



# Good Things Foundation

## Guide to Joining Webinars

This guide will walk you through the steps needed to join a webinar.



## **Step 1: Register for a webinar**

Clicking on a link to sign-up for one of our webinars will take you to the registration page.

**Welcome to the Online Centres Network**  
Thursday, 13 April 2017, 12:00 PM - 01:00 PM

Fields marked with (\*) are mandatory.

Register using [Email](#)

**Email Address \***

**First Name \***

**Last Name \***

Enter the requested information and click **Submit**.

After submitting your information you will see on-screen confirmation that your registration is being processed.

**Welcome to the Online Centres Network**  
Thursday, 13 April 2017, 12:00 PM - 01:00 PM

[Thank you for your registration request. Your information has been submitted to the event host. Please check your inbox for more details about this event.](#)

## **Step 2: Confirmation of your registration**

Shortly after submitting your details you'll receive a **confirmation email**. It may take a while for the email to arrive.

Keep this email, it contains the **URL link** that you'll need to join the webinar.

We are pleased to confirm your registration for Welcome to the Online Centres Network. We look forward to your participation in the event.



### Welcome to the Online Centres Network



You can attend the meeting using your registered e-mail address.

**When:** Thursday 13 April 2017, 12:00 PM - 01:00 PM

**Time Zone:** (GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London (Please note that Daylight Saving Time (+01:00 hr) is in effect during this time)

**URL:** <https://tinderfoundation.adobeconnect.com/e6kgvha9o52/event/login.html?login=nyz39440%40disaq.com>

To know more about the event, the speakers for the event and to stay updated, please visit:

[https://tinderfoundation.adobeconnect.com/e6kgvha9o52/event/event\\_info.html](https://tinderfoundation.adobeconnect.com/e6kgvha9o52/event/event_info.html)

You can add this event to your calendar.

**Thank you,  
Alison Broadley**

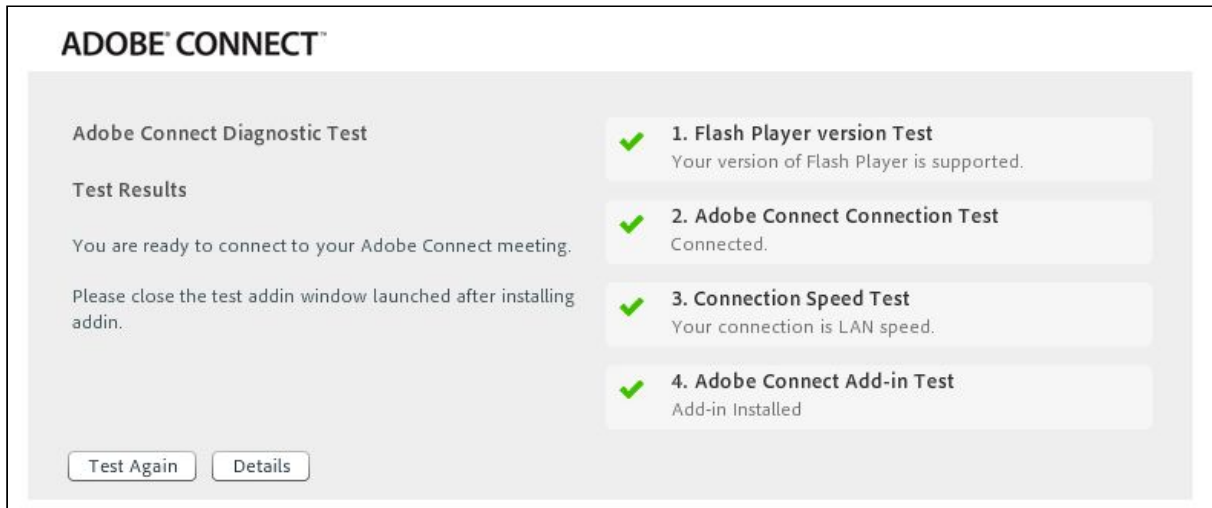
If you haven't received your confirmation email after an hour, check your Spam folder. If you still don't see it, or if you can't find it later, please contact us and we'll send you a link.

### **Step 3: Checking your computer and connection (optional)**

If you haven't joined one of our webinars before we recommend running the **Adobe Connect Diagnostic Test** to check that everything will run smoothly on the day.

The will check your computer and let you know if you need to do anything.

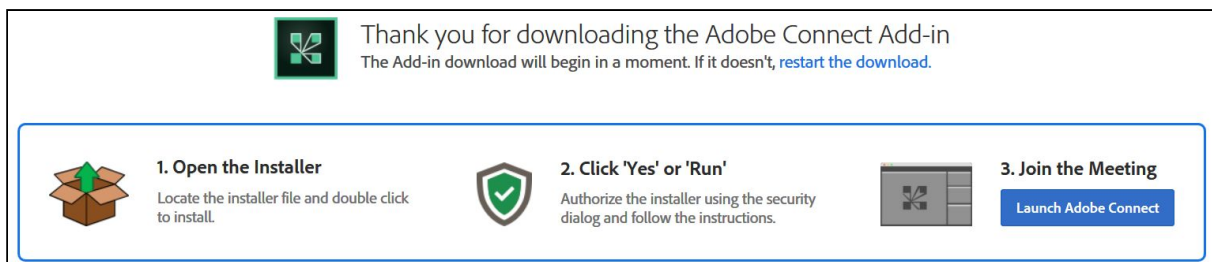
[http://admin.adobeconnect.com/common/help/en/support/meeting\\_test.htm](http://admin.adobeconnect.com/common/help/en/support/meeting_test.htm)



The screenshot shows the Adobe Connect Diagnostic Test results page. The page title is "ADOBE CONNECT". Under "Adobe Connect Diagnostic Test", it says "Test Results" and "You are ready to connect to your Adobe Connect meeting." Below that, it says "Please close the test addin window launched after installing addin." There are two buttons: "Test Again" and "Details". On the right, there are four test results, each with a green checkmark:

- 1. Flash Player version Test**  
Your version of Flash Player is supported.
- 2. Adobe Connect Connection Test**  
Connected.
- 3. Connection Speed Test**  
Your connection is LAN speed.
- 4. Adobe Connect Add-in Test**  
Add-in Installed

As part of the diagnostic You may be prompte to install some software, such as **Flash Player** or the **Adobe Connect Add-in**. This doesn't take long and the website will guide you through the simple process.



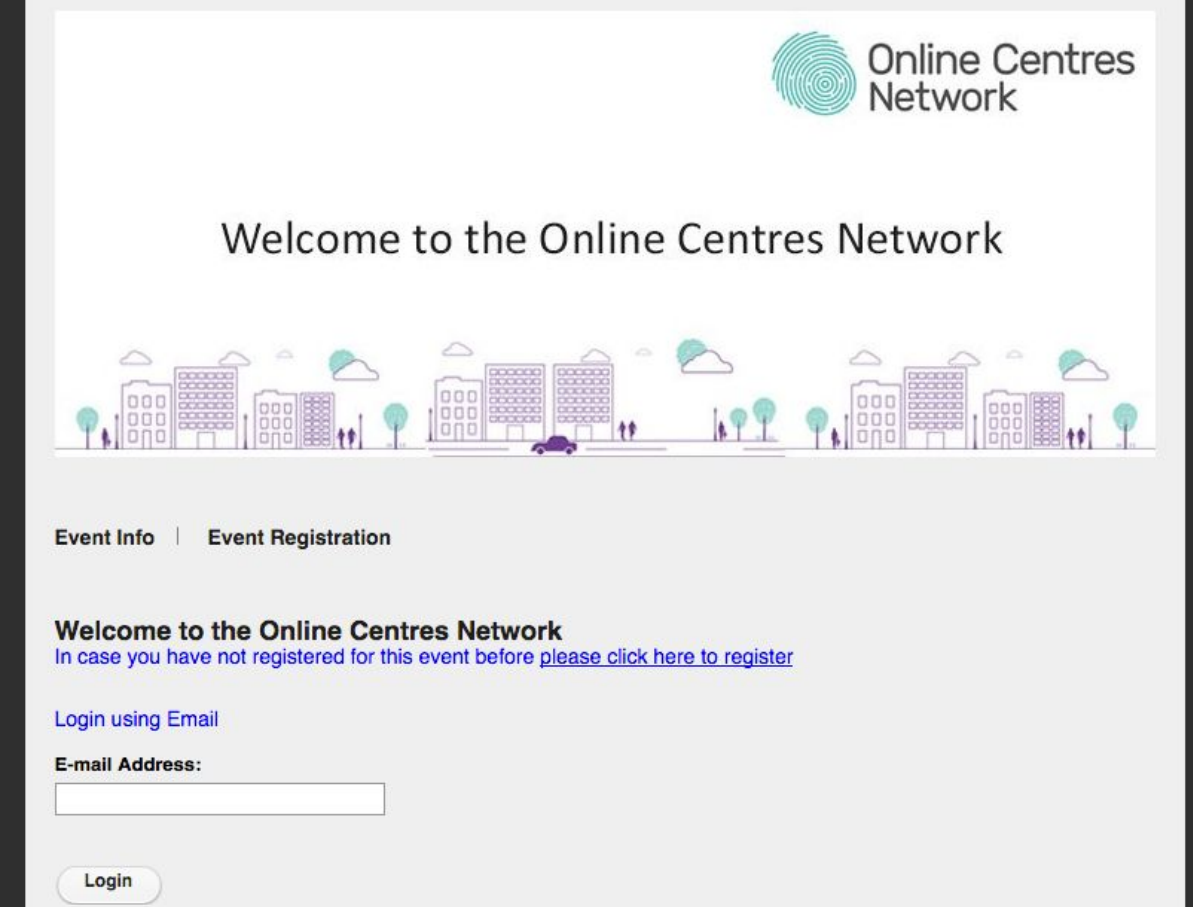
The screenshot shows the Adobe Connect Add-in download completion page. It starts with the Adobe Connect logo and the text "Thank you for downloading the Adobe Connect Add-in" and "The Add-in download will begin in a moment. If it doesn't, [restart the download](#)." Below this, there are three steps:

- 1. Open the Installer**  
Locate the installer file and double click to install.
- 2. Click 'Yes' or 'Run'**  
Authorize the installer using the security dialog and follow the instructions.
- 3. Join the Meeting**  
Launch Adobe Connect

## **Step 4: Joining the webinar**

We recommend joining a webinar 10 minutes before the start time. This gives you chance to check everything works before it starts.

To join the webinar, click the **URL** link in your **confirmation email**. The webinar page will open and ask you to confirm your email address. Enter your email address and click **Login**.

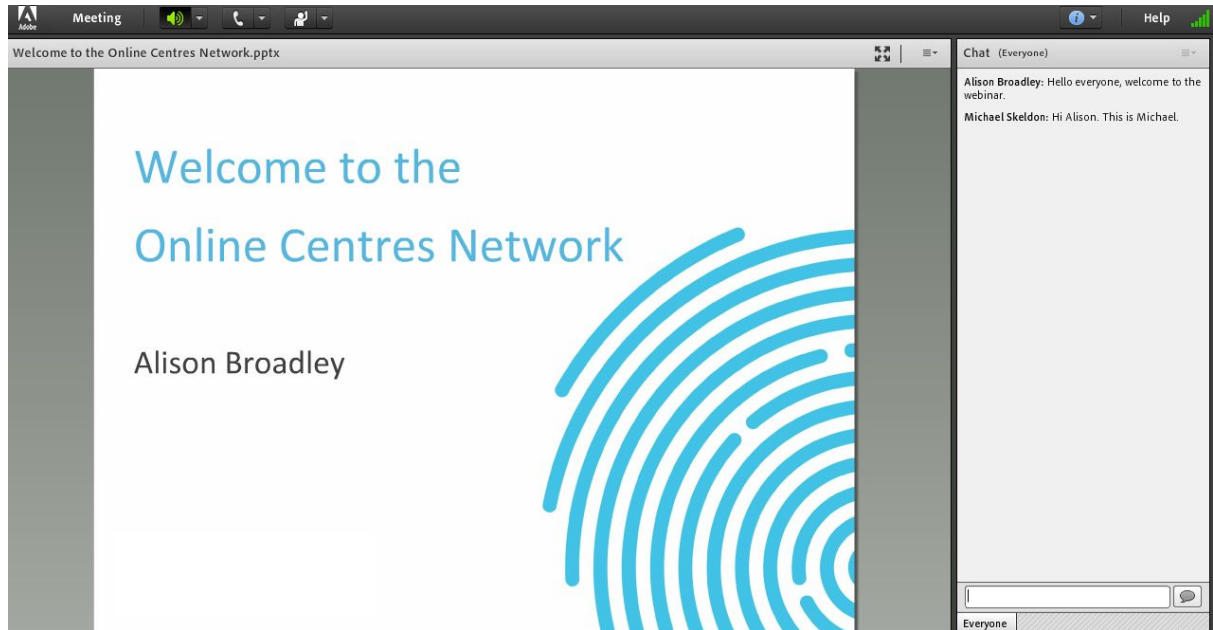


The screenshot shows a web page for the Online Centres Network. At the top right is the logo, which consists of a teal circular graphic with concentric lines and the text "Online Centres Network". Below the logo, the heading "Welcome to the Online Centres Network" is centered. Underneath the heading is a decorative horizontal line with a cityscape illustration featuring buildings, trees, and a car. Below the illustration, there are two navigation links: "Event Info" and "Event Registration", with "Event Registration" being the active link. The main heading "Welcome to the Online Centres Network" is repeated, followed by a blue link: "In case you have not registered for this event before [please click here to register](#)". Below this is a blue link: "Login using Email". Underneath is the label "E-mail Address:" followed by a white text input field. At the bottom left, there is a rounded button labeled "Login".

## **Step 4: In the webinar**

When you have joined the webinar you will be able to hear the host talking. The host will explain how everything works before the session starts.

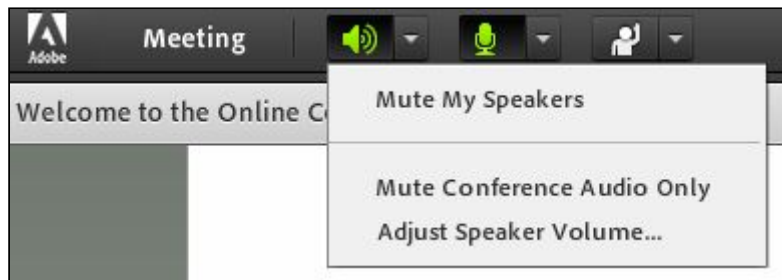
You will see a 'Chat box' on the right of the screen. You can use this to read and send text messages with other people on the webinar. Feel free to type into the small box at the bottom of the chat box to say hello or ask or answer any questions.



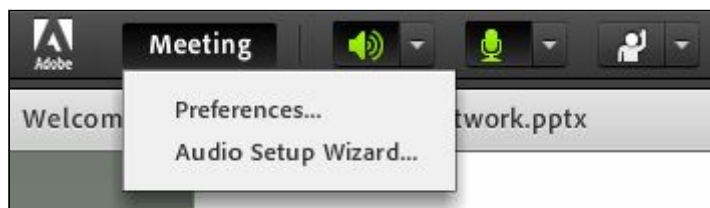
## **Step 6: Audio test (optional)**

If you can't hear what's being said, there are a couple of options you can try.

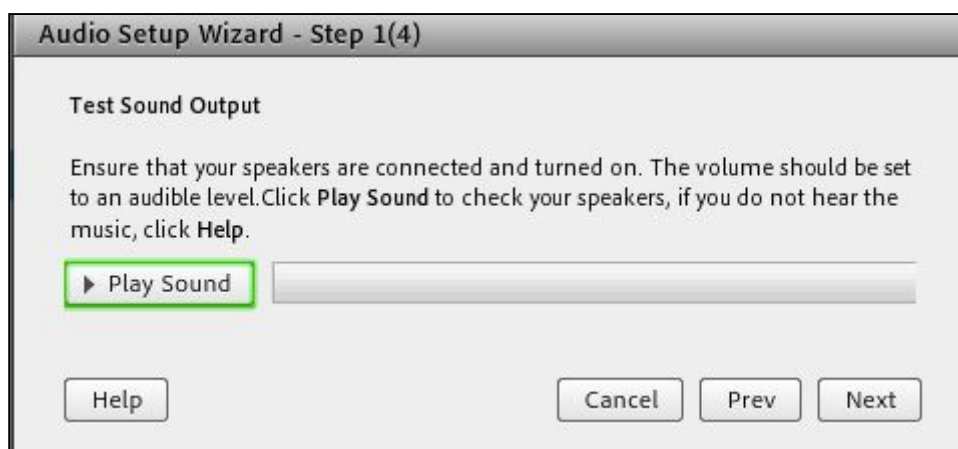
In the top left of the screen you'll see a few menu items. Select the drop down arrow next to the speaker, then select 'Adjust Speaker Volume...'. Check that your volume is turned up.



If that doesn't fix the problem, select the word 'Meeting' to open another small menu and select the 'Audio Setup Wizard' option.



The first step in the audio wizard will test your speakers.



If you still have problems hearing what's being said after running these checks, please use the chat box to let the host know that you can't hear them and they'll help further.

If you have any problems or additional questions about our webinars, please contact us on [training@goodthingsfoundation.org](mailto:training@goodthingsfoundation.org) or call us on 0114 349 1666.