Learn Equality, Live Equal online programme

Webinar - Induction and Effective consultation: involving staff, pupils and parents in your anti-HBT bullying strategy"

You can also find more information on how to register and join here: https://support.goto.com/webinar/how-to-join-attendees

What will you need?

- A computer, laptop or tablet which can connect to the internet.
- Speakers to be able to hear us. You can use the ones that come built into your computer or tablet, but please note they are sometimes not very clear. We recommend using headphones.
- Choose somewhere quiet

Register first

If you've been invited to join a webinar, you'll first need to register for the session. You can do this ahead of time or right before joining.

- Click the Registration link on your email to open the Registration page.
- A download for the webinar software should start automatically, though you might have to click 'accept', 'trust' or 'grant' to say that it is ok to download. <u>Please note you may need admin access from your IT department.</u>
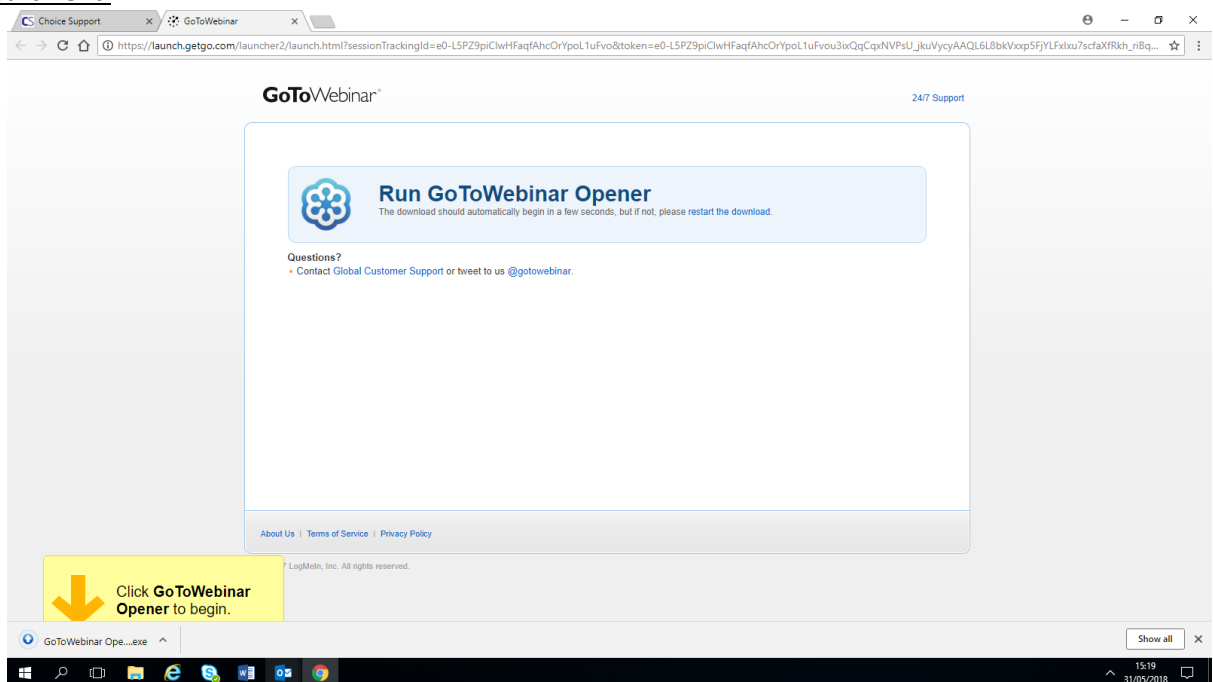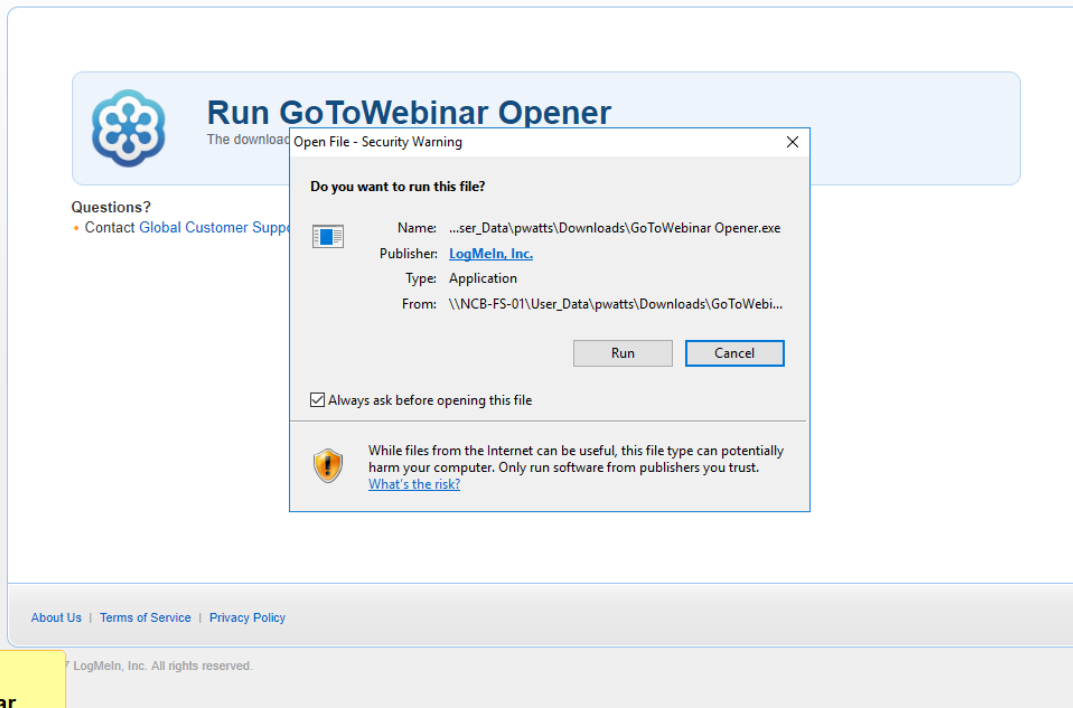
- You will be asked to enter your contact information and other required fields.
  Please ensure that the correct email address (work email, not personal) is entered registering or you will not receive confirmation of your registration and important updates about the programme.
- Click Register.

Join the webinar

Once you've registered, you will receive a Confirmation email that includes specific joining information. When the webinar is about to begin, you can use that information to get into session.

When it's time, you can join in either of the ways below. We recommend joining at least 5 minutes before the webinar start time.

- Join link: Click the Join link in your Confirmation email to be instantly launched into session.
- Webinar ID: If you don't have your Join link, go here and enter the 9-digit Webinar ID.
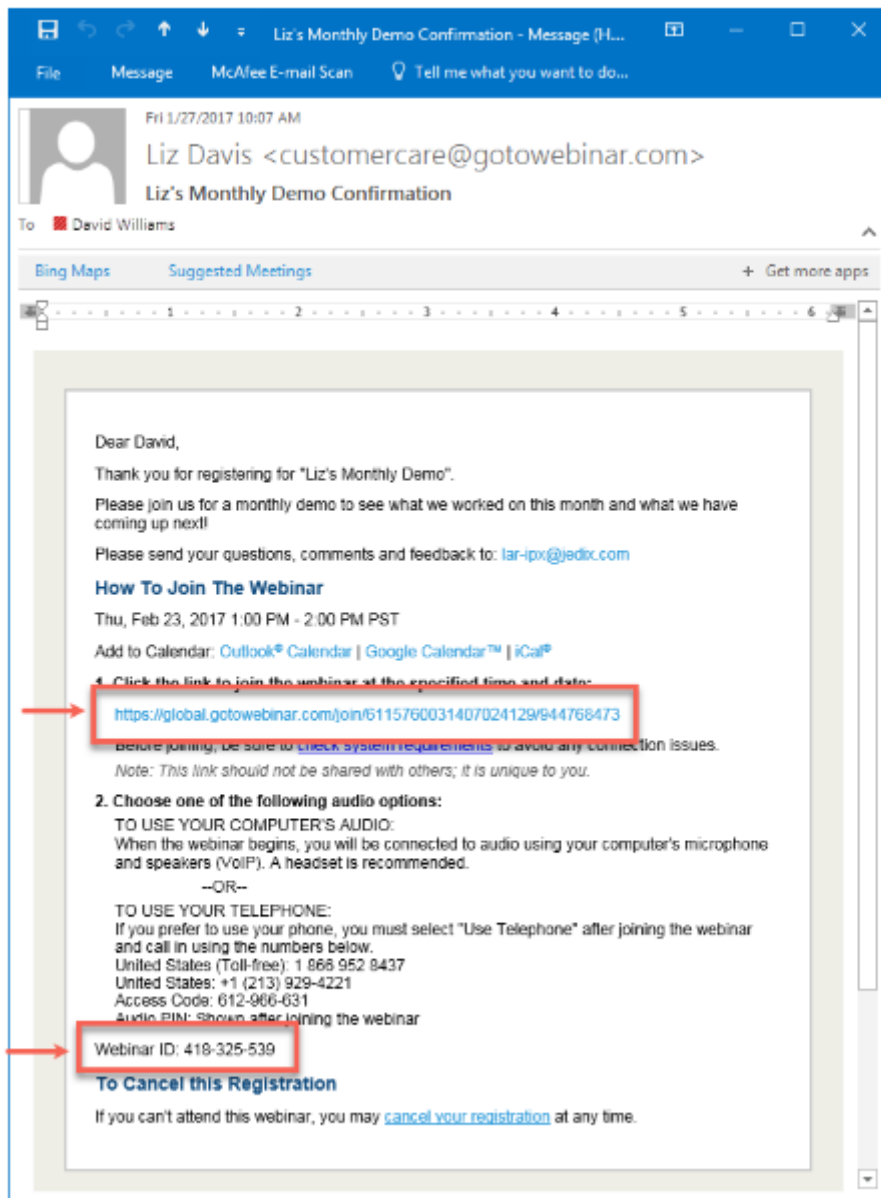
You will then be automatically launched into session**!**

Audio Set up
Once you've been launched into 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.**

Watch the webinar
> 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. Learn more.
- 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.

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

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