Diligent Recruitment and Retention Quarterly Call

Tuesday, October 23, 2018 10:00 AM - 11:30 AM EDT

Register at:
https://register.gotowebinar.com/register/4178353484913168131

DIRECTIONS FOR HOW TO REGISTER AND JOIN THE MEETING

PLEASE FOLLOW THE 6 STEPS BELOW

1. You must "register" for the meeting. It is recommended that you register before the day of the meeting, if this is your first experience as a GoToTraining participant, so that you can test your computer system (and so we will know how many will be attending the meeting.)

   (Or you can do it just before the meeting if you have attended previous GoToTraining meetings. It doesn't take long, just click the link below.

   Register for the meeting by clicking here:
   https://register.gotowebinar.com/register/4178353484913168131

   After registering you will receive a confirmation email containing information about joining the training.

2. When you register, you will enter:

   a. Your name
   b. Your e-mail address
   c. Then click register

3. You will immediately receive an e-mail that indicates "You're Registered" and provides steps to follow Before the Training and How to cancel your registration.

4. **Test your connection** by clicking on **1. Test Your Connection** in your "You're Registered! e-mail. This will take you to a page that will give you instructions for checking your connection and your audio. **When you check your connection, you will know you are all set when you get to a screen that says "Connection Test Only….Waiting for Organizer" Once you get that you know you have downloaded the necessary software.**

5. If this is your first time using Citrix/GoToMeeting, register before the day of the meeting so that you can check your connection and download the Citrix software, which will take a few minutes.

6. **Review the materials** for the meeting by clicking on Please review materials in your "You're Registered!" e-mail.

On The Day of the Meeting

1. Click the **Join** button in your "You're Registered!" e-mail (or in your reminder e-mail sent by the Citrix system)

2. When the meeting first opens, you will have welcome screen until the organizer begins sharing his/her screen.

3. **Audio Choice**: After the meeting opens, look in top right hand corner of your screen. Choose either Mic and Speakers or Telephone. **If you are using the telephone, dial the conference number listed there: phone number, access code, and PIN.**

4. **Mute Yourself**: In the small vertical tool bar in the right hand corner of your screen, find the microphone icon and click on that to mute yourself. (You will know you are muted when there is a line through the microphone). You can easily "unmute" by clicking the microphone icon again.