

PHIRNET Webinar Attendee Guide

Part one: Preparing for the Webinar

1. You will receive an email from the Webinar organizer with a registration link
2. Open that link and follow the instructions to register
3. Once you have successfully registered, you will receive a system confirmation email with information on how to join the webinar.
4. On the day of the webinar, please click the link contained in your registration confirmation or reminder email. This link is personalized to you, so please do not use another person's link.
5. When the page is loading, you may see a Java prompt on the screen, asking you if you would like to run the program. Please click yes. You may also see a system prompt to run the Java or a firewall notice that Java or GoTo Webinar are trying to access the Internet. Please allow these processes to continue

Part two: Using the Webinar Control Panel

1. Please turn on your speakers, or connect your headphones to listen to the webinar.
2. You will be muted during the presentation to prevent too much audio feedback interfering with the webinar.
3. You will see the welcome screen and a set of controls on the right of your screen. If the control panel does not show a white box, please click the red box with the black arrow pointing left to expand your control panel. Also use the red button to hide your control panel.
4. If the presenter is showing a PowerPoint slide show, you may click the blue button. This will expand your screen to view the PowerPoint in full-screen mode.
5. At the end of the presentation there will be a Q&A period where you may use the "raise your hand" button to get the attention of the presenter. The organizer will un-mute you when it is your turn to speak.



Through out the described process, you may come across an email: earlylearning@ubc.ca. It is very important that you **do not** send any email to this particular email address to request for assistance. Instead should you encounter any issues or problem, please contact the UBC Executive Secretariat at training.phirnet@ubc.ca.