



CODESP is currently using Adobe Connect Pro to host webinars. This service will allow you to participate in the webinar by viewing the presentation slides and listening to the hosts and speaker online. You will use a chat-box to communicate to the hosts, presenters and other participants.

You can download presentation materials as soon as the webinar begins. If you would like to watch the webinar again, or if you missed part or all of one, members and subscribers have access to an archive of past webinars. The [Webinar Archive](#) can be found after log in to our website under [Links](#). Attending live will allow you to ask questions of the presenter.

Please read the following information to ensure that the webinar works properly on your computer.

COMPUTER REQUIREMENTS:

Required Computer Settings to Participate:

- Internet connection (hardwire preferred)
- Internet Explorer, Firefox, or Safari web browsers
- Adobe Flash Player Version 8 or later (check for most recent)
- Windows PC or Macintosh
- Speakers

Some organizations have firewalls that may initially prevent you from participating. We suggest that you work with your IT department prior to the webinar to correct any firewall issues or other technical problems. To test for issues, please [check your ability to access websites that start with this URL extension prior to the webinar](#).

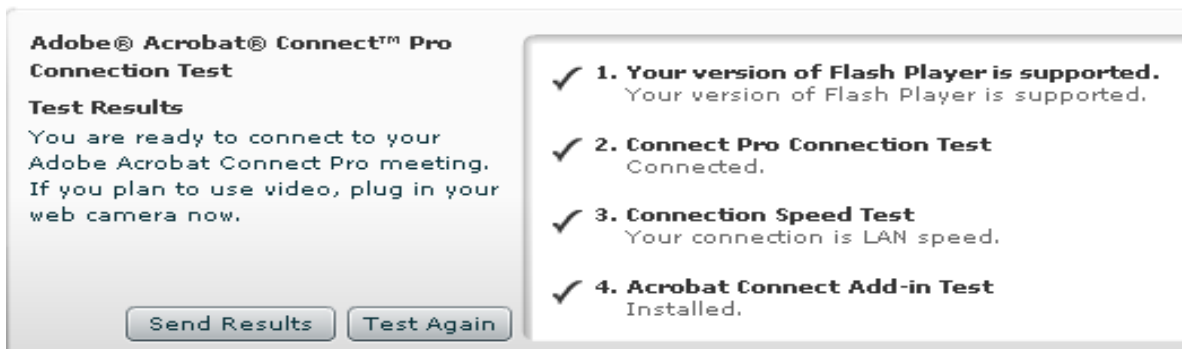
- <http://codesp.adobeconnect.com>

You do not need to be able to log in to this site to watch the webinar, you just need to make sure that your IT department allows you access to it.

TEST YOUR CONNECTION:

1. Conduct a test to ensure your computer is set up with the appropriate tools to participate in an Adobe Acrobat Connect Pro Meeting. To do this, click on the Test Meeting Connection URL here: http://my.adobe.acrobat.com/common/help/en/support/meeting_test.htm

ADOBE® ACROBAT® CONNECT™ PRO



The screenshot shows the 'Adobe® Acrobat® Connect™ Pro Connection Test' window. On the left, under 'Test Results', it states: 'You are ready to connect to your Adobe Acrobat Connect Pro meeting. If you plan to use video, plug in your web camera now.' Below this are two buttons: 'Send Results' and 'Test Again'. On the right, there is a list of four tests, each with a checkmark icon and a status:

- ✓ **1. Your version of Flash Player is supported.**
Your version of Flash Player is supported.
- ✓ **2. Connect Pro Connection Test**
Connected.
- ✓ **3. Connection Speed Test**
Your connection is LAN speed.
- ✓ **4. Acrobat Connect Add-in Test**
Installed.

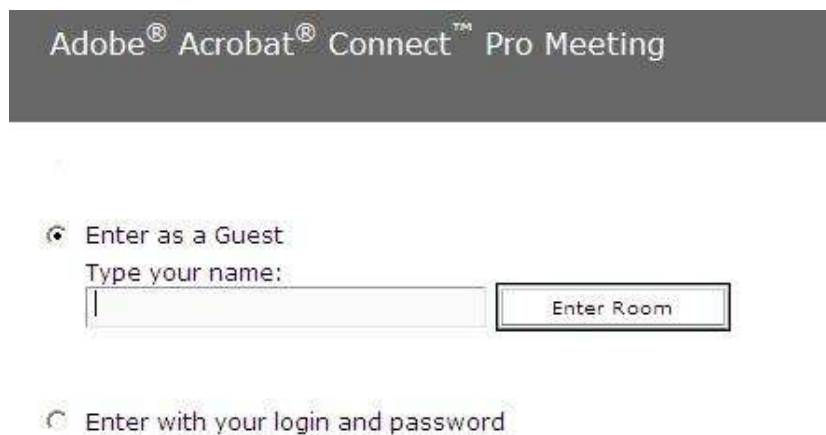
2. Once the test is complete, you will be told that set up is successful, or you will be told to adjust your settings. If it is necessary for you to adjust your settings, please refer to the troubleshooting tips link on the test page, or get help from your IT department.

If you require assistance regarding registration and participation, call CODESP at **714-374-8644**. The individual webinar hosts cannot accept email during the live webinar, but a CODESP staff member will be available if you call or send an email to tests@codesp.com for more information. Adobe can also be contacted at **800-422-3623**.

SIGN IN TO THE WEBINAR EARLY:

Please join the webinar at least *10 minutes prior to the meeting* to ensure that your equipment is properly set up and to allow yourself time to download webinar handouts. We need to begin the webinars promptly, and if you join late, you will miss some of the material.

Once you click on the meeting link, a few download windows, which require no action, will appear. When the screen below appears, choose Enter as a **Guest** (you do not need a login or password), typing your first and last name. This will allow us to verify that you are a registered participant. After you type your full name in the **Enter as a Guest** area, click **Enter Room**.



The screenshot shows the 'Adobe® Acrobat® Connect™ Pro Meeting' sign-in screen. It has two radio button options:

- ☒ Enter as a Guest
Type your name:
- ☐ Enter with your login and password

Upon clicking **Enter Room**, you will be presented with a page that states the meeting is Private and that your request is being submitted to the presenter. Once a CODESP meeting host has verified that you registered for the training, you will be approved and enter the room. Please be patient, as it could take 30 seconds or so in order to verify your name with the registration list. Your first and last name as used to register are needed in order to verify your registration.



WEBINAR CONTROLS:

Once you are in the webinar room, the status bar is located at the top of the screen. This bar can be used for the actions shown below. If you click on Raise Hand once it will be raised, click again and it will be lowered.



Files	
Name	Size
Brown Act Handout.pdf	166 KB
Save To My Computer	

The PowerPoint slides and any other associated material are available for download during the webinar. Click on the title of the document you want to download in the **File Share** box in the lower right or left of the screen and then click **Save to My Computer**. You may need to disable your pop-up blocker in order for the document to download.

AUDIO:

Audio for the webinar is available through your computer speakers, earphones or computer (not phone) headsets. Earphones can be plugged into your computer (usually a small green port at the back of your computer), or through a USB port. Typically earphones that can be used for iPods, MP3 players, and on airplanes will work fine for the webinar audio. The quality of the sound will depend on the quality of the earphones.



Allows for adjustments to audio settings



Type your questions in the question box during the webinar. You will not be able to speak, only the presenters and hosts will be able to be heard. The webinar host will share your questions with the group. We also encourage you to send the question(s) to us at least five days prior to the webinar so that the presenter may better prepare to answer the question(s).



GETTING CREDIT FOR ATTENDING THE WEBINAR: (When applicable)

If you would like to qualify for a training certificate when one is offered by CODESP, please be aware of the following requirements for credit:

- You must join the webinar on time and stay for the whole presentation.
- There will be polls or other activities at or near the beginning and end of the webinar. You must participate in these polls or activities to be credited with attending.

The software tracks and reports your attention to the webinar based on whether you “go away” from the webinar viewer. Keep the webinar window active to be counted as attending and contact us if you would like a certificate of attendance. *Certificates are not offered for all webinars.*

REGISTERING FOR WEBINARS:

Register by the day before the webinar by clicking on the registration link provided in the email invitation, or at www.codesp.com by going to **Training** in the top blue toolbar or under **Training Events** at the bottom of the home page. Instructions for joining the webinar will be emailed to you after you register. The email you will receive will be from an address with codesp.com at the end. The subject line will include the name of the CODESP webinar, the date of the webinar. The email will provide you with an individualized link to the webinar. You should receive this email after you initially register, as well as an email reminder the day before the webinar. Verification that you are from a member or subscriber agency is required prior to access to the webinars that are not open to all public agencies.

Do NOT forward this link. Only those who have registered on our website will be granted access to the webinar. If you do not receive the confirmation email, please contact us or request that your agency's IT department unblock access to the email address.

If you have any questions, email tests@codesp.com or call 714-374-8644. Tutorials are available on our website under the blue toolbar.

REMEMBER:

- Check for system access prior to the day of the webinar
- Login as a Guest
- Use your first and last name when logging in

For more information about CODESP's products and services, visit our website and click on **About** from the blue toolbar.

CANCELLING REGISTRATION:

For those with log-in names and passwords go to www.codesp.com and on your home page is your Training Registration (see example below). Click on the blue hyperlink title and click on the Cancel Registration button.

If you do not have a log-in name and password, email codesp@codesp.com to cancel.

My Training Registrations

You are registered for the following training(s):

[Who are the Hardy? Maximizing Health and Productivity in Turbulent Times - Co-Sponsored by CSPCA - 1/31/2012 10:00 a.m. to 11:15 a.m. PDT](#)

Click on the webinar title hyperlink above:

Registration Card

You are already registered to this event.

Cancel Registration

Click on Cancel Registration