WEBINAR PARTICIPANT INSTRUCTIONS

In order to help make sure things go as smoothly as possible, here are a few helpful instructions:

1. Register with the link provided to you.
2. After you register, you will receive an automated confirmation email from the LCS GoToWebinar platform.
3. You will receive another confirmation email 24-hours in advance of the webinar and again 1 hour before the webinar.
4. Approximately 10 minutes before the scheduled time of the webinar, click the link that was provided to you in your confirmation emails.
5. Once you click the link, you may be asked to launch an application. If so, please click accept to proceed.
6. After you are in the session, you will have two options for listening to the webinar:
    a. **Option 1:** Use your computer speaker for the audio. In this case you'll need to be sure the speakers are on.
    b. **Option 2:** Call in using your phone. The instructions for calling in are provided to you as an option when you join the session. *NOTE: This is only for the audio portion of the webinar. Even if you use your phone for audio, you'll still use your computer for the video.*
7. **Alternative option for listening: If you are unable to find the telephone number in the email or in the webinar, please use the number below.**
    a. **EverSafe° 360**
        i. **Dial:** 1-562-247-8422
        ii. **Access Code:** 419-132-964
8. Your audio will automatically be muted when you enter the session. This means that no one else can hear you through your phone or computer speaker. Please do not unmute yourself. This can cause background noises and echoing that can be a disruption for other participants.