

# Instructions for GoToWebinar remote participation

NEFMC meetings

# NOTE:

In order to participate in the meeting you must register for the webinar. Those who call in without registering will not receive an access code or audio pin, meaning there will be no way for us to “unmute” you.

If you do not register for the webinar, you will not be able to comment or participate in the meeting.

# Registration

## *Register for the Webinar*

- *After clicking the link, you should see a screen like this.*
- *Fill in your name and e-mail, and click register.*

### April 14-15, 2020 NEFMC Council Meeting

This webinar meets [2 times](#).

Tue, Apr 14, 2020 8:00 AM - 7:00 PM EDT  
Wed, Apr 15, 2020 8:00 AM - 7:00 PM EDT

[Show in My Time Zone](#)

The Council Meeting will be held via webinar

\*Required field

First Name\*

Last Name\*

Email Address\*

By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services.

Register

# Registration Confirmation

*Register for the Webinar:*

- *After you click register, you should see a page saying you are registered (example below).*

You're Registered!

April 14-15, 2020 NEFMC Council Meeting

This webinar meets [2 times](#).

Tue, Apr 14, 2020 8:00 AM - 7:00 PM EDT  
Wed, Apr 15, 2020 8:00 AM - 7:00 PM EDT

[Add to Calendar](#) ▾

---

At the time above, [join the webinar](#).

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

A confirmation email with information on how to join the webinar has been sent to you.

Questions or Comments? Contact: [meetings@nefmc.org](mailto:meetings@nefmc.org)

To Cancel this Registration

You may [cancel your registration](#) at any time.

# Joining the Webinar

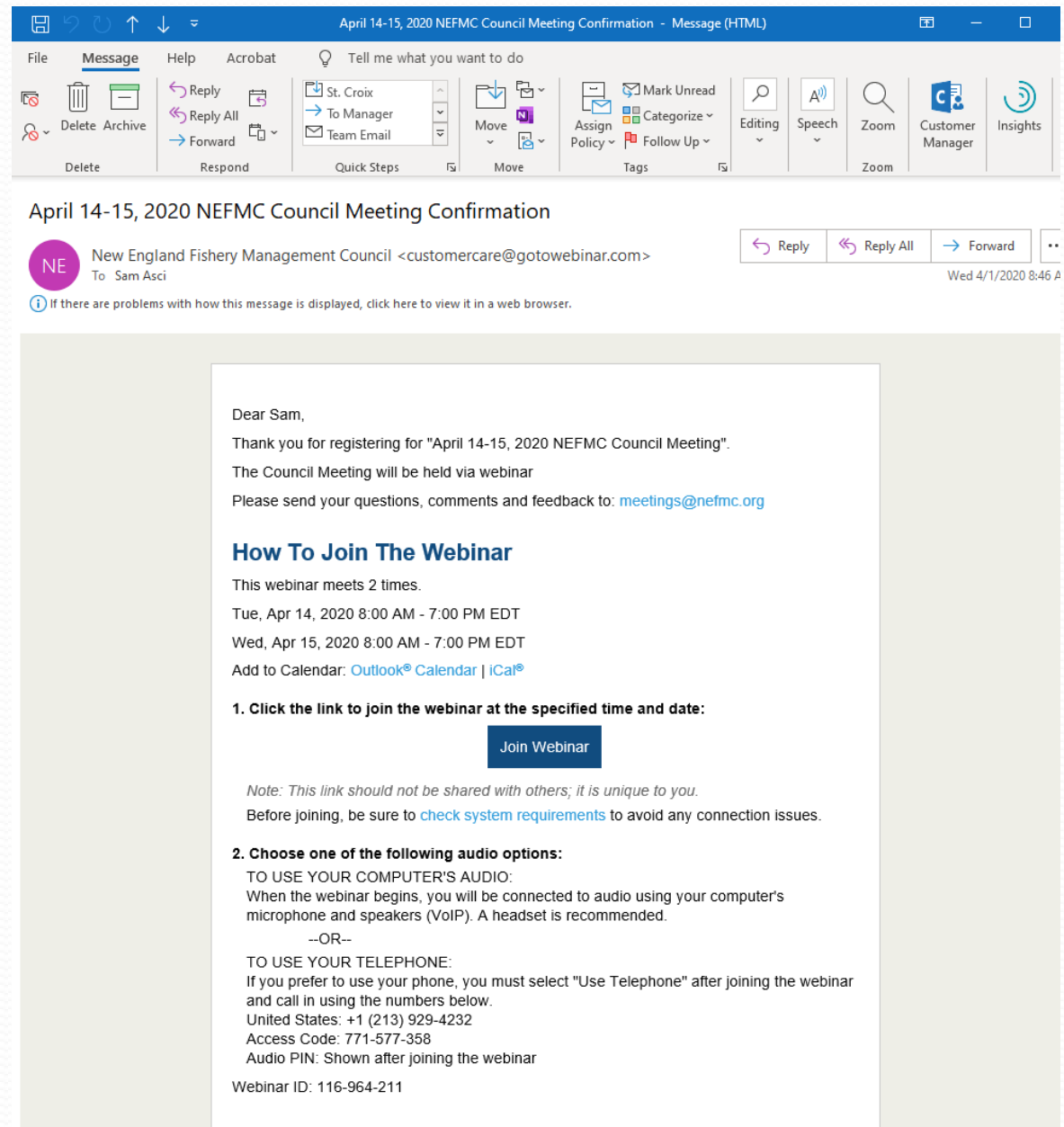
## Next, Check your e-mail

(the one you registered with)

- You should see an e-mail from “New England Fishery Management Council”.\*
- Click “Join Webinar”

\*be sure to save this email and use it to access the webinar for the duration of the meeting

**Note: your registration link is unique to you. Please do not share it with anyone else.**



The screenshot shows an Outlook email window titled "April 14-15, 2020 NEFMC Council Meeting Confirmation - Message (HTML)". The email is from "New England Fishery Management Council <customercare@gotowebinar.com>" to "Sam Ascii". The email content includes:

Dear Sam,  
Thank you for registering for "April 14-15, 2020 NEFMC Council Meeting".  
The Council Meeting will be held via webinar  
Please send your questions, comments and feedback to: [meetings@nefmc.org](mailto:meetings@nefmc.org)

**How To Join The Webinar**  
This webinar meets 2 times.  
Tue, Apr 14, 2020 8:00 AM - 7:00 PM EDT  
Wed, Apr 15, 2020 8:00 AM - 7:00 PM EDT  
Add to Calendar: [Outlook® 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 (213) 929-4232  
Access Code: 771-577-358  
Audio PIN: Shown after joining the webinar  
Webinar ID: 116-964-211

# Audio Settings

**Next, you will have to choose how you want to listen/speak in the meeting.**

**Choices:**

- 1) Computer Audio**
- 2) Phone Audio**

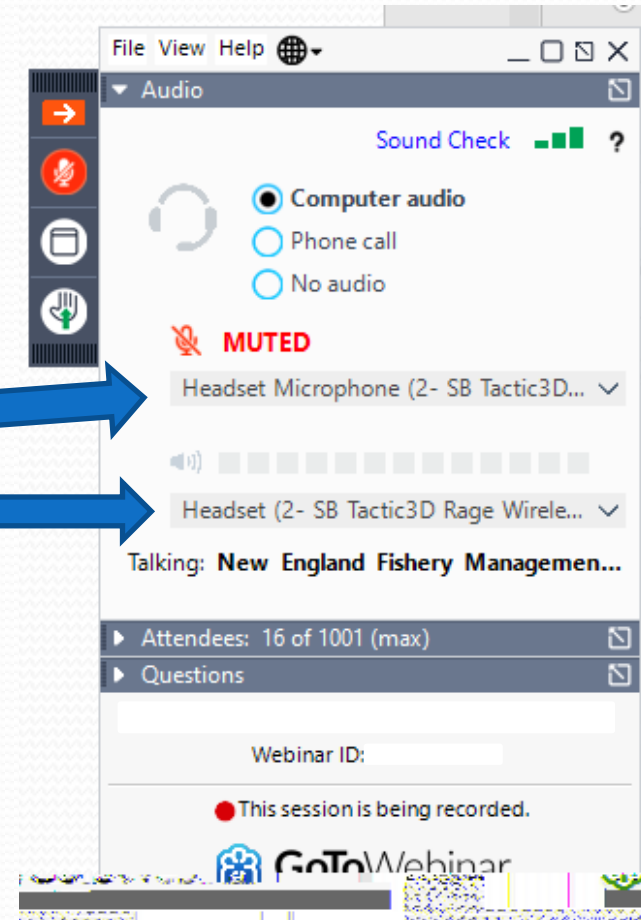
*Note: either of these options can be used, but please do not use both at the same time on different devices. It will create an echo when speaking.*

# Using Computer Audio (best option)

*(Once you have joined the webinar)*

- *Select the microphone and speaker*

*options that correspond with your computer*

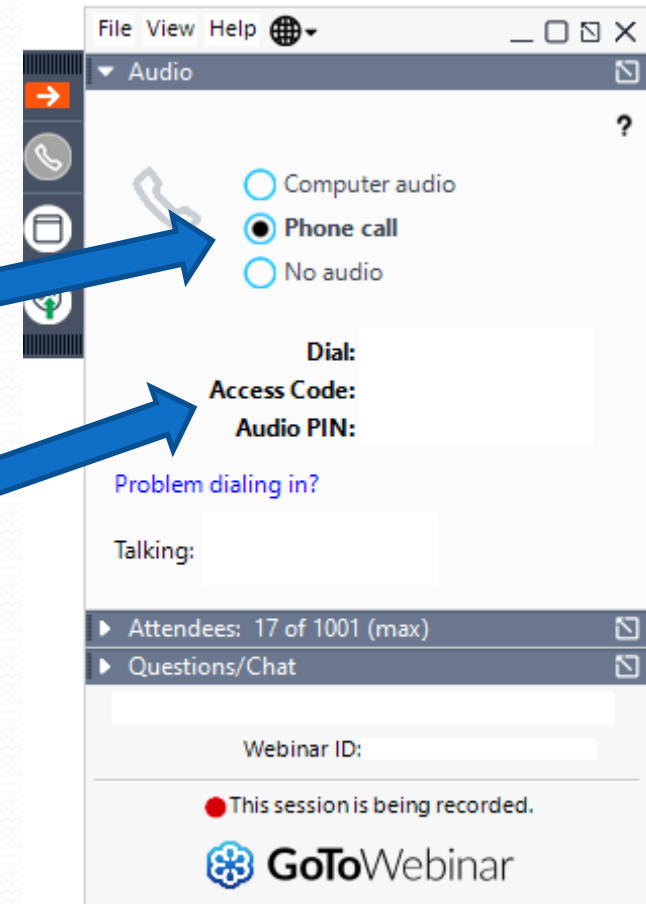


# Using Phone Audio

*(Once you have joined the webinar)*

- *In Audio Settings box, select “**Phone call**”*
- *Then, using your phone, call the number provided **here** and enter the Access Code/Audio PIN numbers when prompted*

*enter Access Code/Audio PIN on your phone*



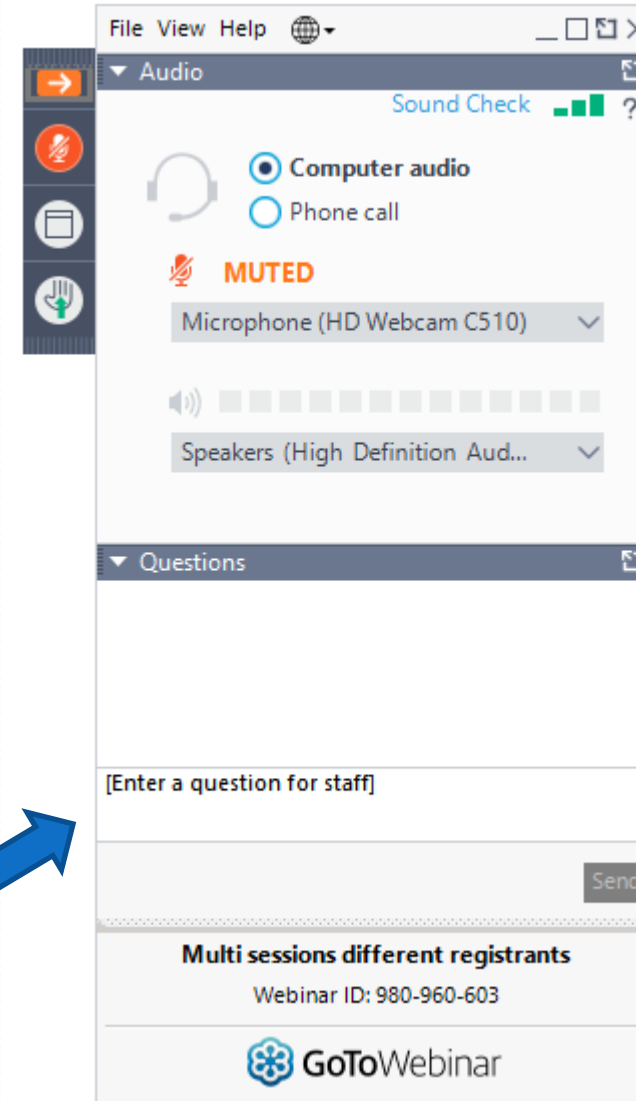
*Your Audio PIN is unique to you—do not share it with others*



# Raising your hand

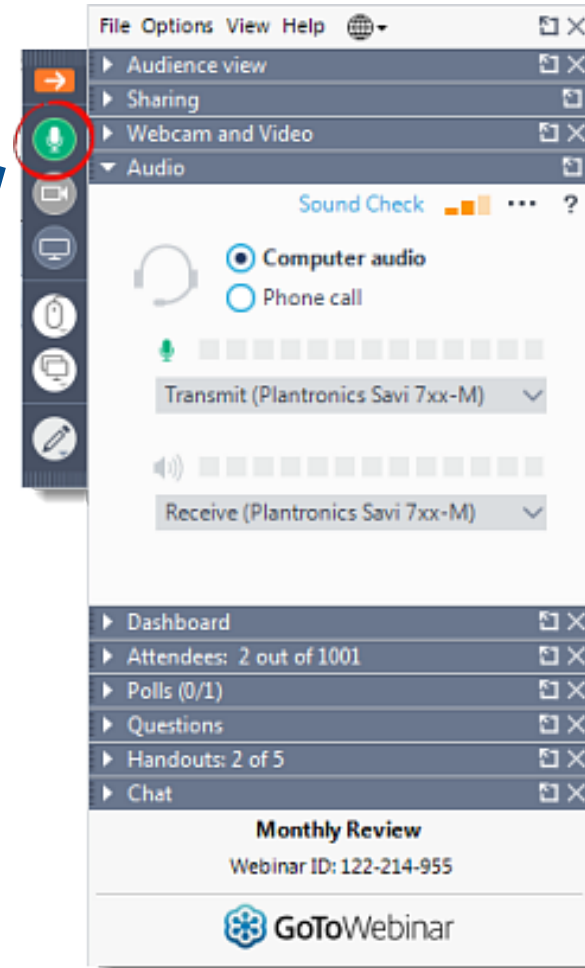
- If you would like to take part in discussion/ask question, click the **“Raise hand”** button, **here**
  - Click again when you are done speaking to lower your hand
- (**RED** means hands is raised, **GREEN** means it is down)
- You can also let us know if you'd like to speak by stating so in the **“Questions”** box, **here.**

Please reserve the Questions box for this purpose.



# Mute/Unmute

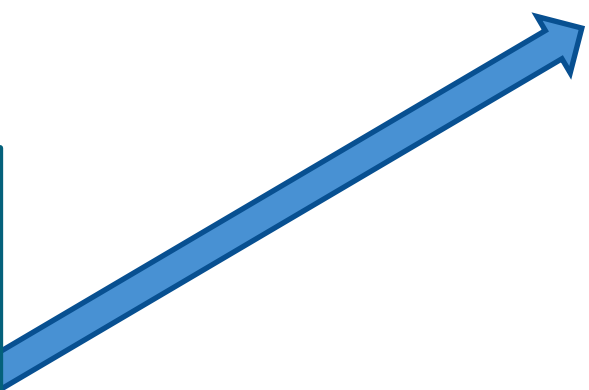
- When you are called on to speak, you must unmute yourself by clicking the “microphone” button **here**
- If you are unmuted, the microphone symbol will be **GREEN**, if you are muted it will be **RED**
- We will tell you when you are clear to speak.
- Please mute yourself when you are done speaking



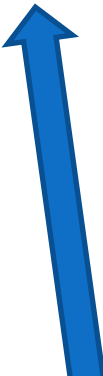
# GTW on iPhone/iPad

- The “raise hand” and mute/unmute functions work the same if you are using the GoToWebinar app on an iPhone or iPad.

“Raise hand” will be **GRAY** when hand is down, shaded **BLUE** when hand is raised

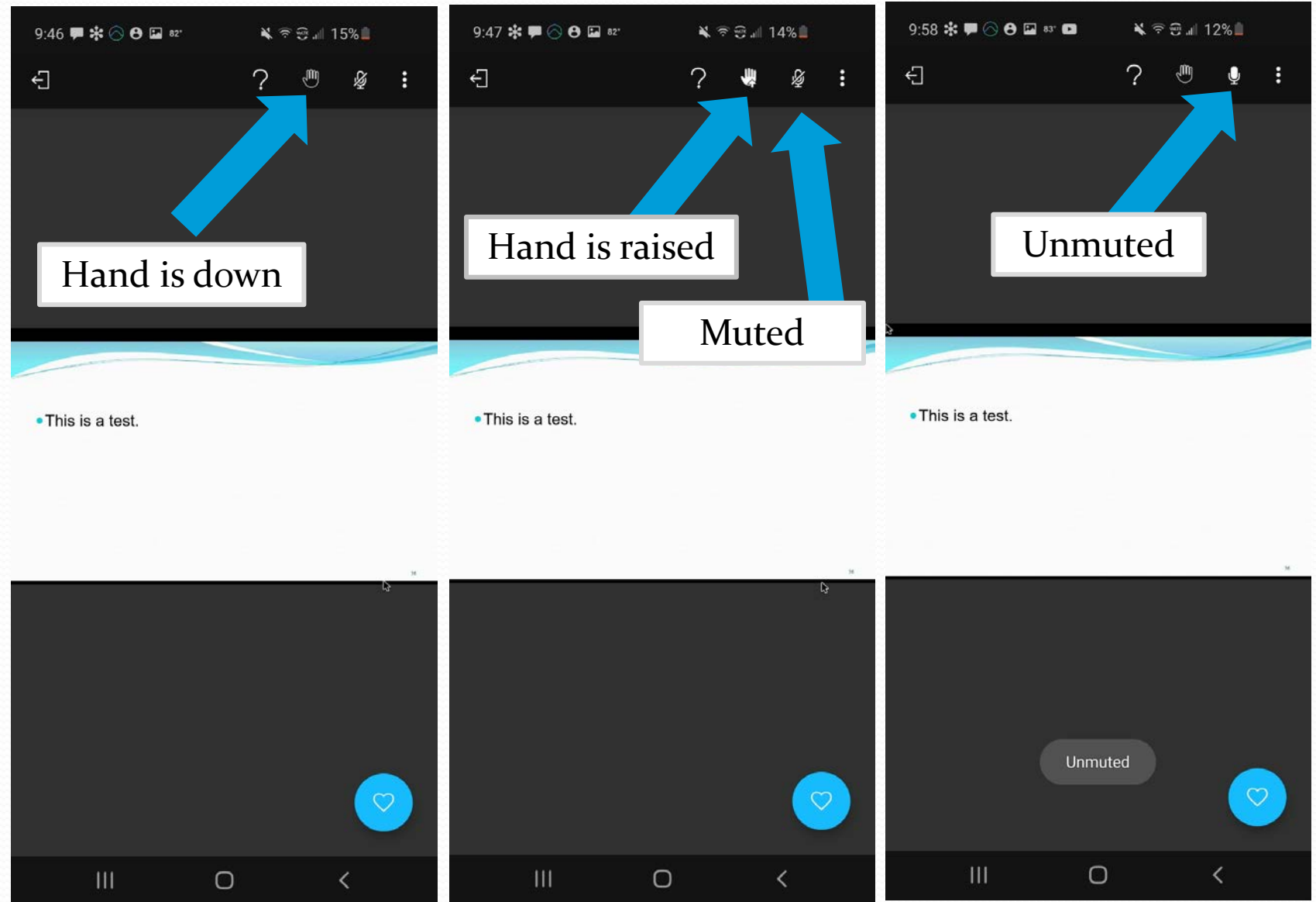


Microphone will be **GRAY** when muted, shaded **BLUE** when unmuted



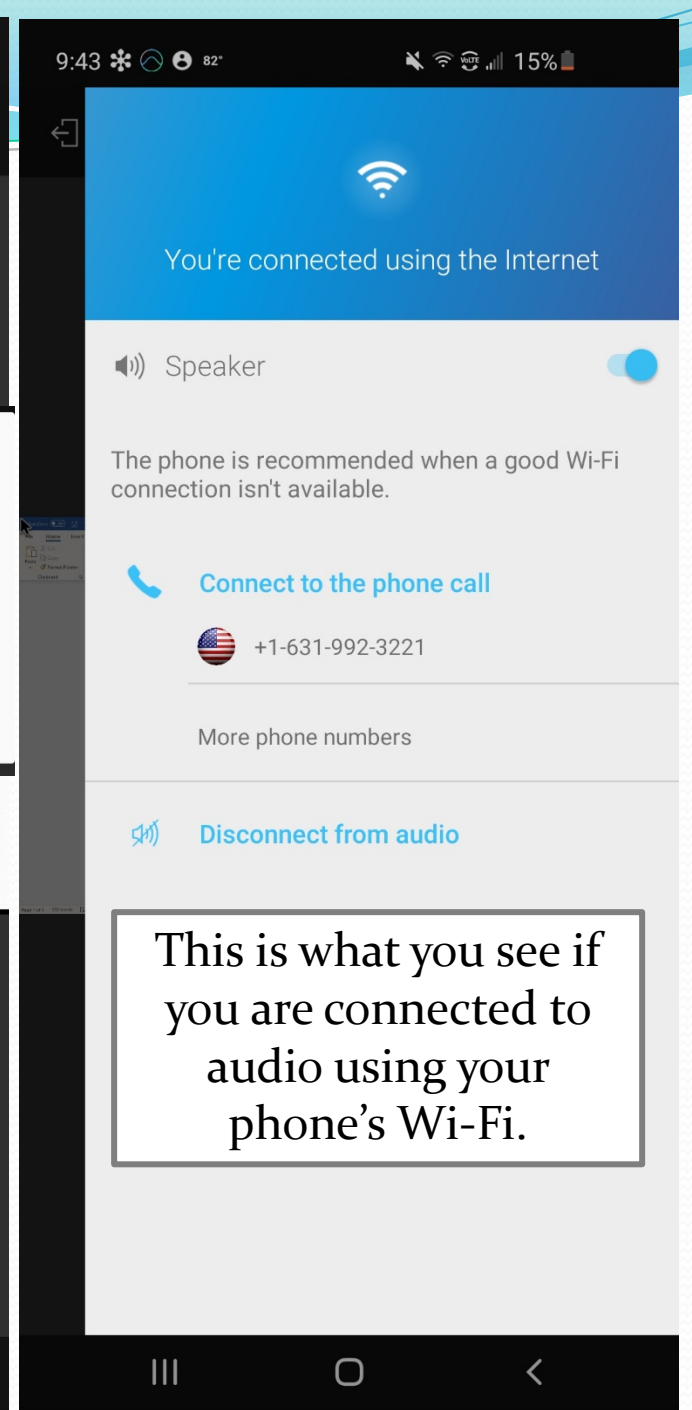
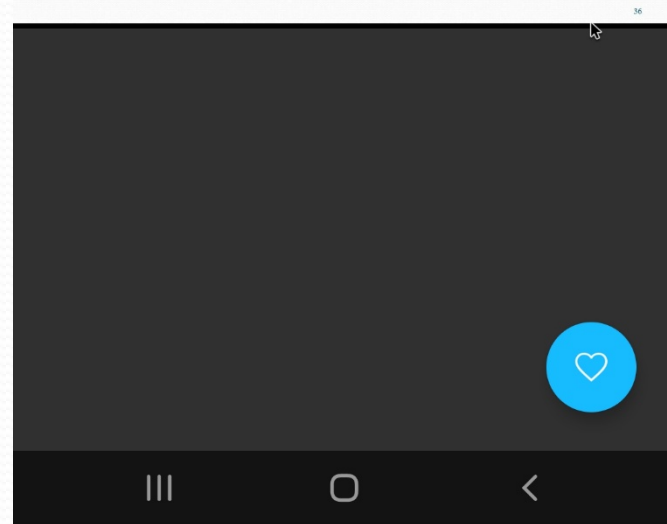
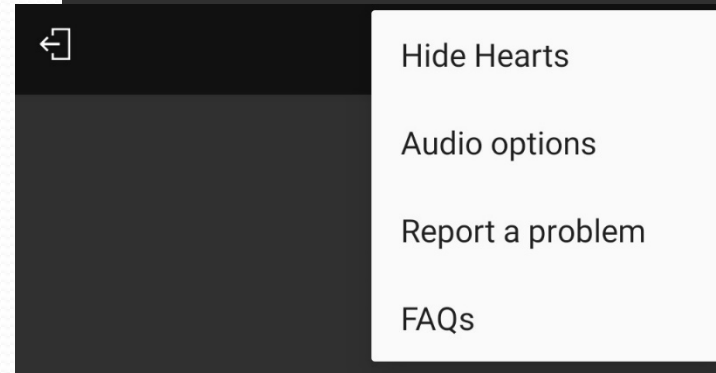
# GTW on Android phone

- “Raise hand” icon will be BLACK when hand is down, shaded WHITE with an up arrow when hand is raised.
- Microphone will be BLACK with a slash mark when muted, shaded WHITE with no slash mark when unmuted.



# GTW on Android phone

- Audio settings – click the icon in the upper right, then select ‘Audio options’
- Choose to connect to audio using either the Internet or through a phone call



# GTW on Android phone

- Audio settings – click the icon in the upper right, then select ‘Audio options’
- Choose to connect to audio using either the Internet or through a phone call

