

# GoToWebinar Attendee Quick Start Guide

Joining GoToWebinar involves 4 steps

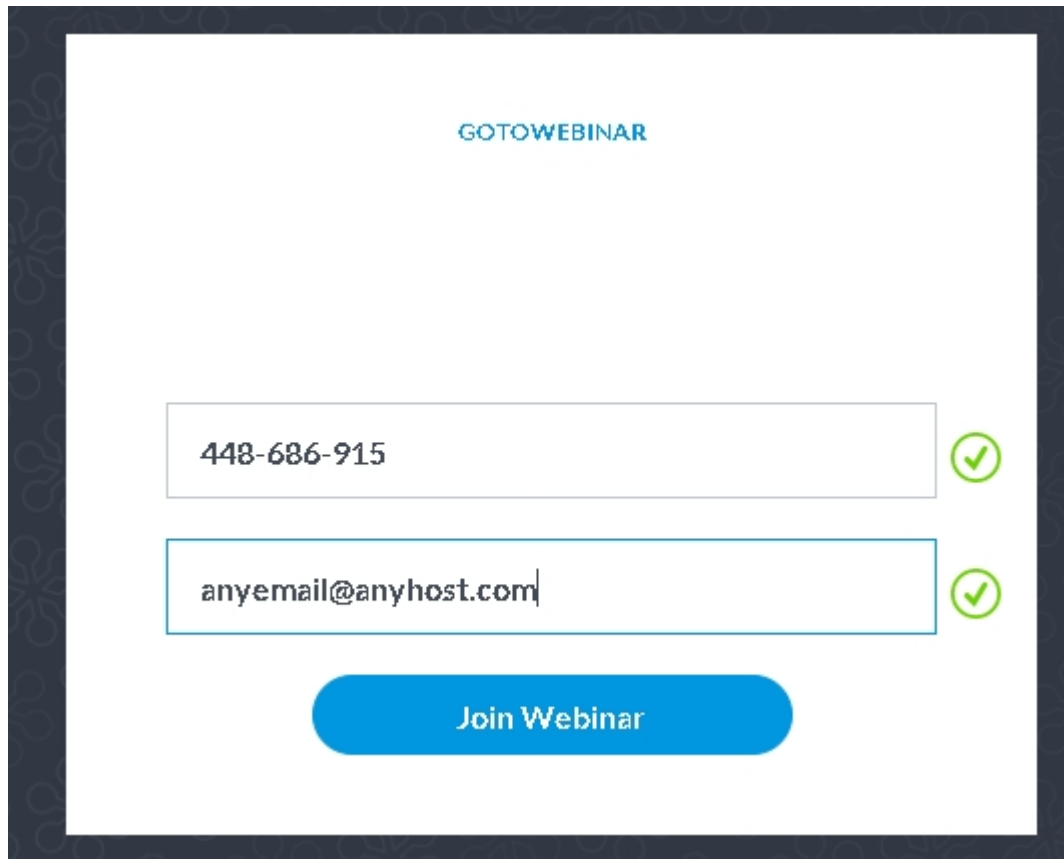
1. Register first
2. Join the webinar
3. Set up audio
4. Watch the webinar

## 1. Register first

Register for meeting by clicking on Video link (Please note the webinar ID: **448-686-915**)

Upcoming Events			
Name	Date	Agenda	Video
Commission Meeting for March 23, 2020	March 23, 2020 - 03:00 PM	Agenda	Video

Enter 9-digit Webinar ID and an email address and choose Join webinar



The screenshot shows the GoToWebinar registration interface. At the top, the text "GOTOWEBINAR" is displayed in blue. Below this, there are two input fields. The first field contains the webinar ID "448-686-915" and has a green checkmark to its right. The second field contains the email address "anyemail@anyhost.com" and also has a green checkmark to its right. At the bottom of the form is a blue button with the text "Join Webinar".

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Enter your contact information and fill out any other required fields, then click Register.

### Commission Meeting April 15, 2020

Wed. Apr 15. 2020

Meeting ID: **448-686-915**

[Show in My Time Zone](#)

Commission Monday Planning Webinar Demonstration

'Required field

First Name'

John

Last Name'

Doe

Email Address' [anyemail@anymailhost.com](mailto:anyemail@anymailhost.com)

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.

Register

Once you've successfully registered, you'll see a Confirmation page.

## You're Registered!

### Commission Meeting April 15, 2020

Meeting ID: **448-686-915**

Wed. Apr 15. 2020

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? Contact: [webinar.support@shelbycountyttn.gov](mailto:webinar.support@shelbycountyttn.gov)

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## To Cancel this Registration

You may [cancel your registration](#) at any time.

## 2. Join the webinar

Once you've registered, you will receive a Confirmation email that includes specific join information. When the webinar is about to begin, you can use that information to get into session.

**When it's time, you can join in either of the following ways:**

- **Join link:** Click the Join link in your Confirmation email to be instantly launched into session.
- **Webinar ID:** If you don't have your Join link, go [here](#) and enter the 9-digit Webinar ID.

You will then be automatically launched into session!

## 3. Set up audio

Once you've been launched into session, you will be prompted to set up your audio.

- **To use your computer's mic and speakers:**
  1. Click **Computer audio**.
  2. Use the drop-down menus to select the desired audio devices.
  3. Click **Continue**.
- **To use your telephone to dial in:**
  1. Click **Phone call**.
  2. Use your telephone's keypad to dial the provided phone number and enter the codes when prompted.
  3. Click **Continue**.

**Note:** If you are the organizer of the webinar and are trying to start the broadcast, please click **sign in now** at the bottom of the window to log in to your GoToWebinar account and get started.

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## 4. Watch the webinar

Once you've finished setting up your audio, you're all set! Depending on whether the webinar has started yet, you'll see one of the following:

- If you see the message "The meeting will begin when the organizer arrives," then the organizer has not yet started the broadcast. Once they do you'll be able to hear the audio.
- If you see a new window open with the message "Waiting to view <organizer>'s screen", then the webinar has officially begun but the organizer is not presenting any visual content. You should be able to hear the audio at this point.

That's it - now you can sit back and enjoy the webinar!

