

GoToWebinar Attendee Quick Start Guide

Wednesday, October 21, 2020 – Shelby County Commission Meeting – 8:00 a.m.

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 the below link:

<https://register.gotowebinar.com/register/2545841519125568271>

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

Shelby County Commission Meeting October 21, 2020

Wed. Oct 21 2020 8:00 AM CDT

Meeting ID: **804-720-395**

[Show in My Time Zone](#)

Commission Monday Planning Webinar Demonstration

'Required field

First Name'

John

Last Name'

Doe

Email Address' 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!

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Shelby County Commission Meeting October 21, 2020

Wed. Oct 21. 2020 8:00 AM CDT

Meeting ID: **804-720-395**

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

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.

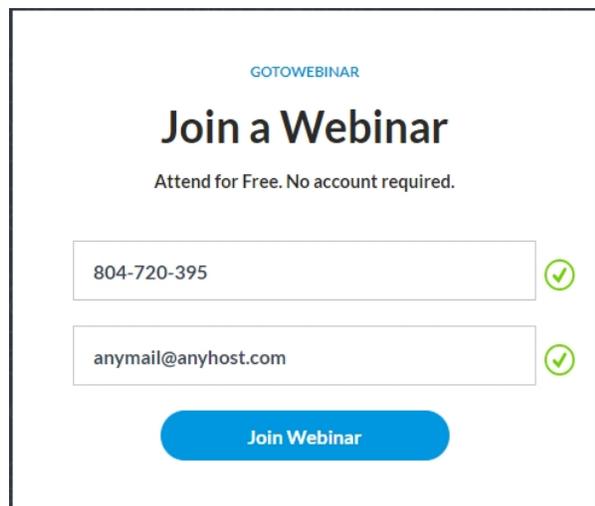
When it's time, you can join in either of the following ways:

- **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!

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

<https://www.gotomeeting.com/webinar/join-webinar>



The screenshot shows a web form titled "GOTOWEBINAR Join a Webinar". Below the title, it says "Attend for Free. No account required." There are two input fields: the first contains "804-720-395" and the second contains "anymail@anyhost.com". Each field has a green checkmark icon to its right. At the bottom of the form is a blue button labeled "Join Webinar".

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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!

