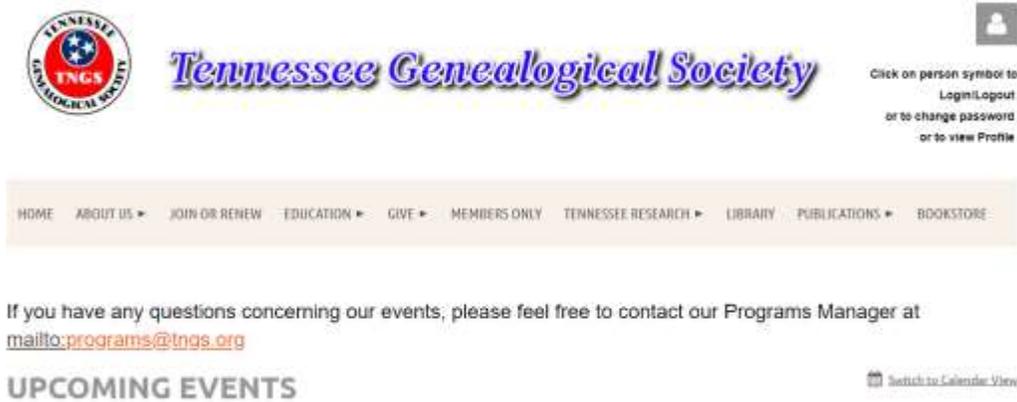


Attending a GoToWebinar Event with the Tennessee Genealogical Society

Go to the TNGS website – www.tngs.org

Go to the events page and find the event for which you wish to register. Complete the registration.



The screenshot shows the top portion of the Tennessee Genealogical Society website. On the left is the circular logo with the text "TENNESSEE GENEALOGICAL SOCIETY" and "TNGS" in the center. To the right of the logo is the organization's name in a stylized blue font: "Tennessee Genealogical Society". Further right is a user profile icon and a text prompt: "Click on person symbol to Login/Logout or to change password or to view Profile". Below these elements is a horizontal navigation menu with the following items: HOME, ABOUT US ►, JOIN OR RENEW, EDUCATION ►, GIVE ►, MEMBERS ONLY, TENNESSEE RESEARCH ►, LIBRARY, PUBLICATIONS ►, and BOOKSTORE. Below the navigation menu is a text block: "If you have any questions concerning our events, please feel free to contact our Programs Manager at <mailto:programs@tngs.org>". At the bottom of the screenshot, the text "UPCOMING EVENTS" is visible on the left, and a "Switch to Calendar View" link with a calendar icon is on the right.

Once you've registered, you will receive a Confirmation email that includes specific joining information.

Test Event Confirmation 

TGS GTM <customer@gotowebinar.com>
to me

Thank you for registering for "Test Event".

Welcome! Please start registering by entering your name and email address.
For those who can't attend our live session, we'll provide a recording.

Details:

- We will be using GoToWebinar.
- You can join our session by using a Mac, PC or a mobile device.

Agenda:

- Welcome and introductions
- Demonstration and questions

Please send your questions, comments and feedback to: gtm@tngs.org

How To Join The Webinar

Sun, Jun 14, 2020 10:00 AM - 11:00 AM CDT

Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#)

1. Click the link to join the webinar at the specified time and date:

[Join Webinar](#)

Note: This link should not be shared with others; it is unique to you.

Before joining, be sure to [check system requirements](#) to avoid any connection issues.

2. Choose one of the following audio options:

TO USE YOUR COMPUTER'S AUDIO:
When the webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

--OR--

TO USE YOUR TELEPHONE:
If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below.
United States: +1 (562) 247-8321
Access Code: 288-783-798
Audio PIN: Shown after joining the webinar

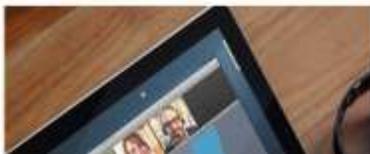
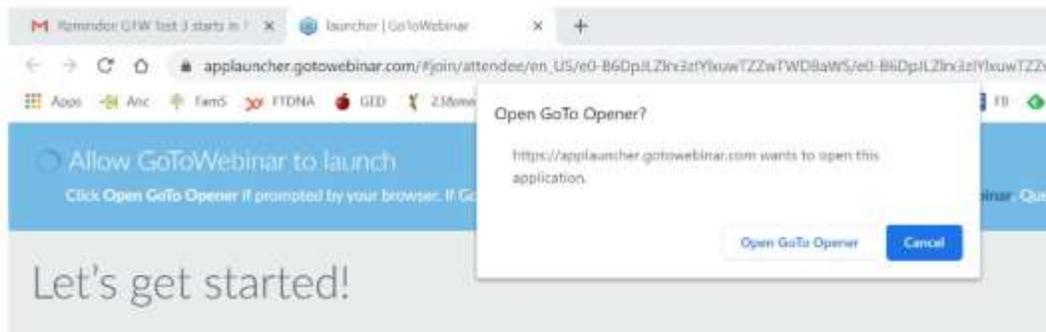
Webinar ID: 668-593-691

To Cancel this Registration

One day prior to the event you will receive a reminder email which will also include the joining information.

When it's time for the event, you can join in either of the following ways:

- **Join link:** Click the Join Webinar link in your Confirmation email to be instantly launched into the session. Click on Open GoToOpener.



- The audio will begin automatically in list
- Ask questions. Get expert answers.
- Answer polls & download content.

If you have not yet downloaded the GoToOpener app, please do so.

- **Webinar ID:** If you don't have your Join link, go to <https://www.gotomeeting.com/webinar/join-webinar> and enter the 9-digit Webinar ID which was in your confirmation email.

A screenshot of the 'Join a Webinar' form on the GoToWebinar website. The form is white with a dark blue border. At the top, it says 'GOTOWEBINAR' in blue. Below that is the heading 'Join a Webinar' in large black font, followed by the sub-heading 'Attend for Free. No account required.' in smaller black font. There are two input fields: the first is labeled 'Enter the 9-digit Webinar ID' and has a question mark icon to its right; the second is labeled 'Business Email'. At the bottom of the form is a large blue button with the text 'Join Webinar' in white.

You will then be automatically launched into session.

Once you've been launched into the session, you will be prompted to set up your audio.

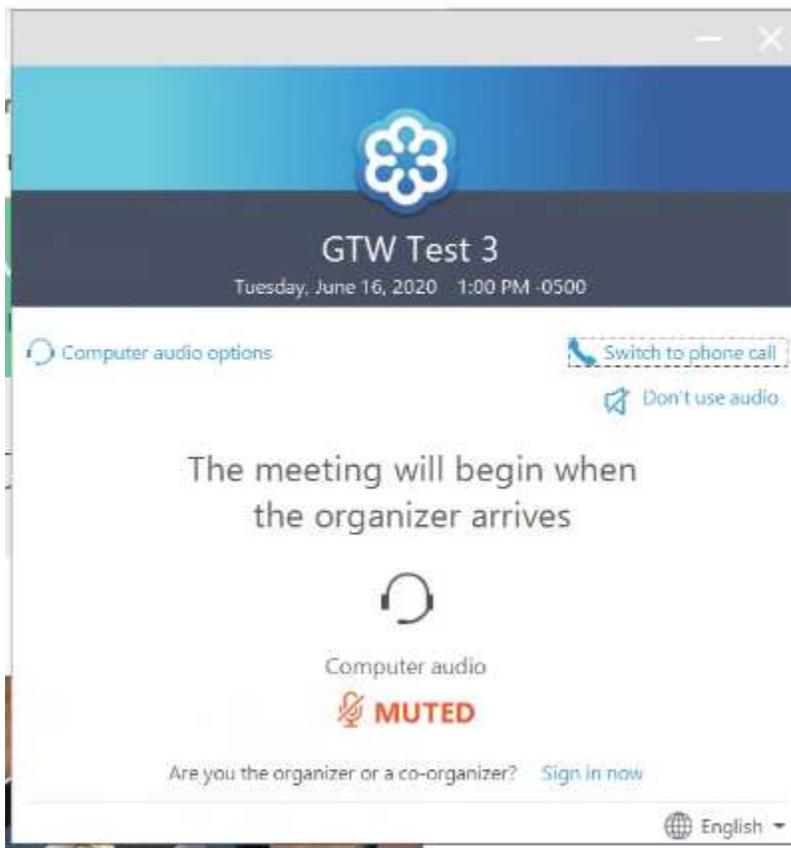
- **To use your computer's mic and speakers:**

1. Click **Computer audio**.
2. Use the drop-down menus to select the desired audio devices.
3. Click **Continue**.

- **To use your telephone to dial in:**

1. Click **Phone call**.
2. Use your telephone's keypad to dial the provided phone number and enter the codes when prompted.
3. Click **Continue**.

Once you've finished setting up your audio, you're all set! Depending on whether the webinar has started yet, you'll see one of the following:



- If you see the message "The meeting will begin when the organizer arrives," then the organizer has not yet started the broadcast. Once they do, you'll be able to hear the audio.



GTW Test 3

Organizer: TGS GTM | Presenter: TGS GTM

Audio: Use your microphone and speakers (VoIP) or call in using your telephone.

United States: +1 (213) 929-4212
Access Code: 508-707-380
Audio PIN: 95269

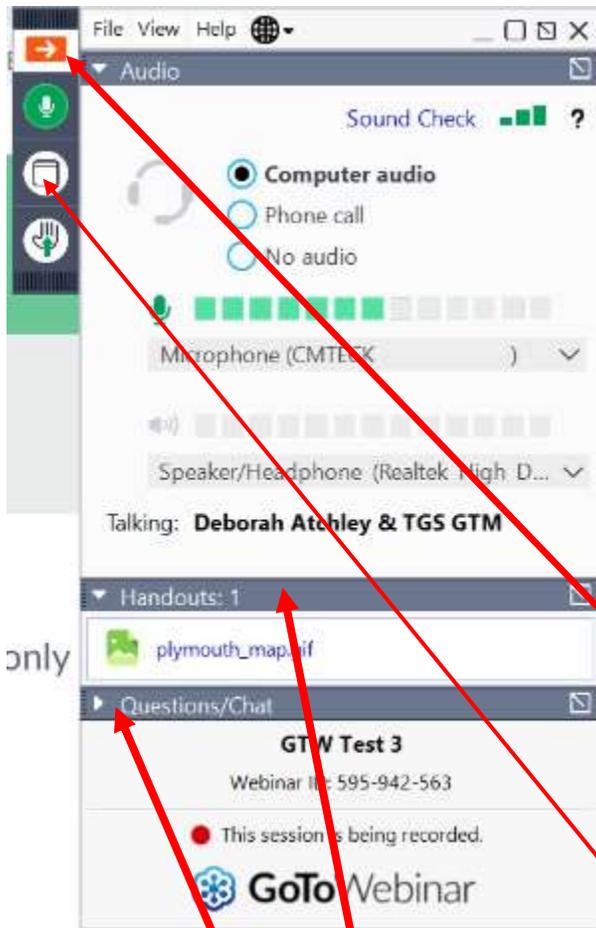
- If you see a new window open with the message "Waiting to view <organizer>'s screen", then the webinar has officially begun but the organizer is not presenting any visual content. You should be able to hear the audio at this point.

Once the event begins, you will see a Control Panel on your computer. If your Control Panel looks like this



Then your Control Panel is collapsed. If you click on the white arrow in the red box, the control panel will be expanded. See next screen clip.

If your Control Panel looks like this



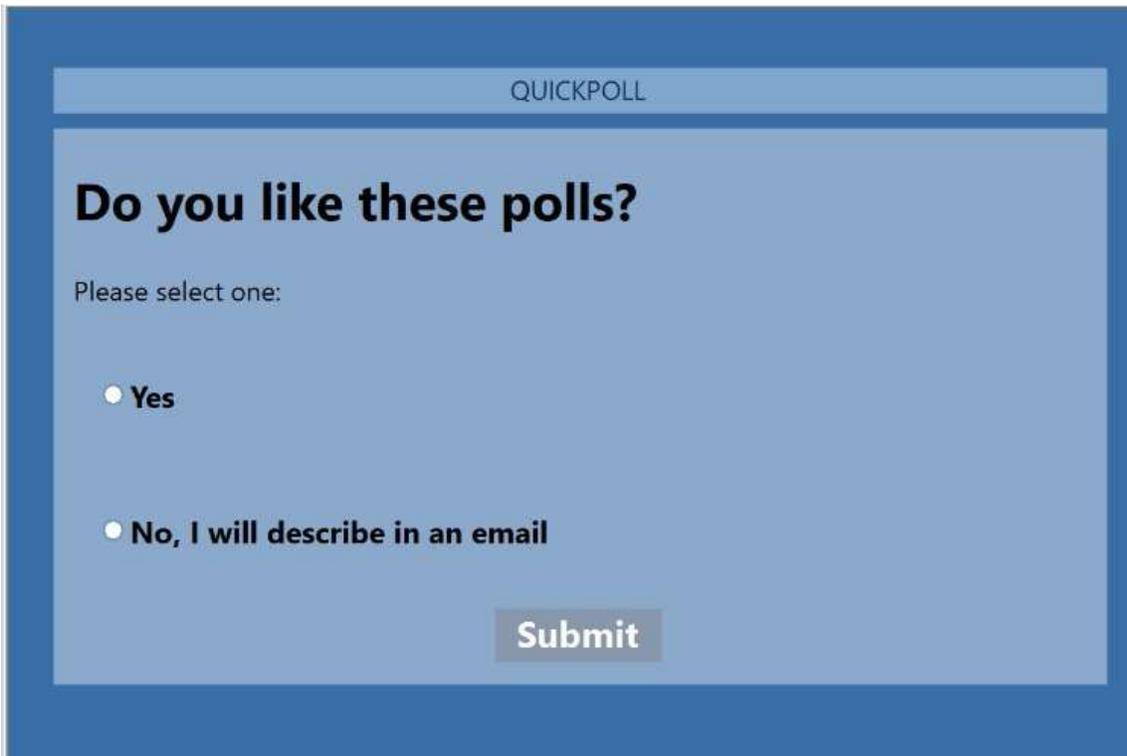
You now have an expanded Control Panel. If you click on the white arrow in the red box, it will collapse the Control Panel. The third button allows you to swap between full screen mode and collapsed screen mode. You will need to be in full screen mode to see the Handouts section and take advantage of the Questions section. To open the Questions section, just click on the arrow on the left of "Questions/Chat".

During the event, your webcam is not active and your microphone is muted.

That's it - now you can sit back and enjoy the webinar!

Watch the webinar

During the event, you may receive a poll request.



QUICKPOLL

Do you like these polls?

Please select one:

- Yes
- No, I will describe in an email

Submit

The screen is live, so just click on the appropriate response. When the poll is closed, you will see the results shown on the screen.



The session will then return to the event.

If you have a question during the event, you have a Question section in your Control Panel.



During the session, you may see a chat from the organizer. This is also where you can ask questions. Please type the question in the box. Questions are reviewed by the event organizer. At the end of the event, the organizer will read all the questions and the presenter will answer them. If any questions cannot be answered at that time, then the question will be researched and an answer will be provided to attendees through an email.

End of Session

At the end of the session you will receive an online survey asking several questions about the event and/or the presenter. Please complete this survey as it helps us make improvements to our events.

GTW Test 3 Survey

1. Did you receive the Confirmation email?

- Yes
- No

2. Did you receive the reminder email yesterday?

- Yes
- No

3. Did you see any issues?

- Yes, I will describe in an email
- No

4. Do you feel we are ready to begin using GTW?

- Yes

Cancellation Process

If you need to cancel prior to the event, please go to our website, www.tngs.org and go to the event and click on "Already registered".

Internal Test Event

When Monday, June 22, 2020
10:00 AM - 12:00 PM (CDT)

REGISTER

[Already registered](#)

>> [Show details](#)

You will then get this screen

Internal Test Event

 [Add to my calendar](#)

 Registration confirmed. To change, contact [administrator](#).

Event Internal Test Event
Monday, June 22, 2020 10:00 AM - 12:00 PM
Registration type Member

CANCEL REGISTRATION

Registration form

Click on Cancel Registration. You will need to confirm your cancellation

Cancel event registration

Are you sure you want to cancel your registration?

It will now show as cancelled. You will also receive a cancellation confirmed email.

Internal Test Event

 Your registration has been canceled successfully.

Event Internal Test Event
Monday, June 22, 2020 10:00 AM - 12:00 PM
Registration type Member