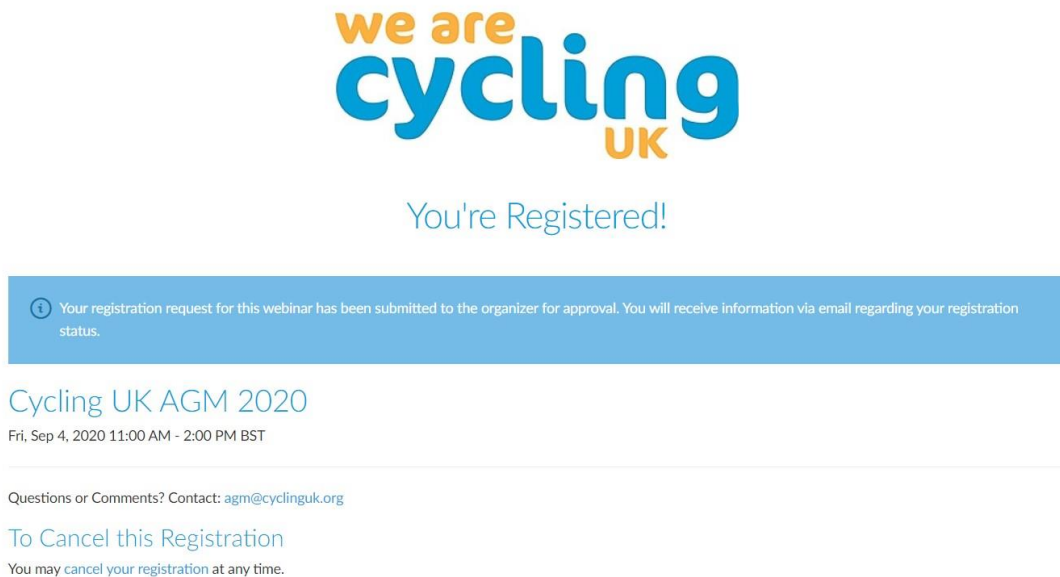
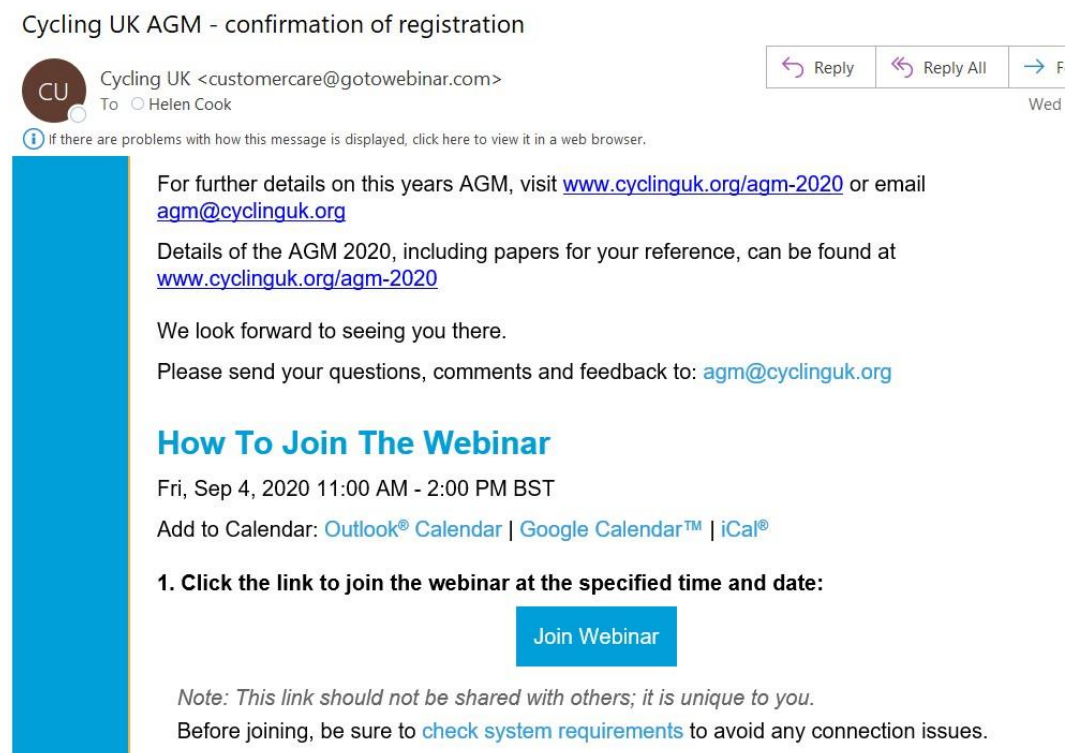


Step by step guide to viewing events on GoToWebinar

Please register for your event using the GoToWebinar link provided. Once submitted you will see a message similar to this:



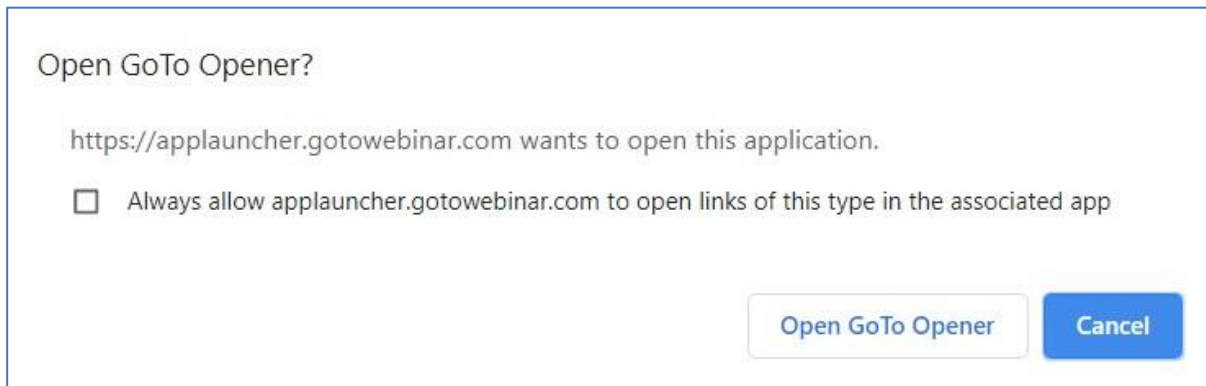
Once your registration is approved, you'll receive an email containing the link to join the meeting:



ON THE DAY:

From 15 minutes before the event, you can click on the 'Join Webinar' button in the email to join the meeting. Please make sure you have your internet browser window open and that you are connected to Wi-Fi or mobile broadband, you will need internet connection to watch live.

When you click on the button, the follow window will appear at the top of your browser; click on 'Open GoTo Opener'.

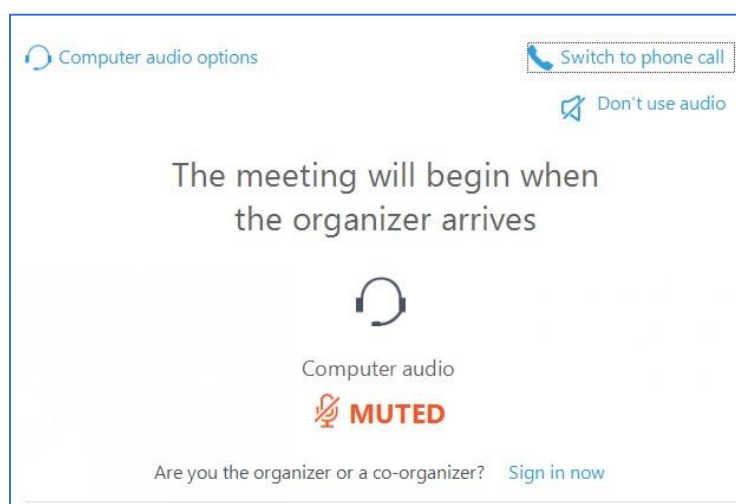


This will automatically open GoToWebinar.

If you accidentally close this window, please go back to the email, and click on the button again.

It is recommended that you use your computer, laptop, tablet, or phone's audio, which will connect automatically. If you do not have audio on the device you are using, there are instructions on how to connect using your telephone contained in the confirmation email.

If you log on before the meeting has started, you will see this message:



There is no need to log off, please wait for the meeting to start.

Once joined, you will see a 'holding screen' with details of the meeting. An automated voice will advise that you are muted, and the meeting will start broadcasting at the start time.

AUDIO TROUBLESHOOTING

Once the speakers are speaking, if you are struggling to hear anything please ensure that your device has audio switched on/turned up. On a computer or laptop, the audio control may be in the bottom right-hand corner as shown.



You can also do a sound check by clicking on this, in the panel:

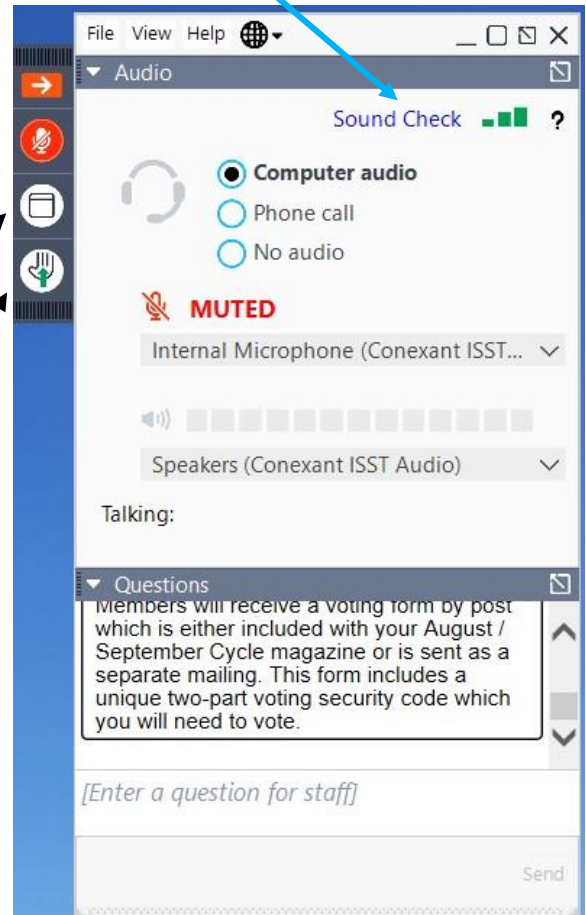
This panel will appear to the side of your screen:

The orange button with the arrow expands or minimises this panel.

The red microphone button shows you are muted. All attendees are muted for live broadcasts, there is the question facility which will allow you to pose questions to speakers.

The box icon button enables you to open out the window to fill your screen. Clicking on it again will reduce the window size.

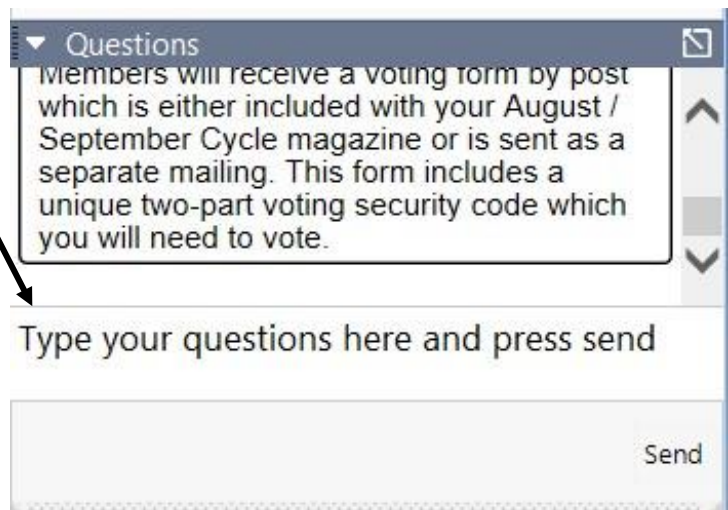
The hand icon button enables you to raise your hand to show you have a question. However, we will be using the questions option for this meeting so will not be monitoring 'hands up' as there is not full audio.



TO ASK A QUESTION AT ANY TIME

Please add any questions or comments in the box shown and click on Send. You will be able to see

any questions you submit during the meeting, and any answers if written responses are provided to all participants or directly to you. Please note you may not be able to verbally ask questions in some events, as participants are muted.



Once the meeting has started, you will see the speakers/panellists along the top of the screen. You can adjust how you view the webinar using the 'Everyone' drop-down menu:



AT THE END

If you wish to leave the meeting at any time, please close this window and you will be disconnected. At the end of the meeting, once the broadcast has finished, all participants are disconnected automatically. Depending on the event type, you may get a survey pop up asking for your feedback.

We hope this helps the meeting run smoothly, thank you for your support.