

SickleInAfrica Webinar Series

User Guide: GoToWebinar Platform

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Recommendations:

1. Join 15 mins before the time to test audio and network connectivity
2. These instructions were only tested on Chrome, Firefox and Android Mobile
3. When you join the webinar, by default your microphone is muted. The organiser will unmute your microphone during the discussions if you raise your hand.

Registration

Register for the webinar by accessing the registration link provided to you. You will be prompted to enter some basic details, including a valid e-mail address. This address will be used to relay all webinar details.

For security purposes, registrations are moderated i.e. rejected or accepted. **Once your registration is accepted, you will receive an e-mail with the log-in details for the specific webinar**

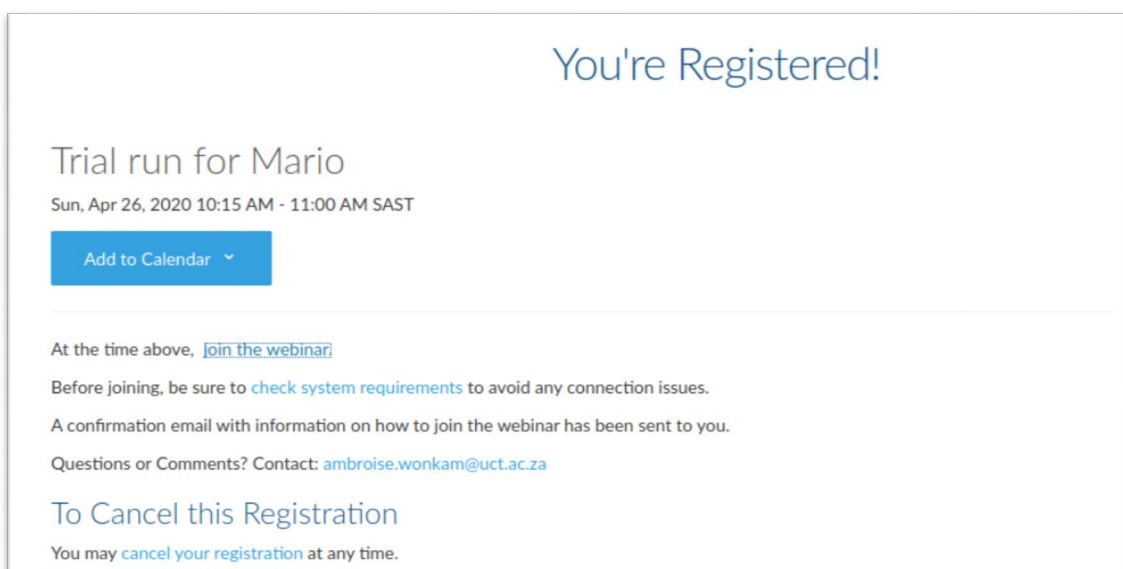


Figure 1: Dialog received at registration

Using Firefox (no audio support)

1. Joining the webinar

You would have either have received the link to the webinar or, upon registering as in Fig 1. Regardless of how you received the link, following it would bring you to a log-in screen that will require the password sent to you in the confirmation e-mail sent to you.

2. Logging in

Enter the password that you have been provided with in the textbox provided (Fig 2). You should be logged in and see a warning about a lack of audio for Firefox as well as details for using audio via phone (Fig 3) if you should so choose. The number to dial should vary according to the country you are connecting from. Please pay attention to the PIN provided if you should choose to connect using your phone.

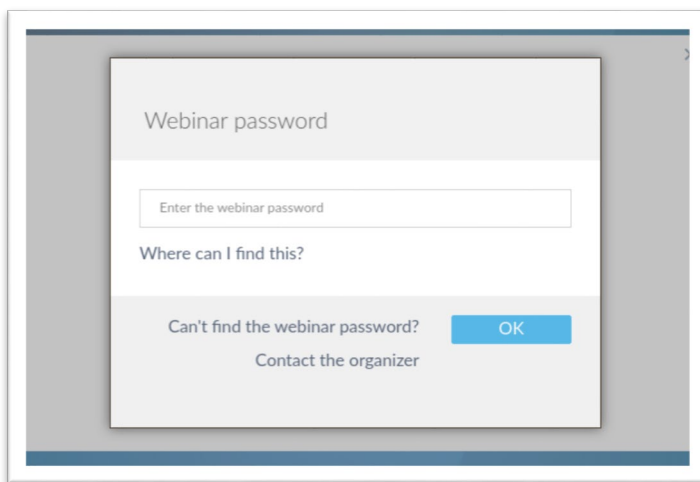


Figure 2: Log-in dialog

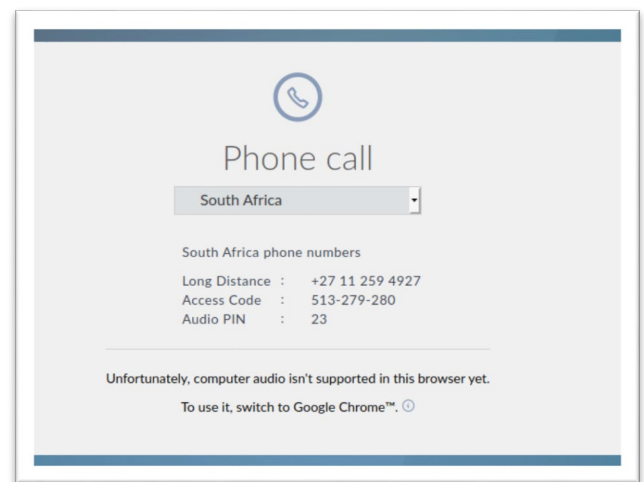


Figure 3: Additional information post-login

3. Interacting

After logging in, you will either see a shared screen from the presenter or a message stating that it is awaiting a screen to be shared.

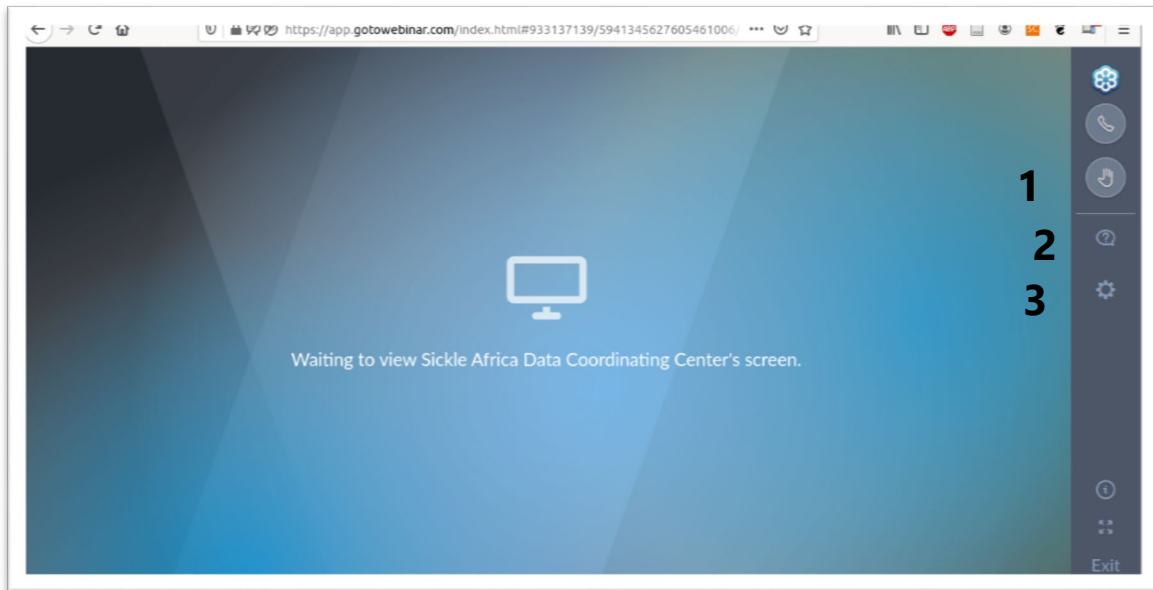


Figure 4: Post-login screen

Icons:

- **1) Raising your hand** (Fig 4.1): Clicking on it turns it green (Fig 5.1) indicating that your hand is raised, and the organiser will address your raised hand in due course. The organiser would then unmute your microphone to allow you to ask a question.
- **2) Asking a question** (Fig 4.2): This question will be asked to the organiser who is labelled as "Staff" (Fig 5.2). The question will be passed onto the presenter at an appropriate time who will then address the question.
- **3) Settings** (Fig 4.3): This is where you can select the correct audio devices and camera if these are detected.

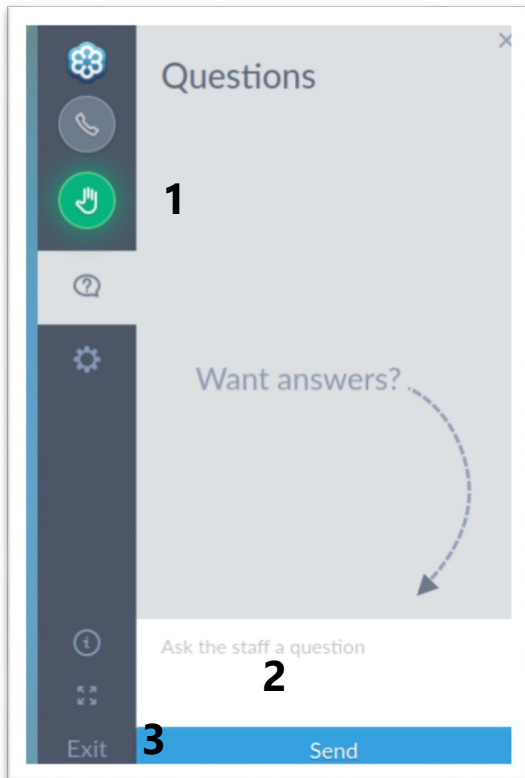


Figure 5: Asking questions

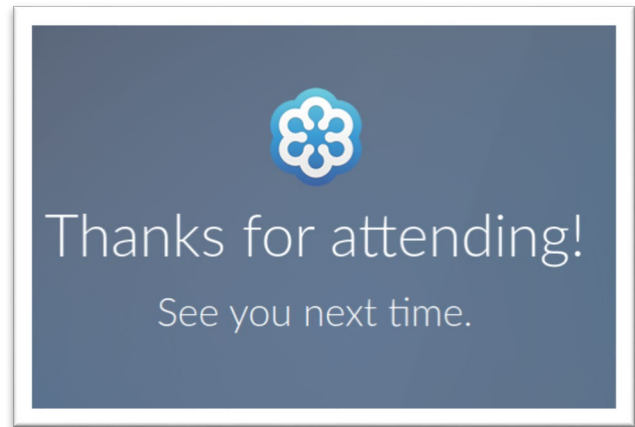


Figure 6: After exiting of your own accord

4. Exiting the Webinar

You can either terminate the webinar by explicitly clicking on "Exit" (Fig 5.3 and Fig 6) or by the organiser ending the meeting (Fig 7).

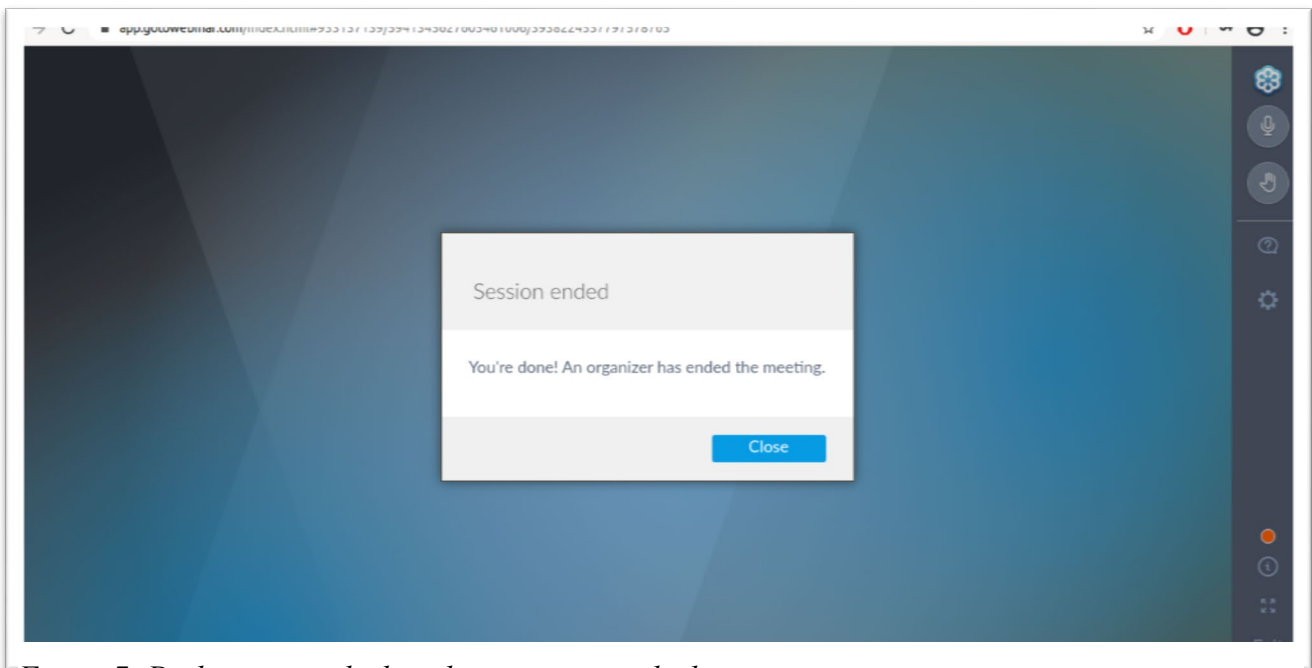
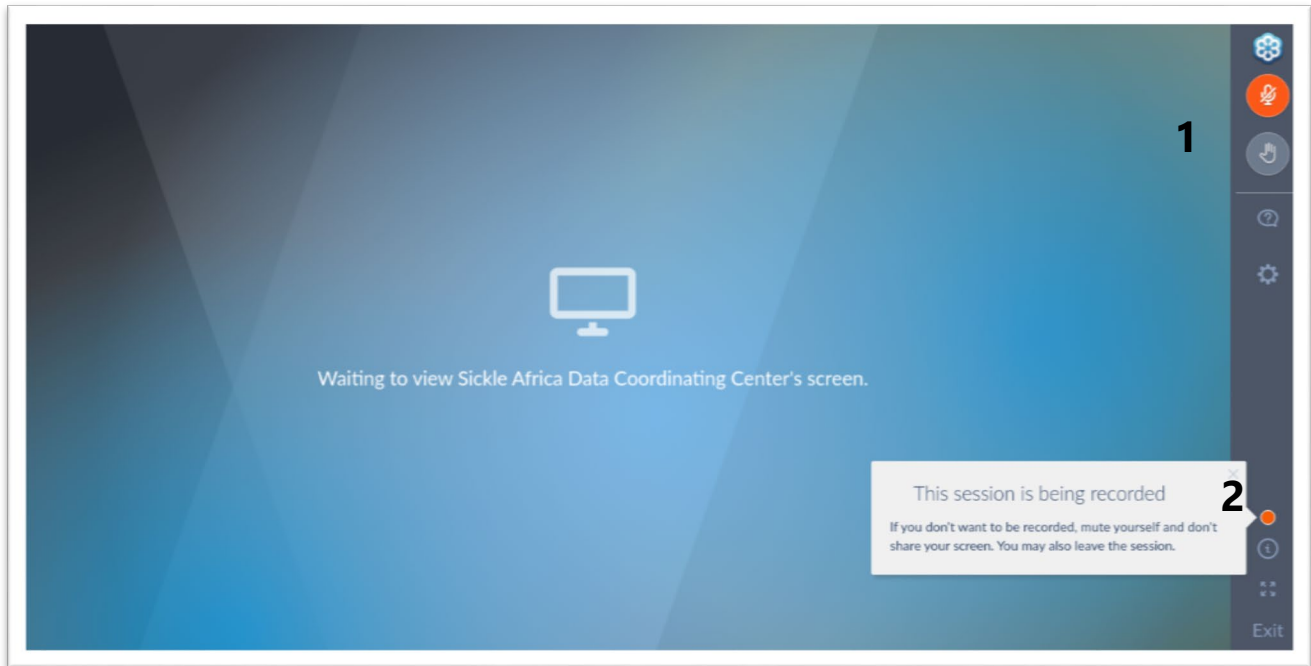


Figure 7: Dialog received when the organiser ends the meeting

Using Chrome (with audio support)

Joining, Log-in, Interaction and Exiting is as for Firefox but the audio support in Chrome provides the options for interacting with the webinar via your microphone (Fig 8)



- **Microphone** (Fig 8.1): By default, you are muted by organiser and will only be able to unmute yourself once the organiser has unmuted you.
- **Recording** (Fig 8.2): The SickleInAfrica webinars are recorded by default and you should see the recording icon at the bottom right of your screen (This icon is also visible in Firefox). If you do not want to be recorded, you can keep your microphone muted. You could also leave the webinar or meeting.

Using Mobile application

1. Install the GoToWebinar mobile application from your relevant mobile app store.
2. Once the application is started, you can attend the webinar by selecting the "Sign in" button (Fig 9).
3. Although you are presented with several options to sign in, these instructions will use the "Join with Webinar ID" option. You will find the Webinar ID under point 2 ("**Choose one of the following audio options**") of the registration mail sent to you (Figs 11 & 12).
4. You will be asked to verify (Figs 13 & 14)) and enter the password (Fig 15) provided in the registration mail sent to you.

Figure 8: Webinar or meeting screen in Chrome

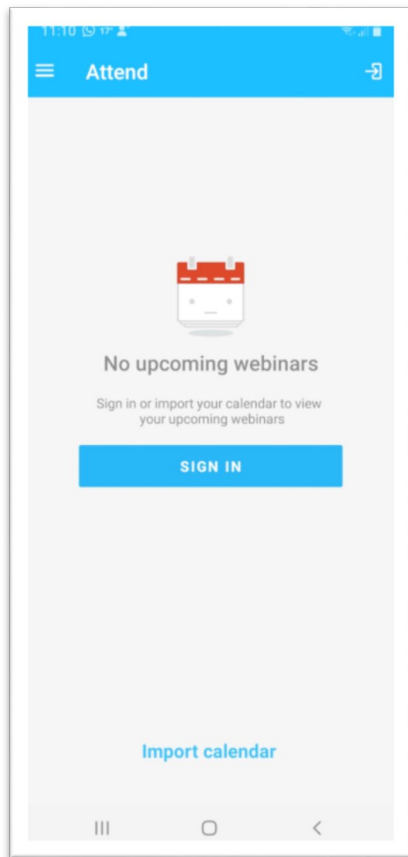


Figure 9: Sign in

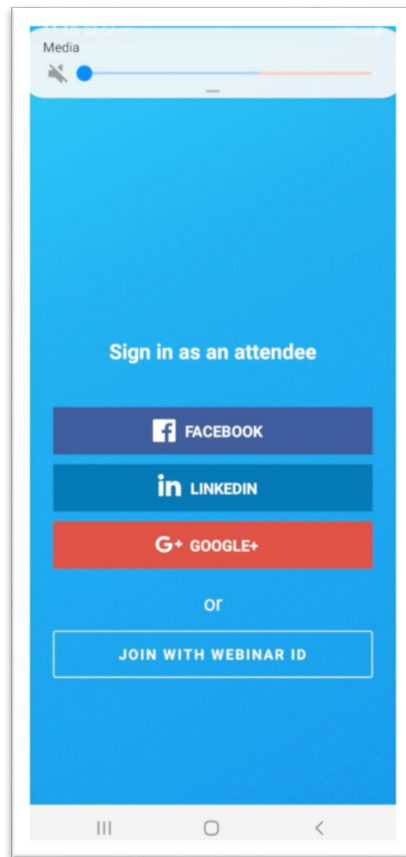


Figure 10: Use Webinar ID

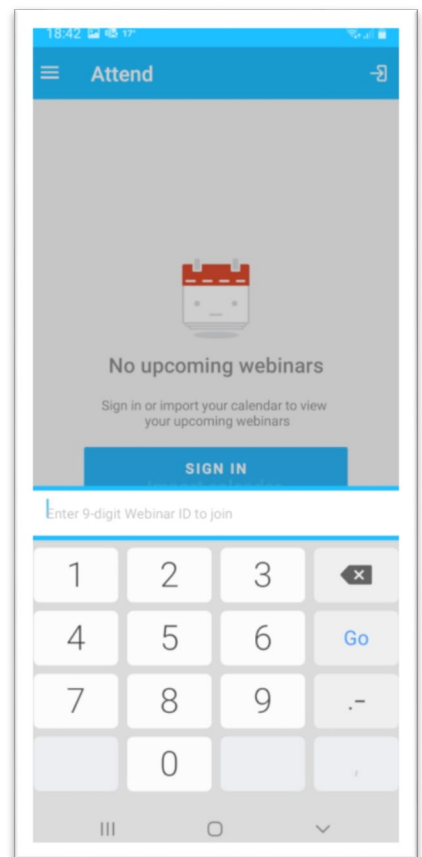


Figure 11: Entering Webinar ID

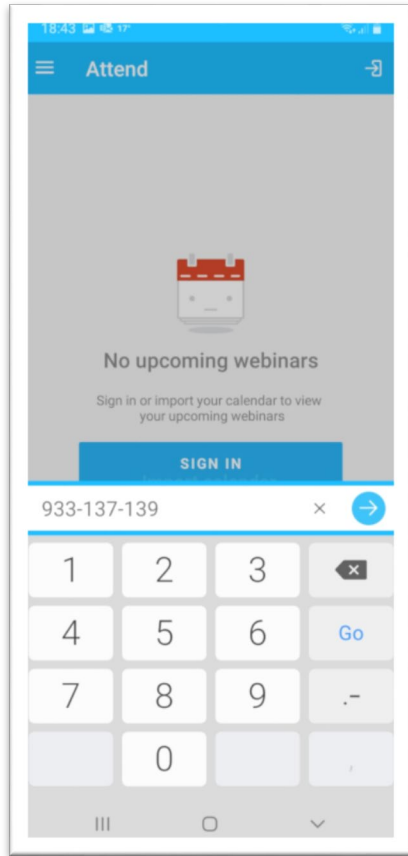


Figure 12: Webinar ID entered

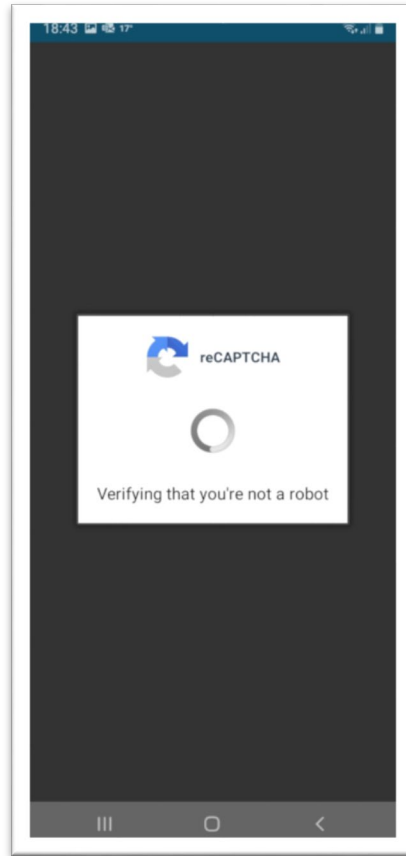


Figure 13: Verification

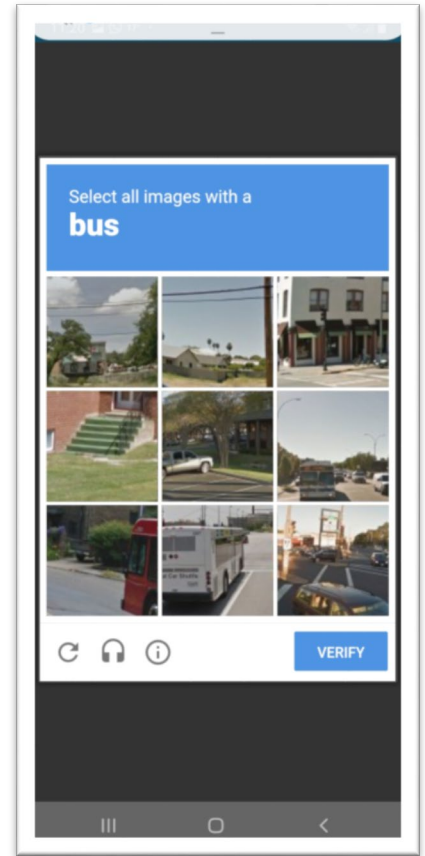


Figure 14: Verification

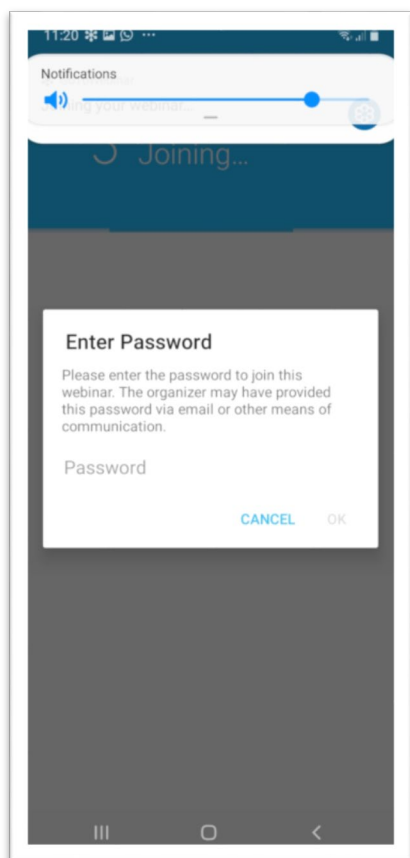


Figure 15: Enter password

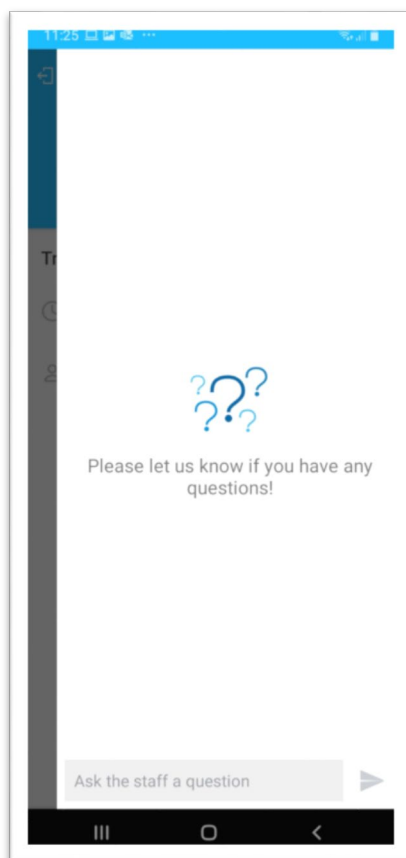


Figure 16: Asking questions

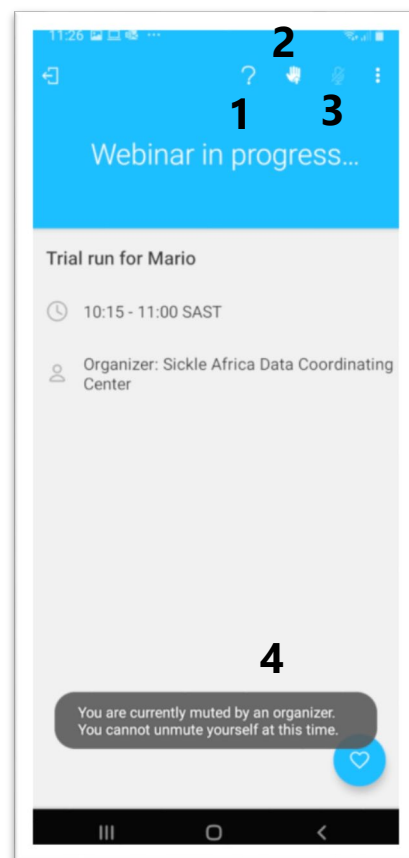


Figure 17: More interaction tools

Icons:

- **Question mark** (Figs 16 & 17.1): This allows you to ask questions during the webinar. These questions will be addressed to "staff" who will then relay the question to the presenter to respond at an appropriate time.
- **Raise your hand** (Fig 17.2): Click this icon when you want to ask a question. Depending on whether Q&A is allowed during the session or after, the organiser will allow you to pose your question via your microphone.
- **Microphone** (Fig 17.3): Provided that your microphone is unmuted by the organiser (Fig 17.4) as well as yourself, you would be able to interact with the presenter in this manner.

Version No.	Date	Internal Reviewer(s)	Author	Details of changes
1	26 April 2020	Jade Hotchkiss, Keano Natus, Victoria Nembaware, Jack	Mario Jonas	None; First draft