

Independent Trustee Company

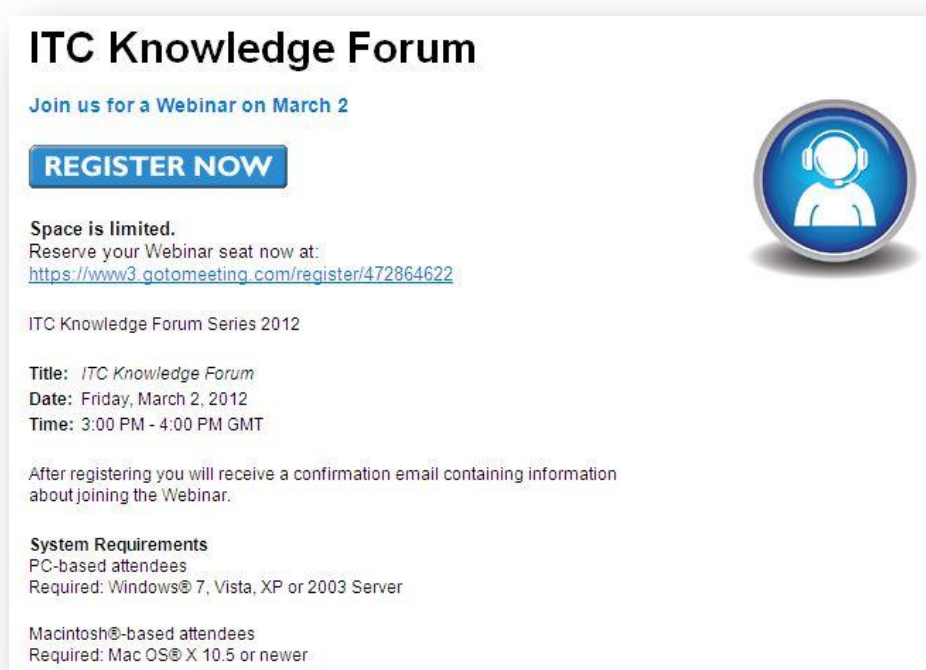
# Webinar User Manual



This user manual will bring you through the steps of registering and logging onto the Go2webinar system, allowing you to take part in Independent Trustee Company's range of webinars.

In this document, we explain:

1. How to register
2. How to log-in
3. Webinar Participation
4. Providing Feedback
5. Mobile Access



The screenshot shows a registration page for the ITC Knowledge Forum. At the top, it says "ITC Knowledge Forum" in a large, bold, black font. Below this, in a smaller blue font, it says "Join us for a Webinar on March 2". A prominent blue button with white text says "REGISTER NOW". To the right of the button is a circular icon with a blue background and a white silhouette of a person wearing a headset. Below the button, the text reads "Space is limited. Reserve your Webinar seat now at: <https://www3.gotomeeting.com/register/472864622>". Further down, it lists "ITC Knowledge Forum Series 2012" and provides details: "Title: ITC Knowledge Forum", "Date: Friday, March 2, 2012", and "Time: 3:00 PM - 4:00 PM GMT". A note states: "After registering you will receive a confirmation email containing information about joining the Webinar." Under "System Requirements", it lists "PC-based attendees" (Required: Windows® 7, Vista, XP or 2003 Server) and "Macintosh®-based attendees" (Required: Mac OS® X 10.5 or newer).

## 1. Registration

- 1.1 In order to register for a webinar with ITC, you will receive an e-mail similar to the one above with details of the webinar topic and a 'register now' button. Just click on the button and you will be taken to the registration page. This link may also be found on our website and LinkedIn page.
- 1.2 The registration page will look like the screen below and will request relevant information such as name, e-mail address and job title. Simply fill out the required details and click on the register now button. The e-mail address that you provide here must be correct as the webinar invitation will be sent to this address.



## ITC Knowledge Forum

Friday, March 2, 2012 3:00 PM - 4:00 PM GMT - [Show in my Time Zone](#)

### Webinar Registration

ITC Knowledge Forum Series 2012

* First Name:	<input type="text"/>	* Last Name:	<input type="text"/>
* Email Address:	<input type="text"/>	* Industry:	<input type="text" value="Choose one..."/>
* Organization:	<input type="text"/>	* Job Title:	<input type="text"/>



\* Indicates a required field

By clicking the "Register Now" button you submit your information to the Webinar organizer, who will use it to communicate with you regarding this event and their other services.

[View system requirements](#)

1.3 Once registration is complete, you will receive the following e-mail, thanking you for registering and providing you with the option of adding the event to your outlook calendar.



## Thank you for registering

### Registration Complete

You have successfully registered for the following Webinar:

**ITC Knowledge Forum**  
Friday, March 2, 2012 3:00 PM - 4:00 PM GMT

[Add to your Outlook calendar.](#)

A confirmation email has been sent to you.



1. At the time above, click this link to join the Webinar:  
<https://www3.gotomeeting.com/join/472864822/108535027>  
This link **should not be shared** with others; it is unique to you.
2. You will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

Webinar ID: 472-864-622

#### System Requirements

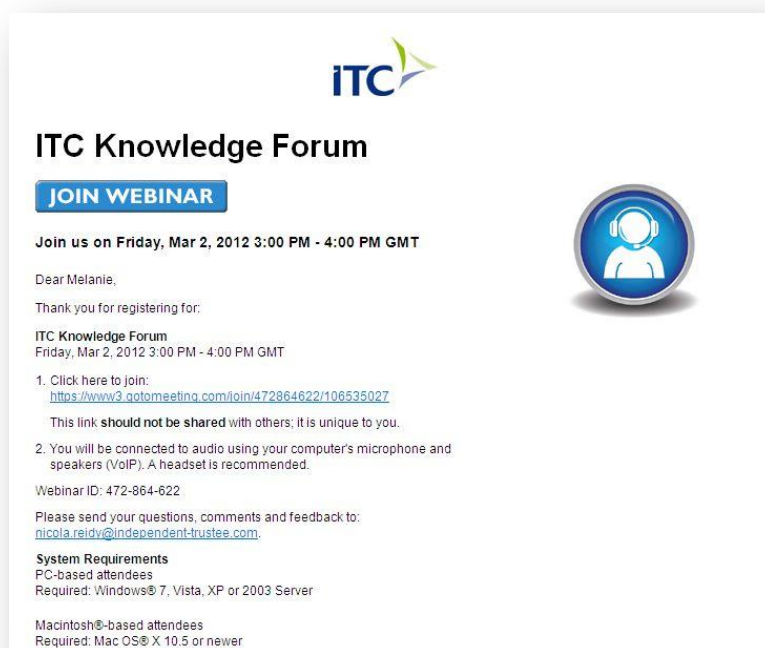
PC-based attendees  
Required: Windows® 7, Vista, XP or 2003 Server

Macintosh®-based attendees  
Required: Mac OS® X 10.5 or newer

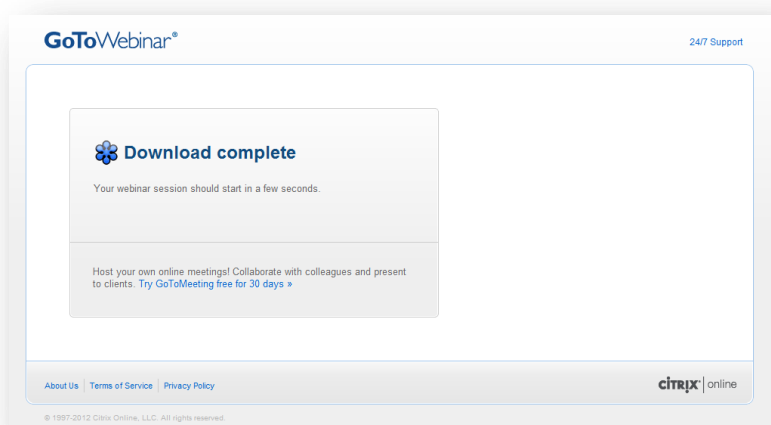
Read our [Audio Checklist](#) for tips on using your computer's microphone and speakers with GoToWebinar.

## 2. Logging In

**2.1** Once you have registered correctly you will receive a reminder e-mail both a day before and an hour before the webinar. This e-mail will include your individual log-in link, which you can see below. This link is not to be shared with others. It is your individual log-in. Once it is time for the webinar, simply click on the link 'join webinar' button.



**2.2** When you have clicked on the 'join webinar' button you will be taken to the webinar page where you will be asked to input your e-mail address to confirm your registration. If you have not used this software before, go2webinar may take a few minutes to download (see image below).



**2.3** Once this has completed you are now ready to join the webinar and will be placed in the waiting room (see image below) until the presenter is ready to begin.



### 3. Webinar Participation

**3.1** When the webinar begins, you will see a screen like below. The screen will include the webinar presentation as well as a user dashboard.



### 3.2 Dashboard

If you take a closer look at the dashboard below, you will see a number of tools that you can use throughout the webinar.

- Arrow Icon

If you click on the arrow at the top, the dashboard will disappear, allowing you to view the presentation in full screen. In order to view the dashboard, simply click on the arrow again.

- Microphone Icon

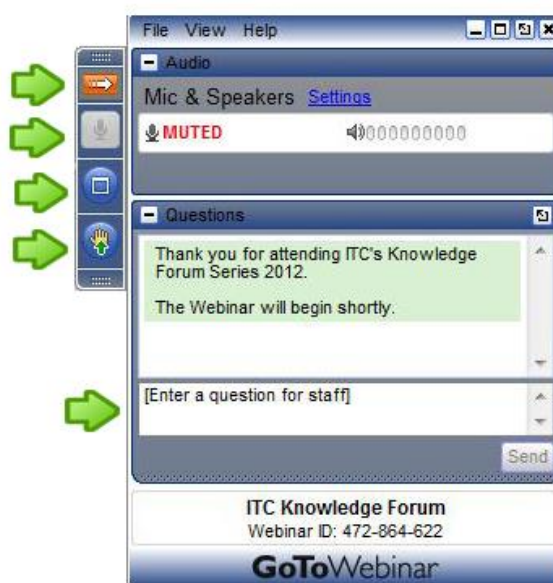
The icon underneath the arrow is a microphone and indicates your speaking capability. It is greyed out below which indicates that your microphone is muted. This will usually be the case unless you are asking a question.

- Screen Icon

The screen icon underneath the microphone allows you to change the screen size.

- Hand Icon

The hand icon on the bottom can be used if you would like to ask a question. Simply click on the icon and the presenter will see that you are looking to ask a question. Depending on the webinar you will be unmuted and can ask your question or you can simply type your question in the box on the bottom right hand side where it says 'type a question for staff'.



## 4. Providing Feedback

Once the webinar is complete you will receive a follow up e-mail thanking your for taking part and allowing you to give feedback on the event. You will receive a separate e-mail giving you the chance to view the recorded webinar file.



## 5. Mobile Access

**5.1** You can now also access our webinar's **via your mobile phone**. Use your phone to click on the 'join webinar' link in your e-mail and you will be able to participate while on the go! Webinar's are viewable on iPhone and Android devices.





## **Thank You**

Thank you for taking the time to read this step-by-step guide, we hope it has been helpful to you and we also hope to see you at many of our webinars in the future. If you have any questions in relation to ITC webinar registration, please e-mail [JustAsk@independent-trustee.com](mailto:JustAsk@independent-trustee.com).