

# Department of Safety and Professional Services

## GoToWebinar Connection Instructions

Please see the instructions below to connect to GoToWebinar as appropriate to your connection needs. Be sure to check compatibility for your device prior to the webinar using this link:

<https://support.goto.com/webinar/help/system-requirements-for-attendees-g2w010003> (Works best with Chrome or Mozilla browsers.)

### REGISTER FIRST:

You can register in advance of a webinar or just before the webinar is about to begin.

- 1) Click on Registration URL provided with meeting connection details  
(See: <https://publicmeetings.wi.gov/> for connection details.)
- 2) Enter your First and Last Name, Email and any other required information, then click "Register"
- 3) Once you have successfully registered, you'll see a Confirmation page.

**Tip:** If you preregister for a meeting you can use the **Join Link** in your confirmation email to get directly into the webinar. Read on for information on how to join the webinar and set up audio.

\*\*\*\*\*

### JOIN THE WEBINAR

When it's time, you have options. You can join in the following ways:

#### Preregistered:

- **Join Link:** If you preregistered, click the **Join Link** in your confirmation email to be instantly launched into session.

#### Register at time of meeting (Use option A or B):

- A. **Webinar ID:** Go to <https://www.gotomeeting.com/webinar/join-webinar> and enter the 9-digit Webinar ID
- B. **Registration URL:** Browse to <https://publicmeetings.wi.gov/> Type the name of the Board or Council in the **Text Search** field, then click **Search**, then click on the **View** option next to the corresponding meeting, finally, click on the Registration URL link in the meeting notice

Complete webinar registration details and click **Register** to launch into session.

\*\*\*\*\*

### SET UP AUDIO

Once you've been launched into session, you will be prompted to set up your audio. If you are not prompted to set-up audio, look for the webinar control panel, click on the Audio field to expand options and select the option that works for you.

- **To use your computer's mic and speakers:**
  1. Click **Computer Audio**.
  2. Use the drop-down menus to select the desired audio devices.

3. Click **Continue**.
  4. You should now be connected to audio.
- **To use your telephone to dial in:**
    1. Click **Phone call**.
    2. Use your telephone's keypad to dial the provided phone number and enter the Audio Code and Audio Pin when prompted.
    3. Click **Continue**.
    4. You should now be connected to audio.

\*All attendees will enter the meeting as “Muted by Organizer”. You may use the **Chat** or **Questions** function to communicate with Meeting Staff. For those connected by phone only, please send questions to [DSPSBureauAssistants@wisconsin.gov](mailto:DSPSBureauAssistants@wisconsin.gov). All attendees are provided the opportunity to provide Public Comments when that agenda item is reached.

\*\*\*\*\*

Still Need Help: Additional resources are available on the GoToWebinar site:

<https://support.goto.com/webinar/how-to-join-attendees>. You may also wish to try a [test webinar first](#).

After reviewing connection information herein and exhausting resources in the Additional Resources link to the GoToWebinar site, please contact [DSPSBureauAssistants@wisconsin.gov](mailto:DSPSBureauAssistants@wisconsin.gov) should you require additional assistance.