

Your Webinar Instructions

CONNECTING TO THE WEBINAR

You must begin by accessing our web-based meeting room.

- A. If you have never attended a Webinar before, you may be prompted to install the Adobe Connect Add-in. (you won't need to do this on a Mac)
 1. Click on **Run**. When the setup wizard opens, click on **Next**, **Install** and finally **Finish**.
 - i. You will only need to do this one time.
- B. **Ipad/Iphone/Itouch Users ONLY:** Please see specific instructions on the last page of this document.
- C. Login to www.ccedseminars.com, click on **MY ACCOUNT**, scroll down and click on the Webinar Title in your Course History for access to the Webinar Meeting Room.

Course History

** Click the name of the course to access the webinar meeting room.*

Courses

07/18/2019 7-9 PM CT Documentation and Risk Management 301: TBCE Required Documentation and Risk Management

Purchase Date: 07/17/2019

Format: Live Webinar

Start: July 18, 2019 7:00 pm

End: July 18, 2019 9:00 pm

** Central Time Zone*

Instructor: [Monte Horne, DC](#)

08/31/2017 7-9 PM CT Sports Medicine 339: Upper Extremity Nerve Entrapments I

Purchase Date: 08/30/2017

Format: Live Webinar

Start: August 31, 2017 7:00 pm

End: August 31, 2017 9:00 pm

** Central Time Zone*

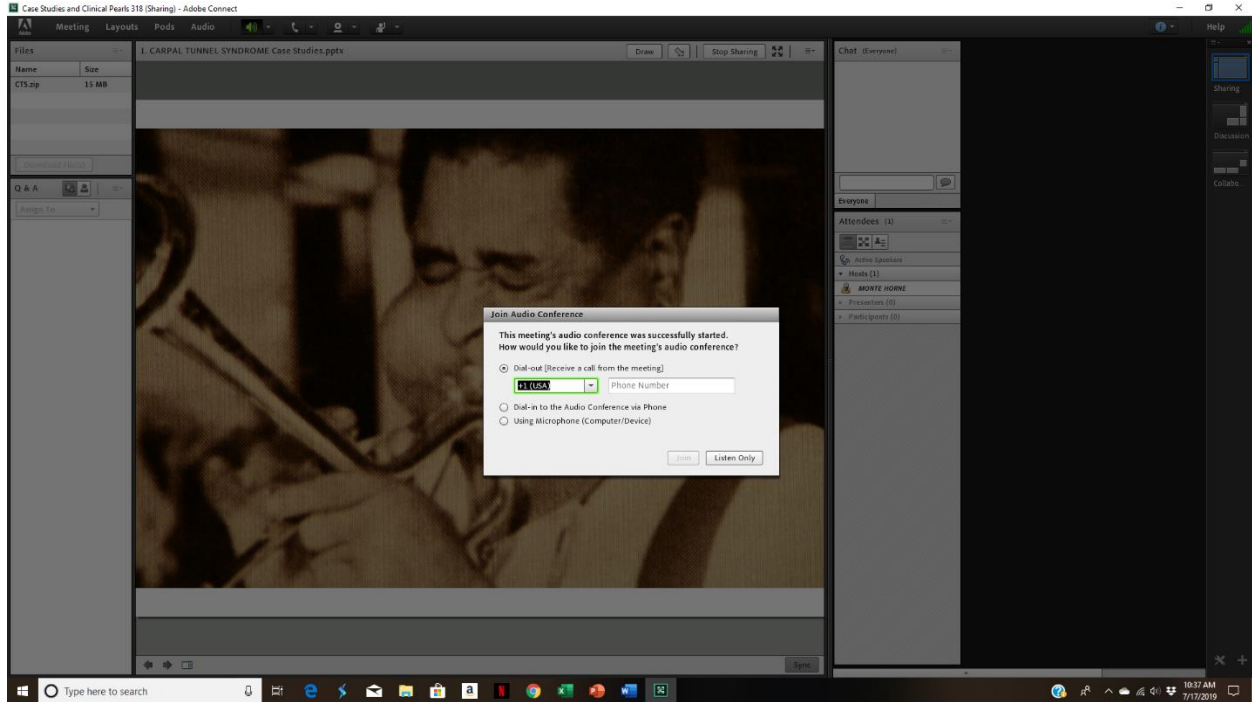
Instructor: [Donald Ozello, DC, CCN, CCSM](#)

D. After clicking on the link, a login screen comes up. **You MUST login as a guest. Please enter your first and last name in the guest box and click “enter room”.** If you run into any problems, a screen comes up with a link for troubleshooting.

E. Approximately 10 minutes before the start of the webinar a dialogue box that says “Join Audio Conference” will appear in the center of your screen.

F. There are two ways to connect to the audio portion of the Webinar: VoIP or Dial-In. The preferred method is VoIP as you cannot hear videos with dial in.

1. **To Connect by VoIP** so you can listen to the Webinar through your computer speakers, simply click on “Listen Only” in the right lower corner of the dialogue box



- a. You should automatically hear music or the moderator talking through your speakers.
 1. Be sure the volume on your computer is on and turned up
 2. There is a small speaker icon at the top of your screen. If it is not green, click on the dropdown and click on ‘un-mute my speakers’.
 - b. Once connected, you will not have verbal communication with the instructor/moderator and will need to use the Q & A pod for real time, direct communication.
 - c. **If you cannot resolve connecting with VoIP, you will need to immediately call into the Webinar at 1-800-832-0736 and when prompted enter Room Number *6732298#**
2. **To Connect by Phone**
 - a. Click on the circle next to “Dial Out (Receive a call from the meeting)”. Enter your area code and phone number in the box and click on the button for “Join”. Your phone should ring within 10 - 15 seconds. Answer and follow the prompts to join the call.
 - b. You should automatically hear music or the moderator talking.
 - c. **If you have any problem connecting to the call, you will need to immediately call into the Webinar at 1-800-832-0736 and when prompted enter Room Number *6732298#.**

AFTER CONNECTING TO THE WEBINAR

A. While waiting for the start of the Webinar you may want to download the webinar notes. There is a box labeled **Files** in the upper left corner of the meeting room that contains one or more files. Click on one of the files to highlight it, then click on the button that says “download file” You can either save the file to your computer or print it out. Repeat if there is more than one file in this area.

B. If you run into any problems, please call ccedseminars.com at 903-243-3372 **During the Webinar – Very Important to get proper credit**

1. We ask 2 interactive polling questions during each seminar hour. These will pop-up on your screen during the Webinar. Your selections are anonymous to everyone in the meeting room, but you must answer them as they are verification of your attendance. If you do not answer them for any reason, it is your responsibility to immediately contact us via the Q & A pod or you may not get credit for the seminar.
2. The second pod down on the left side is the Q & A pod - enter any questions/comments you have and we will reply.

The Webinar Ends - Do not disconnect until you read this

1. Before midnight on the day of the Webinar, you must go to www.ccedseminars.com. After you log into your account, the name of the Webinar is listed under “Course History”. If you do not see it, please refresh your page, or click on the link for "MY ACCOUNT" which is on the upper corner of that page.
2. If a post Webinar quiz is required, Click on the “TEST” button next to the name of the Webinar. When the page opens, scroll down and answer the post seminar quiz questions. Answer them all and submit your answers. If you get them all correct you will see a congratulations message. If you do not see the congratulations message, you did not get all the answers correct. Review the answers you chose and the system will tell you which are wrong so you can try again.
3. **After completing the quiz (if required), log into your account and “Print Certificate”. You may need to refresh your browser or log out/log back in to see the “print certificate” link.**

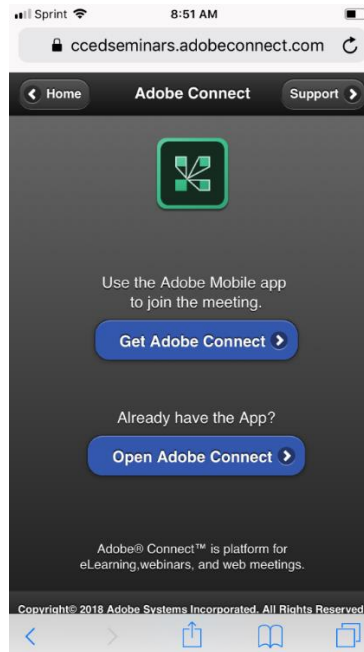
Using an Ipad/Iphone/Itouch to take a Webinar:

You will need to download a free app to participate in the Webinar using an Ipad/Iphone/Itouch

Go to app store and enter: adobe connect mobile (free) – the current version is Adobe Connect Mobile

Do not open the app. Open your web browser, and then login to your account at ccedseminars.com. Scroll down to the webinar link in your account. Click on the webinar. A pop up from adobe connect will come up asking you to download Adobe Connect or **Open Adobe Connect**. You will need to click **Open Adobe Connect**. The Adobe Connect mobile app will

automatically open on its own with the Meeting URL already entered into the black space. From there you can enter the meeting room.



Select “**Enter as Guest**”. Type in your first and last name, then click enter.

In the upper left corner, there are four icons:

1. The first one is square the main view we recommend using for the Webinar
2. The second one is a circle and provides a full screen view of the presentation pod
3. The third one is a page view – we don’t recommend using this one.
4. Question icon – this opens a chat window with moderator.

IMPORTANT – when a polling question is announced and brought up in the meeting room, a fifth icon appears (a tilted square with a check). **YOU MUST CLICK ON THIS ICON** in order to answer the required polling question.

If a video is played, you will see “tap to view” on your screen. Please tap so the video will play. After the video closes, you may need to click on the first icon on the left to return to the PowerPoint.

If you want the file share file(s) for the Webinar, you will need to provide your email address to the moderator in the chat pod