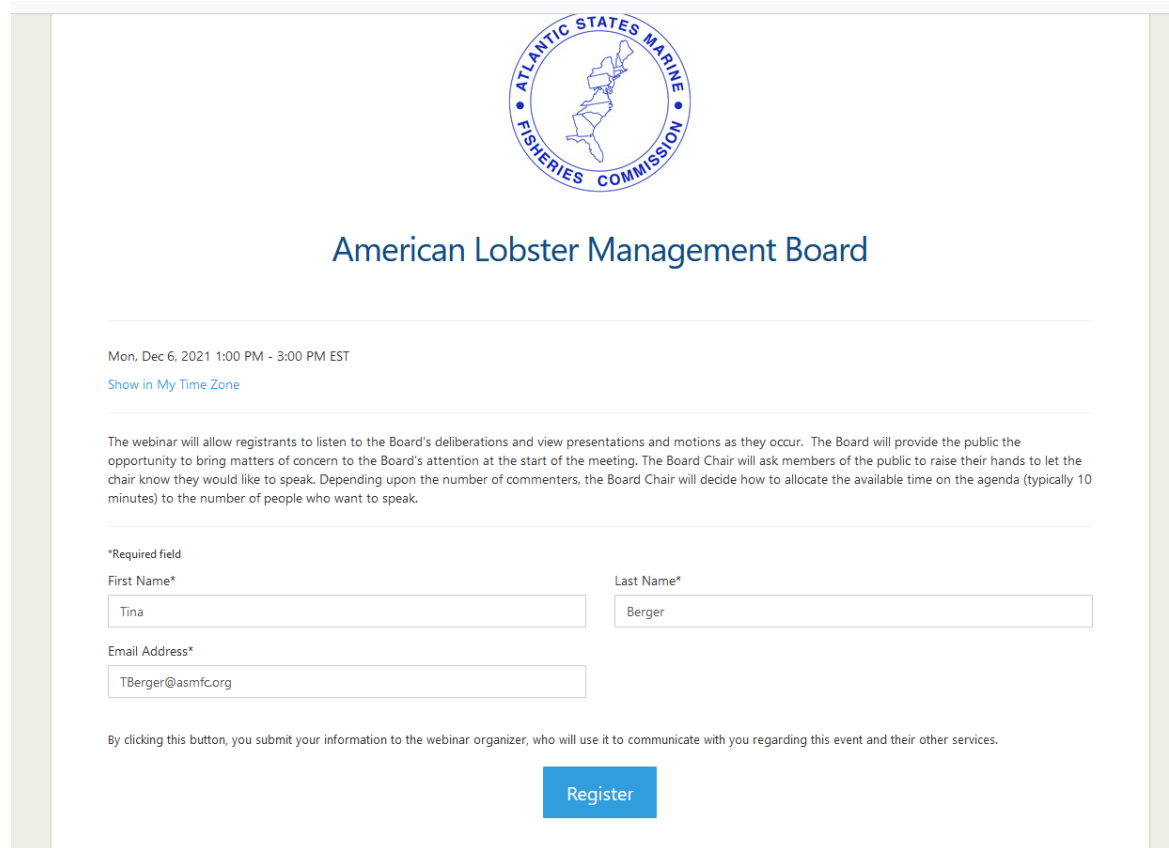


Step one, Register!

- **In order to participate in the meeting you must register for the webinar.** 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/2167530362779140620>
- Webinar ID: 826-323-515. After clicking the link, you should see a screen like this.



The screenshot shows a registration page for the American Lobster Management Board. At the top center is the logo of the Atlantic States Marine Fisheries Commission, which is a circular seal with a map of the Atlantic coast and the text "ATLANTIC STATES MARINE FISHERIES COMMISSION". Below the logo, the text "American Lobster Management Board" is centered. A horizontal line separates this header from the event details. The event details include the date and time "Mon, Dec 6, 2021 1:00 PM - 3:00 PM EST" and a link "Show in My Time Zone". Another horizontal line follows. Below this, a paragraph explains the webinar format: "The webinar will allow registrants to listen to the Board's deliberations and view presentations and motions as they occur. The Board will provide the public the opportunity to bring matters of concern to the Board's attention at the start of the meeting. The Board Chair will ask members of the public to raise their hands to let the chair know they would like to speak. Depending upon the number of commenters, the Board Chair will decide how to allocate the available time on the agenda (typically 10 minutes) to the number of people who want to speak." Another horizontal line is present. Below this, there are three input fields. The first is labeled "First Name*" and contains the text "Tina". The second is labeled "Last Name*" and contains the text "Berger". The third is labeled "Email Address*" and contains the text "TBerger@asmfc.org". Below these fields is a line of small text: "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." At the bottom center is a blue button with the text "Register".

- 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 right).



You're Registered!

ASMFC 2021 Fall Meeting Webinar

This webinar meets [4 times](#).

Mon, Oct 18, 2021 9:00 AM - 5:15 PM EDT

Tue, Oct 19, 2021 9:00 AM - 5:15 PM EDT

Wed, Oct 20, 2021 8:00 AM - 5:15 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.

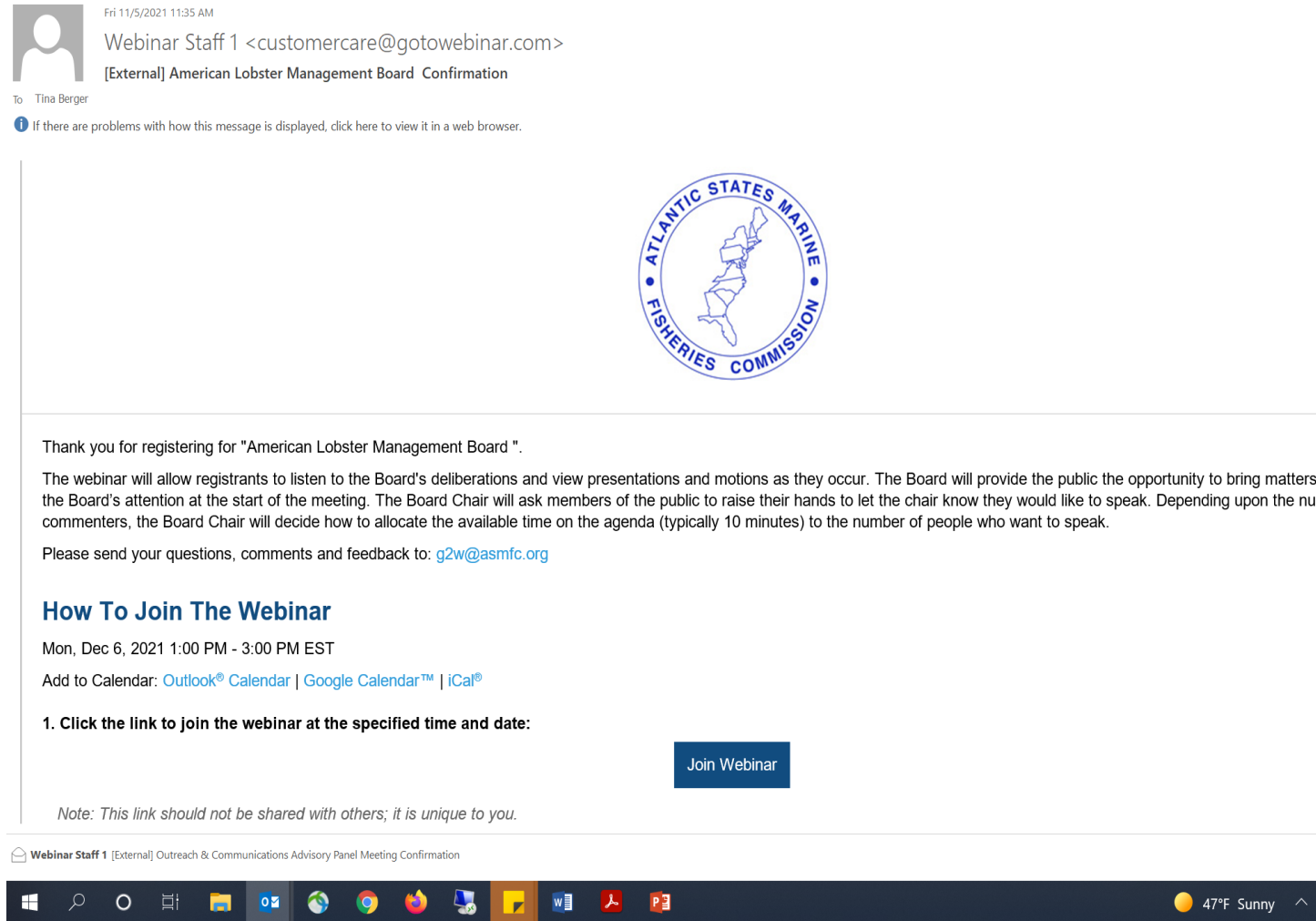
Questions or comments on the webinar? Contact g2w2@asmfc.org

Can't make the webinar?

[Cancel or update your registration](#)

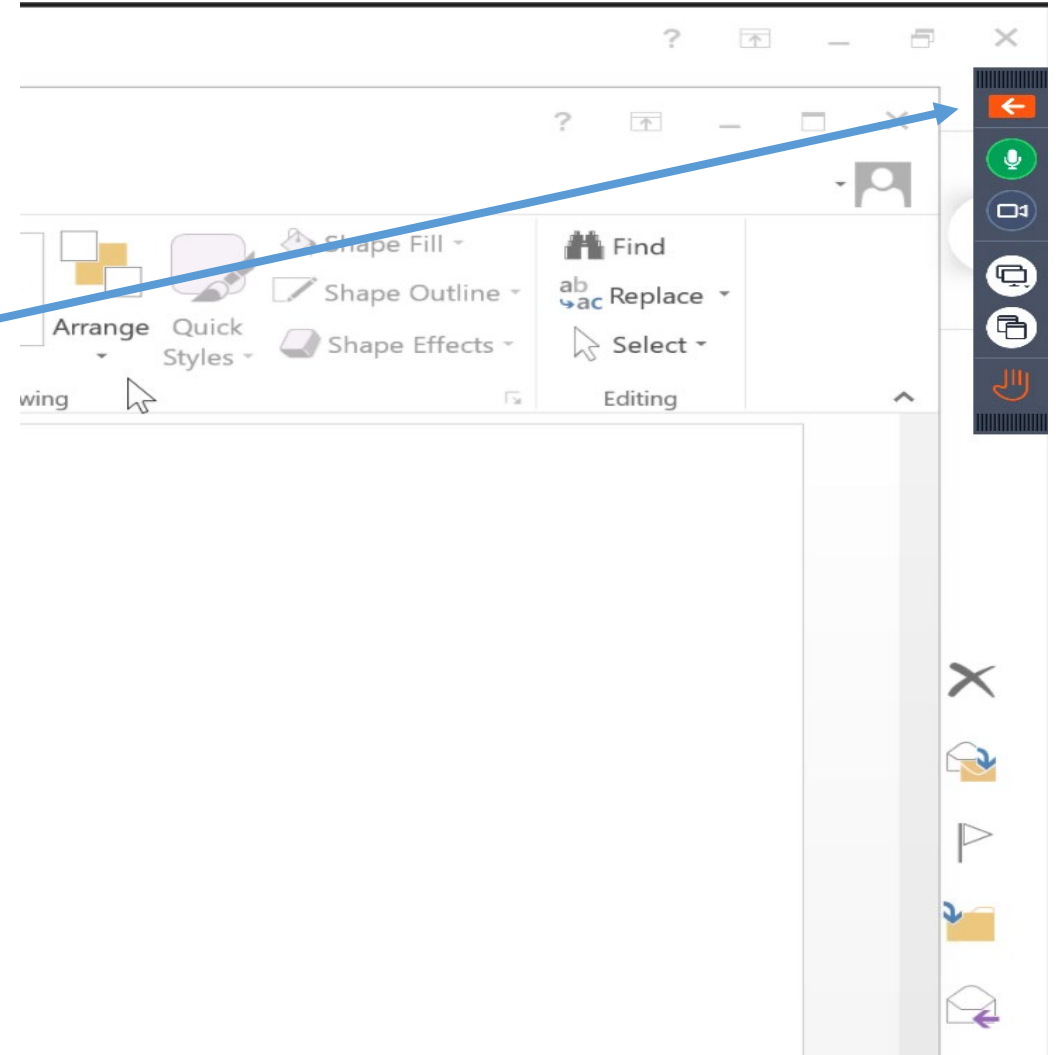
Joining the Webinar

- 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!**



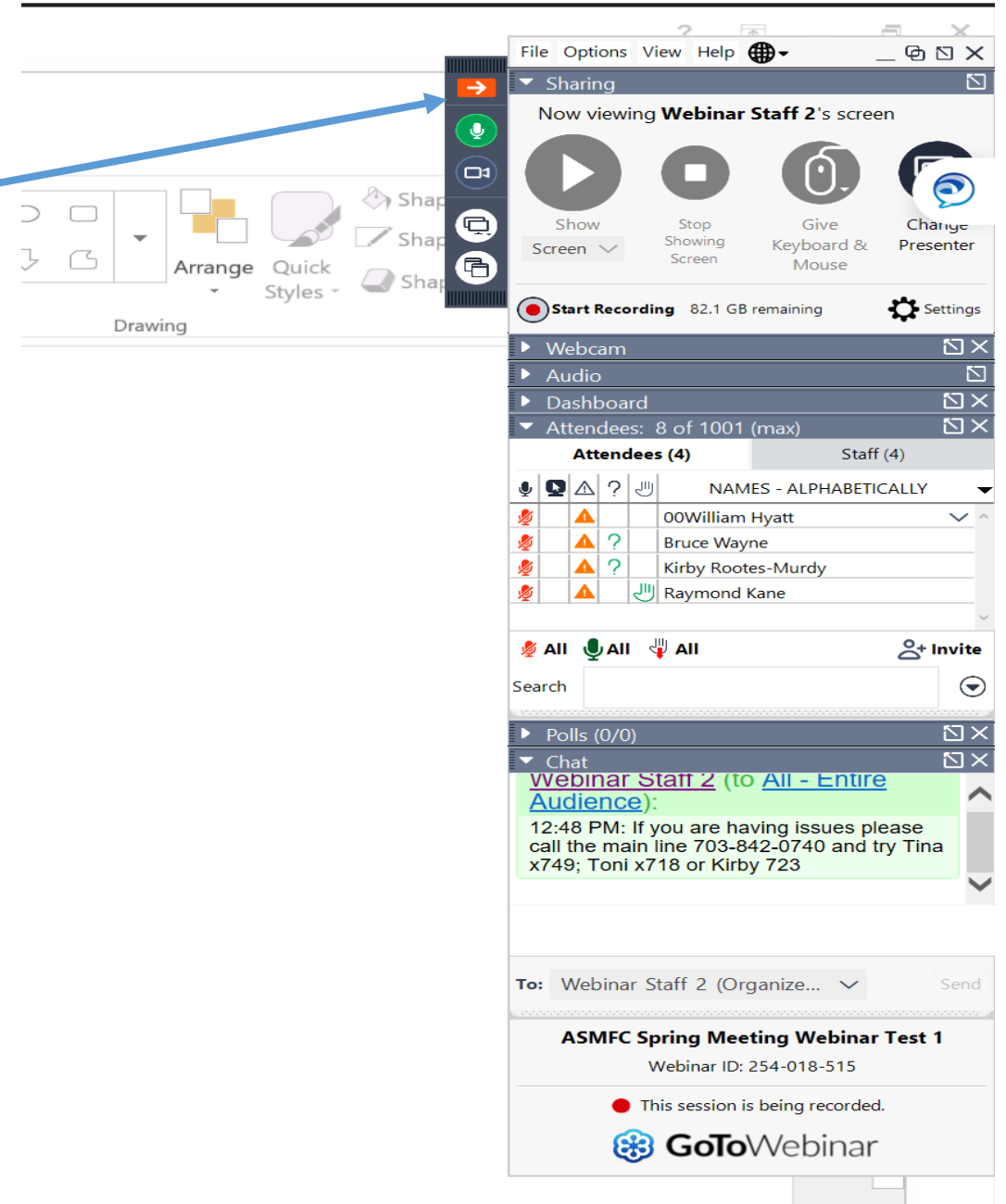
Accessing Control Panel

- 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.

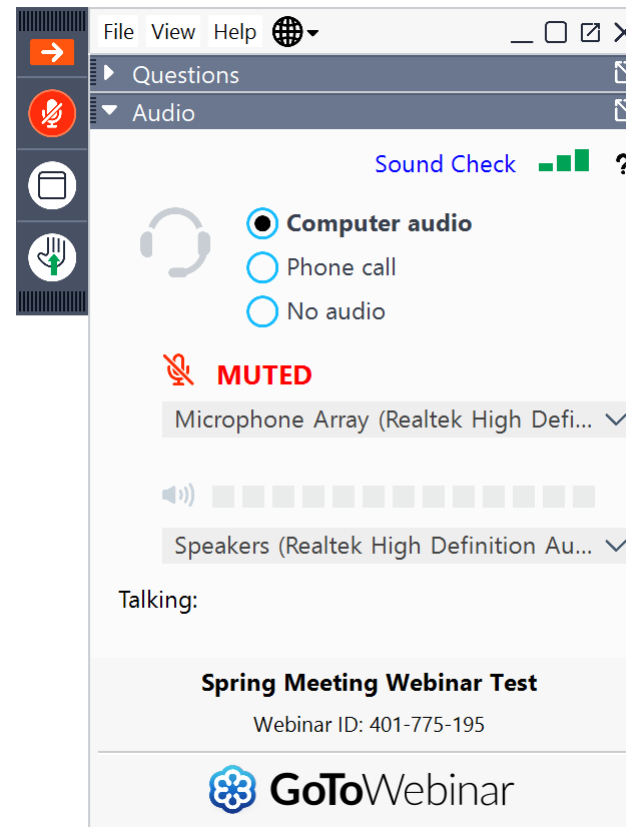
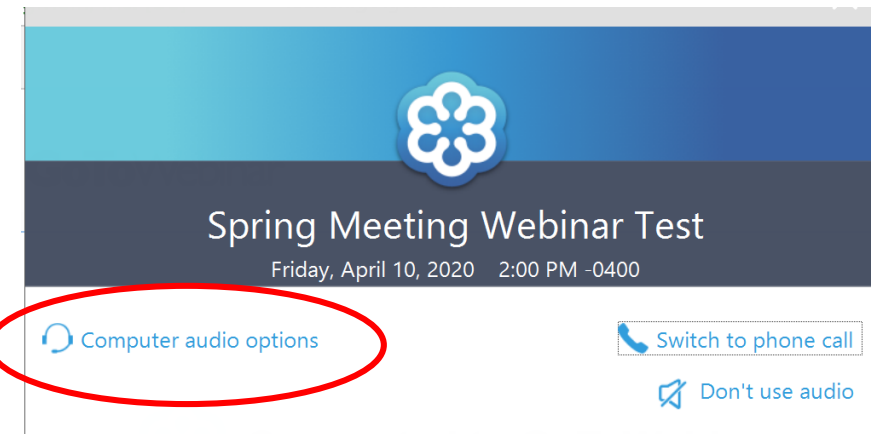
Choices:

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](#)

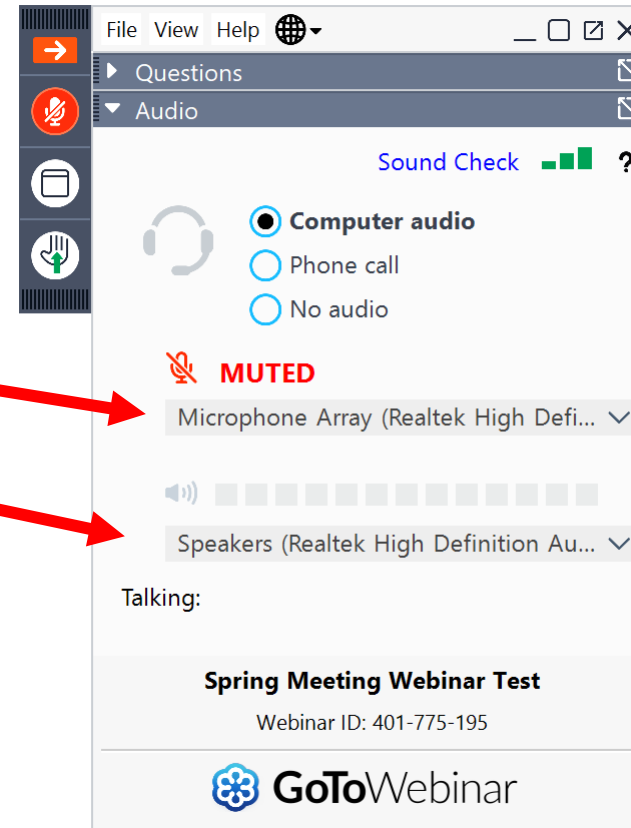
English

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



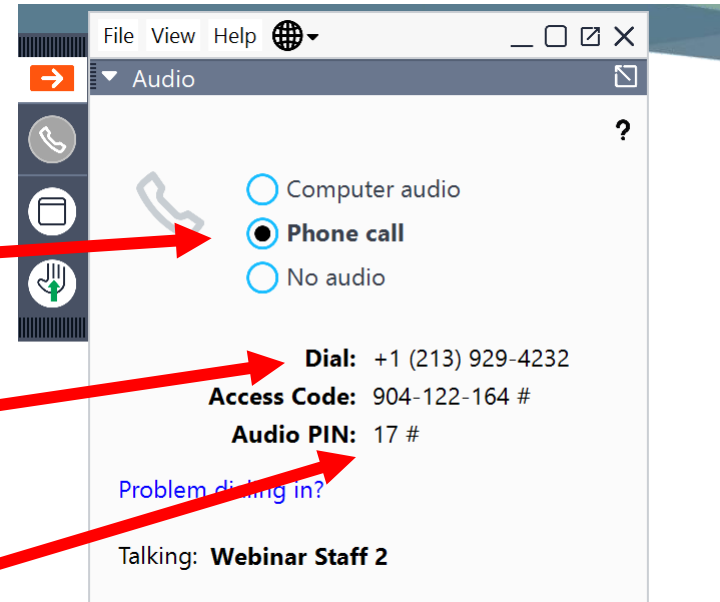
Using Computer Audio: Recommended

- 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



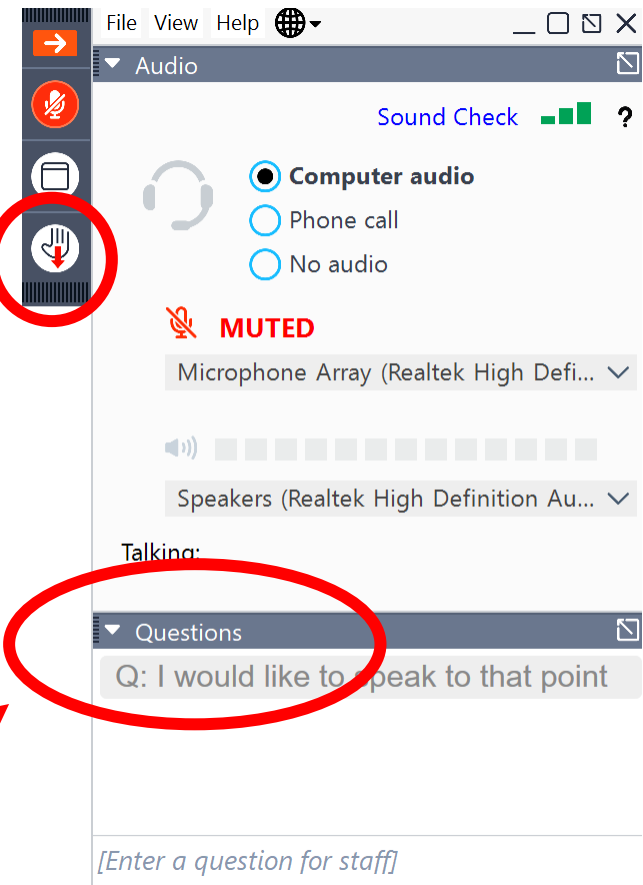
Using Phone Audio

- 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

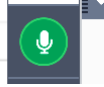


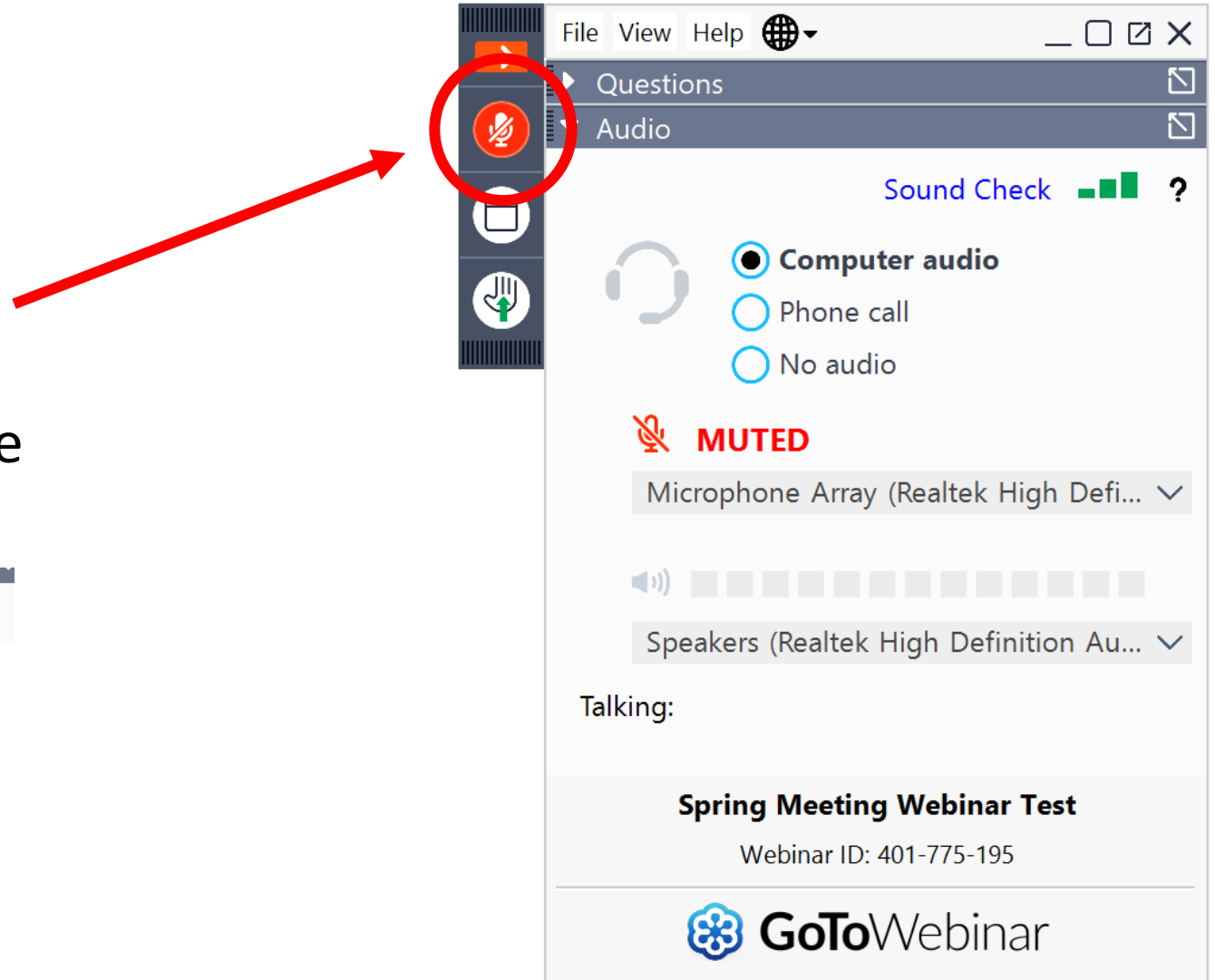
Raising Your Hand

- 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.**



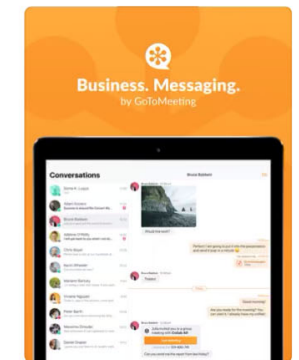
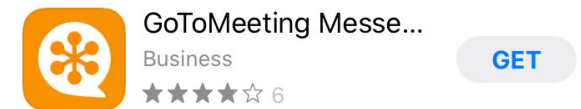
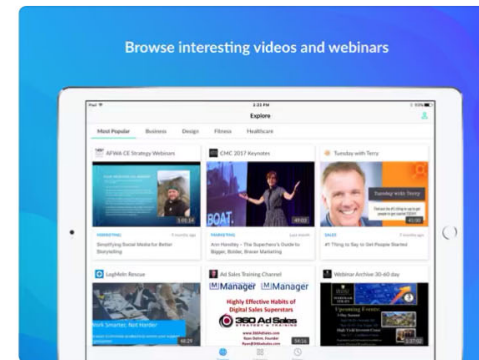
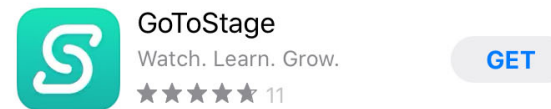
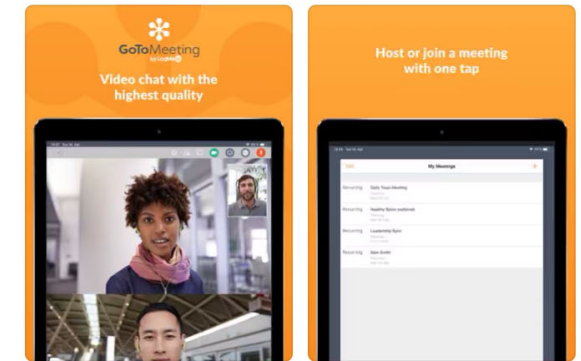
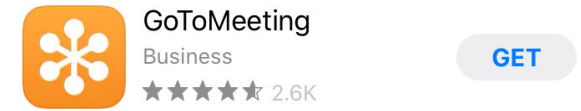
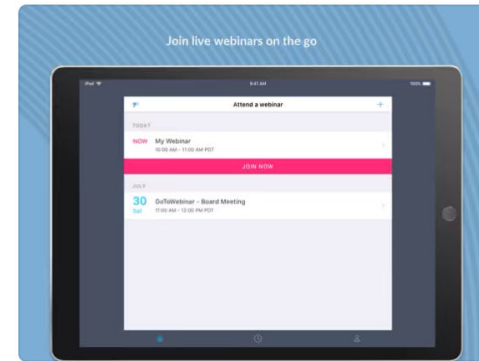
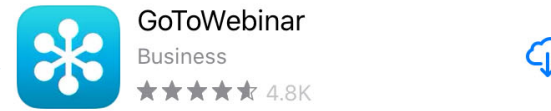
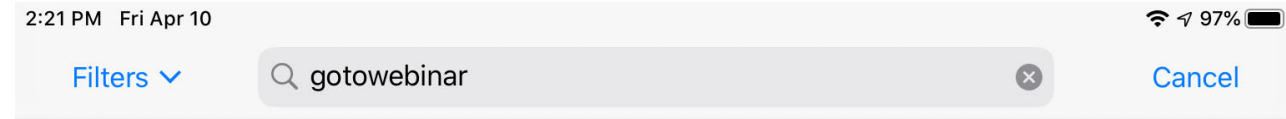
Muting and Unmuting

- 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.asafc.org/calendar/12/2021/American-Lobster-Management-Board/1840> and register



Help Desk

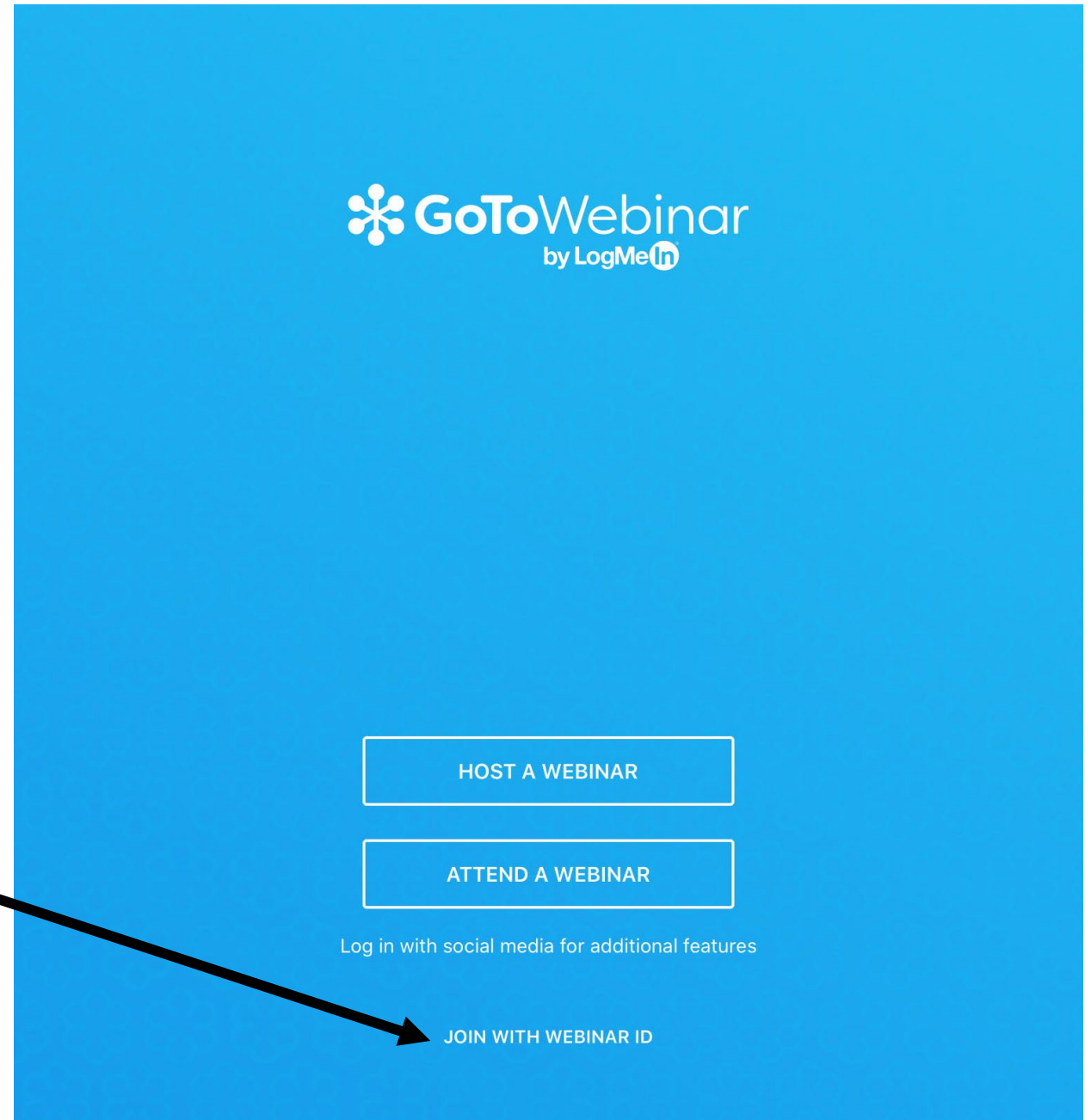
- If you have technical issues with either webinar (connecting to or audio related issues), please contact Chris Jacobs at 703.842.0790.
- The following slides provide information on how to access the webinar via your iPad.

Join the Webinar

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

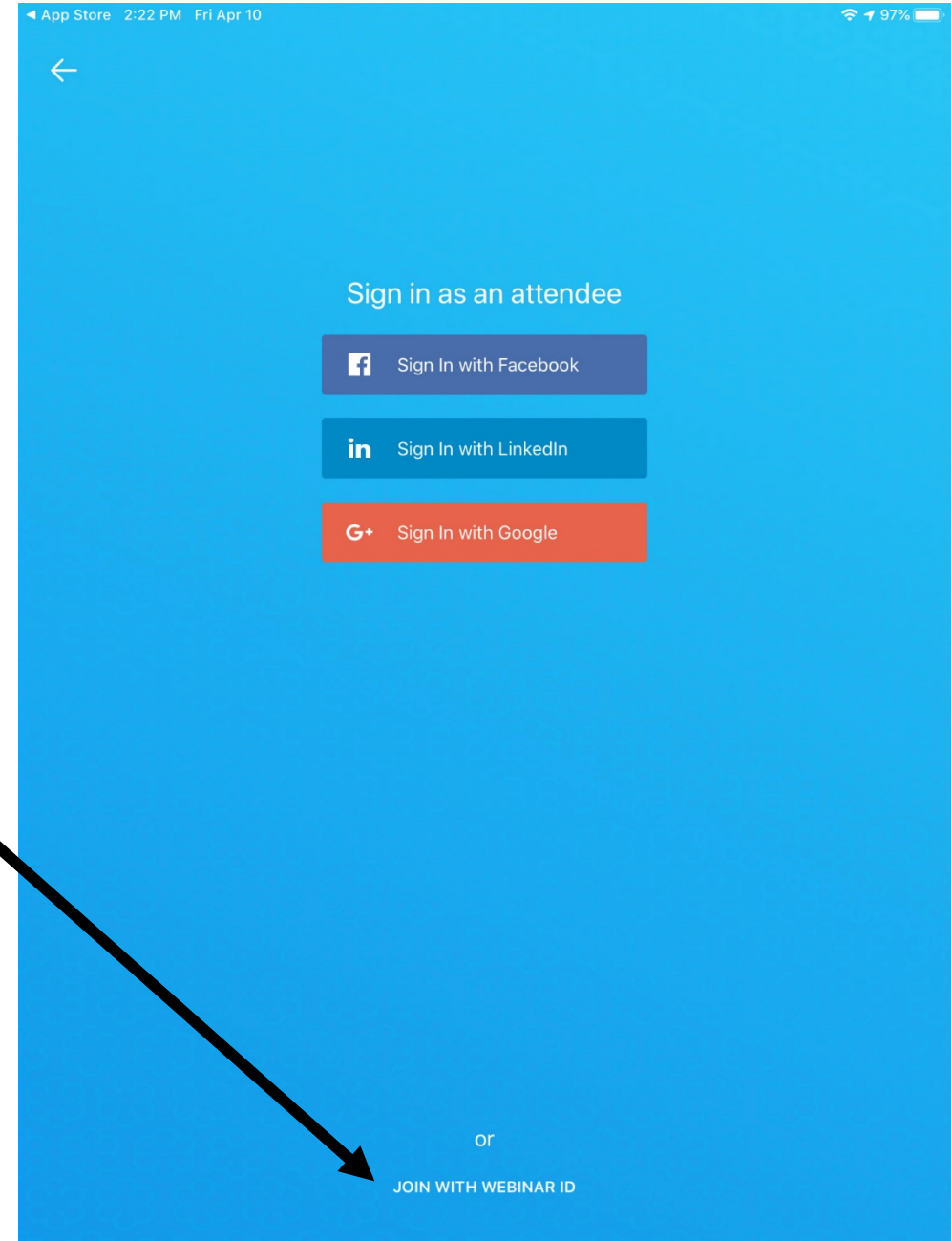
1. Click on the link in your email and follow the previous instructions in this document, or
2. Join by entering your webinar ID

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: 826-323-515

Join with Webinar ID

Attend a webinar



No upcoming webinars

Quickly join your webinars by connecting to your calendar!

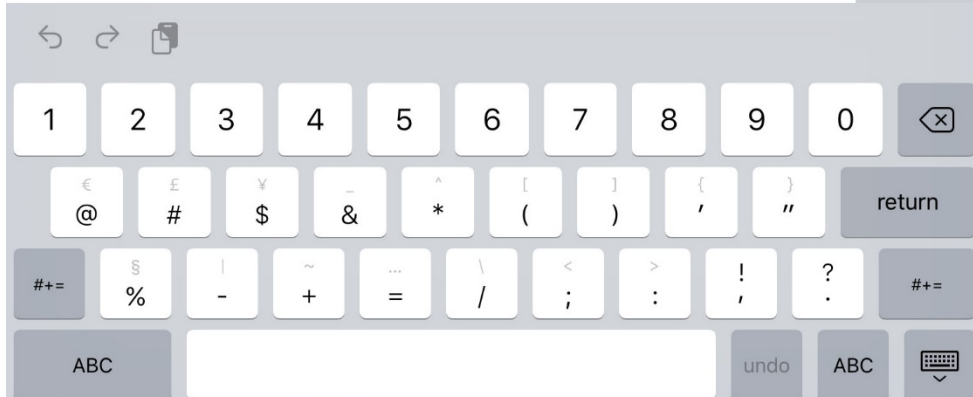
[Connect to your calendar](#)

[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