

# GoToWebinar Instructional Guide

## Instructions for Attending Virtually CTC Meetings

- Locate the proper meeting page by first going to the [Meetings and Events | CTC \(ca.gov\)](#) and selecting the meeting type. (Commission, Committee, Workshop, etc.)
- Meetings are ordered on the page by date. Underneath the meeting header, find the Agenda for that meeting and open it.
- On the first page of any Agenda from any meeting you wish to attend, there will be a link that will provide you access to register for that meeting. **Each link is unique for each meeting. You cannot use the same link twice. The same link can not be used by multiple people.**
- **Below is an example of a link. This is not the actual link to be used.**

To participate on Day 1 of the meeting remotely:  
Please visit: <https://attendee.gotowebinar.com/register/7212151285819775246>

There, you will be provided dial in information, instructions for participation, an access code, and audio pin to join the meeting.

- A registration link may also be listed under the header for that meeting. **The below registration link is an example. It is not clickable and can not be used to access any meeting.**

10:00am - 11:00am

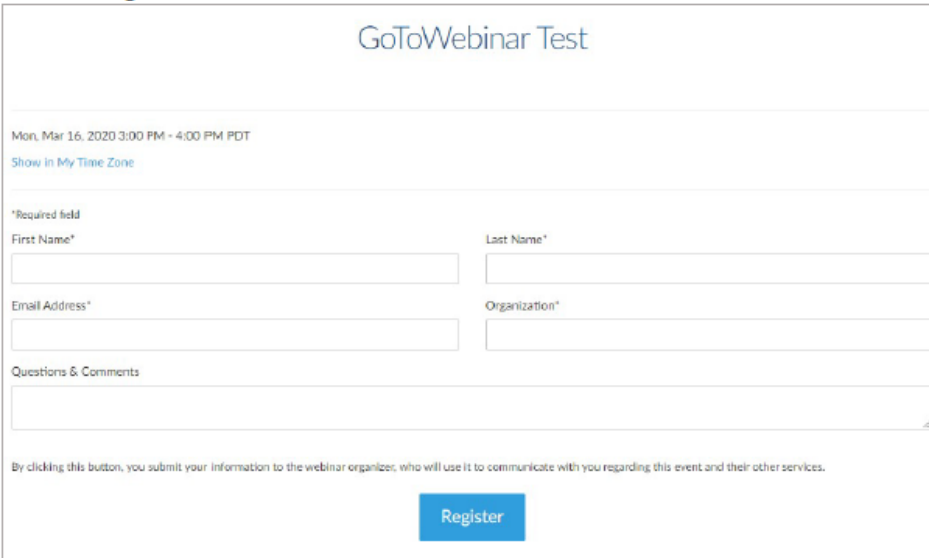
- [04/01: Agenda & Presentation \(PDF\)](#)
- [04/01: Registration Link](#)

- Click on the appropriate registration link from the relevant Agenda. A reminder that links are unique for each meeting. **None of the links in the instructional document are clickable. They are all examples.**

# GoToWebinar Instructional Guide

## GETTING STARTED:

- Click the Registration Link provided and register for the scheduled GoToWebinar.
  - **NOTE:** Be sure to fill out all required fields marked with an asterisk before selecting “Register”.



The screenshot shows a registration form for a GoToWebinar event. At the top, it says "GoToWebinar Test". Below that, the event details are listed: "Mon, Mar 16, 2020 3:00 PM - 4:00 PM PDT" and a link to "Show in My Time Zone". The form includes several required fields, each marked with an asterisk: "First Name\*", "Last Name\*", "Email Address\*", and "Organization\*". There is also a "Questions & Comments" text area. At the bottom, there is a blue "Register" button and 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."

- Once successfully registered, a confirmation email will be sent from the CTCWebinar address to the email used at time of registration.
- To join the webinar, select the “Join Webinar” link.
  - **NOTE:** Each registered attendee is provided a unique link to access the webinar. This link cannot be shared with other attendees, as it is registered to a specific attendee.

## How To Join The Webinar

Mon, Mar 16, 2020 3:00 PM - 4:00 PM PDT

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

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

Join Webinar



*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.

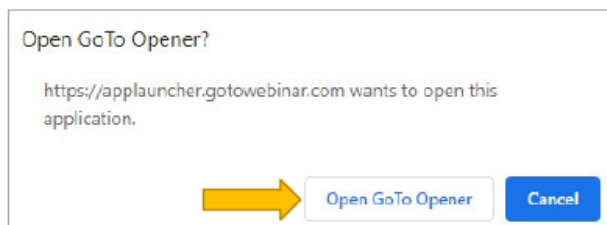
—OR—

#### 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.

### JOINING THE WEBINAR:

- After selecting "Join Webinar", the following pop up will appear. Select "Open GoTo Opener". This may take several seconds for the webinar to successfully open.

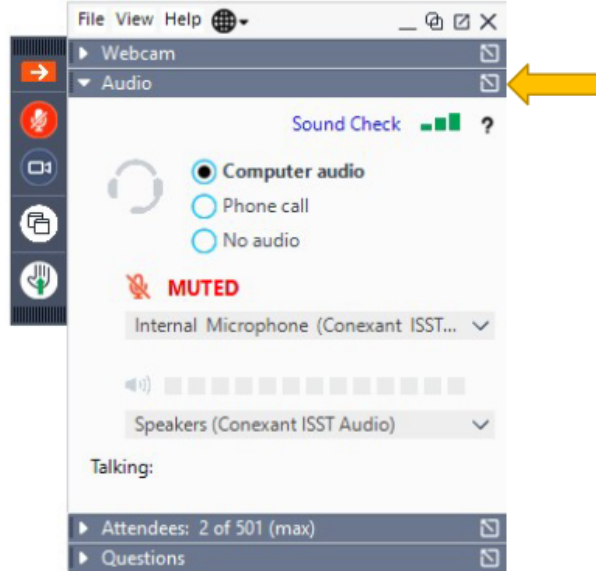


- If the webinar has not yet started, the following pop up will appear. While waiting for the webinar to begin, select one of the provided audio options.

- **NOTE:** In order to listen and participate, an audio option **must** be selected.

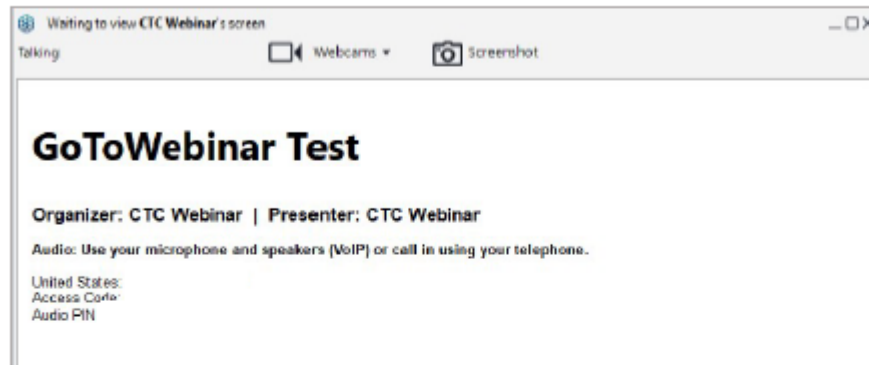
□ If you join the webinar after it has already started, the system will automatically preselect the “Computer Audio” option. Should you want to change this setting, please do so through the “Audio” tab in the webinar panel on the right-hand side of your screen.

- **NOTE:** If the “Phone Call” option is selected, please dial in and enter the Access Code and Pin as directed.



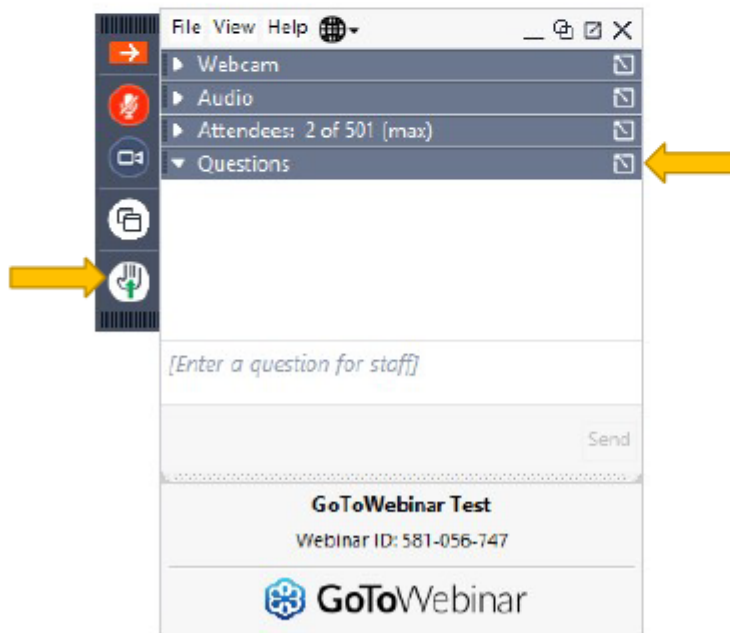
## PARTICIPATING IN THE WEBINAR:

□ Once you have successfully joined the webinar, you will automatically be placed on mute by the meeting organizer. The webinar screen will appear as such until the Organizer begins the presentation.



□ Should you have any questions or comments, use one of the following options:

- Send it through the "Questions" tab in the webinar panel for the Organizer to read, OR
- Select the hand icon to alert the Organizer that you would like to be unmuted.



□ Once the webinar has ended, the Organizer will end it for all participants. In the even you would like to leave the meeting prior to the end, select File, and "Exit Webinar".