

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 to inform you of an upcoming webinar. If so, follow the directions your organization provides.
- 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 panel’s features listed above, use the **Tools** drop-down menu to be sure you have the 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.

If you have any questions about this guide, or would like to make suggestions, please email ceteam@qss.com.