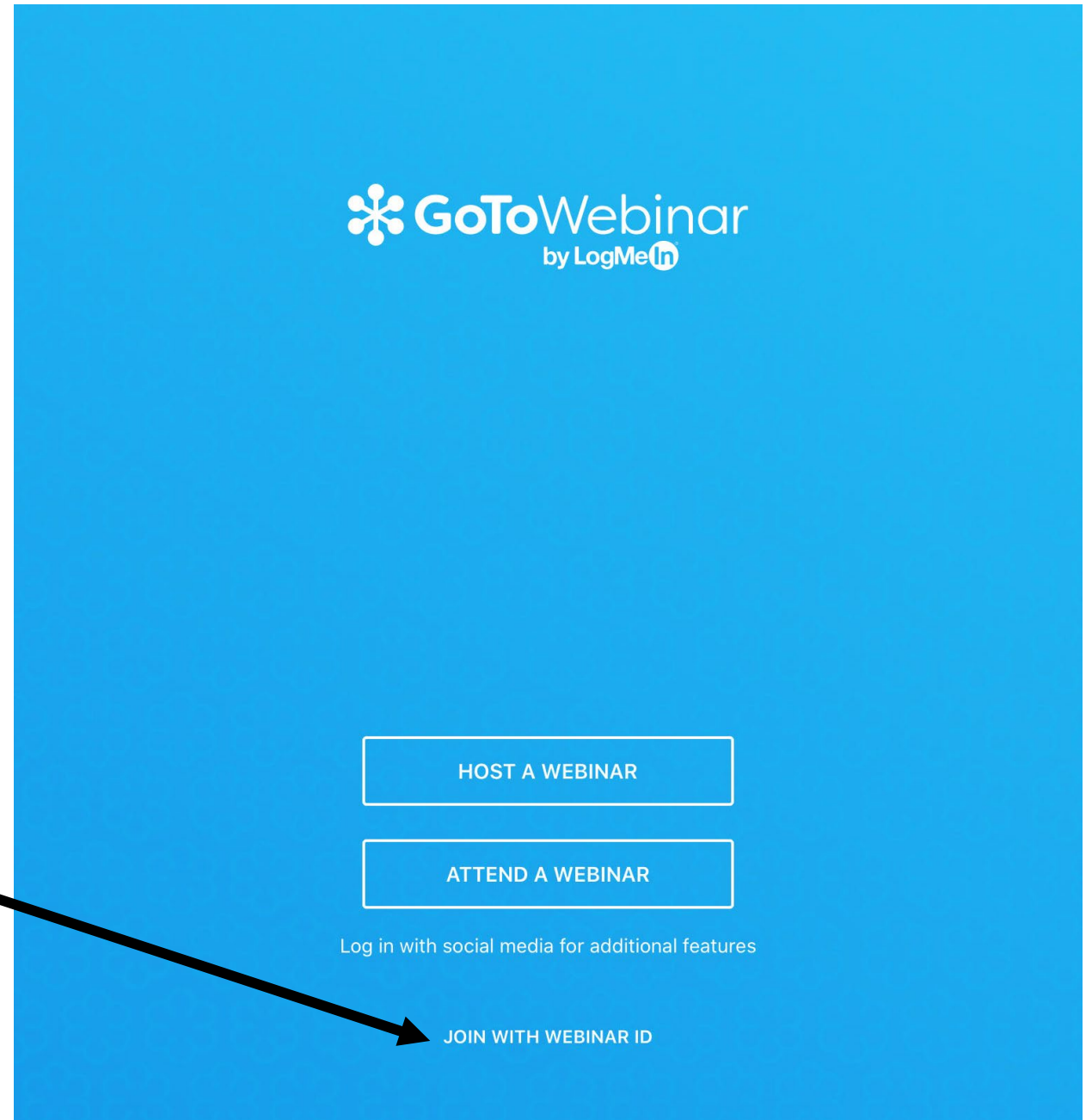
- If you have technical issues with either webinar (connecting to or audio related issues), please contact Chris Jacobs at 703.842.0790.
- The following slides provide information on how to access the webinar via your iPad.

# Join the Webinar

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

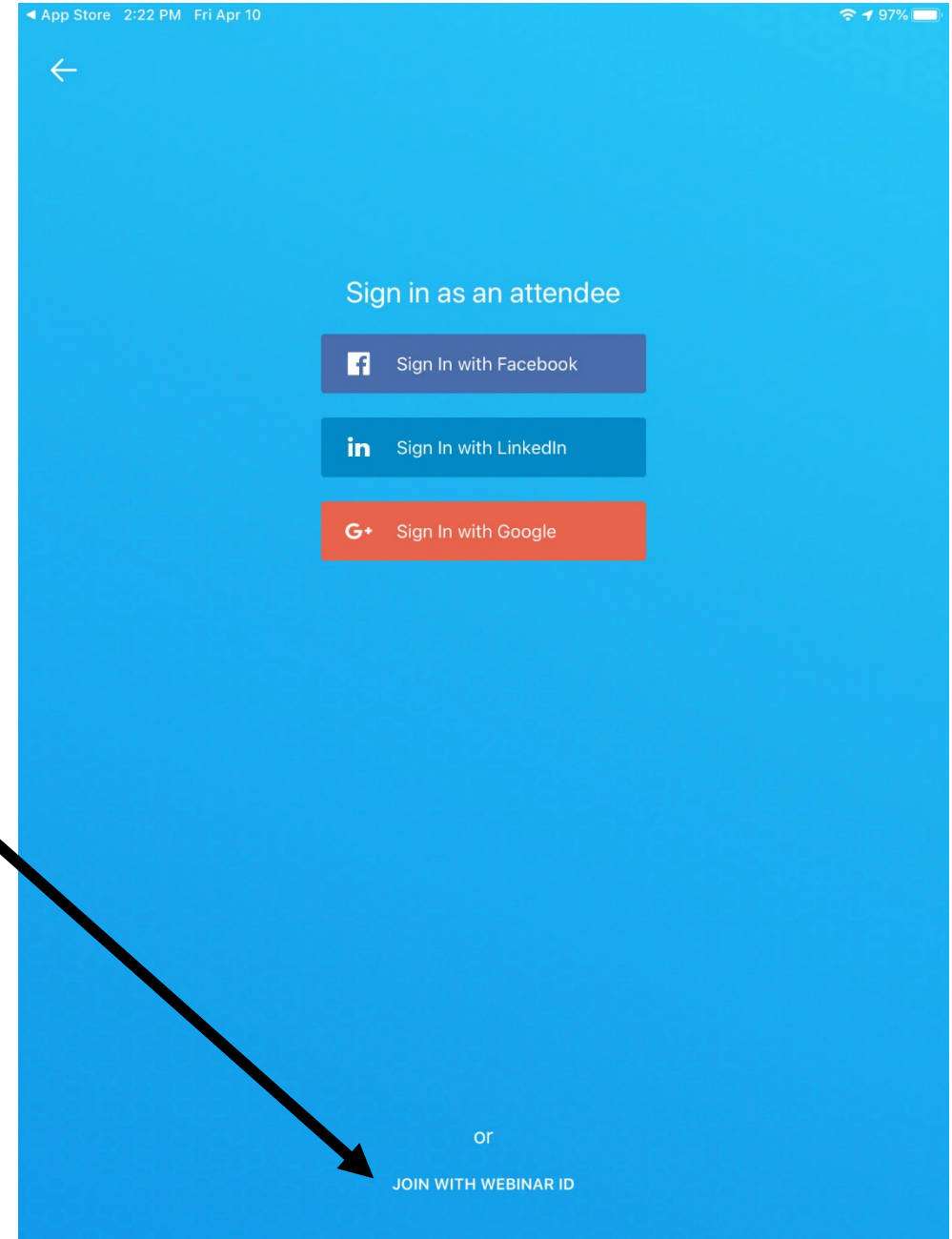
1. Click on the link in your email and follow the previous instructions in this document, or
2. Join by entering your webinar ID

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



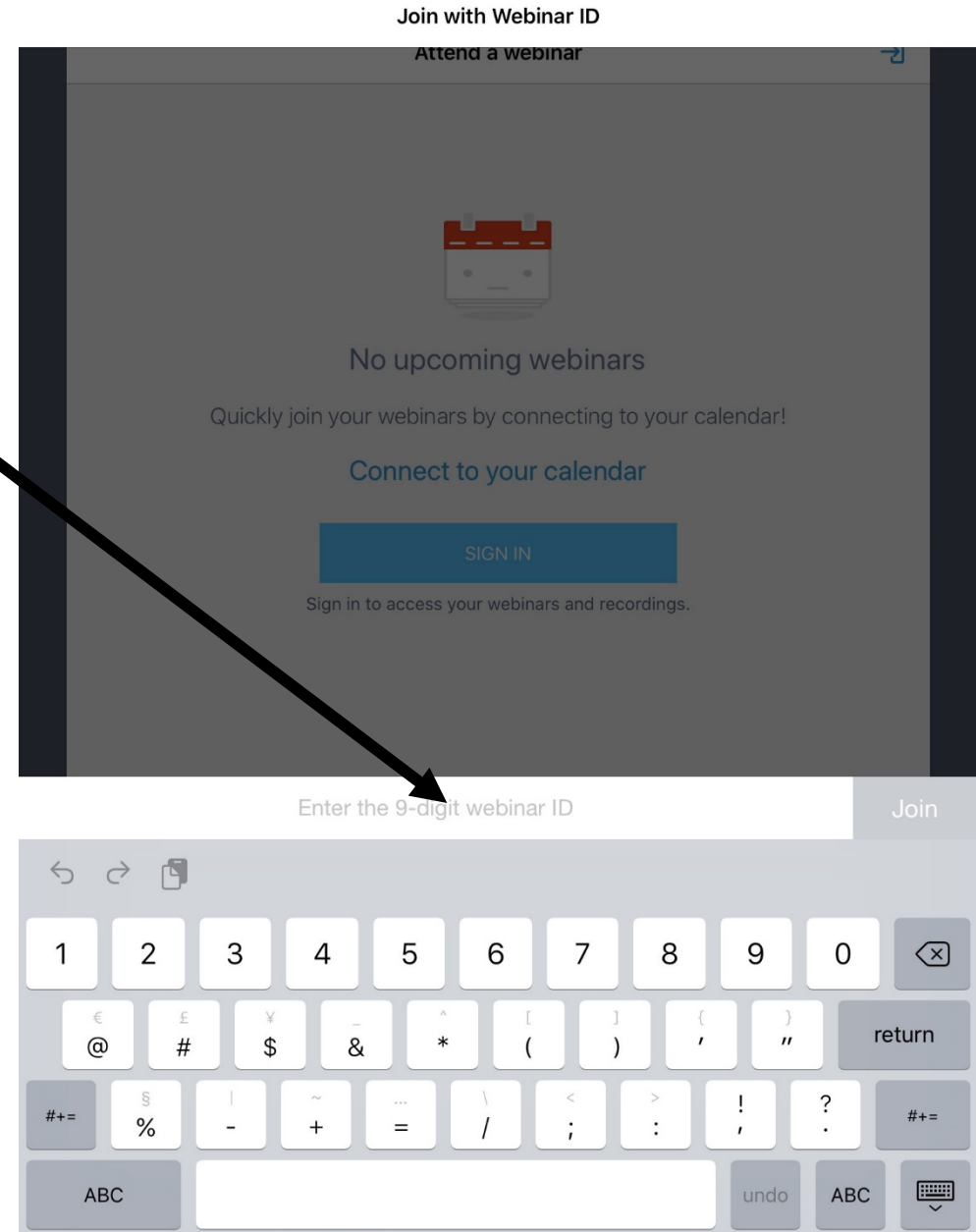
# Join the Webinar

- Continue to click on Join with Webinar ID



# Webinar ID

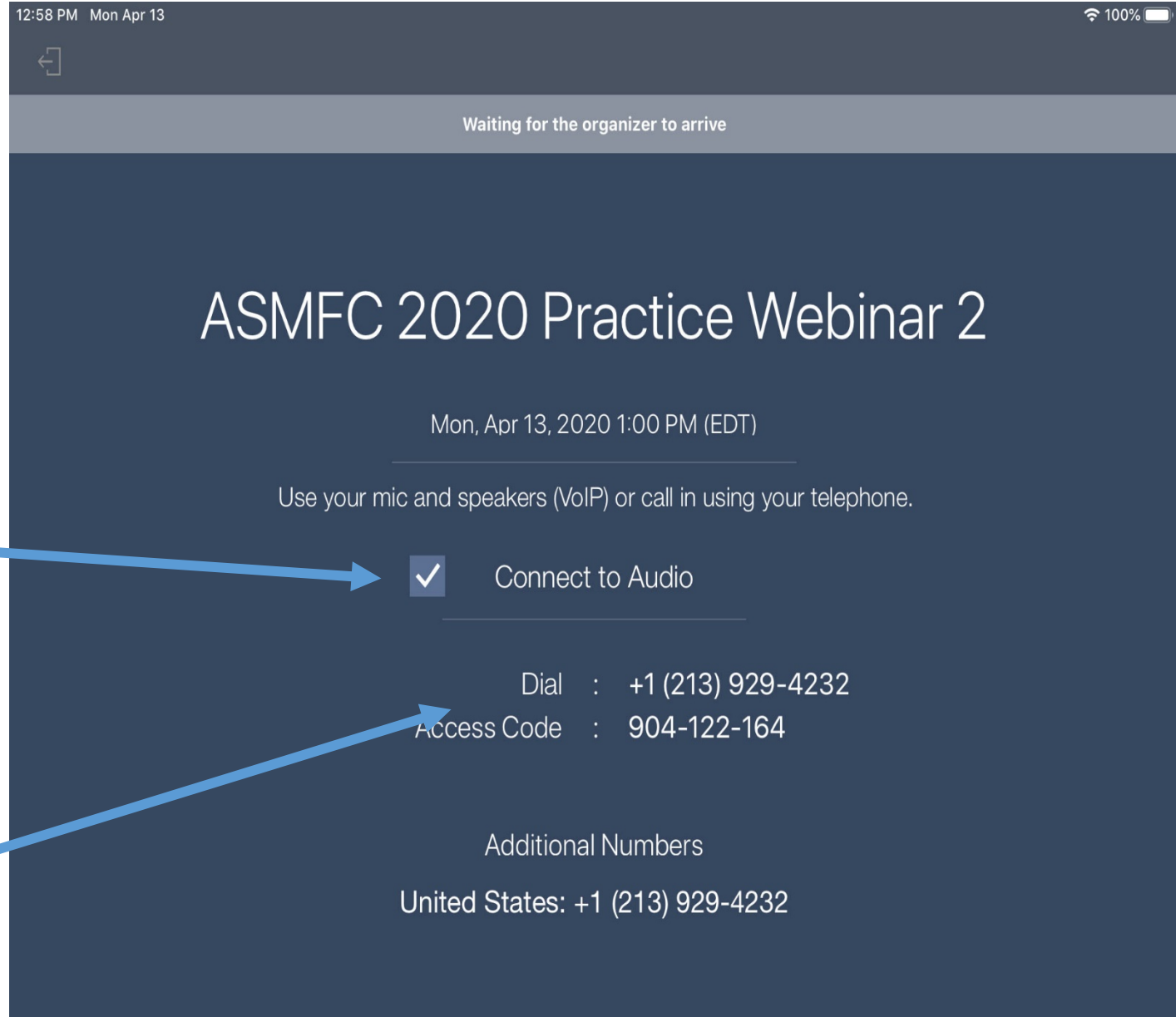
- Enter the Webinar ID here  
Webinar ID: 151-774-483





# 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