

CODESP WEBINARS

- Save district travel costs
- Save CODESP travel costs to help maintain low fees
- Allow for more frequent training
- Allow group interaction
- Are informative and brief
- Are typically only available to CODESP members

EQUIPMENT REQUIREMENTS

Computer speakers, microphone / headset, or telephone

System Requirements for PC-based attendees:

- Windows 2000, XP, 2003 Server, or Vista

System Requirements for Macintosh-based attendees:

- Mac OS X 10.4 (Tiger) or newer

AUDIO

If you do not have a computer microphone or headset, we **strongly encourage** you to **choose to phone in** so that you can have the option to speak during participation activities and exercises. If you do not have the ability to speak, you will have to type your comments in as Questions during the activities and exercises.

TECHNICAL

Check access to the following sites prior to the webinar:

- <https://www2.gotomeeting.com>
- www.gotomeetings.com
- www.gotowebinar.com
- www.joinwebinar.com

Contact your IT department for technical issues. If you require registration or participation assistance phone: **714-374-8644**. The webinar hosts cannot accept email during the webinar.

Join the webinar EARLY:

Please join at least **5 to 10 minutes prior to the meeting** to ensure that your equipment is properly set up and to allow time to download free webinar software. **We need to begin the webinars promptly, and if you join late, you will miss some of the material.**

GETTING CREDIT FOR ATTENDING THE WEBINAR

If you are attending the webinar training for credit towards a training certificate, 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.

WEBINAR BASICS TUTORIAL

If this is your first webinar with us, we strongly suggest that you become familiar with the webinar format before attending. Review our **Webinar Basics** video tutorial posted on the website under **Resources / Tutorials/Webinars: CATS Website & Training / Webinar Tutorial**. It is in Windows Media video format. This software must be installed prior to viewing and may take up to 30 seconds to open.

Instructions on joining the webinar will be emailed to you after you register by clicking on the registration link provided online and in the invitation. Once the webinar begins you can type questions in the question box. To volunteer during the exercises you can “raise your hand” by clicking on the hand icon. The webinars are not only informative, they fun and interactive.

UPCOMING CODESP WEBINARS

Be sure to register and attend other upcoming Webinars that CODESP has to offer. For an up-to-date listing visit www.codesp.com and check for announcements under **Alerts** and **Training**. Remember to register by clicking on the link provided, not through the CODESP website. Reminders will be sent through email. Share the links with anyone else in your district's human resources department who might not be on our email list so they can register and participate also.