

Welcome to the free weekly Trading Plan classes!

We're glad you've decided to join us. It promises to be a fun and educational experience for everyone.

Just to make sure you are able to register and join and are comfortable participating in the class, here are some quick instructions on using GoToWebinar. You'll find this is a very easy program to use and it won't require a lot of knowledge or set-up to be up and running.

How to Register for a Webinar

Joining a Webinar on a PC or Mac® computer is easy.

You will see the open invitation on the Board, in an email or on a page on the website where you found this document.

Click on that link and register for the class. Make sure you *provide you first and last name and the correct email address* as this is the address where you will receive meeting reminders and a link to join the webinar right before it starts.

How to Join a Webinar

You can then join the Webinar at the scheduled time by clicking the "Join a Webinar" button or link in your confirmation email, which will be automatically sent to you after registering. You do not need to pre-install any software prior to joining the Webinar.

Must I have a GoToWebinar (GTW) account in order to attend a webinar?

Absolutely not. You do not need to have a GoToWebinar account to register for and join a Webinar organized by a GoToWebinar customer. You also do not need to pre-install any software prior to joining the Webinar. You participate as a guest of the Webinar organizer, at no cost to you

How to receive sound on the Webinar

You have two choices. When you join the room, you will see an option to use either the telephone or the GTW audio.

Using the GTW audio is by far the easiest. You'll need a headset and microphone if you choose to present a trade plan during that session. Once you click on the GTW option, you are set for listening in on the webinar and for speaking to the class when presenting a trade plan.

If you choose to use the telephone, click on that option and a phone number will appear. Dial that number from any phone you choose and you will hear sound as soon as the webinar starts.

Note: if you use the telephone option, you cannot be heard by others in the group. Therefore, if you are choosing to present a trade plan during the class, you will need a different number ahead of time that will allow you to be heard. Keep in mind when you are using that number, that the entire class will be able to hear your background noise, so *it is important that you keep the call on mute when you are not talking.*

How to send questions to the presenters and see what questions or thoughts other participants have

Once you enter the room for the webinar, you will see mini-control box appear on your screen. That control box will be present throughout the webinar.

On the control is a box where you can post questions or comments or answers to the staff. Use this if you need info or if the moderators are running a drill and you think you know answers to questions they have.

How to “Take control of the meeting in order to present a trade plan”

Once it is time for your presentation (the presenters will have all the trade plans and will announce who is next), they will ask if you are ready. Type into the Q&A box “Ready”. The presenter will then change it so that you are the presenter.

A box will show up telling you that you are now the presenter. You should then click “show my screen” and begin talking. As long as you have your trade plan up on your screen, all participants should see it.

When you are finished, the presenter will take back control of the screen.

Note: If you go seriously over the time allotment, the presenter may need to seize control before you are finished. So make sure you know what you want to say to the group and get that said as efficiently as possible.

How to exit the meeting when it is over

The Webinar leaders will close the meeting for all attendees.