

## WEBINAR LOGIN INSTRUCTIONS

A webinar is in "real time." You will see a presentation and hear the Moderator over the telephone at the same time they are being presented. You can also talk to your Moderator.

## THERE ARE 2 STEPS TO JOINING A WEBINAR:

- To *hear* the webinar, use your land line telephone or cell phone and call 1-866-439-4480. (Participant PIN <u>47909052</u>.)
- 2. To *see* the webinar, login on your desktop or laptop computer a couple of minutes before the webinar is scheduled to start. Go to <u>www.anywhereconference.com</u> on the Internet.
- 3. You will see the screen below. Click on:

**I'm a participant** Join the meeting



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- 4. a. Type your first and last name.
  - b. Type the Web Login: <u>122412039</u>
  - c. Type the Participant PIN Code: <u>47909052</u>



If you have arrived early, you will see the screen below. Please wait and you will automatically join the webinar when it begins.



5. Once logged into the web conference, a pop-up will invite you to select one of the following options to join the audio conference. Select "I am already dialed in." Enter the synchronization code displayed.

C Anywhere Conferencing - Windows Internet Explorer provided by Girl Scouts in the Heart of PA	
https://www.anywhereconference.com/?P=AnIkYSoxKEEXSxNEVE4vcihhITFOQUNLU0QDTnVyeGFxMXdBSktWRDFOEXICYQoxTkFBS1ZEAk55cn1hcjF4QUVLYUR/TiByJmEhMU5BJEsORF10NHIIYTA	
COLLABORATION SERVICES Online meet	ing Edit title
<ul> <li>L Instant Invitation</li> <li>Call a new participant</li> <li>Invite by email</li> <li>Moderator Tools</li> <li>Join audio conference</li> <li>Join audio conference</li> <li>Join audio conference</li> <li>Attendees</li> <li>CONSOLE</li> <li>Volunteer Recognition (You) Moderator 8487# ?</li> </ul>	Join audio conference     Verify   Please call me      Select your country   If your country is not listed, please use the 'l will dial in myself option.   Us   Please enter the phone number at which you can be reached   If me   No, thanks   Verifield in myself   I will dial in myself

6. When the meeting is over, click on the  $\bigotimes$  to exit.

## If you have questions, contact:

Shelly Sprenkle Monday through Friday, 8:30 a.m. – 5:00 p.m. <u>ssprenkle@gshpa.org</u> or 1-800-439-4480