



CENTRE for EFFECTIVE
DISPUTE RESOLUTION

Setting up and running a Webinar

Organisers



**Better conflicts,
Better outcomes,
Better world**

Introduction

Login and setup

The CEDR GoToWebinar account is accessed using the following details:

URL: www.gotowebinar.com > go to 'Sign In' on the top right

Username (email address): info@cedr.com

Password: cedrcedr20

As a meeting Organiser you need to download that the 'GoTo' Opener here: <https://support.goto.com/webinar/help/download-now-g2w010002>

Bandwidth

To ensure the webinar runs smoothly it is highly recommended you turn all other devices in the household to 'Airplane mode'. This advice is for both Organisers, Panel members and participants.

This will ensure that all the internet bandwidth in the property will be channeled to the webinar, minimizing stalling and low-resolution video.

On camera

If you are going to be on camera, make sure you have the right set up for the shot for example:

- Good lighting – not too bright or too dark
- Appropriate backdrop e.g. a white office space
- Privacy from other members of the household

If disruption does occur, you can mute or switch off the video in the Control Panel at any time (see later slides).

Getting started



You now need schedule your webinar as indicated by the arrow on the right.

Click on the '+' to start the new scheduling of your webinar

A screenshot of the GoToWebinar dashboard interface. The top navigation bar is blue and contains the GoToWebinar logo, the word 'Dashboard', a notification bell with a red '1', and a user profile icon. Below the navigation bar, there are tabs for 'UPCOMING EVENTS' (selected), 'PAST EVENTS', 'CALENDAR', and 'SCHEDULE +'. A large blue arrow points from the text above to the 'SCHEDULE +' button. The main content area features a search bar, a central illustration of a robot with a Wi-Fi signal, and the text 'One place for all your events' and 'When you have upcoming events, you'll find them here.' Below this is a 'CREATE AN EVENT' button. At the bottom right, there are 'DEFAULT VIEW' and 'COMPACT VIEW' options, and a 'Start Chat' button with a robot icon.

Getting started (2)



Now insert the key details. Event title



Event Title
Ned Test



Certain title formulas consistently work better than others. For example: 10 little known ways to [market your business]. [LEARN MORE](#)

[LEARN MORE](#)

Is this a live or recorded event?

You can only click on 'Live' here



Live Recorded



84% of B2B consumers opt for replays over live webinars. [LEARN MORE](#)

[LEARN MORE](#)

Then complete the Start date, Start Time and End Time here



Start Date: **Sun, April 5, 2020**
Start Time: **19:00**
End Time: **20:00**



Webinars scheduled between 10:00 AM - Noon on Tue-Thursday see better registration rates. [LEARN MORE](#)

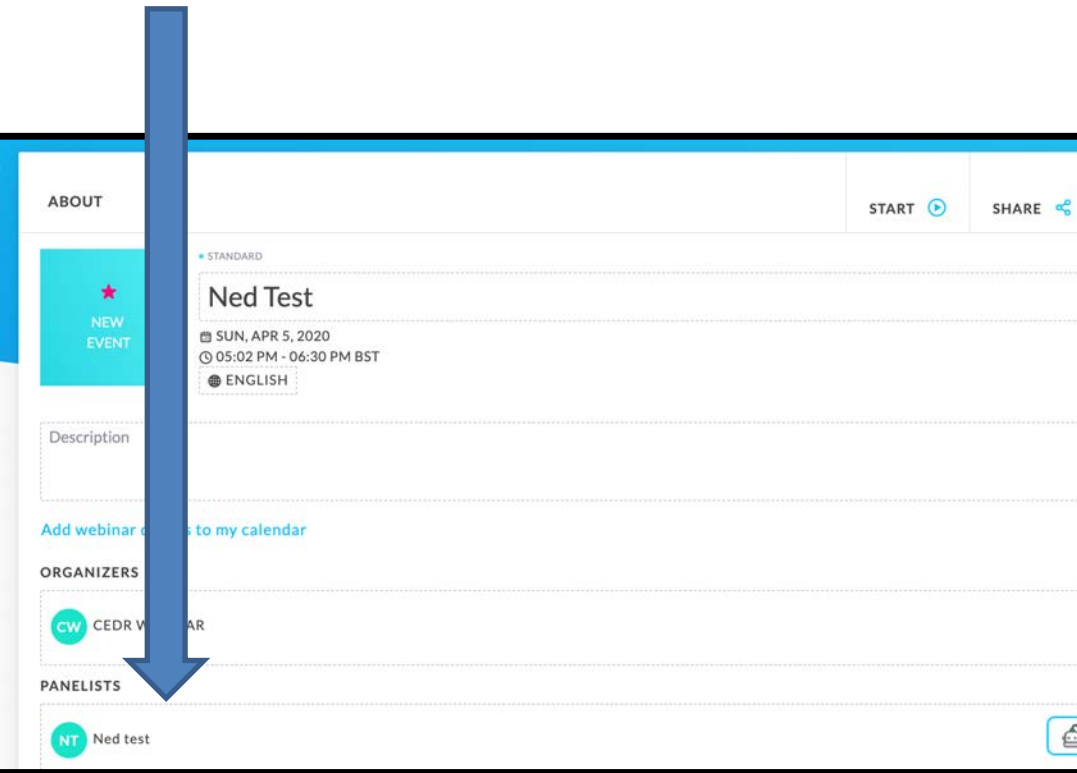
[LEARN MORE](#)

Time Zone

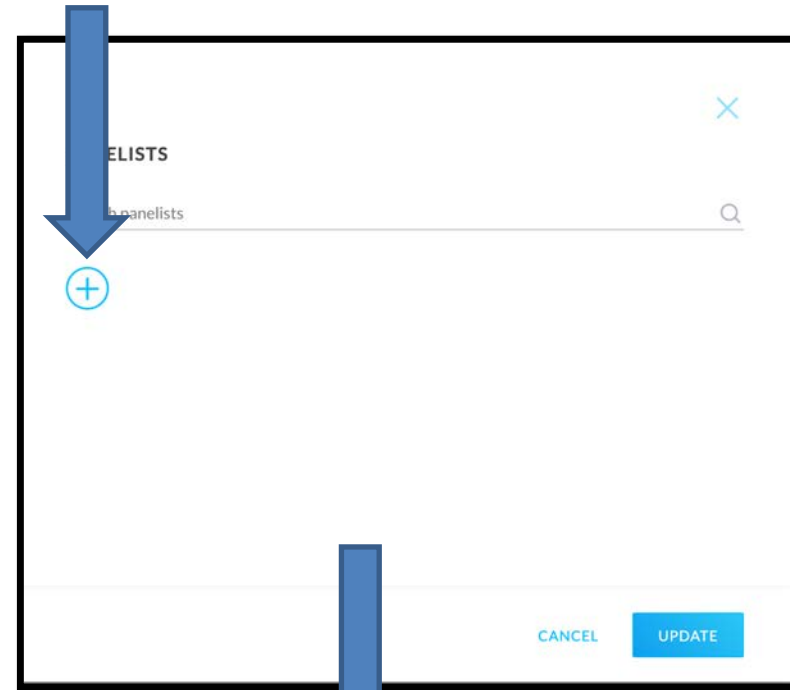
Getting started – inviting panel members



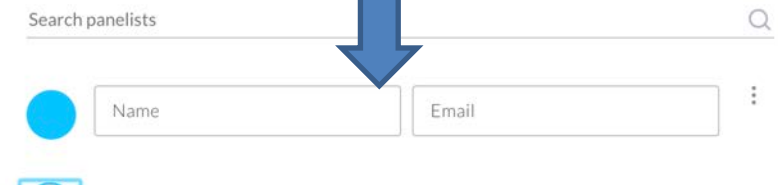
1. To invite Panel members, click on the Panelists box here



2. A pop out box will appear like below and you can add members by hitting the '+' sign



3. Then enter their details in this box



Getting started – inviting attendees



To invite attendees go to the 'Share' button on the right as indicated by the arrow and a pop out box will appear where you can choose how much information to share.

A screenshot of the GoToWebinar 'Event Details' page. The page has a blue header with the GoToWebinar logo and 'Event Details' text. On the right side of the header, there are notification and profile icons. Below the header, the main content area is titled 'ABOUT' and features a 'NEW EVENT' badge, the event title 'Ned Test', the date 'SUN, APR 5, 2020', the time '05:02 PM - 06:30 PM BST', and the language 'ENGLISH'. A 'START' button with a play icon is visible. A large blue arrow points to the 'SHARE' button, which has a share icon. A dropdown menu is open from the 'SHARE' button, listing options: 'Email me the event invitation', 'Copy registration link', 'Copy event info', 'Share on Facebook', 'Share on LinkedIn', and 'Share on Twitter'. At the bottom right, there is a 'Start Chat' button with a chat icon. The left sidebar contains navigation icons for home, mobile, signal strength, calendar, and settings.

Starting the webinar



When you are ready start the webinar by pressing Start as indicated by the arrow

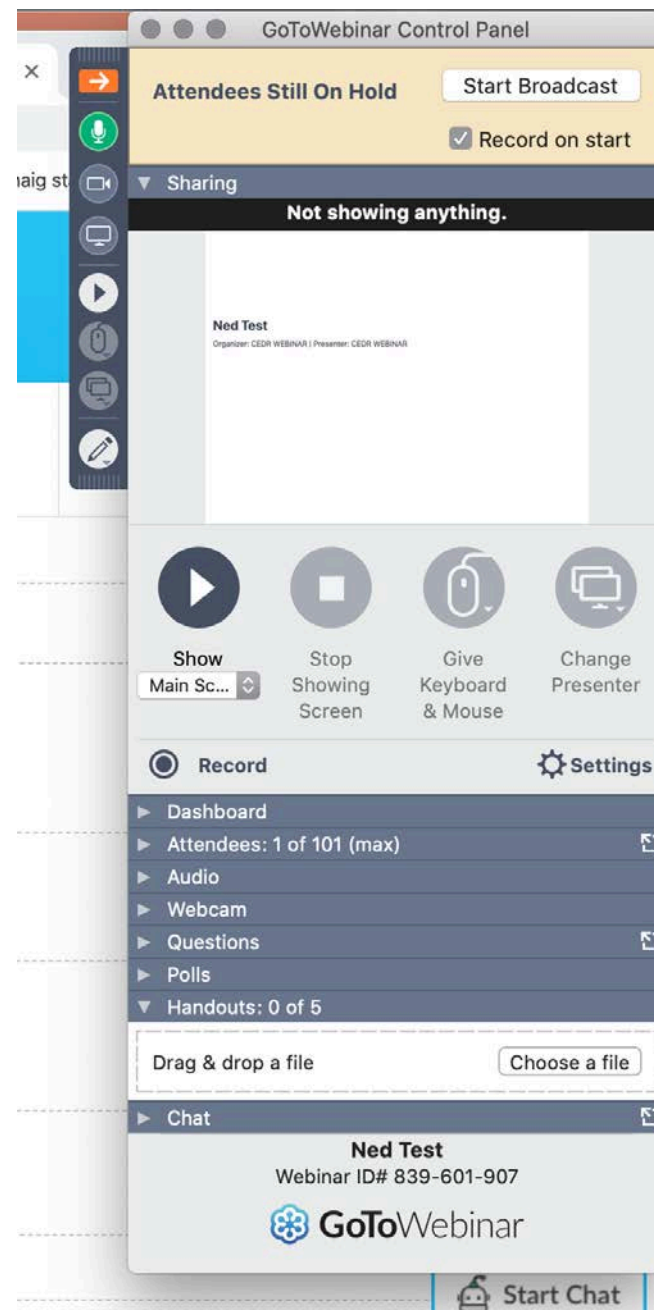


The screenshot shows the GoToWebinar 'Event Details' page. At the top, there is a blue header with the GoToWebinar logo and 'Event Details' text. Below the header, there are navigation tabs: 'ABOUT', 'START' (with a play button icon), and 'SHARE'. A large blue arrow points to the 'START' button. The main content area shows event details for 'Ned Test', including the date 'SUN, APR 5, 2020', time '05:02 PM - 06:30 PM BST', and language 'ENGLISH'. There is also a 'NEW EVENT' badge and a 'Description' field. At the bottom, there are sections for 'ORGANIZERS' (CEDR WEBINAR) and 'PANELISTS'. A 'Start' button with a play icon is visible in the bottom right corner of the interface.

Starting the webinar (2)

Once you have hit 'Start', the GoTo Opener application will open automatically (*this is the program you need to download – see link on page 2*).

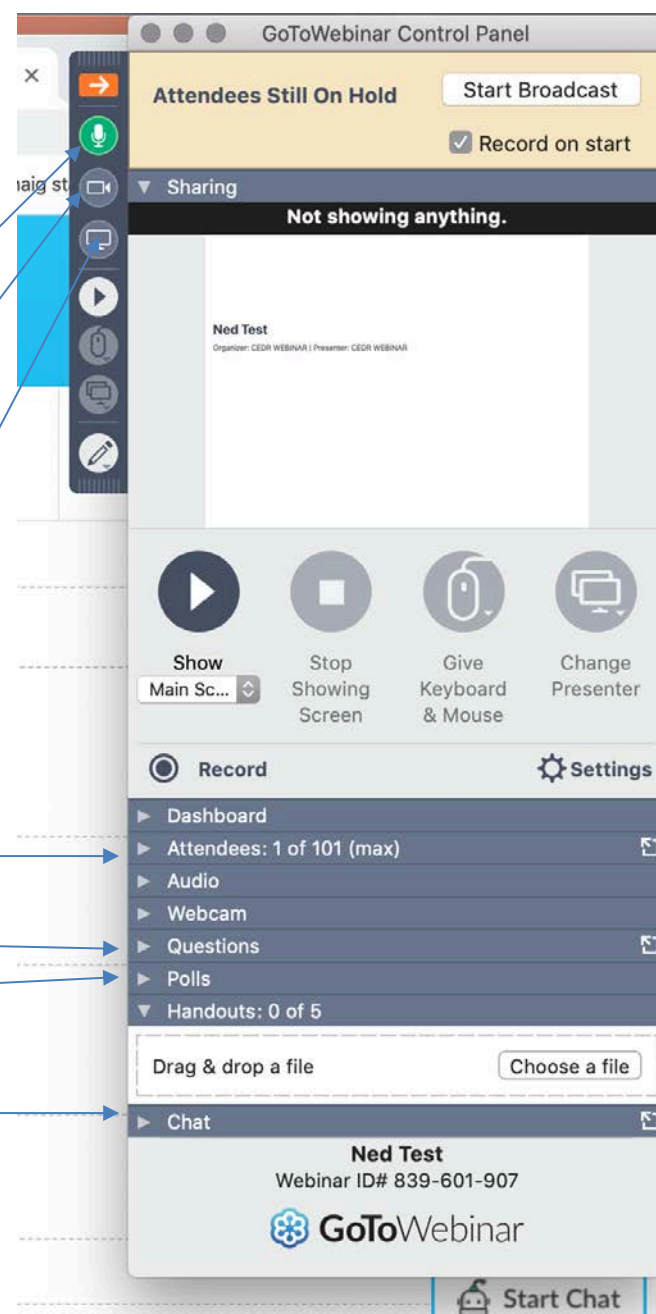
A GoToWebinar Control Panel will now open on the right of your screen – see screenshot on the right.



Starting the webinar (3)

This Control panel has everything you need on it. It can manage:

- The mic on your device
- Your device's webcam
- What screen you want to show
- Attendees
- Questions
- Polls
- Chat



Starting the webinar (4)



Recording

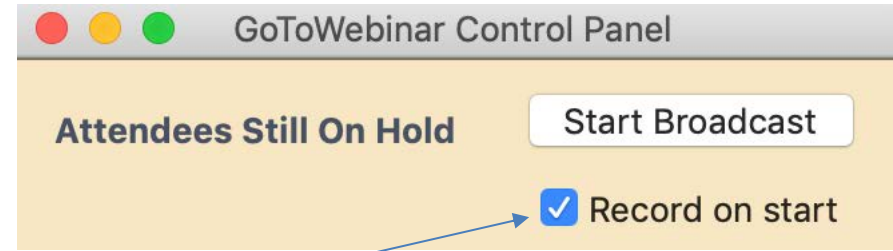
Until the *Start Broadcast* button is clicked, attendees will remain on hold and only staff (i.e. the organiser and panelists) will be present in the webinar.

Screen sharing

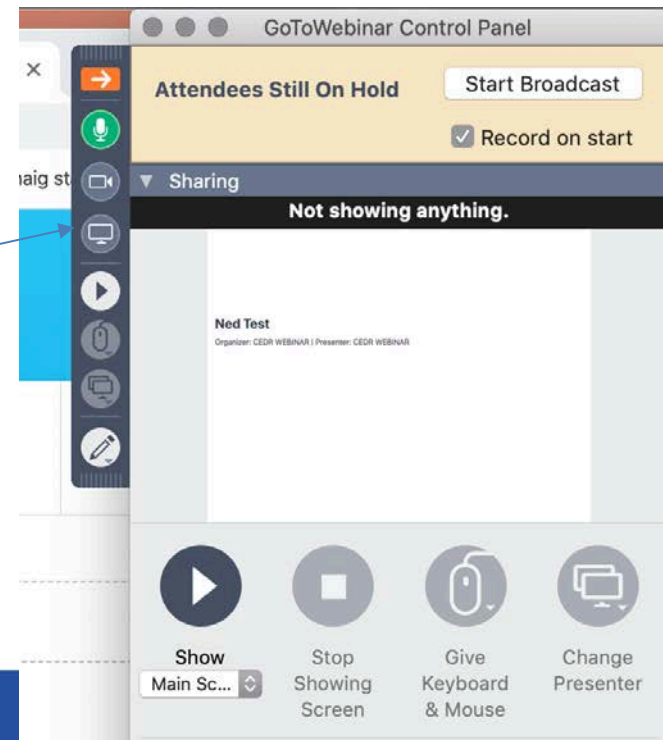
The organiser will have access to the sharing functionality- this will enable them to hand over keyboard, mouse, audio and camera permissions to different panelists and change the presenter.

Click on this button to change the presenter.

See next slide for further information



Ensure this box is ticked, if not the session will not be recorded (although this should be automatic).

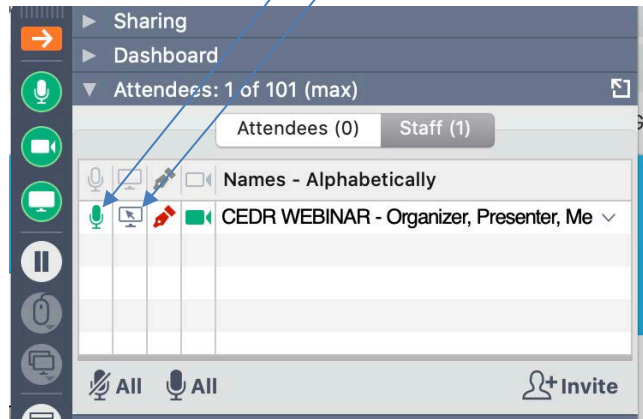


During the webinar

Handing over presentation

Once you have changed the Presenter to the person, as per the example in this pop out box (1) that person will then see this screen (2).

Do make sure that their audio and video is switched on by checking the icons on the dashboard (3). The pen icon shows that the presenter can annotate the screen they are sharing

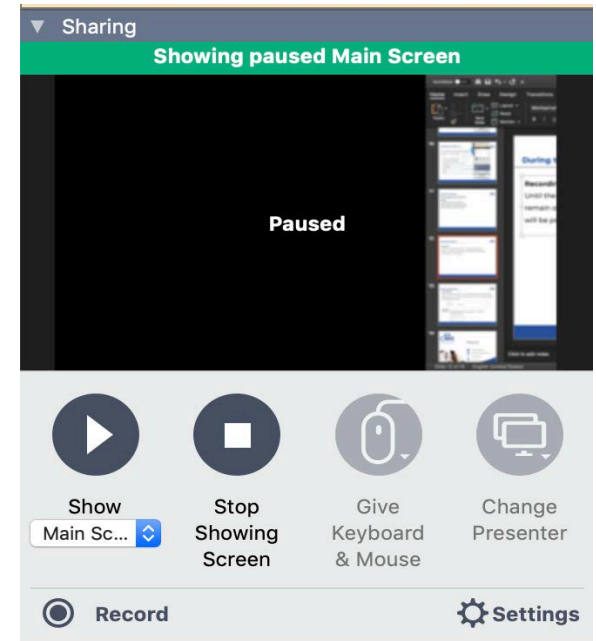


3



1

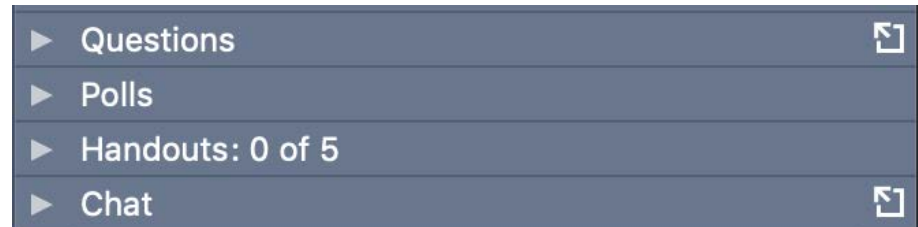
2



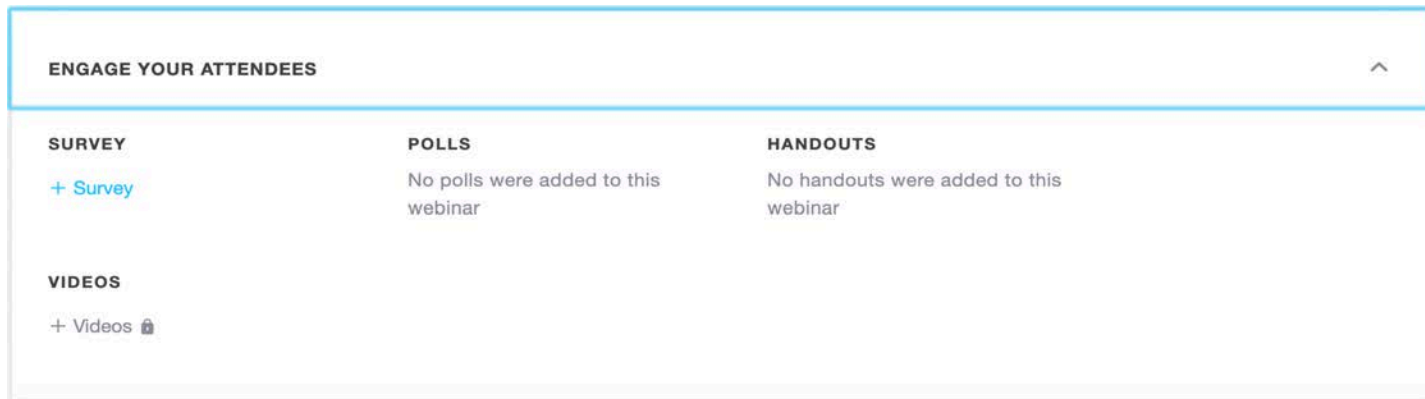
During the webinar (2)

Materials

Should you wish to upload any materials or prepare Q&A's / polls, you can do so by clicking on the appropriately labelled tabs in the dropdown menu. You can also monitor the attendee chat at the bottom of the dropdown menu.



Please note: it is advised that you prepare materials via the *engage your attendees* tab on the events details page **before** broadcasting the session to attendees.

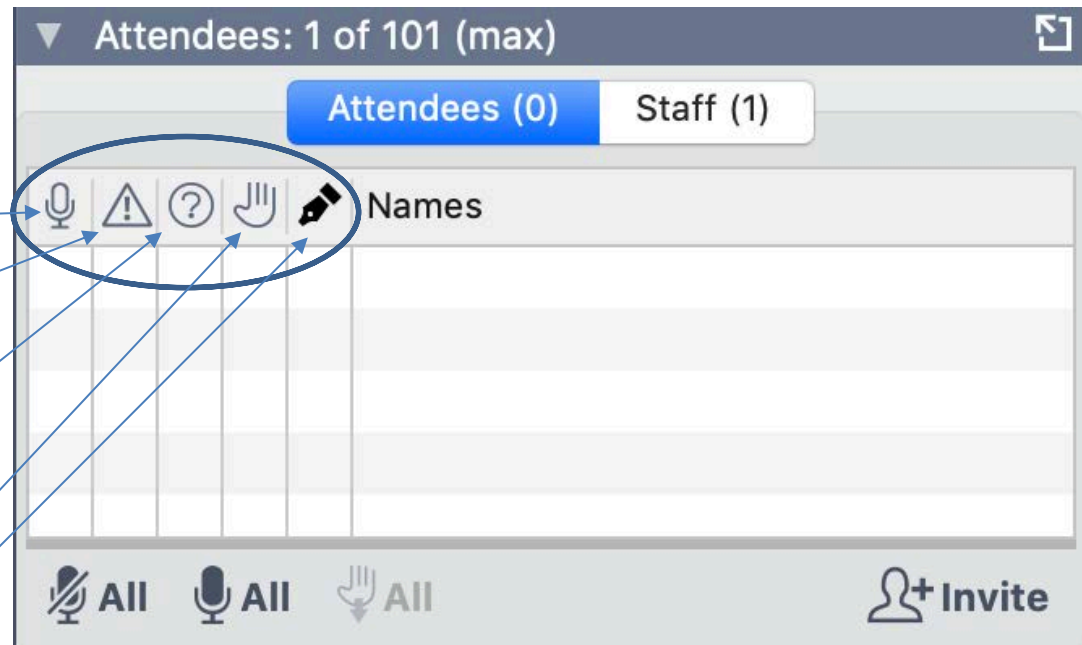


During the webinar (3)

Attendee Status

Should you wish to know the status of attendees or staff present, click on the Attendees dropdown tab. Here you will be able to access the following information:§

- Number of staff and attendees present in the session
- Whether their audio is muted or unmuted
- Whether the attendee is inactive
- If they have asked a question- *monitor this in the question tab.*
- Whether they have their hand raised.
- Whether they have permission to draw/annotate (i.e. on a slide deck).



Setting up payment



Event Details

Upon scheduling the session you will be directed to the Event details page. Here you will be able to set ticket pricing- this is directly linked to the CEDR Stripe account. You will also have the option to add a discount code.

A screenshot of a web interface for adding payment. At the top, it says 'ADD PAYMENT' with a small upward arrow icon in a blue box. Below this, there are two main sections. The first is 'Charge for Your Event' with a help icon, containing a dashed box with the text 'FREE'. The second is 'Add Discount Code' with a help icon, containing a blue link '+ Discount Code'.

Currency

Please note that G2W only accepts payments in US Dollars (\$).

CHARGE FOR YOUR EVENT

Enter an amount registrants must pay to register

Enter Amount In US\$ 

Stripe charges 2.9% + 30 cents per transaction [Learn More](#)



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Thank you



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**Better conflicts,
Better outcomes,
Better world**