

Speaker Lounge: Joining and presenting webinars.

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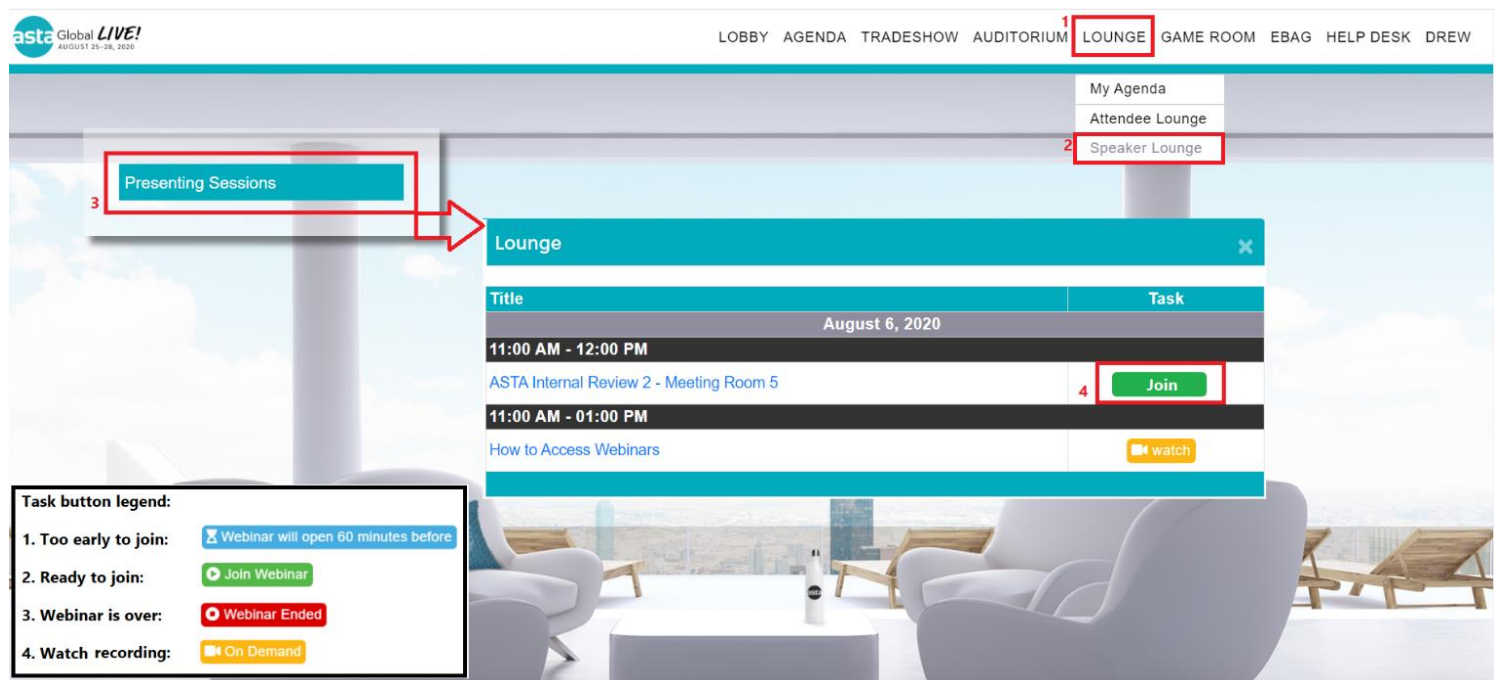
How to join your webinar

1 & 2. Mouse over the Lounge tab and click Speaker Lounge.

3. Click the Presenting Sessions navigation.

4. Click the Join button to enter the webinar room to prepare to present.

Note: Join button appears 60 minutes before the start time of the webinar. You cannot join before the 60 minutes.



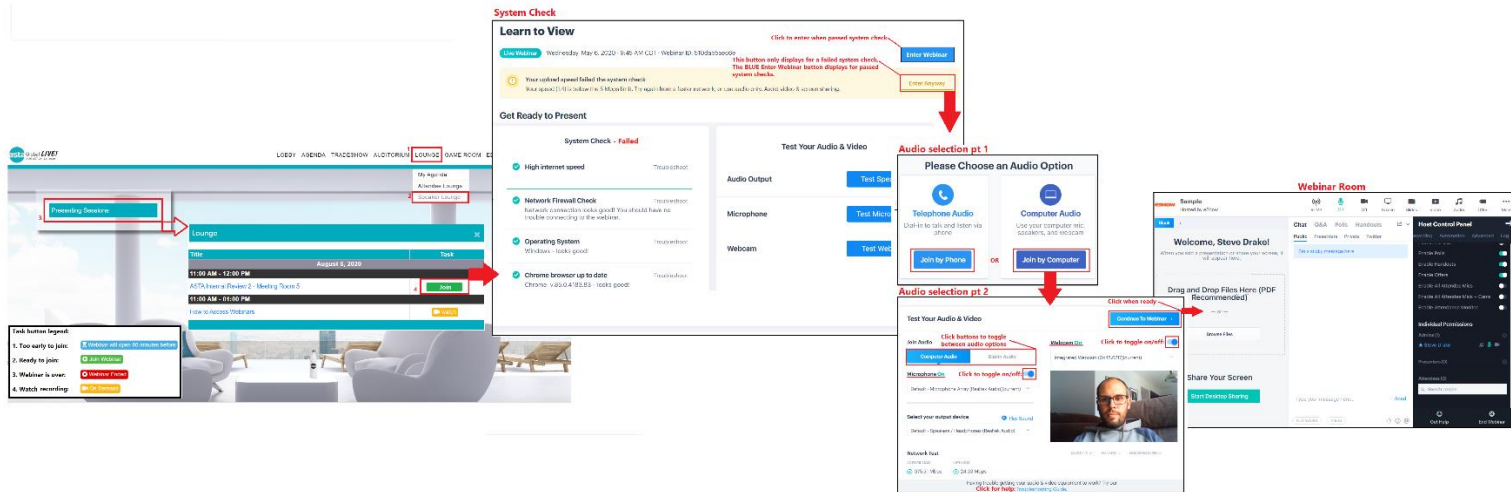
The screenshot shows the ASTA Global LIVE! website interface. The top navigation bar includes links for LOBBY, AGENDA, TRADESHOW, AUDITORIUM, LOUNGE (highlighted with a red box and number 1), GAME ROOM, EBAG, HELP DESK, and DREW. A dropdown menu for LOUNGE shows options for My Agenda, Attendee Lounge, and Speaker Lounge (highlighted with a red box and number 2). On the left, a 'Presenting Sessions' button is highlighted with a red box and number 3. A red arrow points from this button to a 'Lounge' panel. The 'Lounge' panel displays a table of sessions for August 6, 2020. The first session, 'ASTA Internal Review 2 - Meeting Room 5' (11:00 AM - 12:00 PM), has a 'Join' button highlighted with a red box and number 4. The second session, 'How to Access Webinars' (11:00 AM - 01:00 PM), has a 'watch' button. A 'Task button legend' box in the bottom left corner explains the status of the 'Join' button:

Task button legend:	
1. Too early to join:	Webinar will open 60 minutes before
2. Ready to join:	Join Webinar
3. Webinar is over:	Webinar Ended
4. Watch recording:	On Demand



How to join your webinar – ALL of the steps:

1. Click the Join button in the Speaker Lounge.
2. Test your audio output, microphone and webcam while the system check is performed.
3. Click the Enter Webinar button.
4. Select your Audio Option (can change at any time).
5. Turn ON your Mic and/or Webcam.
6. Click Continue to Webinar.
7. You have entered the Webinar Room – upload your presentation slides and get ready





How to toggle mic and camera on/off

1. When you join your webinar, you will have activate your mic and camera already. Green icons = On.
2. To turn off the camera or mute your mic, click the Camera or Mic icon, then select the action.
3. To turn the camera back on, click the Camera icon (it turns on automatically).
4. To unmute the mic, click the Mic icon, then Un-Mute.

Note: To dial in using a phone, click the Dial-In button for the phone number.

The screenshot displays the eSHOW webinar interface. At the top, the 'eSHOW' logo is visible. Below it, the text 'Sample Hosted by eShow' is present. The main interface is divided into several sections:

- Top Bar:** Contains icons for 'Audio Options...', 'On' (mic), 'On' (camera), 'Screen', 'Slides', 'Video', 'Audio', 'Offer', and 'More'.
- Left Panel:** Includes a 'Camera' tab, a 'Slides' tab, and a 'Presentation area' showing a slide titled 'How to join a Session Discussion Group'. Below the slides is a video feed of a participant named 'Steve Drake'.
- Right Panel:** Features a 'Host Control Panel' with tabs for 'Audience', 'Recording', 'Automation', and 'Adv'. It lists various controls such as 'Reactions', 'Audience Permissions', 'Show Attendee List', 'Enable Chat Panel', 'Enable Public Chat', 'Private chat with presenters', 'Auto mute all public chats', 'Enable Q&A', 'Publish All Q&A', and 'Enable Polls'. At the bottom of this panel are buttons for 'Get Help' and 'End Webinar'.

Red annotations highlight the 'Mute Mic' and 'Dial-in' buttons in the top bar, and the 'Camera On' dropdown menu. The dropdown menu options are: 'Switch Camera', 'Turn Cam Off', and 'Turn Cam+Mic Off'. Red arrows point from the text 'Click mic, select option.' to the 'On' mic icon, and 'Click camera, select option.' to the 'On' camera icon.



How to upload presentation slides and videos

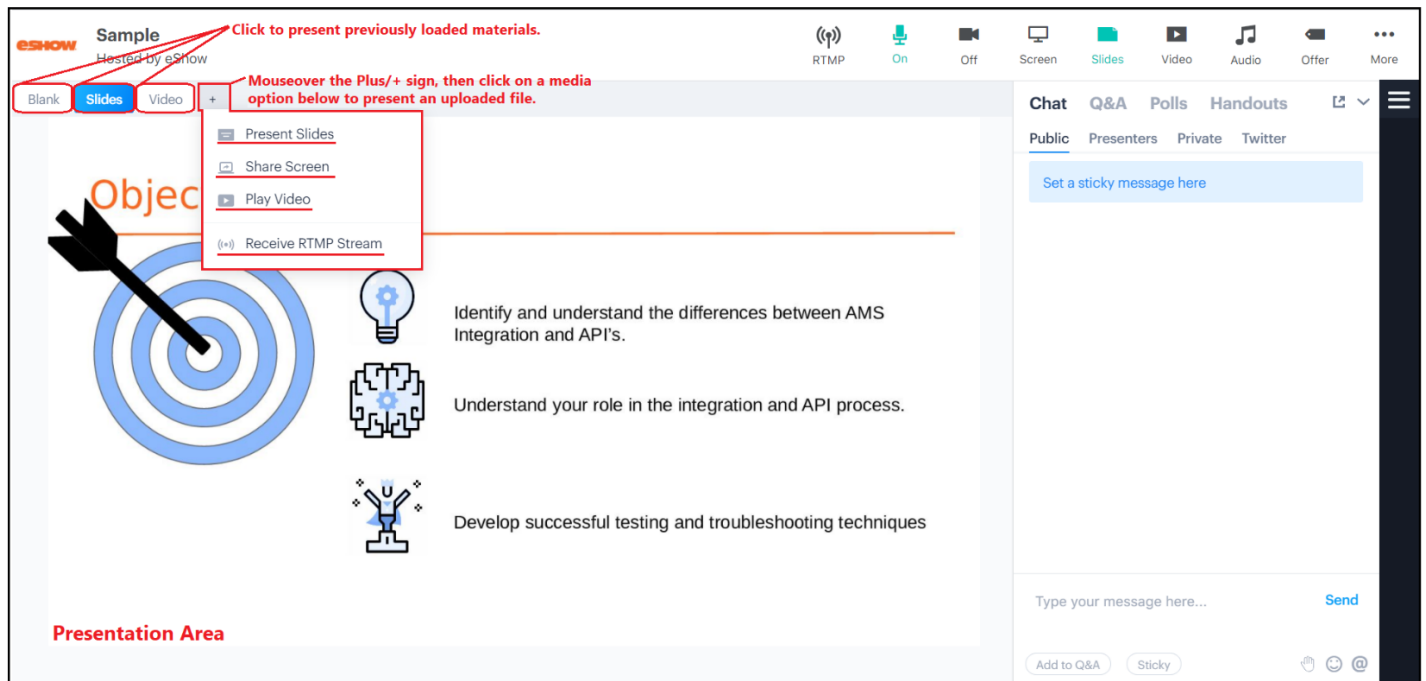
1. Click the Slides or Video button.
2. Browse files, select file – file loads as a live presentation once uploaded.
3. For videos, presenters can also enter a YouTube link, then click Add Video to load.

The screenshot displays the eSHOW interface with the 'Sample' session hosted by eShow. The top navigation bar includes icons for RTMP, On, Off, Screen, Slides, and Video. The 'Slides' button is highlighted, and the 'Presentation Slides' panel is open. This panel shows a 'Drag & Drop Files Here' area with a 'Browse Files' button and a note that PDFs are strongly recommended with a 100MB limit. An 'Uploaded Files & Whiteboard' section shows a file named 'session_discu...' with a 'PNG' icon and an 'OPEN' button. A red box highlights the 'OPEN' button with the text 'Click to present file' and 'Already uploaded file'. Below the 'Presentation Slides' panel, a 'Launch A Blank Whiteboard' button is visible. The 'Add a Video' panel is also open, showing options to 'Add an MP4 Video' or 'Add a YouTube Video'. The 'Add an MP4 Video' section has a 'Drag & Drop Files Here' area with a 'Browse Files' button and a note that MP4 files are limited to 4GB. A red box highlights the 'Browse Files' button with the text 'Click to select file, loads automatically'. The 'Add a YouTube Video' section has a 'Paste a YouTube link here' field and an 'Add Video' button. A red box highlights the 'Add Video' button with the text 'Click to select file, loads automatically'. The bottom of the interface shows a chat area with a 'Type your message here...' field and a 'Send' button, and a sidebar with 'Individual Per' and 'Admins (1)'.



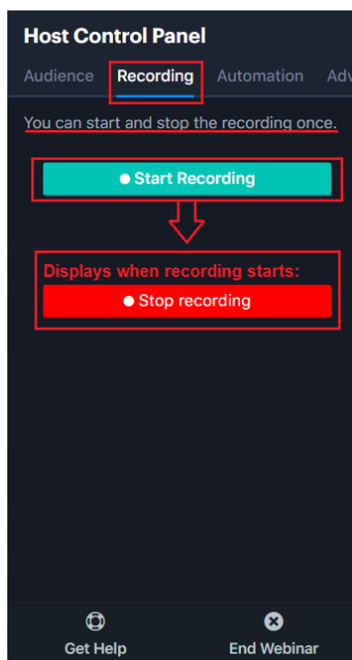
How to present, transition through presentation media

1. Mouseover the Plus/+ sign, then select a media type to open an uploaded file.
2. While presenting, use the media type buttons to toggle to through the previously presented files.



How to record your webinar

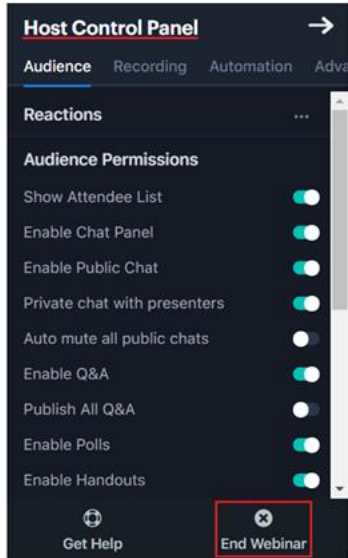
1. In the Host Control Panel (available for session managers/admins) click the Recording tab, then Record button.
2. Do not stop recording, recording cannot be stopped and started again.
3. Ending the webinar stops the recording automatically.





How to end the webinar

1. Click End Webinar.
2. Wait for webinar ending countdown to end.
3. All participants will be redirected to the entered URL.



Visual of header bar notification when the Moderator ends the webinar:

