



Accessing the TWIA Board of Directors Meeting

This document shows you how to register for and access the TWIA Board of Directors (BOD) Meeting hosted on GoToWebinar, a virtual meeting platform. You may click [here](#) to view the meeting agenda and access the registration and broadcast information for the meeting on www.TWIA.org.

1. Click [here](#) to register for the BOD Meeting. A web page will appear with a registration screen. Complete the required fields (First Name, Last Name, and Email Address) and any optional fields, if desired. Make sure the email address entered is correct. Then, click on the **Register** button.

The screenshot shows a registration form titled "TWIA Board of Directors Meeting". At the top, it displays the date and time: "Tue, May 12, 2020 9:00 AM - 3:00 PM CDT" with a link to "Show in My Time Zone". The form includes several input fields: "First Name*", "Last Name*", "Email Address*", and "Organization" (with a character count of 128). There is also a "Job Title" field. A disclaimer states: "Unless making a secure payment with your credit or debit card via a third-party payment processor, this form is not designed to collect confidential or sensitive personal information (e.g., financial information, social security numbers)." Below this is a checkbox for "I would like to receive updates from TWIA on Association events, outreach, and other information of interest*" with a dropdown menu set to "Choose One...". At the bottom, a note says "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." and a blue "Register" button.

2. After you click the **Register** button, a confirmation page will appear. On this page, you can add the BOD Meeting information to your calendar and/or click on *join the webinar*, if you are registering the day of the meeting. You may also [check your system requirements](#) (highly recommended) or cancel your registration.

The screenshot shows a confirmation page titled "You're Registered!". It features the TWIA logo at the top. Below the logo, it says "TWIA Board of Directors Meeting" and "Tue, May 12, 2020 9:00 AM - 3:00 PM CDT". There is a blue "Add to Calendar" button with a dropdown arrow. The page contains the following text: "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: kdonley@twia.org" "To Cancel this Registration" "You may [cancel your registration](#) at any time."

If you have any additional questions, please email TWIA at Communicationsmail@TWIA.org.



3. If you are completing your registration prior to the meeting, you can find a registration confirmation email with information for accessing the meeting in your inbox. Look for an email from TWIA Meetings (customer@gotowebinar.com).

If you do not find the email in your inbox, check your Spam/Junk folders. It is also possible you entered your email address incorrectly when registering.

Note: You may join the meeting from a desktop computer, laptop, or mobile device. Review the image below for content and options available in the confirmation email.

Dear [redacted],

Thank you for registering for TWIA Board of Directors Meeting.

Please send your questions, comments and feedback to: [redacted]

How To Join The Webinar

Date and Time of Webinar

Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#) ← Add webinar to a calendar of your choosing.

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

[Join Webinar](#) ← Use this button to join the webinar at the scheduled date and time.

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. ← Use this link to ensure your system is compatible with GoToWebinar.

2. Choose one of the following audio options: ←

TO USE YOUR COMPUTER'S AUDIO: ← Use section two to select an audio option. You may either use your computer's audio or dial in to the webinar via telephone.

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 (Toll-free): 1 877 [redacted]

United States: +1 (562) [redacted]

Access Code: ###-###-###

Audio PIN: Shown after joining the webinar

Webinar ID: ###-###-###

To Cancel this Registration

If you can't attend this webinar, you may [cancel your registration](#) at any time. ← Use this link to cancel your registration.

If you have any additional questions, please email TWIA at Communicationsmail@TWIA.org.



4. Once you join the webinar, your microphone will be muted and in a listen-only mode.
- When the moderator opens the Public Comment section of the meeting, you may click on the Hand-Raise icon to indicate you would like to make public comment.
 - The Hand-Raise icon is located on the left side of the GoToWebinar Control Panel (see image below).
 - The moderator will call on each person with their Hand-Raise icon selected and unmute them to allow them to make public comment. You will be muted again once your public comment has been completed.
 - If you experience technical difficulties during the webinar, you can type your issue in the Questions Box, and the moderator will assist you.

