



WEBINARS

Reserve the Webinar on the Oracle Calendar

Reserving on Oracle and GoToWebinar.com

The webinar must be reserved on Oracle – **this is the official booking location of the webinar. If a webinar is not scheduled on this location, and you book your webinar through the gotowebinar.com website, your webinar is not valid and may have to be canceled.** If you cannot access Oracle email sanctuary.education@noaa.gov to request the Oracle calendar be booked in your name.

Contact information in Oracle

Make sure to include contact information in the Oracle calendar for your webinar. This way people can contact you regarding your webinar if needed.

Double-booking:

GoToMeeting does not allow more than one webinar or a webinar and a meeting to happen simultaneously. If you start a webinar while an existing webinar is in process **you will end the first webinar and all participants will be kicked off the system, with no warning.** Make sure you are not running or practicing a webinar while someone else is using the service.

Starting early/ending on time:

You must end your webinar on time especially if another group is scheduled to use it. Please do not start your webinar early if another group is on. If you anticipate your webinar may run over, simply book the webinar for an extra 30 minutes.

Reserve the webinar just like scheduling a conference room or any other resource:

Option 1:

1. Create desired meeting on your own Oracle Calendar
2. Under the "People/Resources" tab, add the "NOS ONMS Ed Webinar" as an attendee to your meeting by:
 - a) typing "NOS ONMS Ed Webinar" into the Add text box, click the green check
 - b) search for resources using the magnifying glass icon, and type "NOS ONMS Ed Webinar" into the search prompt, select it and click add.

Option 2:

1. Open the agenda of the NOS ONMS Ed Webinar, by clicking the "open agenda" icon and typing in "NOS ONMS Ed"
2. Double click desired time slot for your meeting

NOTE: The NOS ONMS Ed Webinar cannot be double-booked, so it is first come, first served. Keeping this in mind, if you have scheduled the Webinar but no longer need it please delete your reservation.

Remember to include contact information when you create your webinar in Oracle.

Signing into GoToWebinar

1. Go to the website – GoToWebinar.com (note you can get to gotowebinar.com and gotomeeting.com from either website and either login)
2. Click on the "Host a Webinar" icon in the top right hand corner and enter the following login credentials:
 - a. sanctuary.education@noaa.gov
3. When you receive the "Application Installed" dialog, click OK and you're ready to start setting up your Webinars.

Schedule a Webinar

1. Click on the "My Webinars" link on the left hand panel
2. Click on "Schedule a Webinar"
3. Complete the following requested information.

Webinar Details

Title and Description

1. Enter the Webinar Name
 - a. If this is a webinar you have held before you can click on the “Schedule Similar Webinar” which will pull up the settings from the similar webinar.
2. Enter a description of your webinar.

Date & Time

1. Choose a start date and time and time zone.
2. If you webinar recurs, select an option from the dropdown menu. This option only works if you webinar repeats regularly (for instance every Monday, or the 15th of every month)
 - a. Complete the remaining data for a recurring webinar.

Audio

There are several options for audio. Recording can only be done from a pc and not from a Mac. To record you must choose either the VoIP or their designated conference call number.

Use built-in audio conferencing (you can record from these options):

1. There are two options to check: VoIP and Long Distance number. You can check both or just one.
 - a. VoIP (voice over internet protocol). This option requires the person talking to use a microphone that is plugged into their computer (a built in microphone in the computer may work but you will want to test it prior and may be too muffled). The sound will come out of the computer speakers unless a earphones are plugged in. There are also options on use USB headsets that have a microphone and earphones. This is the ideal option for recording. Using VoIP is free for attendees. Attendees can listen through their computer speakers and can only ask questions if they have a build in microphone (or happen to have an external microphone plugged in).
 - b. Long distance number for United States. This option requires all attendees and speakers to call a long-distance number provided by the webinar site. Consider how this will impact your attendees and make sure they know they will be required to call long-distance.

Use your own conference number (you cannot record the webinar from this option):

1. Select the "Use my own conference call service"
2. Enter your conference number and access code in the Organizer, Panelist, and Attendee boxes. This option is free for attendees and presenters.

Panelists

1. Add panelist by clicking "Edit". Panelists receive an additional email from the GoToWebinar.com site once you complete the webinar registration. They must login using this special link. Panelist can share screens, use the chat box, and answer online questions. The email they receive with their special login works for both a practice session and the real session. Only panelist and organizers can attend a practice session.
2. If you would like to require a webinar to access this webinar you can click the box "Require Webinar Password". If you choose this option you must email all participants a separate email with the password that you create. Most webinars will not require this feature.
3. Click "Save and Continue"

Branding and Theme

Logo

1. Add a logo to your webinar. File sizes can be GIF or JPGs, cannot exceed 100KB and the image dimensions must be less than 400 X 200.

Theme

1. Change the theme if you desire.
 - a. Upload a custom image if desired.

Webinar Waiting Room

1. You can change the waiting room color scheme.
2. You can upload photos of the presenters who will be speaking along with their title and organization. Images must be no larger than 100 X 100 in size.
3. Create a welcome message that your viewers see as they wait for the presentation to begin.
4. You can preview the theme and waiting room

Click "Save and Continue" to move to the Registration section

Registration

Required Fields for Registering

1. You can determine what information you would like to collect from your attendees. Click on “Check All” or “Clear All” to quickly do either action.

Questions for Registering

1. You can choose to have your participants answer a question when then register. You can choose to make this question required or optional by clicking on the box labeled “Required?”
2. You can either allow an open-ended answer or select answers (for example if you question was, “How many webinars have you participated in?” you might create answers that say:0-5, 6-10, 11-15, more than 15).
3. You will be able to preview your registration email before finalizing your webinar.

After Registering

1. You can automatically have participants receive the webinar confirmation and login information or you may choose to review the participants and approve them. Click the appropriate box.
2. If you wish your participants to be directed to a website once they have registered, enter the website in the box.
3. Preview your final registrant email and make changes as necessary.
4. Click “Save and Email me the Invitation” An email will be sent to the sanctuary.education@noaa.gov email address.

Sending an Invitation to Your Participants

1. Once you have created a webinar, an email will get sent to the sanctuary.education@noaa.gov email address. You can send an email to this address requesting this email be forwarded to you.
2. Alternatively, from the “My Webinars” page you can find your scheduled webinar and click on the “+” sign. This lets you see detailed information about your webinar including a registration link. Cut and paste this link into an email to your participants for them to register.

Making Changes to an Existing Webinar

1. If you need to edit your existing webinar log into the GoToWebinar page and select “My Webinars”. Under your webinar there are several “Edit” buttons to edit the title and registration. Several options for editing are also included in the drop down menu, “Change Session Settings”. You can change the date or time by hitting the “+” button and then selecting “Edit: Date/Time”.

Viewing your Registration

1. Quick view – You can review the number of people who have registered for your webinar by logging into gotowebinar.com and selecting “My Webinars”. You can see the total number of people who have registered. To see the list of registrants, click on the number.
2. Detailed reports – You can also get a more detailed report on your registrants. On your webinar click the “+” button. This will allow you to see a registration report, a graph of how many people have registered each day, and how many people have opened the invitation. To generate a report, click on the file type you want the report in (PDF, HTML, CSV, Excel) and click “Generate”. These reports give you more details such as answers to registration questions, name, email, and when they registered.

To Practice Your Webinar

(This option is not available for Macs unless a person on a PC starts the practice session)

1. Log into the GoToWebinar site and enter your login credentials.
2. Click on “My Webinars” from the left side bar.
3. Select your webinar and click “Practice”. People who are listed as panelists can join this session by clicking on the webinar link they received in their panelist email invitation. You can practice as many times as you like.
4. Remember to book your practice webinar on Oracle and confirm no one else is currently using the webinar. If you start a practice session while another webinar is in session, you will end someone’s webinar with no warning.

To Begin Your Webinar

1. Go to the GoToWebinar.com site and enter your login credentials.
2. Click on “My Webinars” from the left side bar.
3. Select your webinar and click “Begin”. You should begin your webinar several minutes before the actual event for people who log on early.
4. Participants will be held in the “waiting room” until someone shows their screen.

Alternate ways to join the Webinar

1. You can also send out the webinar ID to people.
2. People can go to GoToWebinar.com and click on “Join a Webinar” from the top of the screen. They will be prompted for the webinar ID and their email address.
3. Use this option only for last minute additions since you lose the opportunity for people to register and for you to collect information on your attendees.

MEETINGS

Using GoToMeeting

Go to meeting allows up to 15 participants and do not offer may of the features found with webinars. GoToMeeting is very easy to set up and is recommended for small group work reviewing documents where special features (hand raising, drawing) are not required.

You can start a GoToMeeting immediately (for instance in the middle of a working group call if it seems appropriate) or you can set one up for a future date.

You must book your meeting on Oracle just as you do for a webinar. See the instructions, “Reserving the Webinar on Oracle” and follow the same instructions to book your meeting. The same rules apply that your meeting must be booked on Oracle to hold that time. Before starting a meeting make sure no one is using the webinar or you will kick them and all of their attendees off the webinar.

Signing into GoToMeeting

1. Go to the website – GoTomeeting.com (note you can get to gotowebinar.com and gotomeeting.com from either website and either login)
2. Click on the “Host a Meeting” button on the left panel
 - a. When prompted to allow and applet, hit “Allow”
 - b. Enter the following login credentials:
 - i. sanctuary.education@noaa.gov

 - c. Click on “Meet Now” or “Schedule Meeting”

Schedule a Meeting

1. Complete the information required in the pop-up window including date, time, and call in information. Remember to provide your own call in number. You can also set a meeting password.
2. Hit “Schedule” where your email account will automatically open and have the meeting details in the body of the email. Add email address and send your email. A pop up window will also open that says your invitation was created. You can click on the “show invitation text” and copy and paste it into the body of an email.

To Begin Your Meeting

1. Go to the GoToMeeting.com site and enter your login credentials.
2. Click on “My Meetings” from the left side bar.
3. Select your meeting and click “Begin”. You should begin your meeting several minutes before the actual event for people who log on early.

System Requirements for GoToWebinar and GoToMeeting

This information is available under the FAQ section once you have logged into GoToWebinar

For PC-Based Organizers and Attendees

- Required: Windows® 7, Vista, XP, 2003 Server or 2000 (Linux is not supported)
- Required: Internet Explorer® 7.0 or newer, Mozilla® Firefox® 3.0 or newer, or Google™ Chrome™ 5.0 or newer (JavaScript™ and Java™ enabled) . If needed, download Java [here](#).
- Internet Connection Required: Cable modem, DSL or better recommended
- Recommended: Minimum of Pentium® class 1GHz CPU with 512 MB of RAM (2 GB of RAM for Windows Vista)

For Mac-Based Organizers and Attendees

- Required: Mac OS® X 10.4.11 (Tiger®), OS X 10.5 (Leopard®), OS X 10.6 (Snow Leopard®)
- Required: Safari™ 3.0 or newer, Firefox 3.0 or newer, or Google™ Chrome™ 5.0 or newer; (JavaScript and Java enabled)
- Internet Connection Required: Cable modem, DSL or better recommended
- Required: Intel processor with 512 MB of RAM or better recommended

To Use VoIP

- Required: Fast Internet connection (384 kbps or more recommended)
- Required: Headset (USB recommended) or microphone and speakers

For Attendees with GoToMeeting app for iPad™

- Required: Free GoToMeeting app from the Apple® App store
- Required: Organizer must be using GoToMeeting v4.0 build 320 or higher
- Recommended: WiFi connection for VoIP audio

For Meeting Recording

- Required: Windows Media® Player Version 9 or newer
- Required: Minimum Super VGA (800x600) or better
- Required: Fast Internet connection(384 kbps or more recommended)
- Required: Sound card
- Required: Telephone attachment device (if not using GoToMeeting integrated audio)
- Recommended: 1 GB of hard disk space
- Recommended: 1024 x 768 or higher screen resolution
- Recommended: Minimum Pentium 800 MHz with 1 GB of RAM for transcoding to Windows Media Player file format



Recording a meeting is only available using a PC.

Integrations

- **Microsoft® Office® Integration:** Microsoft Office 2002 or later
- **Outlook Integration:** Microsoft Outlook® 2000 or later
- **Lotus Notes® Integration:** IBM® Lotus Notes Version 7.0 or later
- **Instant-Messaging Integration:** GoToMeeting integrates with the most widely used instant-messaging applications including: Yahoo!® Messenger™, Windows Live™ Messenger, Skype™ Chat, Microsoft® Communicator and Google Talk™

Note: Instant-Messaging Integration options are only available for use by GoToMeeting organizers