



This is a guide on how to use GoToWebinar

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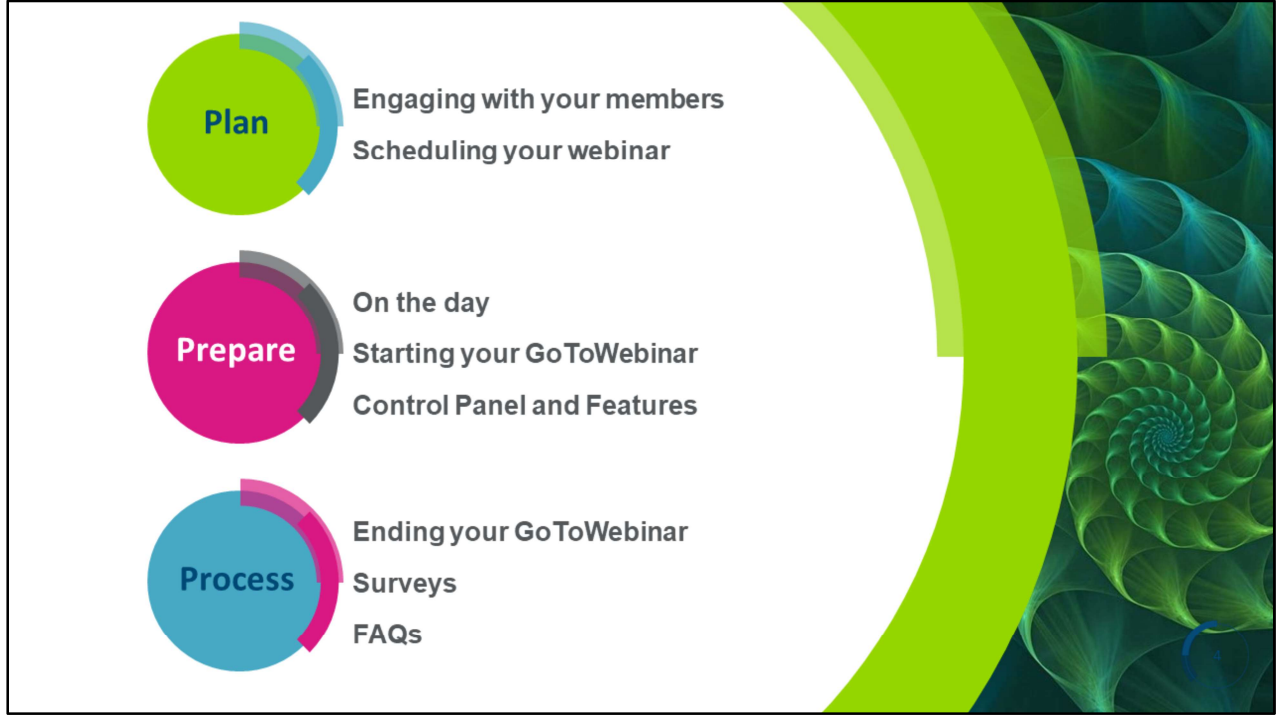


The Networks Team will be happy to answer any questions you may have.

What is GoToWebinar?



A webinar is an online seminar where the audience attend from anywhere in the world, all that's needed is an internet connection. Webinars allow you to present to a large audience from anywhere to an audience located anywhere. As an RSC member network you can use our GoToWebinar and GoToMeeting account. There is no cost associated with this service.



This guide will cover what to do before, during and after your webinar.



Title slide

Engaging with your members

Know your audience

For a demographics report of your members, contact networks@rsc.org

Tailor the content to your audience

Maximum of 501 attendees per webinar

For tips on giving engaging webinars

visit blog.gotomeeting.com/gotowebinar/



When planning a webinar it is important to know your audience to ensure it is relevant and is pitched at the right level. The Networks Team can provide you with a demographic report of your members to allow you to better plan your events. If you would like to receive a report, email networks@rsc.org and a member of the team will be happy to help.

The GoToWebinar blog has lots of great tips and tricks on giving engaging webinars. A link to the blog can be found in the slide.

GoToWebinar Roles



Organiser	Panellist	Attendees
<ul style="list-style-type: none">• Present• Turn on webcam• Speak• Start, record & end webinar• Answer questions	<ul style="list-style-type: none">• Present• Turn on webcam• Speak• Answer assigned questions	<ul style="list-style-type: none">• Listen only• Muted (can be unmuted)• Take polls• Can be promoted

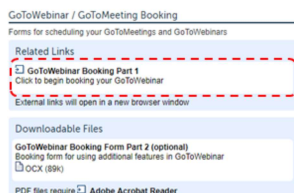
Presenter

The organiser is always the default presenter, the role can be changed in-session

Booking your GoToWebinar

Step 1: Visit www.rsc.org/FormsDocuments

Step 2: Follow the 'GoToWebinar Booking Part 1' link and complete the booking form.



Step 3: The Networks team will schedule your webinar for you and send you the registration link.

Step 3: Begin promoting your webinar.

Your logo here  ROYAL SOCIETY OF CHEMISTRY

Webinar name

<Date>, <Time> will appear here
[Show in My Time Zone](#)

Your description will appear here **Your logo here**  ROYAL SOCIETY OF CHEMISTRY

*Required field

First Name* Last Name*

Email Address* 128

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.

We will personalise your registration page based on the information provided in your booking form

Promoting your webinar



Optional
Create an event for your
webinar on the Events
database



Share the registration link in
your next E-alert



Spread the word on
social media

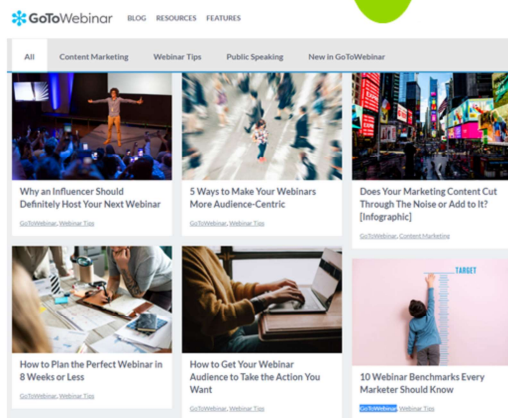
Promote your webinar early to ensure attendees have plenty of time to register. Why not submit your webinar to the Events database? This will automatically promote your webinar in Update and allow attendees to register via the RSC website. You can also include the registration link in your next E-alert. Using social media to promote your webinar is a great way to capture different audiences. For tips on how to use social media look out for our social media training webinars.

Preparing your presentation slides

- ✓ Attractive
- ✓ Clear
- ✓ Engaging

The GoToWebinar Blog has some great tips on presentation design

blog.gotomeeting.com/gotowebinar/



Making your webinar slides attractive, clear and engaging is key to keeping your audience engaged. The GoToWebinar blog has some great tips on presentation design.

Present

What you should do on the
day of your webinar

On the day



Start the webinar early



Close any unnecessary
apps and programs

Avoid pop-up notification



Send a welcome
message through the
chat panel



alert your audience that the
webinar will begin shortly

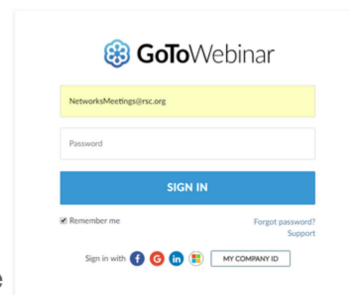
On the day of your webinar, start early and make sure you have a reliable internet connection. Close any unnecessary apps and programmes to prevent notifications appearing on screen during your webinar. Before you begin the live broadcast, send a welcome message to the audience through the chat panel.

Starting Your Webinar

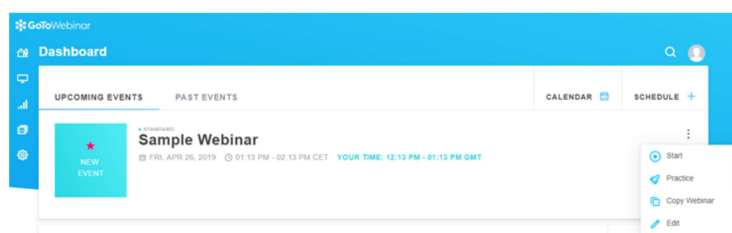
Step 1: Visit: dashboard.gotowebinar.com and log in

Login details will be provided by NetworksMeetings@RSC.org

Step 2: Locate your webinar, click  and then  Practice



The login form for GoToWebinar. It features the GoToWebinar logo at the top. Below the logo is a text input field containing the email address "NetworksMeetings@nc.org". Underneath is a password input field. A prominent blue "SIGN IN" button is centered below the password field. To the left of the button is a checked "Remember me" checkbox. To the right is a link for "Forgot password? Support". At the bottom, there are social media login options for Facebook, Google, LinkedIn, and Twitter, along with a "MY COMPANY ID" input field.



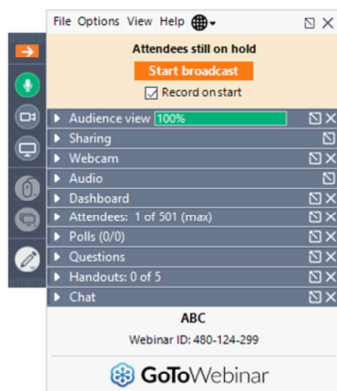
To begin your webinar follow the instructions on the slide.

Practice allows organisers and panelists to join in a 'green room' pre-call

Start opens the session to attendees, allowing them to 'enter the virtual room'

No one can hear audio or see webcams until you start the broadcast

The GoToWebinar Control Panel

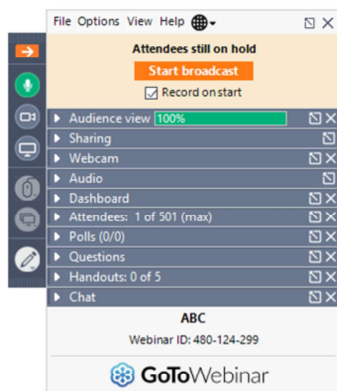



The GoToWebinar control panel contains lots of great features for monitoring your webinar and engaging with your audience.

A helpful guide on 'Using the Control Panel (Windows and Mac)' can be found on the LogMeIn support pages:


<https://support.logmeininc.com/gotowebinar/help/using-the-control-panel-windows-and-mac-q2w040001>

The GoToWebinar Control Panel



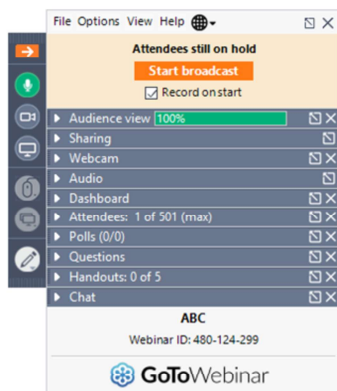
 **Control panel toggle**
This allows you to hide or view the control panel.

 **Mute/unmute**
This allows you to mute/unmute audio.

 **Webcam on/off**
This will allow you to turn your webcam on/off.

 **Screen sharing on/off**
This allows you to share your screen with attendees. If you are using presentation slides for your webinar then this needs to be activated.

The GoToWebinar Control Panel



Attendee keyboard and mouse control on/off

(Available only for Presenter where there are qualified attendees)

This will allow you to give attendees control of the keyboard and mouse. This can only be selected when there are qualified attendees in the session.



Make another attendee the Presenter

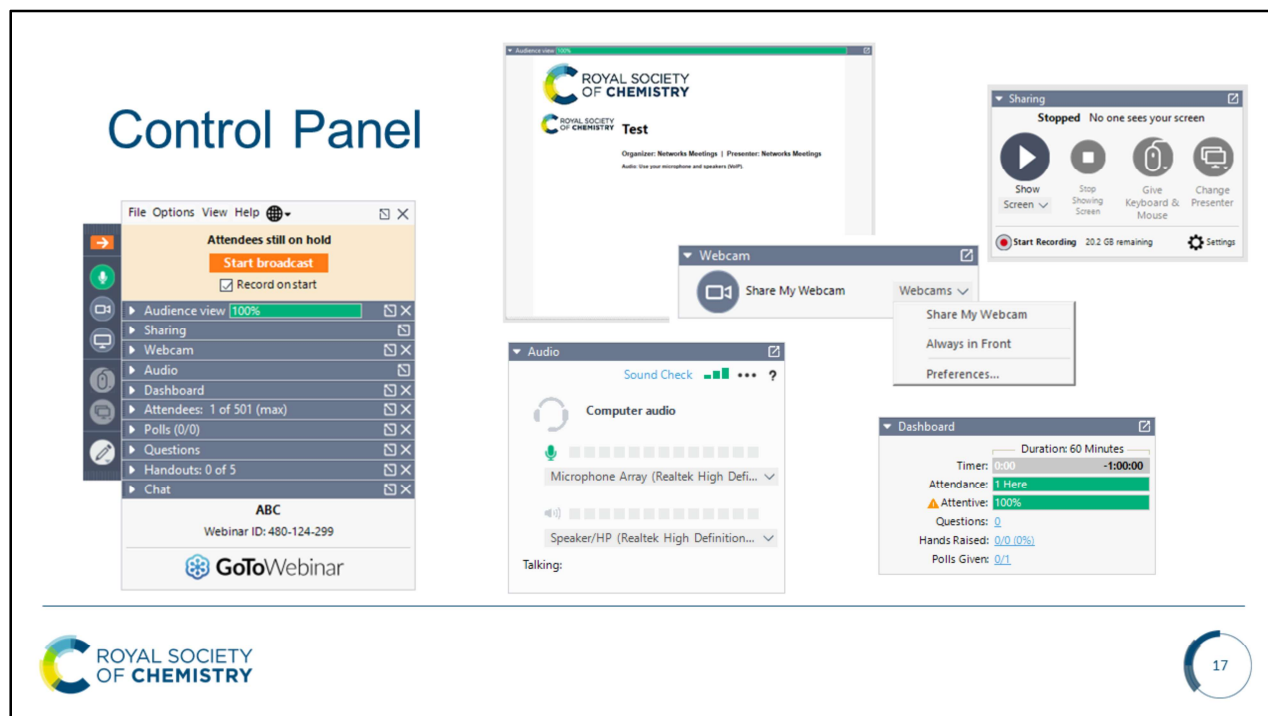
(Available only when there are qualified attendees)

This will allow you to make one of the attendees a presenter. This can only be selected when there are qualified attendees in the session.



Drawing Tools menu

This will bring up a menu allowing you to change to select the following drawing tools which can be used to highlight key points whilst presenting.



Audience view

Allows you to see what the audience can see and keep track of how engaged the audience is. Members who click away from the webinar, even if they leave it running in the background, will be shown as not engaged. This data is anonymised and can only be seen as the total percentage.

Sharing

Allow the presenters to give control of certain features to attendees. Please note, all webinars will record both visual and audio.

Webcam

Allows presenters to turn on/off their webcam. This will be shared with attendees.

Audio

Within this panel you can test your computers microphone and speakers. You can also see the screen name of the person talking.

Dashboard

This tab allows you to see an overview of the webinar, including audience attentiveness, time elapsed, questions asked and polls given.

Control Panel

The screenshot displays the GoToWebinar Control Panel interface. On the left is a sidebar menu with options: Attendees still on hold (with a 'Start broadcast' button and 'Record on start' checkbox), Audience view (100%), Sharing, Webcam, Audio, Dashboard, Attendees (1 of 501 (max)), Polls (0/0), Questions, Handouts (0 of 5), and Chat. The main area shows several floating windows: 'Polls (0/1)' with a 'Select a Poll...' dropdown and 'Launch'/'Manage Polls' buttons; 'Questions' showing a question 'Will there be another poll?' by 'Sue M...' with 'Yes' and 'No' answers; 'Invite Others' with a search bar and 'Email'/'Copy Invitation' buttons; 'Attendees (0)' showing a list of attendees; 'Handouts (1 of 5)' showing a file 'Royal Society of Chemistry.docx' with a 'Choose a file' button; and 'Chat' with a message input field and a 'Send Chat To:' dropdown menu.

Top Tip!
Answer questions live on the webinar, this is a great way to engage with the audience

Attendees

Here you will see a list of all attendees who are viewing the webinar. From this tab you are also able to invite attendees by clicking the invite link. There will be the option to **email** the information or **copy to clipboard**.

Polls

Polls are a great way to engage with the audience. We will cover this in more detail in the next slide.

Questions

In this tab, questions can be directed to all attendees, or privately to individual attendees. This information will be included in the summary report.

Handouts

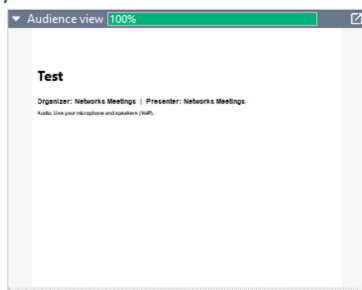
Handouts can be sent to attendees by dragging and dropping into the section shown, or by clicking on **Choose a file**.

Chat

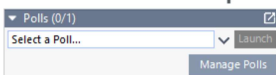
The chat tab allows you to type text to the audience and vice versa.

Polls

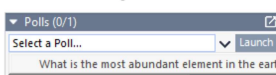
Top Tip! Have Audience View open when running a poll, this allows you to see what the audience sees.



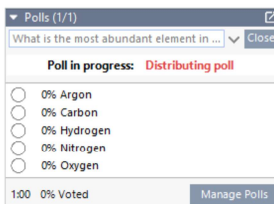
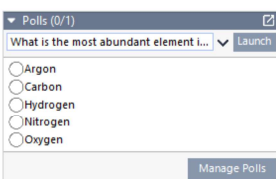
1. Click to choose poll



2. Select poll

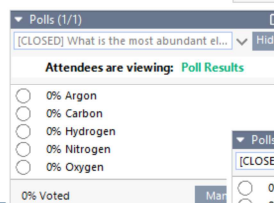


3. Click Launch to activate the poll

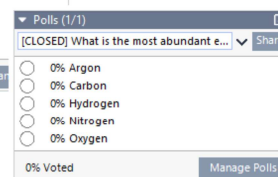


4. Click Close to end the poll

5. Share allows you to share the results with the audience



6. Hide resumes screen sharing



Polls

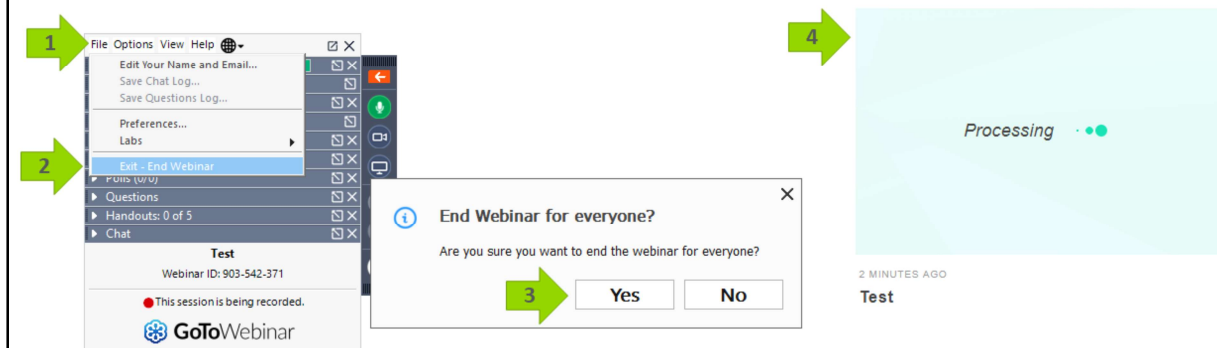
Polls are a great way to engage with the audience. Follow the instructions on the slide to launch a poll.

Process

Evaluating your webinar



Ending your webinar



To end your webinar:

1. Click File
2. Click Exit – End Webinar
3. A pop-up box will appear asking if you would like to end your webinar, click 'Yes'
4. You will be launched into the video library where an mp4 file of video will begin to process. This may take up to 15 minutes and will be safely stored on the cloud.
5. Once the file has finished processing you can close the browser.
6. We will share the recording with your committee.

Surveys

Maximum of 25 Questions

- Multiple choice with multiple answers
- Multiple choice with one answer
- Rate on a scale (1-5)
- Short answer

Chose when it will be sent and who to

- After the webinar
- In the attendee follow-up email
- In the absentee follow-up email



Surveys

Surveys are a great way to capture feedback on your webinar. There are 4 different answer styles for you to choose from, and the survey can be sent after the webinar, in the attendee follow-up email and/or in the absentee follow-up email.

Repeating the webinar



Happy with how the webinar went? Why not set it to run again as a pre-recorded webinar

Attendees can still submit Q's which will be emailed to NetworksMeetings@RSC.org, we will then pass them on to you for response

FAQs

How much does it cost to use this service?

Nothing. GoToMeeting and GoToWebinar is free for your committee to use.

Can I use GoToWebinar to live stream my conference?

Not easily. This would require your committee to hire suitable AV equipment to ensure a good quality feed for online attendees. You will also need to make sure you have photography permissions for any person who appears on film, and that any sensitive information is not recorded, eg. Unpublished data.

Do I need to book a venue to host my webinar?

You can host your webinar from the comfort of your home or office. All panel members can join the webinar remotely and still have access to the relevant features for their role.

Social media training

We've organised a series of webinars to provide social media training for our member network volunteers.

You can find information in the [Networks Newsletter](#) or on the [Events Database](#), or you can register by clicking on one of these links:

17 September, 11:00-12:00

- [Social media for beginners](#)

24 October, 11:00-12:00

- [Social media training for member networks: finding and planning content](#)

19 November, 11:00-12:00

- [Social media training for member networks: scheduling your content](#)

1: Social media for beginners

<http://www.rsc.org/events/detail/40965/social-media-for-beginners>

Join us for our first webinar for an introduction to social media, including:

What is social media?

How do I use social media?

Why and when should I use social media?

Which mechanism do I choose?

2: Social media training for member networks: finding and planning content

<http://www.rsc.org/events/detail/40969/social-media-training-for-member-networks-finding-and-planning-content>

This time we'll focus on finding and developing content, including:

How to find your voice

How to show your personality

Staying present and engaging with your audience

3: Social media training for member networks: scheduling your content

<http://www.rsc.org/events/detail/40970/social-media-training-for-member-networks-scheduling-your-content>

This is all about how you can plan and schedule your social media activity in

advance. We know that our volunteers are busy people, so we want to show you some tools you can use to save time and promote your activities more effectively.

What training
would you like?



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26

Thank you
NetworksMeetings@rsc.org