**Optimal Set Up for Webinar Workshops**

**Equipment Needed:** Laptop / Webcam / Tripod / Lapel (LAV) Mic / USB Extension Cable (for LAV Mic) / White Board / Two Additional Screens (Could be done with one additional screen) / Power Point Slide Clicker / Two HDMI Cables / USB-C to HDMI (or USB 3.0 to HDMI) Adapter (for second HDMI cable depending on your laptop / USB Hub (depending on how many USB ports your laptop has)

**SEE EQUIPMENT LIST WITH LINKS BELOW**

**Programs Needed:** Power Point / GoTo Webinar Account

**Instructions for Set Up:**

1. Attach Webcam to Tripod and place in direction it needs to record (you can adjust this to the perfect position later)
2. Plug Webcam into laptop USB port
3. Plug Lapel (LAV) Mic into laptop USB port
4. Plug Power Point Slide Clicker into laptop USB port (this is when you may need the USB Hub – if you do, unplug the lapel mic and plug in USB Hub and then plug lapel mic back in to USB Hub along with Slide Clicker)
5. Plug HDMI Cables into your laptop and additional screens (You may need a HDMI to USB-C or HDMI to USB 3.0 adapter for multiple screens)
6. Open your web browser and type in: **GoToWebinar.com**
7. Assuming you already have made your account and you’re signed in, click the three dots on the right side of the screen to start a webinar. We recommend practicing this several times. Once you are comfortable with the interface and ready to begin in actual webinar, you will want to click the “Schedule” button on the right side of the dashboard, and then follow the webinar setup instruction steps on the gotowebinar site. Contact our office for assistance as needed.
8. Once you are ready to begin the webinar, click the three dots next to the webinar you have created, and then click the “Start” button to enter the GoToWebinar live interface.
9. Click on webcams on side panel and select your mounted webcam. Not the integrated webcam, built into your laptop. (You may need to click the camera icon on the tool bar on the right to activate your camera)
10. Click on audio on side panel and select your lapel mic. Not the integrated mic, built into your laptop. (You may need to click the mic icon on the tool bar on the right to activate your mic)
11. Open your Power Point presentation and put it in presenter mode as you normally would. You will want the presentation mode displayed on your extra monitor, and the actual slides displayed on the same monitor as your GoToWebinar control panel. If the presentation mode is displaying on the wrong screen, click display settings on the presentation mode and choose “Swap Presenter and Presentation views.”
12. Click on audience view in the webinar program and drag it to your tv off to the side, so you can see yourself. ( This only applies if using three screens.)
13. Now that you can see what the mounted webcam can see on the screen, adjust the camera to where your white board and you are perfectly in frame.
14. The presenter needs to get the lapel mic on and test the audio to make sure it’s clear.
15. In the webinar program, click on invite and copy invitation.
16. Open your email and type in the email of someone in your office on a computer outside of your room. Paste the invitation into the body of the email and let them see you do a test run. Once happy with results, move on to the next step.
17. NOTE: In order for your paraplanner to be able to view questions posed by attendees, they will need to login to the presentation with you from a separate computer. You will then need to right click on their name, and select the option to add them as an “Organizer”.
18. Open your email and type in the email of everyone who will be attending your class. Make the subject something like “Retirement Planning 101 Workshop Webinar”. Then paste the invitation into the body of the email.
19. People will receive the email with a link that they click and it will ask them to Open GoTo Opener. They click that button and they will be prompted to enter their First and Last Name and email.
20. Once the attendees are present and its time to begin the class, click the “Start Broadcast” button to begin the webinar. At this point they will both be able to see and hear you/your presentation.
21. You can instruct them that if they have any questions, please type them into the chat box on the right side of their screen. If they don’t see the chat box, they will need to click the little red arrow at the top of the side bar window. (Your para planner can read the questions to you out loud and you answer them on video) NOTE: Repeat the question out loud before answering, as your paraplanner’s voice may be indistinct to your regular audience.
22. Teach your class as you normally would.
23. Once the webinar concludes, you will click the “X” / Close button in the top right of the webinar control panel to end the broadcast. NOTE: Audience questions and registration info will be available to you from the website dashboard after the presentation is closed.

**Equipment List:**

**Laptop:** You most likely already have this.

**White Board:** You most likely already have this.

**Webcam:** <https://www.amazon.com/Microsoft-LifeCam-Studio-for-Business/dp/B004ABO7QI/ref=sr_1_3?keywords=webcam+lifecam&qid=1584113168&sr=8-3>

**Tripod:** <https://www.bestbuy.com/site/sunpak-platinumplus-5858d-58-tripod-black/1802042.p?skuId=1802042>

**Lapel (LAV) Mic:** <https://www.amazon.com/Lavalier-Microphone-Cardioid-Condenser-Computer/dp/B077VNGVL2/ref=sr_1_2_sspa?dchild=1&keywords=lavalier+microphone+usb&qid=1584100898&sr=8-2-spons&psc=1&spLa=ZW5jcnlwdGVkUXVhbGlmaWVyPUEzTUEzVUI0RzlBMVYxJmVuY3J5cHRlZElkPUEwOTIxMzA1MTc5RUlZVk84RUFSViZlbmNyeXB0ZWRBZElkPUEwMTEyNDYwODFDMENaNU8wSERIJndpZGdldE5hbWU9c3BfYXRmJmFjdGlvbj1jbGlja1JlZGlyZWN0JmRvTm90TG9nQ2xpY2s9dHJ1ZQ==>

**USB Extension Cable (for LAV Mic):** <https://www.amazon.com/AmazonBasics-Extension-Cable-Male-Female/dp/B00NH11PEY/ref=sr_1_3?crid=2KTLLGMIUXFK&dchild=1&keywords=usb+extension+cable&qid=1584101259&sprefix=usb+extension%2Caps%2C165&sr=8-3>

**Power Point Slide Clicker:** <https://www.amazon.com/gp/product/B002GHBUTK/ref=ppx_yo_dt_b_search_asin_title?ie=UTF8&psc=1>

**Two HDMI Cables:** <https://www.amazon.com/PowerBear-HDMI-Cable-Feet-High-Strength/dp/B076VSJWDZ/ref=sr_1_4?dchild=1&keywords=hdmi+cable+2+pack&qid=1584109815&sr=8-4>

**USB-C to HDMI Adapter:** <https://www.amazon.com/Anker-Aluminum-Pixelbook-Compatible-Thunderbolt/dp/B07THJGZ9Z/ref=sr_1_5?dchild=1&keywords=usb+c+to+hdmi&qid=1584101551&sr=8-5>

**USB 3.0 to HDMI Adapter:** <https://www.amazon.com/Adapter-Graphics-Converter-Compatible-Windows/dp/B07ZDFZ5LJ/ref=sr_1_5?crid=2G5TRYF3QRTYH&keywords=hdmi%2Bto%2Busb%2B3.0%2Badapter&qid=1584113396&s=electronics&sprefix=hdmi%2Bto%2Busb%2B3%2Celectronics%2C157&sr=1-5&th=1>

**USB Hub:** <https://www.amazon.com/gp/product/B00JX1ZS5O/ref=ppx_yo_dt_b_search_asin_title?ie=UTF8&psc=1>