

Group viewing the Woodland Steward Webinar Series

For the Woodland Steward webinar series, we are asking you to join the session 30 minutes prior to the start of the webinar so that final adjustments in audio and video can be made. Your group should be ready to begin the group viewing of the webinar 15 minutes before the webinar's scheduled start time.

1. Access the Group Viewing Dashboard

To view the webinar, you will need to access the Group Viewing Dashboard from the Webinar Detail page for the webinar you are hosting. Under the "Conduct Group Event" logo click on the "Already Registered?" Link. This link is located on the right at the bottom of the Webinar Details section on the webinar's detail page.

The image shows a screenshot of the Woodland Stewards Webinar Series detail page. The page header includes the logo and text: "WOODLAND STEWARDS A Regional Extension Program for Landowners WEBINAR SERIES". Below this, it states: "This webinar is scheduled for Feb 21, 2019 7:00 pm US/Eastern." and "Export to calendar". A dropdown menu "How to join the webinar?" is visible. The main content area describes the webinar: "Southern forests are among the most diverse and productive in the world. These forests have evolved over tens of thousands of years through natural as well as human forces. Today's Southern forests range from natural stands of hardwood, cypress, and pine to planted pines and even hardwoods from the mountains of Missouri and Virginia to the swamps of Louisiana and Florida. Landowners attending this session will learn how natural and human forests have shaped the forest in this region and the importance of this knowledge when developing management plans and practices on their forests." Below this is a photo of a forest. The "Presenters" section lists three individuals with their photos and titles: Dr. Don C. Bragg (Project Leader with the USDA Forest Service), Dr. Bill Hubbard (State Program Leader for Environmental and Natural Resource Extension programs), and Mr. Derrick Phinney (Natural Resources Program Team Leader for Clemson Cooperative Extension). On the right side, the "Webinar Details" section shows the date and time (Feb 21, 2019 7:00 pm US/Eastern), length (02:00), and pre-registration status (not required). It also lists the presenters and a "Group Viewing Available" section with a "Conduct Group Event" logo and two links: "Register Now!" and "Already Registered?". A callout box on the right side of the image highlights the "Group Viewing Available" section, showing the "Conduct Group Event" logo and the "Already Registered?" link circled in red.

2. Find your event

Once you are on the Group View Dashboard you can find your group event by entering your Group ID and organizer email in the "Already Registered? Find Your Group Event..." form. After entering the Group ID and email you will be asked for the answer to your security question that you had entered in when you registered for the group event.

My Group Event (Group ID: 77160) Event Status: **Group Registered**

Add attendees to your group event, manage existing attendees and view the webinar:

Webinar Details

Title: **Woodland Stewards Webinar Series - Getting to know your woodlands**

Live webinar event date/time: **Feb 21, 2019 7:00 pm US/Eastern ***
 * You can join the Live Webinar up to 15 minutes prior to the event's start date/time.

Webinar Live Hosting Format: **Collaborate**

This is a **LIVE** webinar event - make sure you allow enough time before the webinar's start date/time to add your attendees. At the end of the webinar, you'll also be able to add and manage your attendees one last time. Once you certify that the group has completed viewing the webinar and you've generate certificate's, you will NOT be able to add or modify your group attendees.

How to join this LIVE webinar?
 To view this webinar as a group, you **MUST** join this live webinar event directly from this page (the Group Viewing Dashboard) up to 15 minutes prior its scheduled date/time. Prior to joining the webinar, make sure your computer is setup correctly for the webinar presentation interface by following the instructions under the FAQ section of this website.

Available Credits / Certificate

Certificate of Participation

Group Organizer
 Organizer: Robert Bardon
 Email: rebardon@ncsu.edu

Click "Join Live Webinar >>"

Attendee List

To edit attendee information, click the attendee's name below. A unique email address is required for each attendee. If an attendee does not have a unique email address, contact us and we will provide an override for the attendee.

ROBERT BARDON	rebardon@ncsu.edu	<== Group Organizer
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[JOIN LIVE WEBINAR >>](#) [ADD ATTENDEE +](#)

Note: Once you complete the webinar viewing, you'll be asked to certify the attendance of each attendee. At that time, you will be able to review and/or edit attendee information one last time. Once certificates are generated, you will NOT be able to add or edit attendees.

3. Join Live Webinar

Once you are in your group viewing event registration page, you can join the live webinar by selecting the "Join Live Webinar" button

You will then be prompted for the password to participate in the live webinar. The password for each of the webinars being offered is in the following table.

Session Date	Password
2/6/20	extension2020
2/13/20	extension2020
2/20/20	extension2020
2/28/20	extension2020

4. Launch the webinar

After verifying your registration, you will then be directed to the dashboard for launching the webinar. Click on the "Start Webinar" button to launch Zoom

Start, View and Complete the Webinar

Do not close this browser window until you complete both STEP-1 and STEP-2.

STEP-1 Start and View the Webinar Event using Collaborate

[Start Webinar](#)

Click the **Start Webinar** button to view the Collaborate webinar. Once you click the **Start Webinar** button, your browser will launch the webinar using a new browser window/tab or by using the Collaborate add-in or app. The webinar audio is broadcast through your devices speakers or headset. If this is a live webinar and a telephone dial-in is available webinar audio, it should have been provided to you on the

5. Open the Zoom Webinar

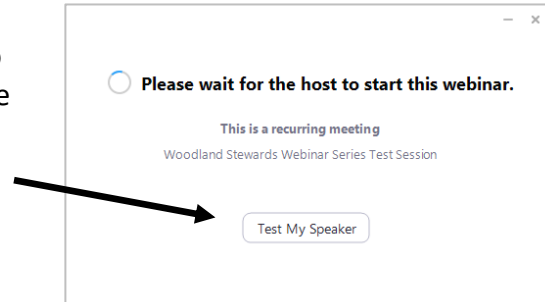
Once you click "Start Webinar" you will be taken to the NC State University Zoom web conferencing site. It will prompt you to open zoom.

Note: If you do not have zoom client on the computer you will be prompted to download and install Zoom. Once you install the client you will be able to join the webinar

When you click on "Open Zoom Meetings" it will prompt you to enter your email and name. Please enter your email and complete name and then click "Join Webinar". You will not be able to join with out entering email and name.

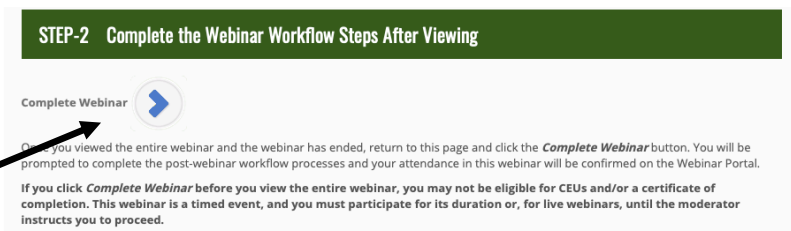
The image shows a browser window with a Zoom meeting page. A dialog box asks "Open Zoom Meetings?" with "Open Zoom Meetings" and "Cancel" buttons. Below it, a "Zoom" window is "Launching..." and shows a form titled "Enter your email and name" with two input fields and a "Remember my name for future meetings" checkbox. "Join Webinar" and "Cancel" buttons are at the bottom.

Note: Once you have entered the Zoom webinar, you may need to wait for the host to broadcast the webinar. While you wait for the webinar to begin you can test your audio by clicking on “Test My Speaker”.



6. Indicate completion of the webinar

At the completion of the webinar you will quit zoom and return to the group view dashboard. On the dashboard click on the “Complete Webinar” button to finish the post



webinar process and verify that you have fully participated in the webinar. In the post webinar process you will add/edit attendees, certify viewing and attendance, and view/print certificates. All attendees who provided an email will be emailed immediately a copy of their certificate of attendance as a .pdf file. On the morning following the webinar they will also receive an email asking them to rate the webinar.