

NARC Webinar Information

System Requirements

PC-based attendees

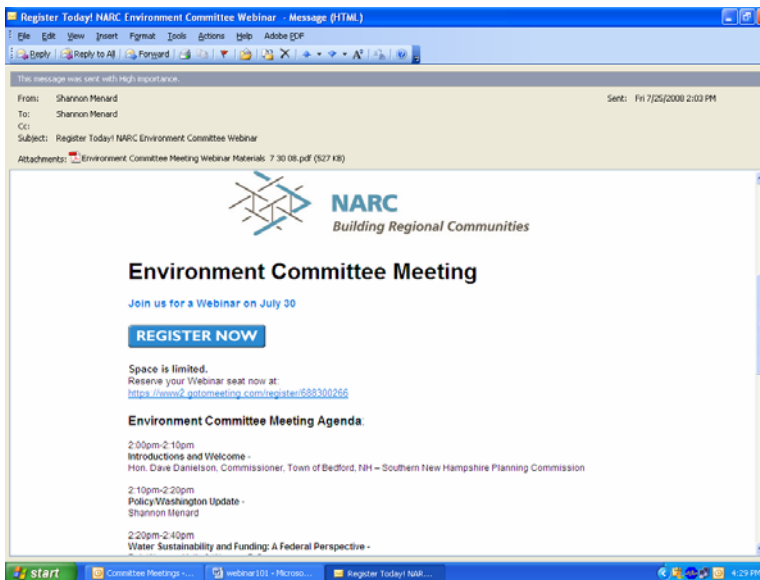
Required: Windows® 2000, XP Home, XP Pro, 2003 Server, Vista

Macintosh®-based attendees

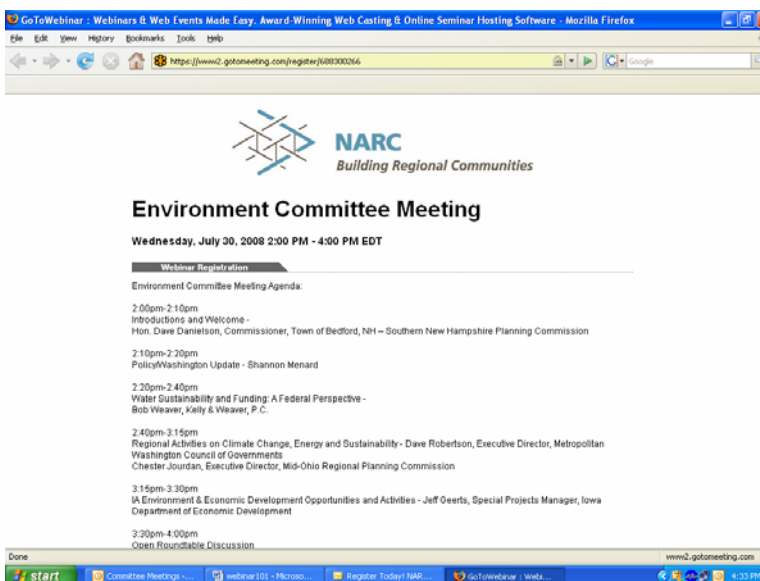
Required: Mac OS® X 10.4 (Tiger®) or newer

Registering for a Webinar

Prior to the start of a webinar, you will receive an invitation to register for the webinar via email. The subject line may vary, but the email will always be from someone at NARC and will look similar to this:

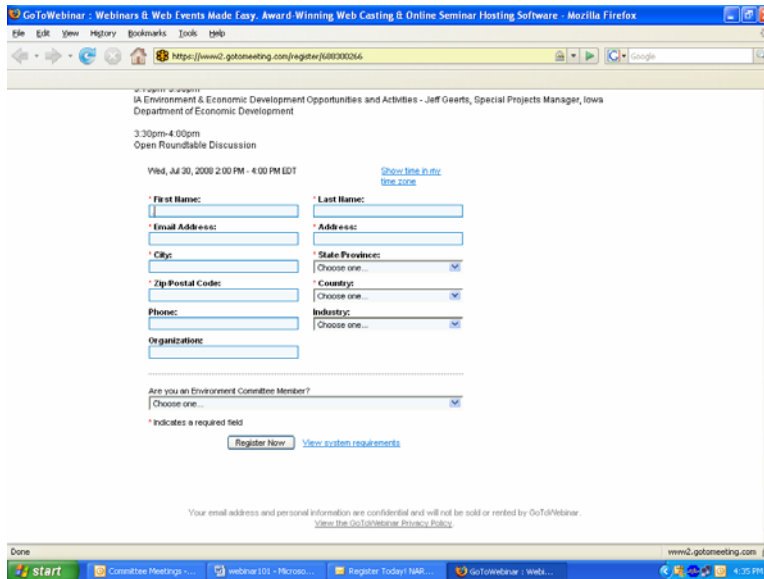


Simply click on the “Register Now” button and you’ll see a screen that looks like this:

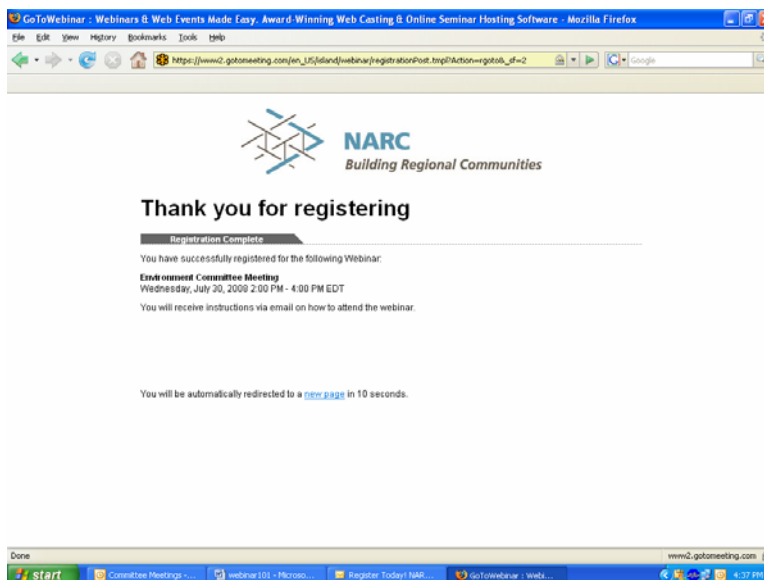


The top part of the screen will always include additional information about the webinar, including an agenda. Please note that at times, a complete agenda may not be available at the time of the email notification, though you're welcome to still register.

Screen down the page, until you see a registration form. Items that have a red star next to them are required fields. If you are located outside of the Eastern time zone, select "Show time in my time zone," to change the time zones. Once you've completed the form, select "Register Now."



Upon registering, you will see a screen that looks like this:



You will receive an email similar to the one below within 24 hours of completing the registration form.



Please note: This URL is unique to you and only one computer can log into the webinar using this URL. If you would like additional staff members to join the webinar, you can either:

- Have those staff members' register individually for the webinar
- Log into the webinar in a conference room, where more than one individual can see the slides and hear the audio.

Attending the webinar:

On the day of the webinar, you will want to log into the webinar about five minutes early. This will allow you to confirm that your connection to the webinar and audio are working correctly.

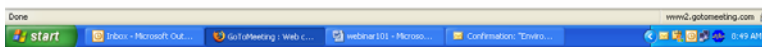
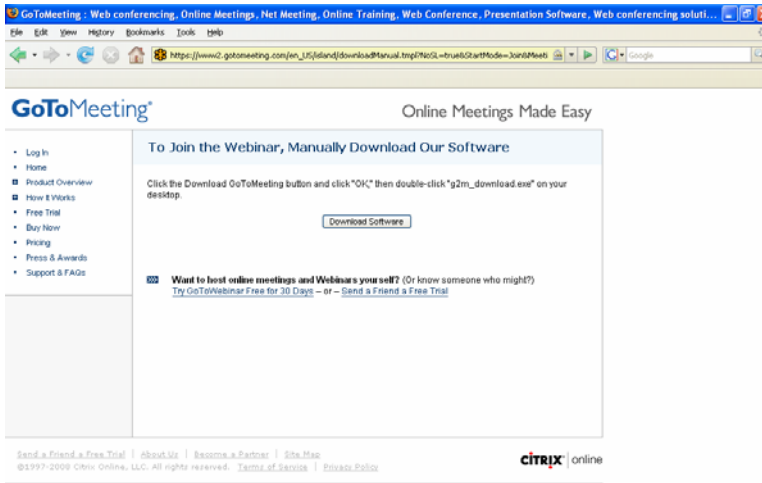
To log in, click "Join Webinar", a new web browser will appear and follow the directions on the screen. You may receive a brief pop-up box, if you do, simply select "Yes" to continue.

You will now see a screen that asks you to Download Software. If this is the first time you've participated in a webinar through NARC (or with another organization that uses the same software), it will take a minute or two to download the webinar information.

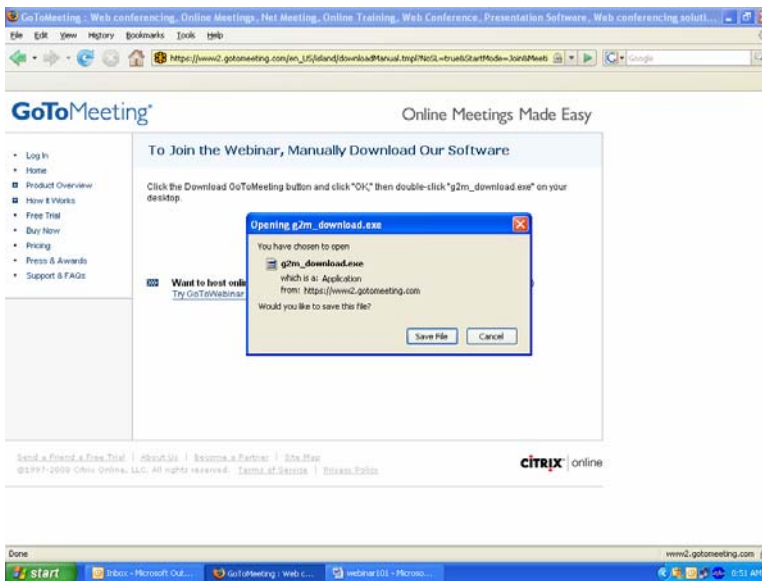
If you've participated before, the download process should take a very minimal amount of time.

Please note that what you are downloading is simply the information for this specific webinar, so you will need to complete this brief download each time you participate in a webinar.

Select "Download Software" to continue.



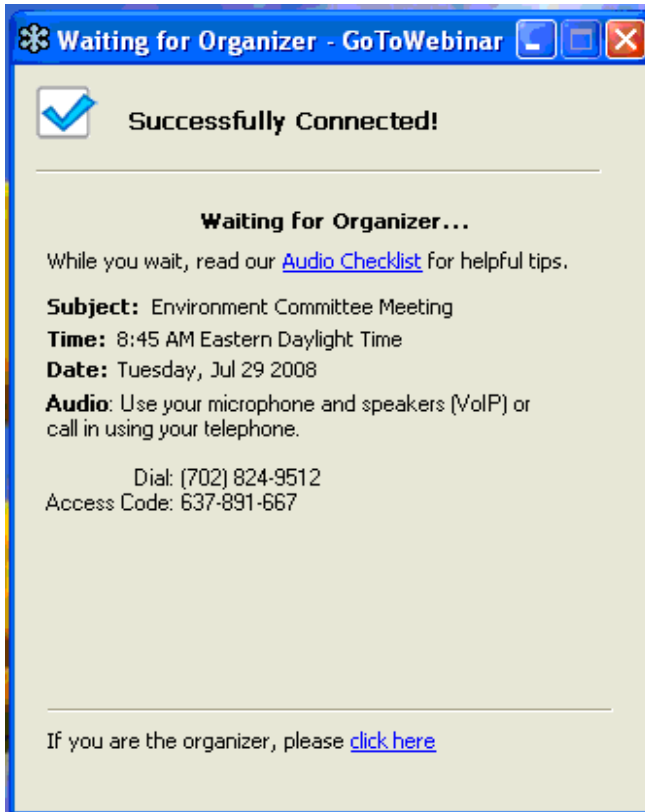
Select "Save File".



Upon doing so, a file will download. Locate where that file is downloaded, double click on the icon and run the file. The icon looks like this:



If the Organizer has not yet joined the webinar, you will see a screen that looks like this:



If the Organizer has joined, or as soon as they join, your screen will look like this and you're now attending the webinar.

A couple of things to note:

The screen at the top right corner is the control panel. Here you can ask the Organizer questions, make the webinar a full screen, raise your hand to be recognized, or mute your audio.

To ask a question, type the question in the text box and it will be sent to the Organizer only.

To make the webinar a full screen, select this icon:



To raise your hand, select this icon:



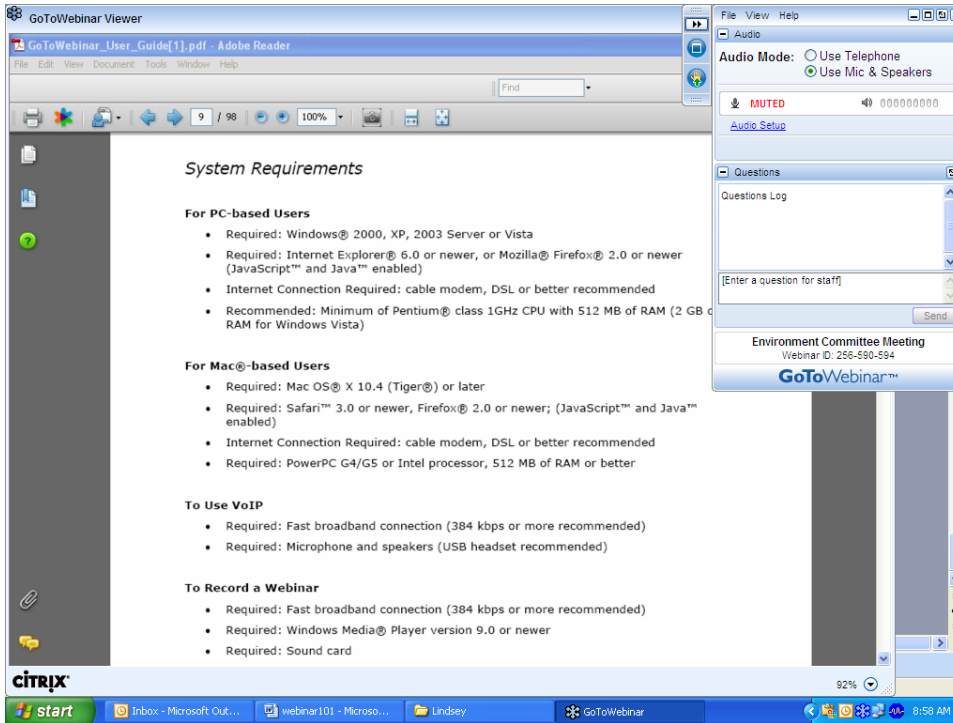
By raising your hand, the Organizer will then recognize you and ask you to speak.

You can also mute or un-mute your audio from this screen.

You can also hide this window by selecting the double arrows.



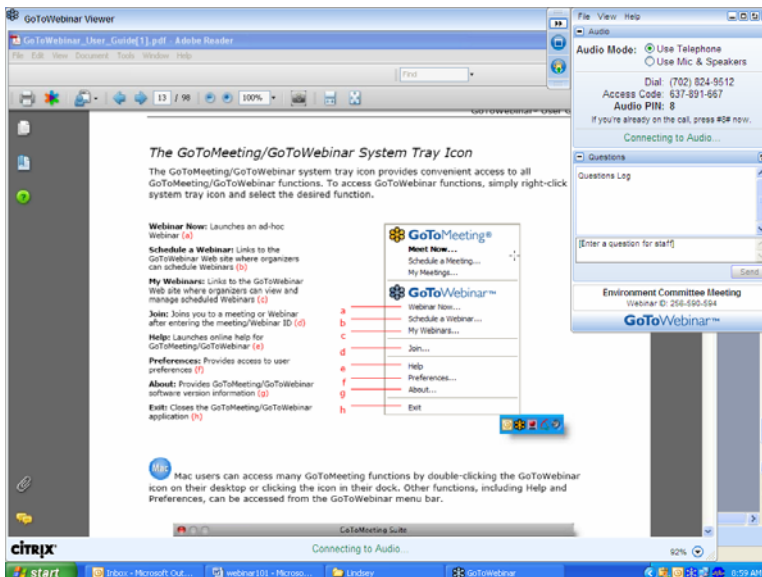
The "System Requirements" PDF that is displaying is a sample of how you will see the webinar. The PowerPoint presentations used will be seen in its place, though presentations can be made using any software that is loaded on the Organizer's computer.



There are two ways to listen in on the webinar:

- Microphone and speakers
- Telephone

You may call in via your telephone by selecting “Use Telephone” in the audio box; a phone number, audio code, and pin number will be displayed. Like the URL, this number is unique to your registration.



You are now ready to participate in the webinar. We hope you find the materials and panelists informative. We encourage you to participate and will allow for a question and answer session at the close of each webinar.

At the end of the webinar, whether you leave the webinar before the Organizer or not, you will see the following screen:



If you have any questions or concerns, please contact Lindsey Riley, Member Services Manager, lindsey@NARC.org or 202.986.1032 x220.