

PHIRNET Webinar Presenter 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 email with information on how to join the webinar.
4. Please join the webinar **10 minutes** earlier so the organizer can assign **organizer status** to your webinar account.

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.

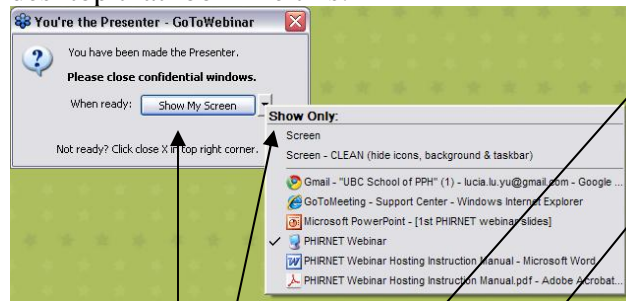
Part two: Using the Webinar Control Panel

Customizing you want the control panel to appear:

Use the “View” option on the tool bar

When assigned presenter status:

When someone assigns you the presenter status in the webinar software you should find a dialog box on your desktop that look like this:



Select “Show My Screen” when you feel ready; you can choose to only share the content of specific programs.

Assigning another person presenter status:

Use the “Change Presenter” button

Answering Questions:

Look at the Attendee List to monitor if someone raised their hands for a question. Un-mute them by clicking on a little green microphone beside their name if you wish to let them speak. Monitor the Question box for typed questions. Use Chat box to communicate with fellow panelist or make announcements to the entire audience.

