

HOW TO JOIN AN IFPB TRAINING ON ANYMEETING.COM

A TUTORIAL FOR TRAINING PARTICIPANTS

WHAT IS ANYMEETING.COM?

Anymeeting.com is an online platform for hosting e-meetings, webinars, and trainings. It is free to use. However, freedom comes at a cost and you will notice advertisements that will appear in the sidebar of the meetings. We're sorry to subject you to even more forms of mass marketing, but with our budget, this is what we have to work with!

WHAT 4 THINGS DO I NEED TO JOIN THE TRAINING?

In order to join one of IFPB's online trainings, you will need the following:

- 1) A stable internet connection with a "standard" speed (cable or DSL will work fine as will most satellite connections, but connections using a dial-up modem over a phone line may have trouble)
- 2) A phone
- 3) The phone number and pin number from IFPB
- 4) Your attention and desire to learn!

A STEP-BY-STEP GUIDE TO JOINING YOUR TRAINING

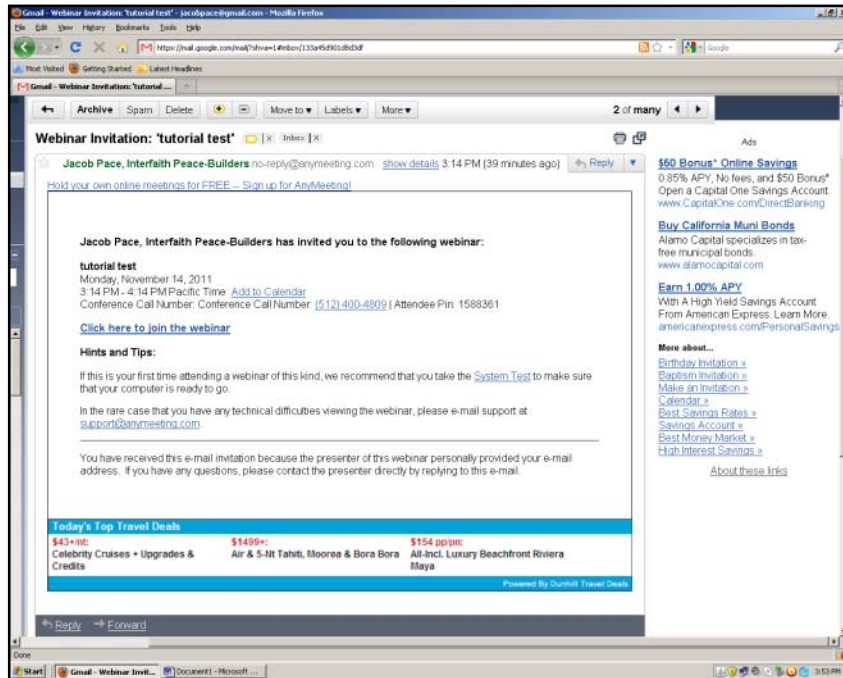
1. RECEIVE EMAIL INVITATION(S)

When we invite you to an online training at anymeeting.com, we will be sure to give you all the information you need (in multiple ways). You can expect to receive an email notice from IFPB, and an invitation and reminder from anymeeting.com.

Those emails will include:

- The **Title, Date, and Time** of the Training
- The Conference Call in **Phone Number**
- The Conference Call **PASSCODE** (or PIN)

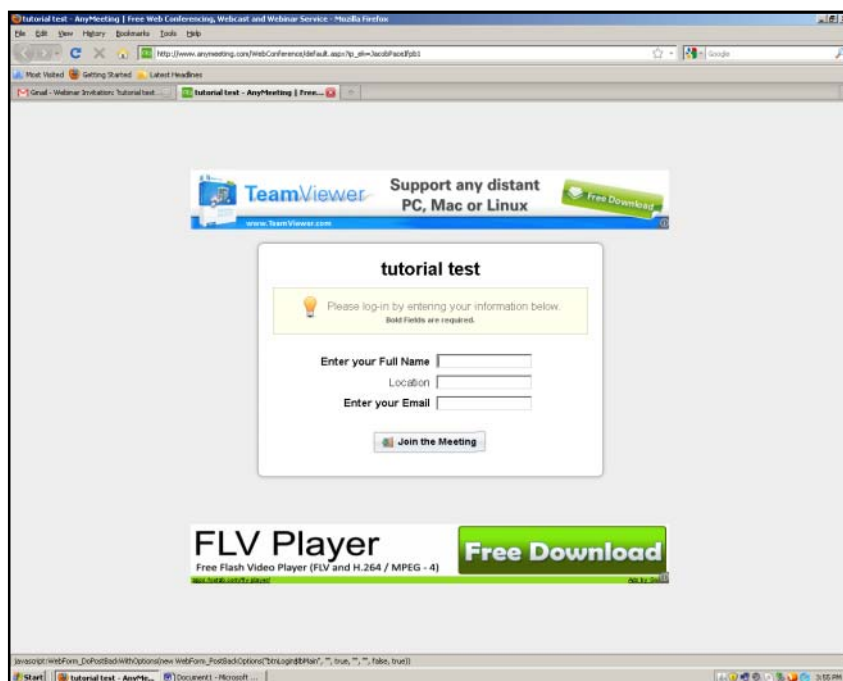
The email will look like this:



NOTE: You will need to BOTH log-in on your computer AND call the conference call phone number (the computer will transmit the visuals, and the phone will transmit the audio).

2. REGISTER FOR THE TRAINING

Click the link in the email and you will be taken to a registration page. Enter your information:



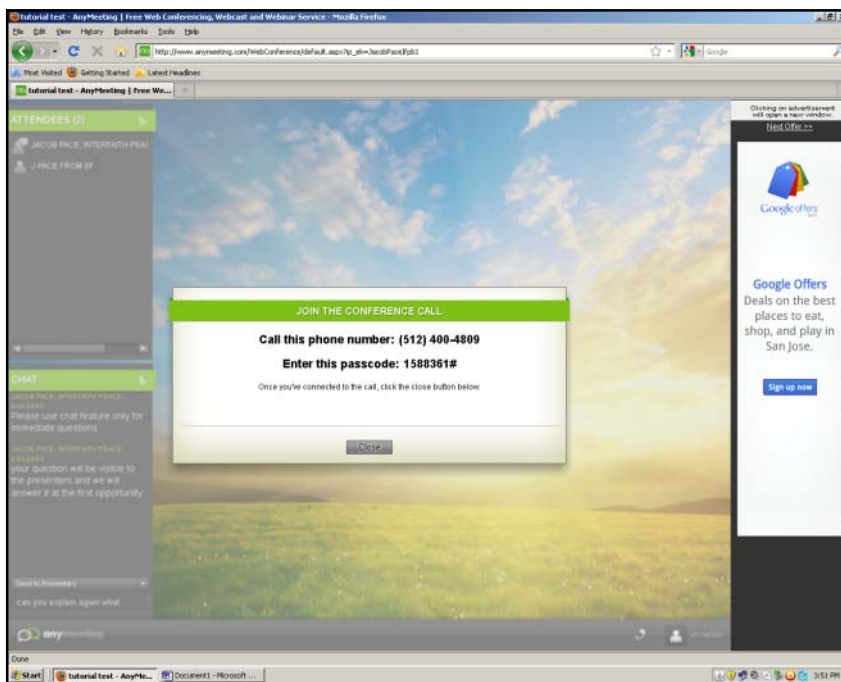
3. INSTALL FLASH

If your flash version is not up to date, you may be prompted to install flash. If prompted to do so, complete the installation and restart your browser (then start over again at STEP 1).

4. JOIN CONFERENCE CALL AND ENTER PIN

Once you register, you will enter the meeting room and you will be prompted to dial the **conference call number** and enter the **PASSCODE/PIN** number.

The call is not toll-free and standard long distance rates do apply.

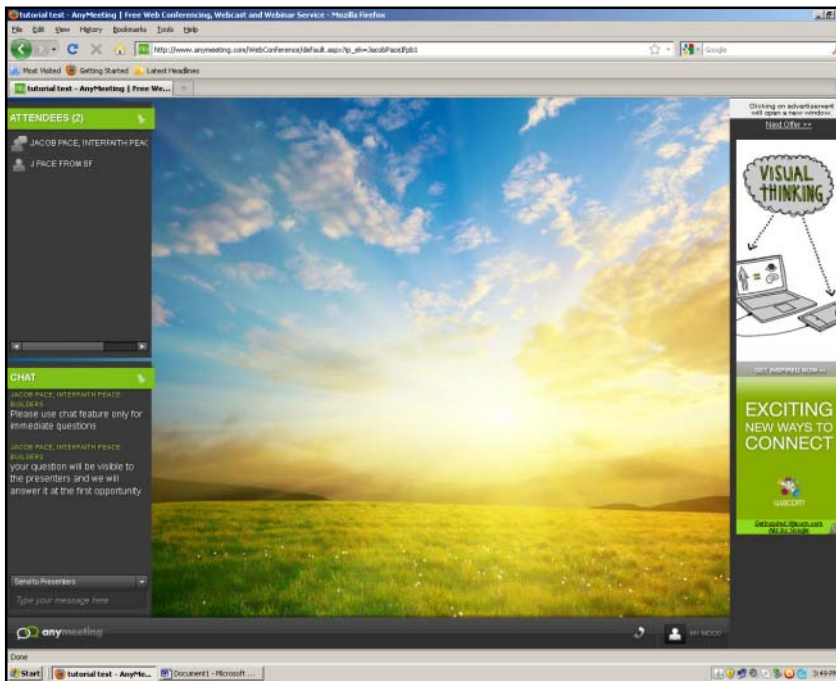


PLEASE NOTE: *The call will begin at the time of the scheduled training, and not before. However, the meeting rooms will be open 30 minutes prior to the start of the meeting.*

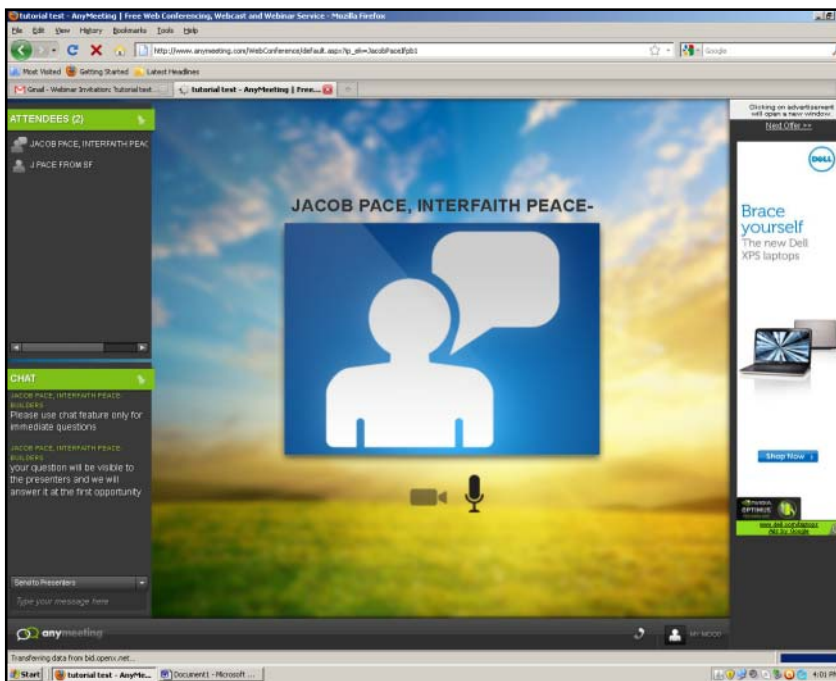
5. YOU HAVE NOW JOINED THE ONLINE TRAINING!!!

Once you enter the meeting room, you will see one of several screens.

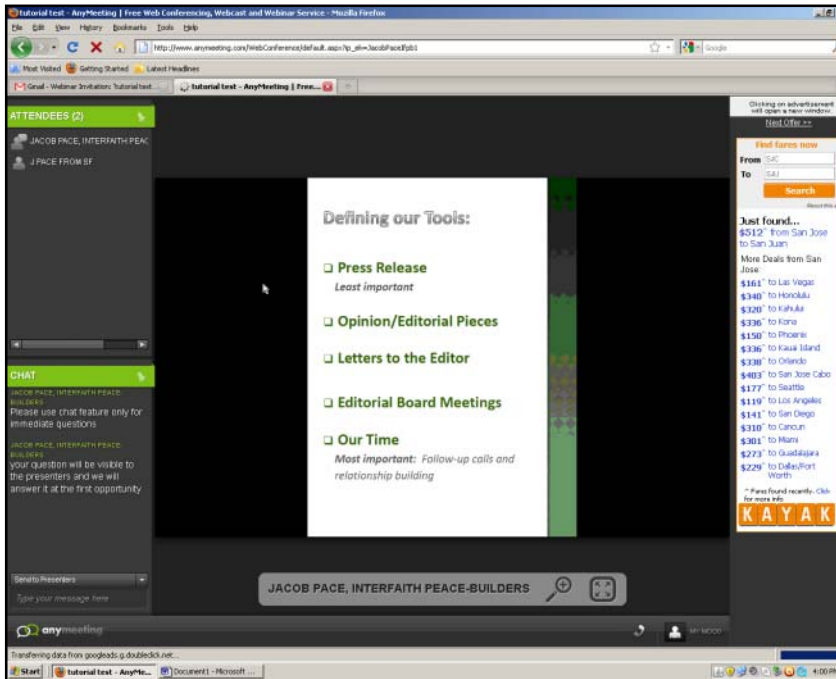
A) The standard Meeting Room Screen looks something like this:



B) If the presenter or facilitator is sharing her/his webcam, you may see her face:



C) If the presenter is sharing a presentation, you may see a page from that presentation. Something like this:



(sorry again for the ads)

6. ORIENTATING YOURSELF TO THE MEETING ROOM

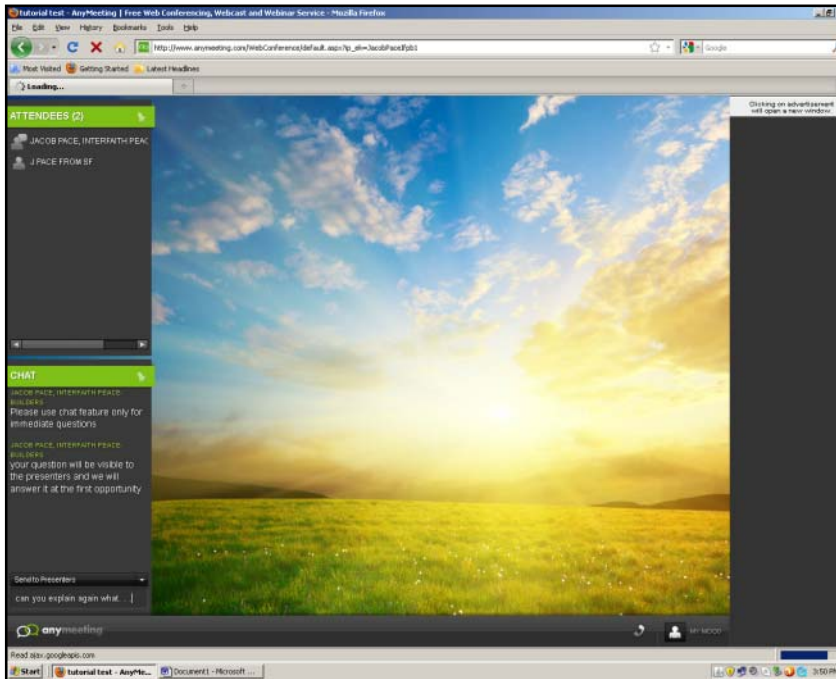
Now that you are in the meeting room, take a couple minutes to familiarize yourself with the tools and features.

A) Participant List

On the top left is a list of all the participants who have joined the training.

B) Chat

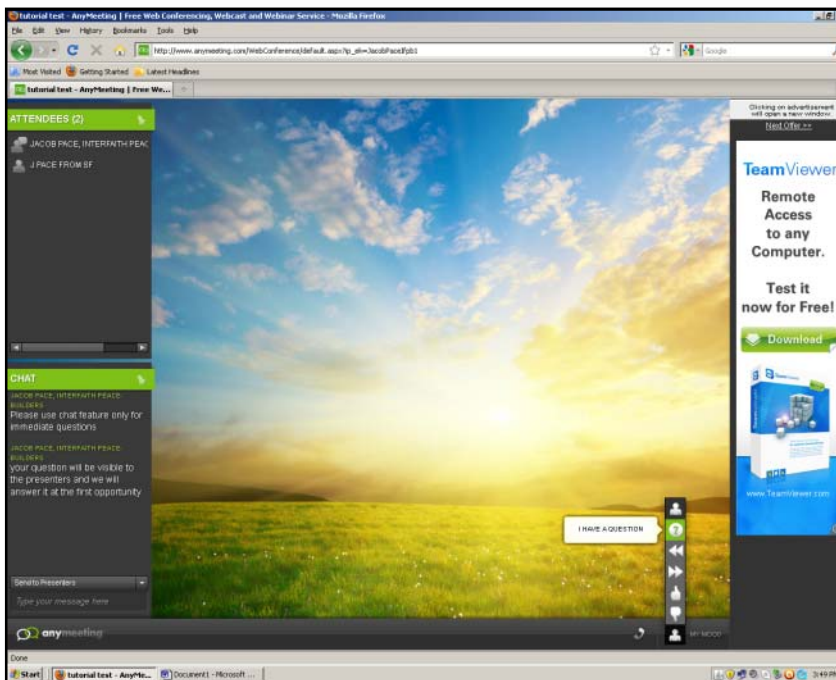
On the bottom left is the chat box. Please use chat only to ask immediate questions of the presenter and facilitator.



C) Mood

On the bottom left is where you can set your “mood”. This is the best way to communicate to presenters and facilitators during the presentation part of the training.

Click on the button and a menu will pop-up allowing you to notify us if you have a question; if we are going too fast; or, if we ask a question you can ring in positive or negative:



7. OTHER FEATURES

The anymeeting.com platform includes a host of other tools and features for presenters, including webcam functionality and screen sharing. You will not need to use any of these tools.

8. SURVEY

When the meeting formally ends, you will be taken to a survey and asked to fill out a few questions to help IFPB improve future online trainings and our Education and Advocacy Program.

Please fill out what you can. Your feedback is very valuable!

9. QUESTIONS AND TROUBLESHOOTING

If you have any trouble at all, you can search the anymeeting.com knowledge base for helpful tips and troubleshooting:

<http://support.anymeeting.com/index.php?/AnyMeeting/Base/Search/Index>

If you are still having trouble, you can email the anymeeting.com staff here:

<http://www.anymeeting.com/Contact.aspx>

Please also contact Jake at IFPB and we will try to help if possible (note that we will likely not be able to help at the time of the training, but will try to get your problem resolved before the next one!):

media@ifpb.org; 415-240-4607

10. JAVA RUNTIME POP-UP WINDOW

At some point during this process, you may receive a “warning message” from Java. The message will state something like “This publishers digital content has not been verified.”

If you get this message, click “run” and you will proceed with the training.

That should just about do it. Hopefully it is smooth and easy to use! We look forward to improving our use of the technology and will look forward to your feedback to help us do so!