

## PERSONAL PLANNING MONTH WEBINARS BY NIDUS

We use the GoToWebinar program by Citrix and LogMeIn. Older operating systems, such as XP do not work. You may also have to do some troubleshooting for the Safari Internet Browser.

This link explains how to attend webinars on different devices. Please note we are using GoToWebinar, not GoToMeeting (although they are very similar and run by the same company). [https://support.citrixonline.com/webinar/all\\_files/G2W010003](https://support.citrixonline.com/webinar/all_files/G2W010003)

Here is a link to read about how the system works and about downloading the Launch program to join the webinar.

<https://support.logmeininc.com/gotowebinar/how-to-join-attendees>

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The following screenshots give an example of how to sign-up to attend a Nidus webinar.

**STEP ONE** – click on link to register. Please register at least one hour before the start of the webinar.

### Tuesday, Oct 3 | 7:00–8:30pm

- Armstrong Branch, Okanagan Regional Library, To register 250-546-8311 or at [www.orl.bc.ca/hours-locations/armstrong](http://www.orl.bc.ca/hours-locations/armstrong)
- Kamloops Branch, 100 – 465 Victoria St., Thompson-Nicola Regional District Library, No registration required.
- Savona Branch, Thompson-Nicola Regional District Library, No registration required.
- Summerland Branch, Okanagan Regional Library, No registration required.
- I'm going to watch on my own device - [click to sign-up](#)

This is provided for information. Please check your system and the program requirements. If necessary, ask someone familiar with computers for help. Nidus is a small non-profit charity and is not trained to provide technical support for GoToWebinar.

**STEP TWO** – fill out registration form. You will receive an auto-email to confirm. If you use a gmail address, you might need to check various folders for the confirmation email. You will usually receive auto-reminders. Afterwards, there is a follow-up email with a link to a survey and links to resources mentioned in the webinar.

The screenshot shows a registration form for a webinar titled "Essentials of a Basic Plan for your Future". The form includes a date and time (Tue, Oct 3, 2017 7:00 PM - 8:30 PM PDT) and a link to "Show in My Time Zone". Below this, there is a question: "What are the key legal documents in BC to plan for incapacity, end-of-life and after death?". The form also contains a description of the presentation and a note about legal forms. The registration fields are as follows:

|                 |               |   |
|-----------------|---------------|---|
| *Required field |               |   |
| First Name*     | Test          | Last Name*                              |
| Email Address*  | info@nidus.ca | City                                    |
| State/Province  | Choose One... | Organization                            |
| Industry        | Education     | Nidus Personal Planning Resource Centre |

**STEP THREE** – your auto-email will include details of the date and time and link to click to join the webinar. We recommend you click 10 to 15 minutes before start time, to check everything is working. If you scroll down the page, you will see a link to cancel if you are unable to attend.

The screenshot shows an auto-email with the following content:

Tue, Oct 3, 2017 7:00 PM - 8:30 PM PDT

Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#)

**1. Click the link to join the webinar at the specified time and date:**

<https://global.gotowebinar.com/join/3193284517615593730/174519658>

*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.

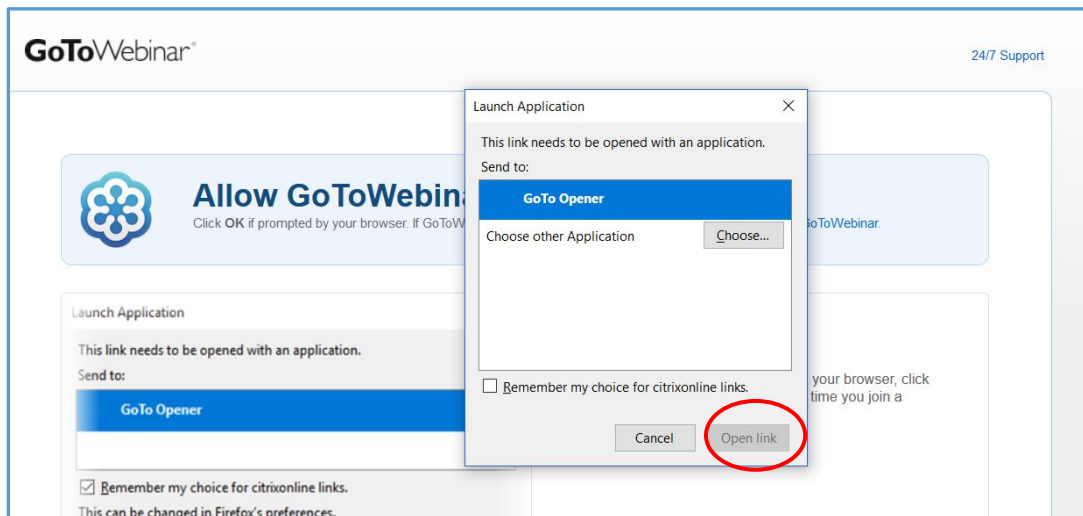
**2. Choose one of the following audio options:**

**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.

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**STEP FOUR** – click on link in email to join. You will be asked to download or launch a small secure program. In the example, here you would choose ‘**Open Link.**’ The options may look grayed out at first but usually changes to a button you can select.

If your computer/laptop is part of a larger system at work, **you might need to check with the IT department** to be sure you have permission to download the program. Nidus has to launch the program for each webinar – it does not stay on our computer for the next time.



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