

## QSS Webinar Quick Reference Guide for Participants

**Quintessential School Systems** offers three types of webinars to **QSS** customers:

- **complimentary** webinars sponsored by **QSS** - self-register
- **paid** webinars sponsored by **QSS** - require a registration form + pre-payment
- webinars sponsored by **QSSUG** - self-register

To self-register for a **QSS**-sponsored **complimentary** webinar or a **QSSUG**-sponsored webinar:

- In the webinar announcement email you receive, open the attached flyer/registration form and click the registration link to begin the process. Your organization may send you the flyer itself. If so, click the registration link.
- You can use one registration for a group of people who will view the webinar together on a single computer (either a stand-alone computer or one connected to projection equipment).
- Webinar costs are explained in the webinar announcement. Obviously, a complimentary webinar has no charge.
- Carefully enter the requested information and be sure to provide your correct email address.
- After registering, you'll automatically be approved and receive the information you need in a confirmation email from the registration site - **please save this confirmation email as a reference.**
- Leading up to the webinar, you'll also receive reminder emails.
- If this is your first time registering for a **QSS** webinar, please verify with your email administrator that you're allowed to receive emails from these registration sites -- CitrixOnline.com and GoToMeeting.com.
- The deadline for registrations is 9:00am (Pacific) on the day of the webinar.
- Webinar materials are available on the "[Webinar Materials for 2013-2014](#)" webpage 1 or 2 days prior to the webinar. If you're unable to access this webpage, please check with your IT support staff.

To register for a **QSS**-sponsored **paid** webinar:

- Complete the registration form included in the webinar announcement email you receive.
- You can use one registration for a group of people who will view the webinar together on a single computer (either a stand-alone computer or one connected to projection equipment).
- Mail the completed registration form together with a purchase order or check for **\$250** to **QSS** for each participant logging into the webinar.
- Once your registration has been processed, you will receive the information you need in a confirmation email from **QSS**. **Please save this confirmation email as a reference.**
- The deadline for paid registrations is one week prior to the day of the webinar.
- Webinar materials are available on the "[Webinar Materials for 2013-2014](#)" webpage 1 or

2 days prior to the webinar. If you're unable to access this webpage, please check with your IT support staff.

**QSS** typically begins the broadcast with welcome slides 10-20 minutes prior to the scheduled start, giving you plenty of time to get ready. When you connect to a webinar, the **control panel** will appear on the right side of your desktop, and then will automatically hide. Click the arrow on the **grab tab** to expand or hide the control panel.

The **Webinar Info** portion of the control panel shows the phone number and access code required for the audio portion of the webinar.

The **Question and Answer** portion of the control panel allows you to type questions for the **QSS** panelists and see their responses. Please limit your questions to material related to the webinar topic. **QSS** may "chat" with a participant, or broadcast a message to all participants in the Q&A area of the control panel.

If you don't see any of the control panels features listed above, use the **Tools** drop-down menu to be sure you have those features checkmarked.

**QSS** recommends viewing webinars in **full-screen** mode rather than **window** mode. Use the **control panel** to switch between modes. If you chose **window** mode, and if your monitor doesn't display the webinar details, use the tool in the upper left corner of the webinar window to adjust your display.

If you need to leave a webinar early, select "Exit" from the File drop-down menu at the top of the control panel. You may be asked to fill out a short exit survey.