



## WEBINAR INSTRUCTIONS

### Getting Started, Joining In

How to start, join and participate in a webinar

Welcome to the Creative Plus Business webinar series! We are hosting a series of free webinars, one per quarter, about specific aspects of creative entrepreneurship that we think our clients would benefit from. Thanks so much for signing up!

#### Using ZOOM:

There's no need to download ZOOM in order to join a webinar, but it may make things easier if you have downloaded the app and tested the software. Visit <https://zoom.us> to find out more (it's free).

**Find out more about how to use ZOOM here:**

<https://support.zoom.us/hc/en-us/articles/115004954946-Joining-a-Webinar-Attendee->

#### Signing Up:

To join the webinar, click the link in the a registration confirmation email that we sent. You can also click through from the confirmation page after you have registered.

- If you have been sent a Webinar password, you will need to submit this when prompted.

You can also manually join a webinar by downloading ZOOM, installing the application and manually selecting **Join a Meeting**.

- Locate the 9-digit meeting ID/webinar ID from your registration email, and join us!

#### Participating:

As an attendee, you can be visible and vocal or as unobtrusive as you like. You can mute/unmute your audio, virtually raise your hand, and send messages others through Chat.

If the host gives you permission, you can unmute and talk during the webinar and everyone will be able to hear you. The host can also mute you if they choose.

- To adjust your settings in the webinar, we recommend having a little play before the webinar starts to make sure you have your audio and video settings exactly to your liking.

#### Raise Hand:

You can raise your hand digitally in the webinar to indicate that you want to speak or ask a question, or that you need something.

- We use this feature to know if an attendee has a question and would like to speak out loud, but generally we encourage you to ask questions in the Question & Answer window.

**Question and Answer Window:**

The Q&A window allows you to ask questions to the host and panellists. They can either reply back to you via text in the Q&A window or answer your question live.

- Click Q&A to open the Q&A window. Type your question into the Q&A box. Click Send.
- If the host replies via the Q&A, you will see a reply in the Q&A window. The host can also answer your question live (out loud).
- Check *Send Anonymously* if you do not want your name attached to your question in the Q&A.

**Chat:**

The Chat window allows you to send messages to everyone involved in the webinar (if permitted).

- We encourage you to use Chat to talk to other participants, and the Q&A window if you want to ask questions or interact with the host.
- Although you are encouraged to introduce yourself and chat to other attendees, all chat is monitored to make sure that everyone is respectful and on their best behaviour.

**Polls:**

We like to find out how participants feel about a central issue related to our webinars each time, through a poll. Once we launch a poll, you will be prompted to answer the questions. Once the poll has ended, we will share the results with you. Fascinating!

**If you want to Leave?**

Click *Leave meeting* to leave the webinar at any time. If you leave, you can rejoin if the webinar is still in progress, as long as the host has not locked the webinar.

**Video:**

We are not currently making our webinars available as videos. We haven't yet cracked the quality issues, and we also like the idea of you coming back for more live online experiences with us! You can check in with new webinars, videos and online programs at <https://www.creativeplusbusiness.com/online-programs/>.

**Post-Webinar Actions:**

The fun doesn't end with the webinar!

- You may be prompted to complete a quick survey when you're finished to see if there are any future webinar topics you'd like us to present;
- For those based in NSW, we will also be encouraging you to sign up for the NSW Business Connect program, which means you're eligible for additional services and advice;
- Keep an eye on your inbox for your follow-up resources, including a Dropbox link, and perhaps an invitation to another webinar.

**Thanks for signing up to our webinar, and we look forward to meeting you soon!**

**[www.creativeplusbusiness.com](http://www.creativeplusbusiness.com)**

**Check out our resources aimed at helping creative businesses**