­­**Simple Set Up for Webinar Workshops**

**Equipment Needed:** Laptop (with built in webcam and mic)

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

**Instructions for Set Up:**

1. Open your web browser and type in: **GoToWebinar.com**
2. Assuming you already have made your account and you’re signed in, click the three dots on the right side of the screen.
3. 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.
4. 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.
5. Open your Power Point presentation and put it in presenter mode as you normally would.
6. In the webinar program, click on invite and copy invitation.
7. 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.
8. 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”.
9. If you the other person doesn’t see or hear you… you may need to click the camera and mic icons to the right of your screen to turn them on.
10. 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.
11. 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.
12. 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.
13. 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.
14. Teach your class as you normally would.