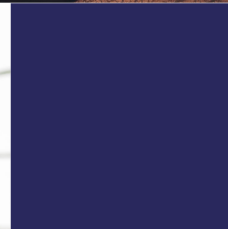
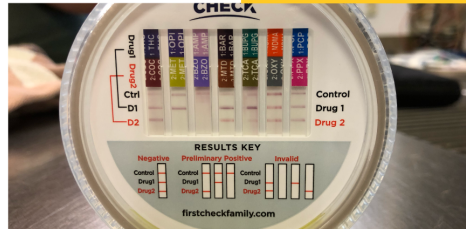




VETgirl Webinar Guide



STEP 1: Review the presenter FAQ

<https://vetgirlontherun.com/presenter-faq/>

This page discusses requirements for:

- PowerPoint creation
- Video submission
- Polls
- Etc.

STEP 2: Login

After submitting your PowerPoint, RACE-Questions, etc. Garret will email you login instructions. In that email you will find your login link including username/password (example screenshot)

While you may elect to use your browser of choice, Google Chrome is our recommended browser.

To manage this presentation, please go to:

https://goto.admin.webcasts.com/admin/index.jsp?guest=garretpachtinger_1363416

Username: garretpachtinger_1363416

Password: 4V5EUY2AKPJN

STEP 3: Click on the link

You will then see the following screen.

- Enter your username / password and click “Log In”

GoToWebcast You are not logged in. Please log in

[About GoToWebcast](#)

Watch from Anywhere
Reach audiences on mobile devices

Log In to GoToWebcast

Username:

Password:

[Forgot your Username or Password?](#)

It's time to put the power of webcasting in your hands

VETgirl

STEP 4: Click on “Live Presenter Studio”

You will then see the following screen.

Click on “**Live Presenter Studio**”

Guest Administrator Access

Event: Copy of August 27, 2020: The ... (1363416) [Audience Webcast Link](#)

Scheduled for: Thu, Aug 27, 2020 9:00 AM EDT

Live Presenter Studio

VETgirl

STEP 5: Your “Presenter Screen” will look something like this:

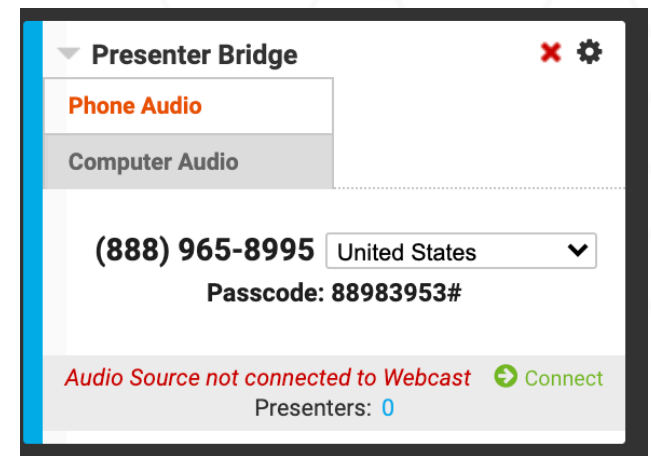
The screenshot displays the GoToWebcast Presenter Screen interface. At the top, it shows the status "Off Air" with a timer at "00:00:00", the Event ID "# 1363416", and "Presenters: 0 | Guest Presenters: 1". The main content area is divided into several sections:

- Broadcast Controls:** A sidebar on the left containing:
 - Presenter Bridge:** A section for connecting to the webcast server. It includes options for "Phone Audio" and "Computer Audio". The phone audio details are: "(888) 965-8995 | United States" and "Passcode: 88983953#". A status message reads "Audio Source not connected to Webcast" with a "Connect" button. A "Connect Bridge to Webcast" button is located below.
 - Presenter Chat:** A chat window at the bottom of the sidebar with a "Send" button.
- Slides:** A central area for managing presentation slides. The current slide is titled "The Uremic Foal" and features a photograph of a horse's face. The slide content includes:
 - 1. Slide 1:** "The Uremic Foal" with the "VETgirl" logo.
 - 2. Slide 2:** "Pamela A Wilkins DVM, MD PhD DACVIM-LA, DACVECC University of Illinois College of Veterinary Medicine".
 - 3. VETgirl... On-The-Run**
 - 4. VETgirl... On-The-Run**The main slide image also displays "The Uremic Foal" and "VETgirl" text, along with the "ILLINOIS" logo.
- Manage Q&A:** A section at the bottom for handling audience questions. It includes a "New Questions" tab and a table with columns for "#", "Questions", "Answers", "Priority", "Status", "Name / Email", and "Company".

STEP 6: Next Step – **AUDIO!**

On the left-hand side of the screen you will see the “Presenter Bridge”

- You will have 2 options
 1. **Phone audio**
 - We recommend a landline as this provides better audio as compared to a cell phone.
 2. **Computer audio (VOIP)**
 - We recommend a quality headset and microphone. Do NOT use your laptop or desktop built in microphone.



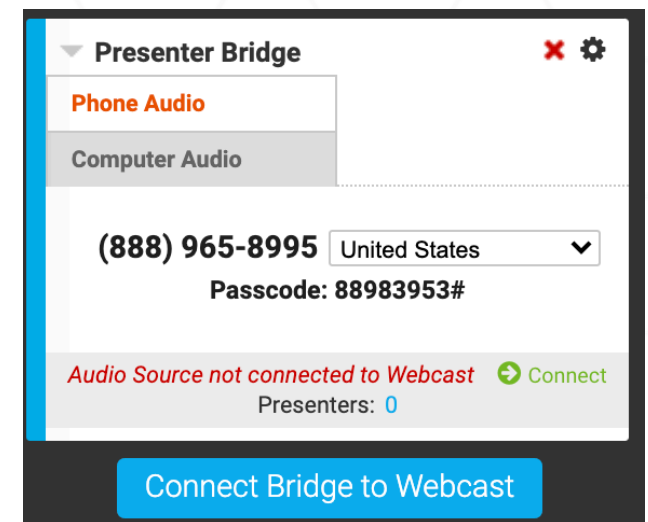
If you choose computer audio, please make sure you have a phone line as a backup in case your internet connection is poor resulting in poor audio!

VETgirl

STEP 6: Presenter Bridge example **PHONE AUDIO OPTION**

IF **PHONE AUDIO** is elected

- Call into the number provided using your landline.
- You will be prompted to enter the passcode listed on the screen.
- Once that is entered, click on “Connect Bridge to Webcast”
- Your audio will then be live and you will chat with the VETgirl webinar moderator!



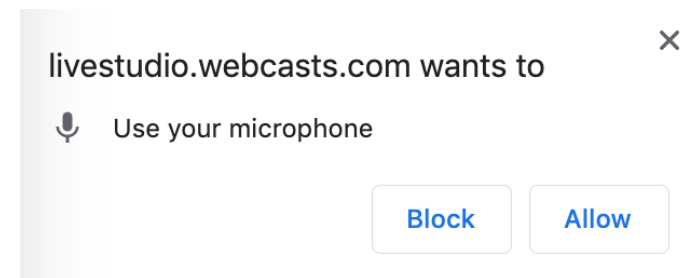
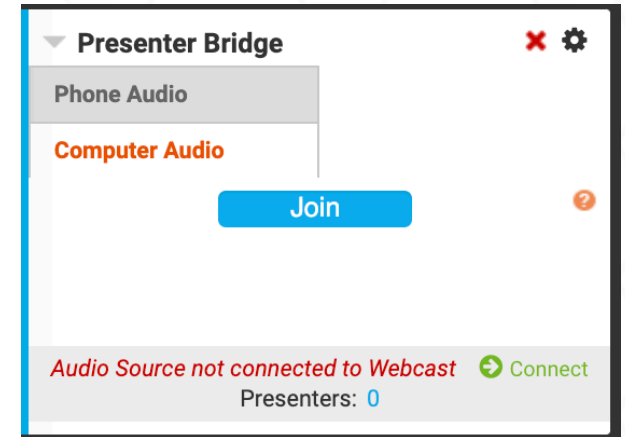
If you choose computer audio, please make sure you have a phone line as a backup in case your internet connection is poor resulting in poor audio!

VETgirl

STEP 6: Presenter Bridge example **COMPUTER AUDIO OPTION!**

IF **COMPUTER AUDIO** is elected

- Click on “Computer Audio” – you will then see those words turn **orange**.
- Following this you will see a pop-up, prompting you to allow the platform to access your computer audio – **click on “Allow”** – **make sure your pop-up blockers are disabled!**



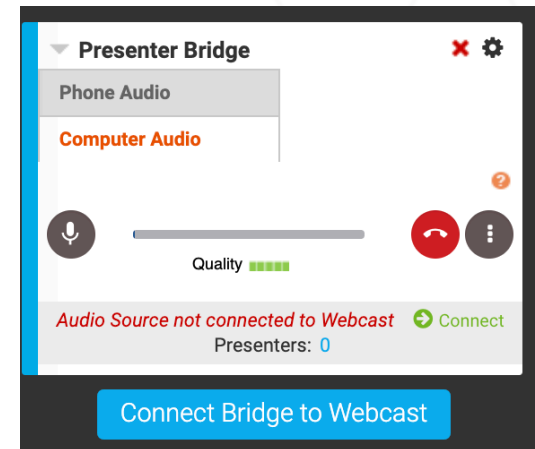
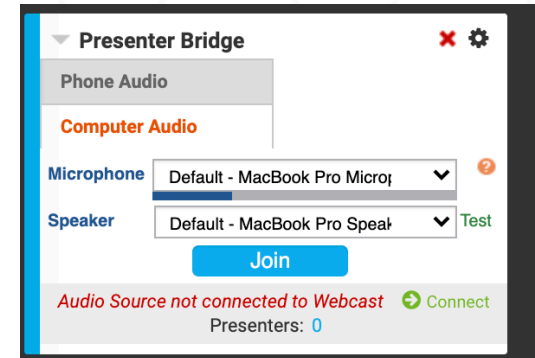
If you choose computer audio, please make sure you have a phone line as a backup in case your internet connection is poor resulting in poor audio!

VETgirl

STEP 6: Presenter Bridge example **COMPUTER AUDIO OPTION!**

- The window appearance will change with microphone and speaker inputs.
- **Click “Join”**

- The window will change and you will **click “Connect Bridge to Webcast”**
- Your audio will then be live and you will chat with the VETgirl webinar moderator!



If you choose computer audio, please make sure you have a phone line as a backup in case your internet connection is poor resulting in poor audio!

Quick Tour of the Webinar Platform window

GoToWebcast Stand By 00:00:00 REC Event ID: # 1363416 Presenters: 0 | Guest Presenters: 1 Message | Activity

Broadcast Controls

Connected. Ready to begin the webcast.

Presenter Bridge

Phone Audio
Computer Audio

Quality ■■■■■

Audio Source connected to Webcast Presenters: 1 Disconnect

Start Webcast

Presenter Chat

Send

Slides | Headshots

Manage Slides

The_Uremic_Foal_Vet_... < Previous Next > Slide 3 (Step 1 of 1) "VETgirl...On-The-Run"

1. Slide 1
The Uremic Foal
VETgirl

2. Slide 2
VETgirl

3. VETgirl...On-The-Run
VETgirl...On-The-Run
• The tech-savvy way to get online veterinary CE!
• A subscription-based service offering veterinary RACE-approved CE

4. VETgirl... On-The-Run
VETgirl

Manage Q&A

New Questions Answered Deleted Revoked +

Auto Refresh

#	Questions	Answers	Priority	Status	Name / Email	Company
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The screenshot on the left is the general window you will see after successfully logging in.

Quick Tour of the Webinar Platform window

The screenshot displays the GoToWebcast interface. On the left, there is a 'Broadcast Controls' panel with a video feed of a woman, a 'Presenter Bridge' section with audio controls, and a 'Presenter Chat' window. The main content area shows a slide titled 'VETgirl...On-The-Run' with a red arrow pointing to the presenter's headshot. The slide content includes the VETgirl logo, a list of bullet points, and a Q&A table.

Broadcast Controls

Connected. Ready to begin the webcast.

Presenter Bridge

Phone Audio
Computer Audio

Quality: [Progress Bar]

Audio Source connected to Webcast Presenters: 1

Start Webcast

Presenter Chat

Slide 3 (Step 1 of 1) "VETgirl...On-The-Run"

VETgirl

VETgirl...On-The-Run

- The tech-savvy way to get online veterinary CE!
- A subscription-based service offering veterinary RACE-approved CE

Manage Q&A

#	Questions	Answers	Priority	Status	Name / Email	Company

The top left will be your headshot which the audience will see during the presentation.

Quick Tour of the Webinar Platform window

GoToWebcast

Stand By 00:00:00 REC Event ID: # 1363416 Presenters: 0 | Guest Presenters: 1 Message | Activity

Broadcast Controls

Slides Headshots

Manage Slides

The_Uremic_Foal_Vet_ < Previous Next Slide 3 (Step 1 of 1) "VETgirl...On-The-Run"

1. Slide 1
The Uremic Foal
VETgirl

2. Slide 2
VETgirl

3. VETgirl...On-The-Run
VETgirl...On-The-Run
• The tech-savvy way to get online veterinary CE!
• A subscription-based service offering veterinary RACE-approved CE

4. VETgirl... On-The-Run
VETgirl

Presenter Bridge

Phone Audio

Computer Audio

Quality

Audio Source connected to Webcast Presenters: 1 Disconnect

Start Webcast

Presenter Chat

Priority Status Name / Email Company

Auto Refresh

Send

The bottom left is the presenter chat. This chat box is ONLY visible to the speaker(s) and moderator. The general audience can not see this chat feature.

Quick Tour of the Presenter Platform window

GoToWebcast Stand By 00:00:00 REC

Broadcast Controls

Slides Headshots

Manage Slides

The_Uremic_Foal_Vet_...

< Previous Next > Slide 3 (Step 1 of 1) "VETgirl...On-The-Run"

1. Slide 1
The Uremic Foal
VETgirl

2. Slide 2
VETgirl

3. VETgirl...On-The-Run
VETgirl...On-The-Run
• The tech-savvy way to get online veterinary CE!
• A subscription-based service offering veterinary RACE-approved CE

4. VETgirl... On-The-Run
VETgirl

Manage Q&A

New Questions Answered Deleted Revoked +

#	Questions	Answers	Priority	Status	Name / Email	Company
---	-----------	---------	----------	--------	--------------	---------

Auto Refresh

Presenter Bridge

Phone Audio

Computer Audio

Quality

Audio Source connected to Webcast Presenters: 1

Start Webcast

Presenter Chat

Send

To the right of the speaker headshot are tabs, similar to your web browser tabs. At minimum you will see “Slides” and “Headshots”

If you provide videos, polls, etc. – additional tabs will appear.

Please review the Presenter FAQ for more information.

Quick Tour of the Webinar Platform window

The screenshot displays the GoToWebcast interface from a presenter's perspective. On the left, there is a 'Broadcast Controls' panel with a video feed of a presenter, 'Presenter Bridge' with audio controls, and a 'Presenter Chat' window. The main area shows a 'Manage Slides' section with a list of four slides. A large red arrow points from the text on the right to the thumbnail of the third slide. Below the slides is a 'Manage Q&A' section with a table of questions and answers.

GoToWebcast Stand By 00:00:00 REC Event ID: # 1363416 Presenters: 0 | Guest Presenters: 1 Message | Activity

Broadcast Controls

Connected. Ready to begin the webcast.

Presenter Bridge

Phone Audio
Computer Audio

Quality

Audio Source connected to Webcast Presenters: 1 Disconnect

Start Webcast

Presenter Chat

Send

Slides | Headshots

Manage Slides

The_Uremic_Foal_Vet_... < Previous Next > Slide 3 (Step 1)

- Slide 1
The Uremic Foal
VETgirl
- Slide 2
VETgirl
- VETgirl...On-The-Run
VETgirl...On-The-Run
VETgirl...On-The-Run
VETgirl...On-The-Run
- VETgirl... On-The-Run
VETgirl... On-The-Run

Manage Q&A

New Questions Answered Deleted Revoked +

#	Questions	Answers	Priority	Status	Name / Email	Company
---	-----------	---------	----------	--------	--------------	---------

Auto Refresh

Similar to PowerPoint presenter tools, there will be thumbnail slides to the left of the large main slide. The audience can not see these thumbnails, only the large, main slide.

Quick Tour of the Webinar Platform window

The screenshot displays the GoToWebcast interface. At the top left, it says "GoToWebcast". To the right, there's a status bar with "Stand By 00:00:00 REC", "Event ID: # 1363416", "Presenters: 0 | Guest Presenters: 1", and "Message | Activity".

On the left side, there's a "Broadcast Controls" panel. It includes a video feed of a woman, a "Presenter Bridge" section with "Phone Audio" and "Computer Audio" options, a "Start Webcast" button, and a "Presenter Chat" section with a "Send" button.

The main content area is titled "Manage Slides". It shows a list of slides on the left and a large preview of the current slide on the right. The current slide is titled "VETgirl...On-The-Run" and features the VETgirl logo, images of a smartphone and a tablet displaying the VETgirl app, and a bulleted list:

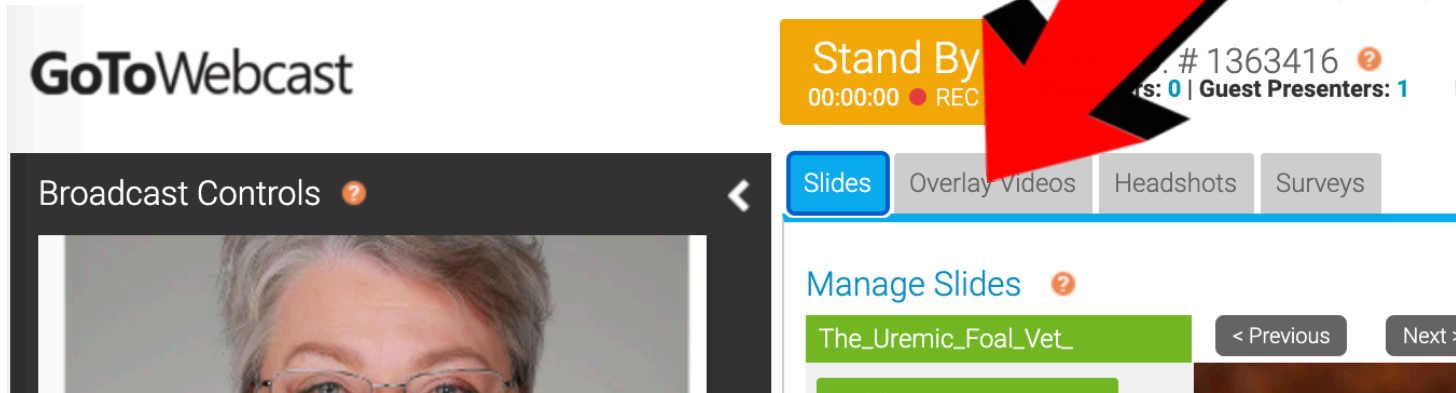
- The tech-savvy way to get online veterinary CE!
- A subscription-based service offering veterinary RACE-approved CE

Below the slide preview is a "Manage Q&A" section. It has tabs for "New Questions", "Answered", "Deleted", and "Revoked". There are also icons for "Auto Refresh", "Refresh", "Print", and "Share". A table with columns for "#", "Questions", "Answers", and "Company" is partially visible.

A large red arrow with a black outline points from the bottom right towards the Q&A section.

Under the slides is the Q&A section. The moderator will be responsible for question discussion and review this with you during the pre-webinar orientation.

VIDEOS



- If you have provided videos for the presentation, you will see an “**Overlay Videos**” tab.

VIDEOS

When ready to show the video:

- Click on the overlay video tab.
- Your videos will then be present.

The screenshot displays the GoToWebcast interface. At the top left, the 'GoToWebcast' logo is visible. To the right, a status bar shows 'Stand By' with a timer at '00:00:00' and a 'REC' indicator. Further right, the 'Event ID: # 1363416' is shown, along with 'Presenters: 0 | Guest Presenters: 1' and links for 'Message | Activity'. Below this, a navigation bar includes 'Slides', 'Overlay Videos' (which is highlighted in blue), 'Headshots', and 'Surveys'. The main content area is divided into two sections. On the left, the 'Broadcast Controls' panel features a video feed of a woman with short grey hair and glasses, wearing a black and white patterned top. Below the video, it says 'Connected. Ready to begin the webcast.' Underneath this is the 'Presenter Bridge' section, which has a green checkmark and a gear icon. It shows 'Phone Audio' selected over 'Computer Audio', with a phone number '(888) 965-8995' and a dropdown menu set to 'United States'. On the right, the 'Manage Overlay Videos' section shows a video thumbnail of a dog in a kitchen. Below the thumbnail, it is labeled 'Slide54', '1280x720', and '00:22'. There are 'Preview' and 'Launch' buttons below the video.

VIDEOS

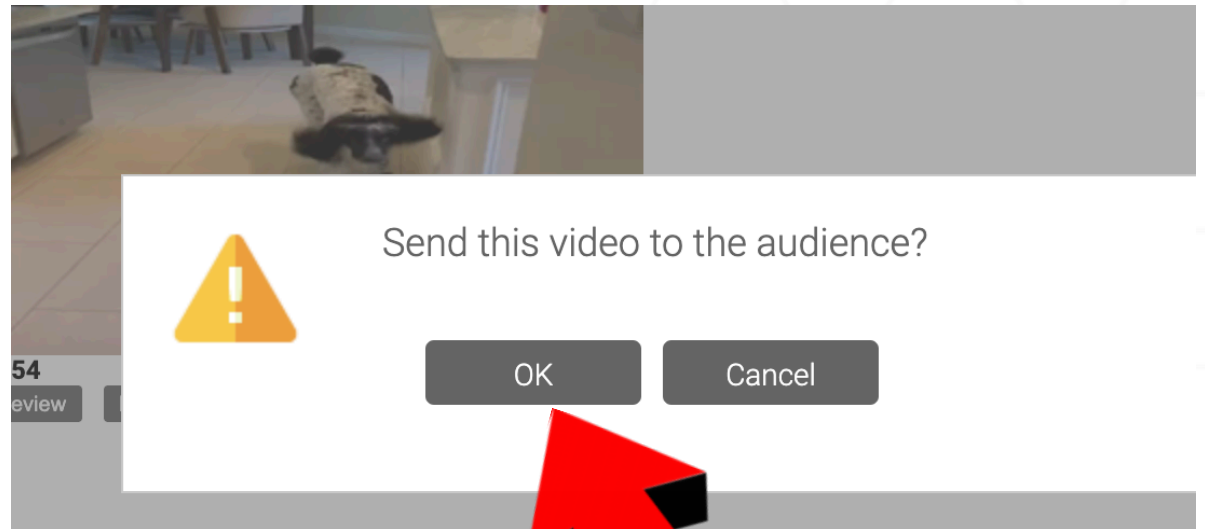
Find the desired video and
click **“Launch”**

The screenshot displays the GoToWebcast control interface. At the top left, the 'GoToWebcast' logo is visible. To the right, a status bar shows 'Stand By' with a '00:00:00' timer and a 'REC' indicator. Further right, the 'Event ID: # 1363416' is shown, along with 'Presenters: 0 | Guest Presenters: 1' and links for 'Message | Activity'. Below this is a navigation bar with tabs for 'Slides', 'Overlay Videos' (which is highlighted in blue), 'Headshots', and 'Surveys'. The main area is split into two panels. The left panel, titled 'Broadcast Controls', features a video preview window showing a woman with short grey hair and glasses. Below the preview, it says 'Connected. Ready to begin the webcast.' At the bottom of this panel is the 'Presenter Bridge' section, which includes 'Phone Audio' (selected) and 'Computer Audio' options, a phone number '(888) 965-8995', and a location dropdown set to 'United States'. The right panel, titled 'Manage Overlay Videos', shows a video thumbnail of an interior room. Below the thumbnail, it is labeled 'Slide54' with a resolution of '1280x720' and a duration of '00:22'. There are 'Preview' and 'Launch' buttons at the bottom of this panel. A large red arrow with a black outline points from the top right towards the 'Launch' button.

VIDEOS

You will then be prompted to send the video to the audience – click **OK**

IMPORTANT – once you start playing the video, do NOT stop the video. Allow the video to play to completion. Once the video finishes playing, the video screen will disappear and you will be returned to your slides screen.



Polls

The screenshot shows a presentation interface with a top status bar displaying '00:02:48 REC' and 'Presenters: 0 | Guest Present'. Below this is a navigation menu with tabs for 'Slides', 'Overlay Videos', 'Headshots', and 'Surveys'. A large red arrow points to the 'Surveys' tab. The main content area is titled 'Manage Slides' and shows a list of slides for 'The_Uremic_Foal_Vet_'. The first slide is titled '1. Slide 1' and features a photo of a foal and the text 'The Uremic Foal VETgirl'. The second slide is titled '2. Slide 2' and features a photo of Pamela A Wilkins DVM, DACVIM-LA, DACVECC, University of Illinois Col. The interface also includes a 'Broadcasting!' indicator and a 'Message | Activity' link.

- If you have provided polls/surveys for the presentation, you will see one of the tabs will be “Surveys”

VIDEOS

When ready to provide the poll/survey:

- Click on the survey tab.
- Your surveys will then be present.

00:03:26 REC Presenters: 0 | Guest Presenters: 0 | Message | Activity

Slides Overlay Videos Headshots **Surveys**

Manage Surveys

Test 1

Survey : Not Sent Results : Not Sent

1 Test

a) Yes

b) No

Send Survey to Audience

Polls/Survey

When ready to provide the poll/survey:

- Click on “Send Survey to Audience”
- They will have 30-45 seconds to answer the poll
- Results will be provided on your/their screen following the automatic closing of the poll.

00:03:26 REC Presenters: 0 | Guest Presenters: 1 Message | Activity

Slides Overlay Videos Headshots Surveys

Manage Surveys

Test 1

Survey : Not Sent Results : Not Sent

1 Test

a) Yes

b) No

Send Survey to Audience

Polls/Survey

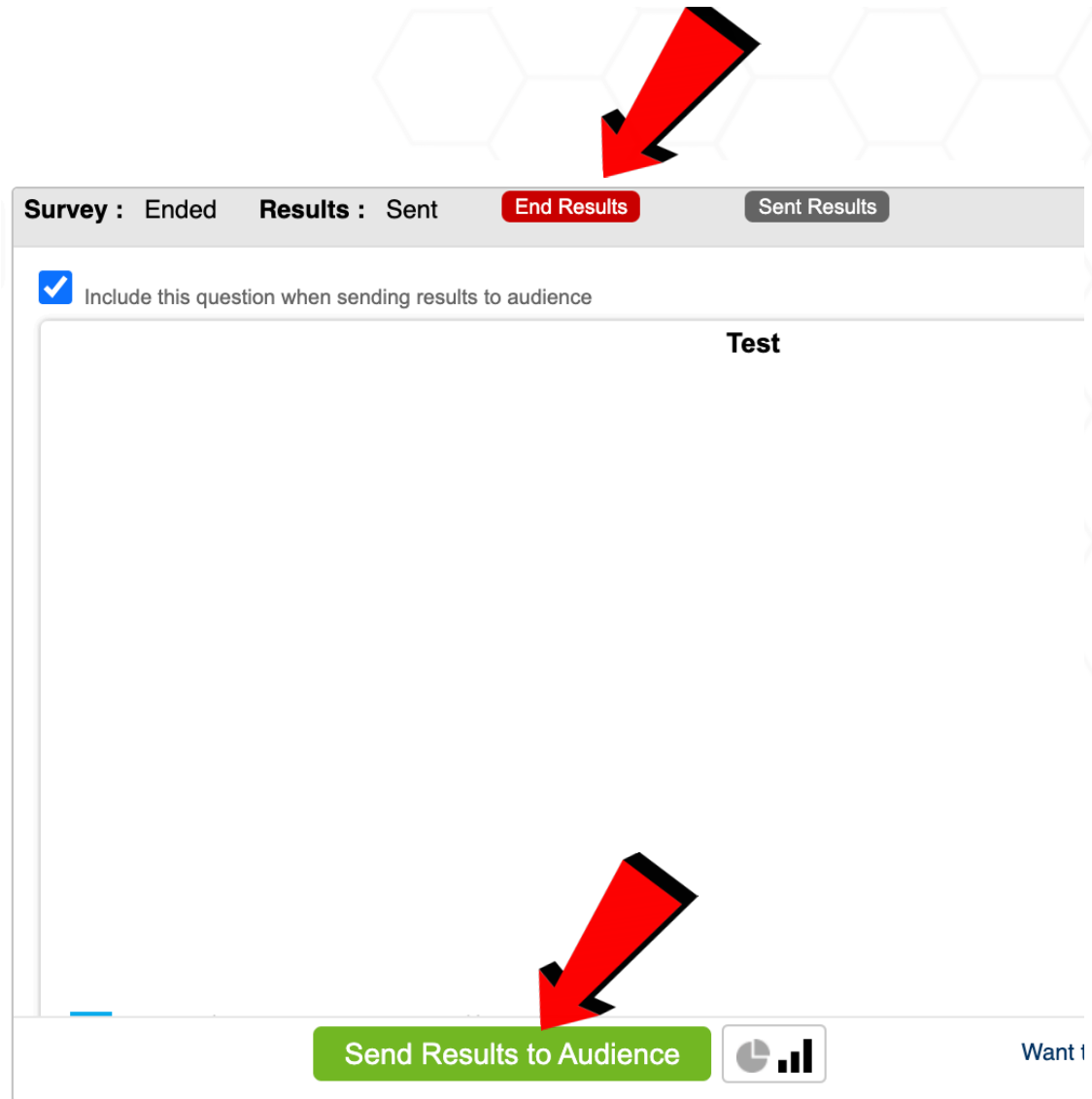
You have the option to both
- “END RESULTS”

And

“Send Results to the
Audience”

If you would like to close the
poll earlier.

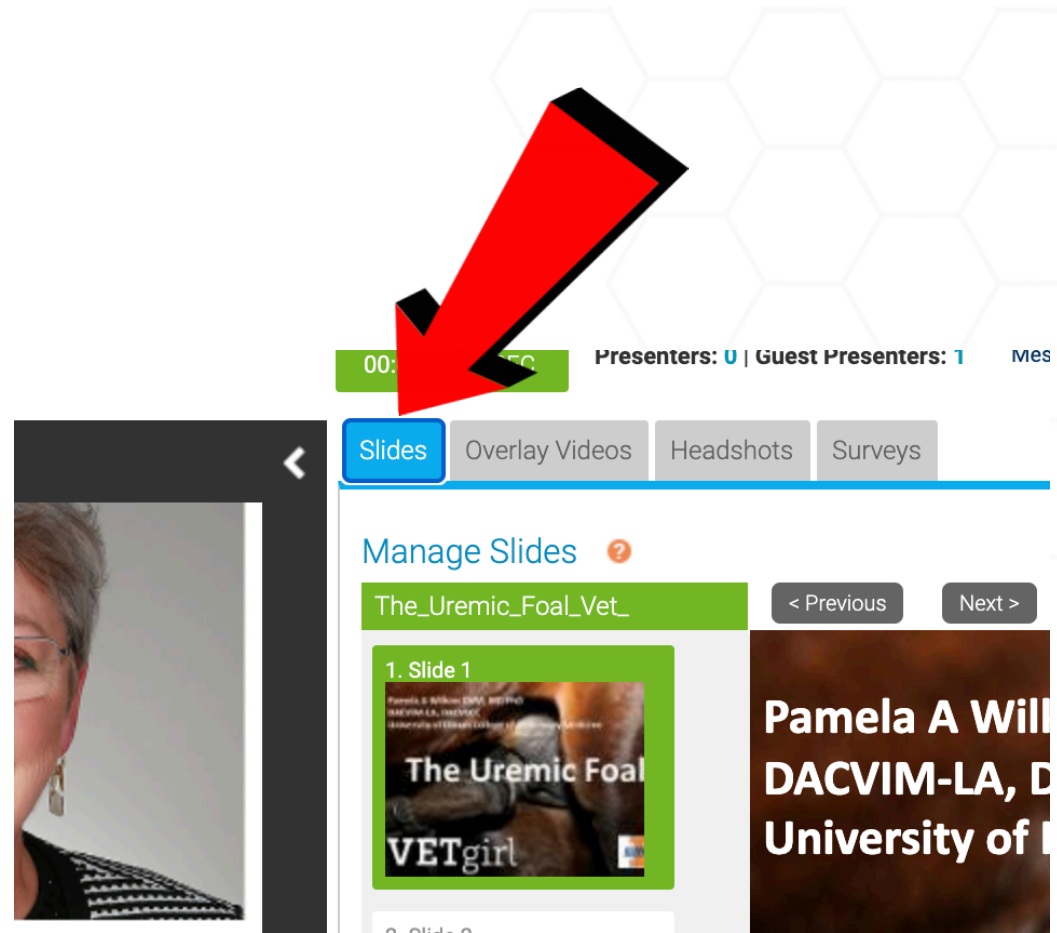
VETgirl



The screenshot shows a survey control panel. At the top, there are four tabs: "Survey : Ended", "Results : Sent", "End Results" (highlighted in red), and "Sent Results". Below the tabs, there is a checkbox labeled "Include this question when sending results to audience" which is checked. The main area is titled "Test" and is currently empty. At the bottom, there is a green button labeled "Send Results to Audience" and a small icon of a pie chart and bar graph. A red arrow points to the "End Results" tab, and another red arrow points to the "Send Results to Audience" button.

Polls/Survey

Once finished, click your "Slides" tab to go back to your presentation.



Thank you!

Please remember to review the Presenter FAQ
<https://vetgirlontherun.com/presenter-faq/>

And contact us if you have any questions!

garret@vetgirlontherun.com

Justine@vetgirlontherun.com

VETgirl

VETgirl

#1 CE resource

#1 CE Community

#1 CE Management System