

VETgirl



Webinar Guide

# STEP 1: Review the presenter FAQ & Login Instructions sent via email

These documents discuss the following and are ESSENTIAL for understanding our processes:

- PowerPoint creation
- Video submission
- Polls
- How to login to our platform

## STEP 2: Login

- After submitting your properly formatted PowerPoint, RACE questions, videos, poll questions, etc., we'll email you login instructions. In that email you will find your login link including username/password (example: screenshot below)

\*You will use this same login for reviewing your presentation and when logging into your webinar 30 minutes prior to the presentation.

- While you may elect to use your browser of choice, Google Chrome is our recommended browser.
- Requirements:
  - Desktop or laptop
  - Headset or phone (NO Bluetooth ear buds)

To manage this presentation, please go to:

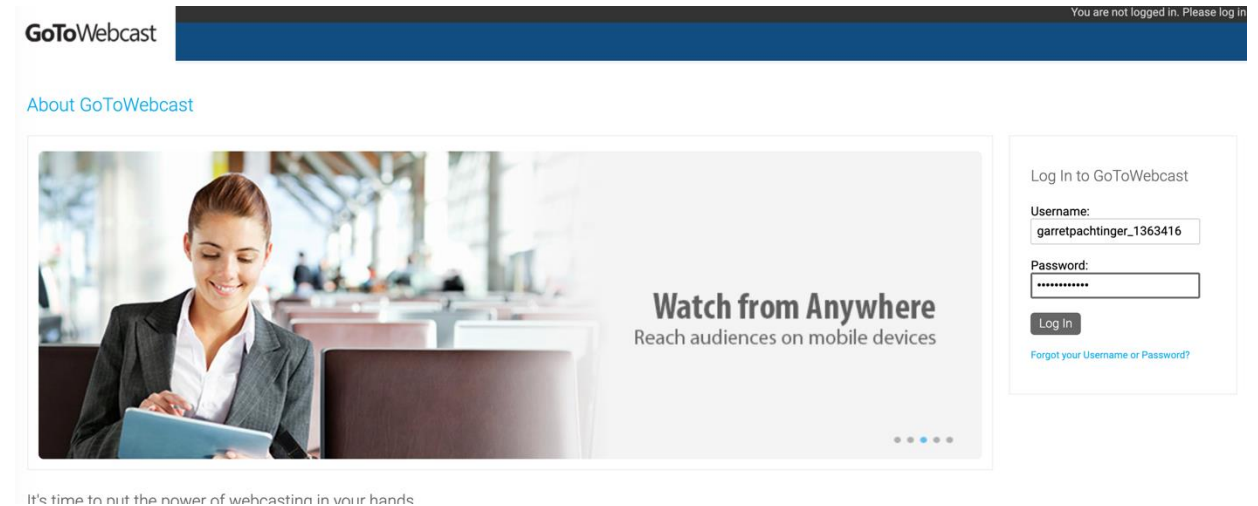
[https://goto.admin.webcasts.com/admin/index.jsp?guest=garretpachtinger\\_1363416](https://goto.admin.webcasts.com/admin/index.jsp?guest=garretpachtinger_1363416)

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:  
garretpachtinger\_1363416

Password:  
\*\*\*\*\*

Log In

[Forgot your Username or Password?](#)

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

## STEP 4: Click on “Live Presenter Studio”

- You will then see the following screen
- Click on “Live Presenter Studio”

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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

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:
  - A "Please Dial in to the Presenter Bridge" message with a phone icon and instructions: "The Webcast Leader should connect the phone bridge to the webcast using the button below." Below this is a status "Waiting for connection to webcast server to be initiated."
  - A "Presenter Bridge" section with "Phone Audio" and "Computer Audio" options. It displays the phone number "(888) 965-8995" for the "United States" and the passcode "88983953#". A red status message reads "Audio Source not connected to Webcast" with a "Connect" button and "Presenters: 0". A "Connect Bridge to Webcast" button is at the bottom.
  - A "Presenter Chat" section with a text input field and a "Send" button.
- Manage Slides:** A central panel showing a list of slides on the left and a large preview of the current slide on the right. The current slide is titled "The Uremic Foal" and features a photograph of a horse's face. The slide text includes: "Pamela A Wilkins DVM, MD PhD", "DACVIM-LA, DACVECC", "University of Illinois College of Veterinary Medicine", and "The Uremic Foal" in large white font, with the "VETgirl" logo at the bottom.
- Manage Q&A:** A bottom panel with tabs for "New Questions", "Answered", "Deleted", and "Revoked". It includes a table with columns for "#", "Questions", "Answers", "Priority", "Status", "Name / Email", and "Company". A "Send" button is located at the bottom right of this panel.

## STEP 6: Next Step – Audio **WARNINGS**

Depending on the size of your screen/monitor, you may need to maximize the window so you can see well.

If needed, you may need to minimize the “Presenter Chat” window found in the bottom left corner of your screen

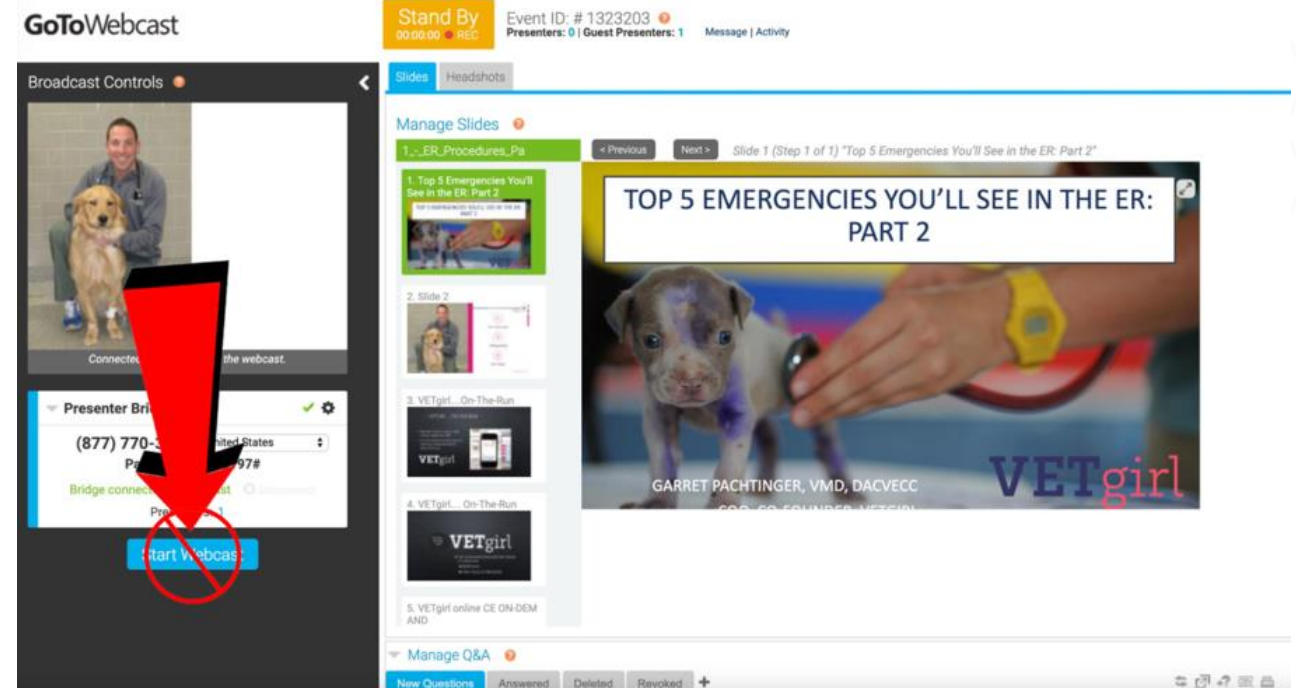
The screenshot displays the GoToWebcast control panel. At the top, it shows 'Off Air' with a timer at 00:00:00, 'Event ID: # 1323203', and 'Presenters: 0 | Guest Presenters: 1'. The main area is divided into several sections: 'Broadcast Controls' on the left, 'Manage Slides' in the center, and 'Manage Q&A' at the bottom. The 'Presenter Bridge' section shows a phone icon and instructions: 'Please Dial in to the Presenter Bridge. The Webcast Leader should connect the phone bridge to the webcast using the button below.' Below this, it displays the phone number '(877) 770-3647' and the passcode '2709819'. A red arrow points to the 'Presenter Chat' window in the bottom left corner. The 'Manage Slides' section shows a list of slides, with the first slide titled 'TOP 5 EMERGENCIES YOU'LL SEE IN THE ER: PART 2' featuring a photo of a puppy and a hand with a stethoscope. The 'Manage Q&A' section has tabs for 'New Questions', 'Answered', 'Deleted', and 'Revoked', and a table with columns for '#', 'Questions', 'Answers', 'Priority', 'Status', 'Name / Email', and 'Company'.

*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!*

## STEP 6: Next Step – Audio **WARNINGS**

Once you connect to the Bridge, the “Connect Bridge to Webcast” button will be replaced by the “Start Webcast” button.

**\*\*\* DO NOT click the “Start Webcast” button – the moderator will do this!!!\*\*\***



The screenshot displays the GoToWebcast control panel. On the left, the 'Broadcast Controls' panel shows a 'Start Webcast' button at the bottom, which is circled in red with a red arrow pointing to it. The main interface shows a 'Manage Slides' section with a list of slides, including '1. Top 5 Emergencies You'll See in the ER: Part 2'. The current slide is displayed in a large preview window on the right, featuring a video of a person examining a puppy. The video has a white text overlay that reads 'TOP 5 EMERGENCIES YOU'LL SEE IN THE ER: PART 2' and a 'VETgirl' logo in the bottom right corner. The video also includes the name 'GARRET PACTINGER, VMD, DACVECC'.

*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!*

## STEP 6: Next Step – Audio

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

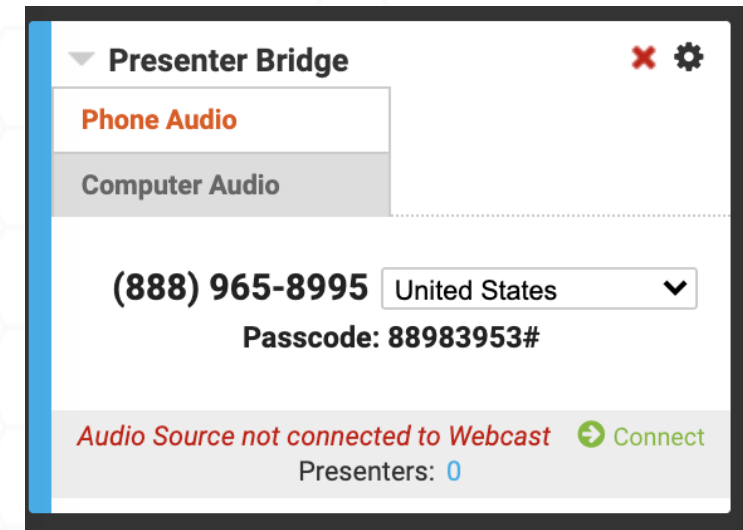
### You will have 2 options:

#### 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

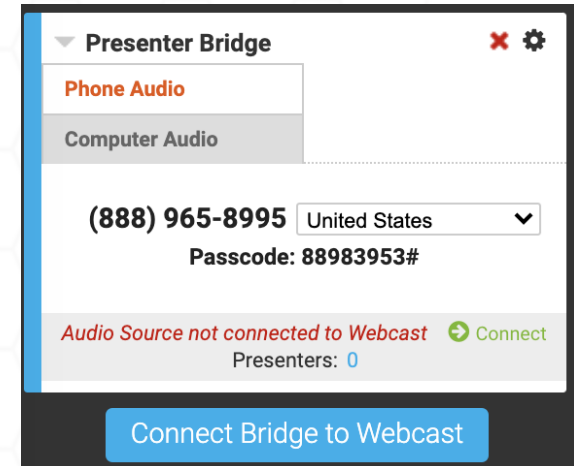


*If you choose computer audio, please make sure you have a phone line as a backup in case your internet connection is poor resulting in poor audio!*

## 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

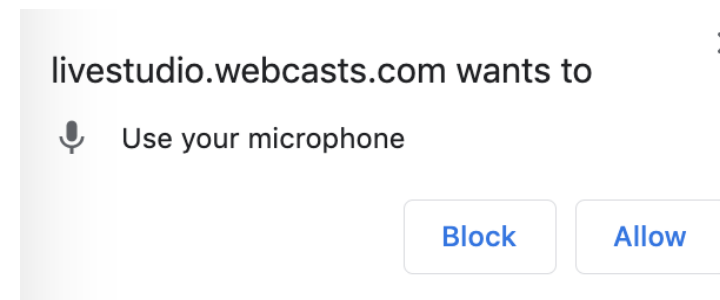
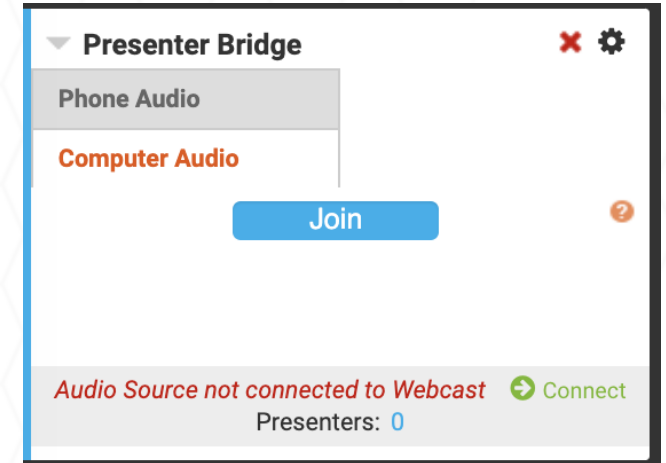


*If you choose computer audio, please make sure you have a phone line as a backup in case your internet connection is poor resulting in poor audio!*

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

If COMPUTER AUDIO is elected:

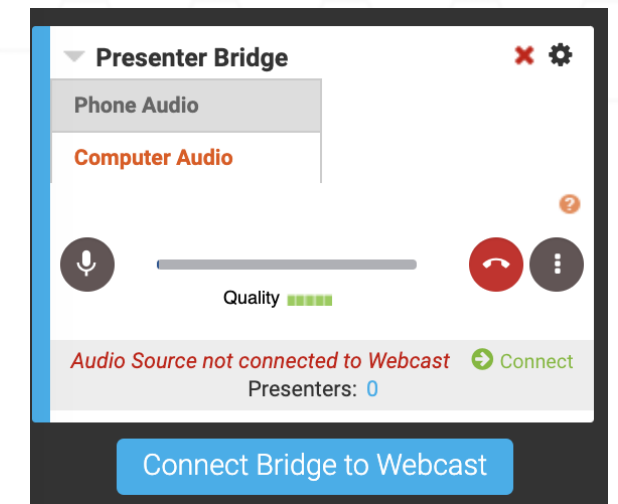
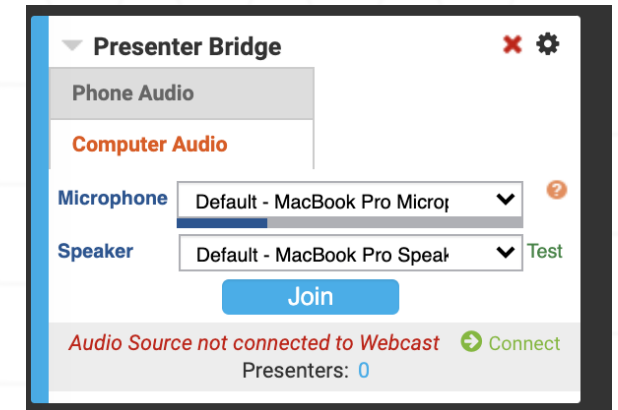
- Click on “Computer Audio” – you will then see those words turn orange
- Following this you will see a pop-up, prompting you to allow the platform to access your computer audio – **click on “Allow”** – make sure your pop-up blockers are disabled!



*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!*

## 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

The screenshot displays the GoToWebcast interface during a webinar. At the top, it shows the status 'Stand By' with a timer at 00:00:00 and 'REC' indicator. The event ID is #1363416, and there are 0 presenters and 1 guest presenter. The main content area shows a slide titled 'VETgirl...On-The-Run' with the following text:

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

The interface also features a 'Presenter Bridge' with audio controls, a 'Presenter Chat' window, and a 'Manage Q&A' section with a table for questions and answers.

#	Questions	Answers	Priority	Status	Name / Email	Company

This is the general window you should see after successfully logging in.

# Quick Tour of the Webinar Platform Window: Headshot

**GoToWebcast**

Stand By 00:00:00 REC Event ID: #1...6 Presenters: 1 Message | Activity

Broadcast Controls

Slides | Headshots

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

**VETgirl**

The Uremic Foal

2. Slide 2

3. VETgirl...On-The-Run

4. 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

Presenter Bridge

Phone Audio

Computer Audio

Quality

Audio Source connected to Webcast Presenters: 1

Start Webcast

Presenter Chat

Manage Q&A

New Questions Answered Deleted Revoked +

Auto Refresh

#	Questions	Answers	Priority	Status	Name / Email	Company
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Send

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

# Quick Tour of the Webinar Platform Window: Presenter Chat

GoToWebcast

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

Broadcast Controls

Manage Slides

The\_Uremic\_Foal\_Vet\_

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

1. Slide 1

2. Slide 2

3. VETgirl...On-The-Run

4. 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

Presenter Chat

Send

The bottom left is the presenter chat. This chat box is ONLY visible to the speaker(s) and moderator and can be used to chat with with each other. The general audience cannot see this chat feature.

# Quick Tour of the Webinar Platform Window: Slides

GoToWebcast

Stand By 00:00:00 RE Activity

Broadcast Controls

Slides

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

gir

Presenter Bridge

Phone Audio

Computer Audio

Quality

Audio Source connected to Webcast Presenters: 1

Start Webcast

Presenter Chat

Manage Q&A

New Questions Answered Deleted Revoked +

Auto Refresh

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

Send

To the right of the speaker headshot are tabs, at minimum you will see "Slides" and "Headshots"

If you provide videos or polls, additional tabs will appear.

Please review the Presenter FAQ for more information.

# Quick Tour of the Webinar Platform Window: Slides

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

Manage Q&A

New Questions Answered Deleted Revoked +

Auto Refresh

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

Send

Similar to PowerPoint “presenter” mode, 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.

*\*Unlike PowerPoint presenter tools there will be no notes section. Please have your notes available from another source.*

# Quick Tour of the Webinar Platform Window: Q&A

The screenshot displays the GoToWebcast interface. On the left, there is a 'Broadcast Controls' panel with a video feed of a woman, 'Presenter Bridge' with audio controls, and 'Presenter Chat'. The main area shows a 'Manage Slides' section with a slide titled 'VETgirl...On-The-Run' featuring a smartphone and the text: 'The tech-savvy way to get online veterinary CE!' and 'A subscription-based service offering veterinary RACE-approved CE'. Below the slides is a 'Manage Q&A' section with a table for questions and answers. A large red arrow points from the 'Manage Q&A' section towards the right.

GoToWebcast

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

Broadcast Controls

Manage Slides

The\_Uremic\_Foal\_Vet\_

1. Slide 1

The Uremic Foal

VETgirl

2. Slide 2

VETgirl

3. VETgirl...On-The-Run

VETgirl...On-The-Run

VETgirl

4. VETgirl... On-The-Run

.gir

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

New Questions Answered Deleted Revoked +

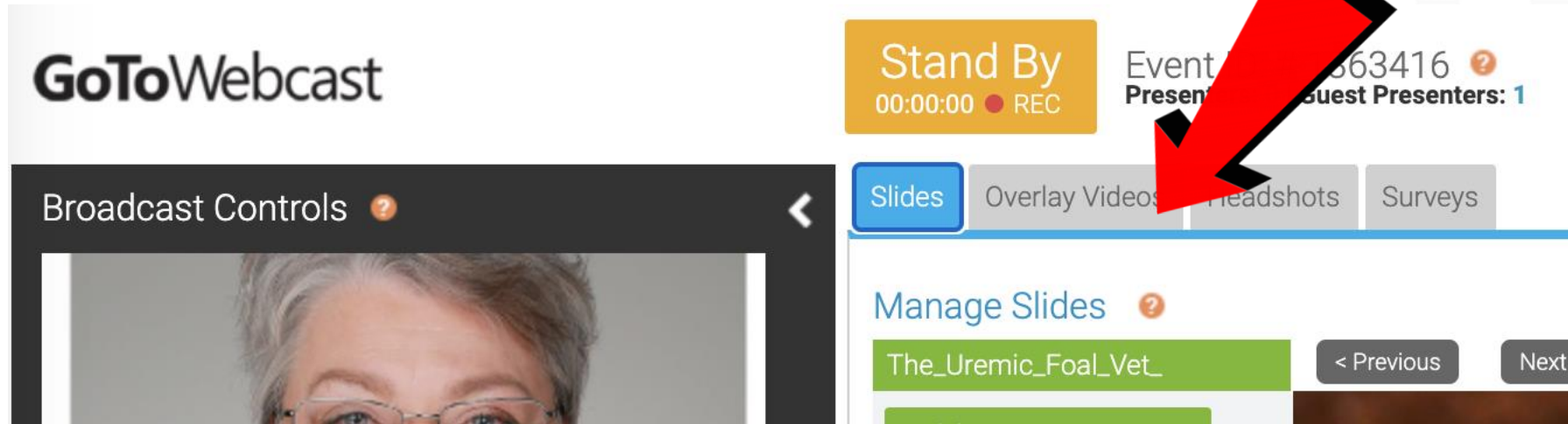
#	Questions	Answers	Company
---	-----------	---------	---------

Auto Refresh

Send

This section is the Q&A section. The moderator will be responsible for question discussion and review this with you during the pre-webinar orientation, and will strategically pick 3-8 questions for you to answer; please do NOT answer all of them, due to lack of time. Your moderator will guide you on this.

## Quick Tour of the Webinar Platform Window: Videos



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

# Quick Tour of the Webinar Platform Window: 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 is the 'GoToWebcast' logo. 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'. Below this is a navigation bar with tabs for 'Slides', 'Overlay Videos' (selected), 'Headshots', and 'Surveys'. The main content area is titled 'Manage Overlay Videos' and shows a video thumbnail for 'Slide54' with dimensions '1280x720' and duration '00:22'. Below the thumbnail are 'Preview' and 'Launch' buttons. On the left side, there's a 'Broadcast Controls' panel with a video feed of a woman and the text 'Connected. Ready to begin the webcast.' Below that is the 'Presenter Bridge' section, which includes 'Phone Audio' and 'Computer Audio' options, a phone number '(888) 965-8995', and a location dropdown set to 'United States'.

# Quick Tour of the Webinar Platform Window: Videos

Find the desired video and click "Launch"

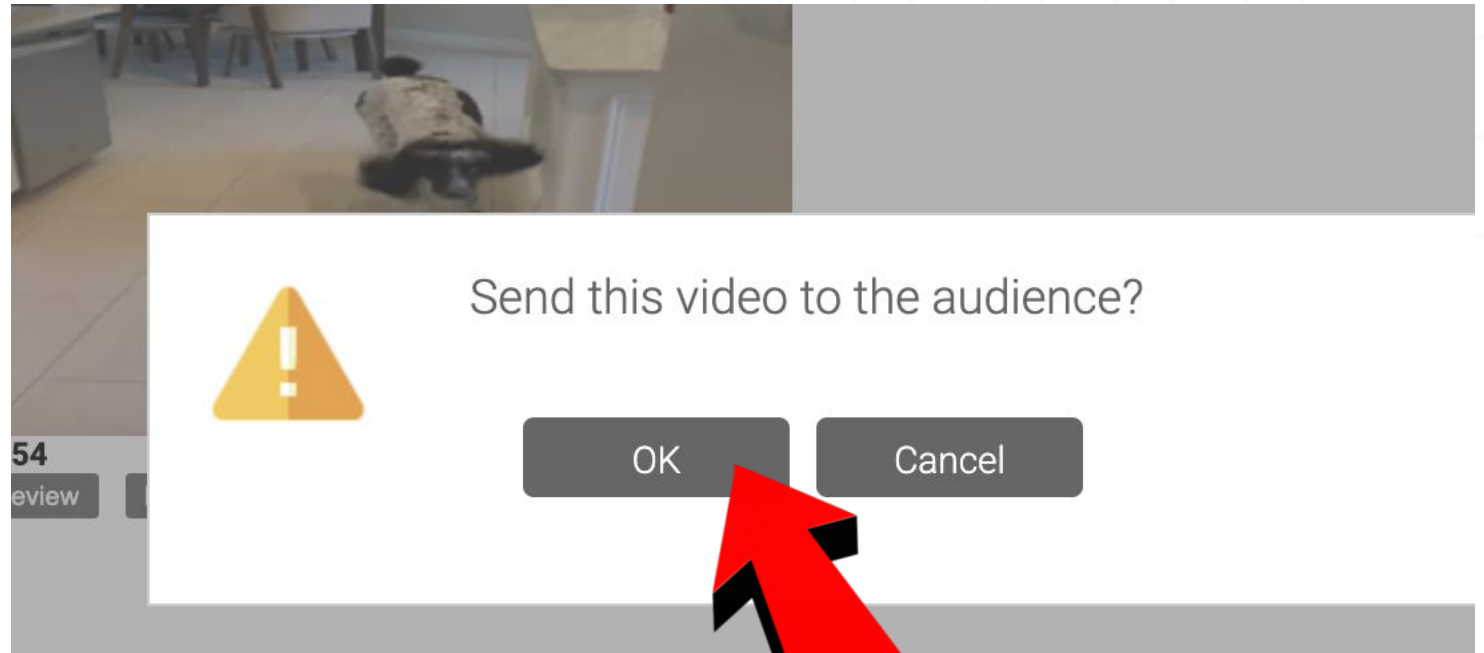
The screenshot displays the GoToWebcast control interface. At the top left is the 'GoToWebcast' logo. To the right, it shows 'Stand By' with a timer at '00:00:00' and a 'REC' indicator, along with 'Event ID: # 1363416', 'Presenters: 0', and 'Guest Presenters: 1'. Below this are 'Broadcast Controls' and navigation tabs for 'Slides', 'Overlay Videos', 'Headshots', and 'Surveys'. The 'Overlay Videos' tab is active, showing a 'Manage Overlay Videos' section with a video thumbnail of a room. A large red arrow points to the 'Launch' button for 'Slide54', which has a resolution of '1280x720' and a duration of '00:22'. Below the thumbnail are 'Preview' and 'Launch' buttons. At the bottom left, the 'Presenter Bridge' section shows 'Phone Audio' selected and 'Computer Audio' as an option, with a phone number '(888) 965-8995' and a location dropdown set to 'United States'.

# Quick Tour of the Webinar Platform Window: Videos

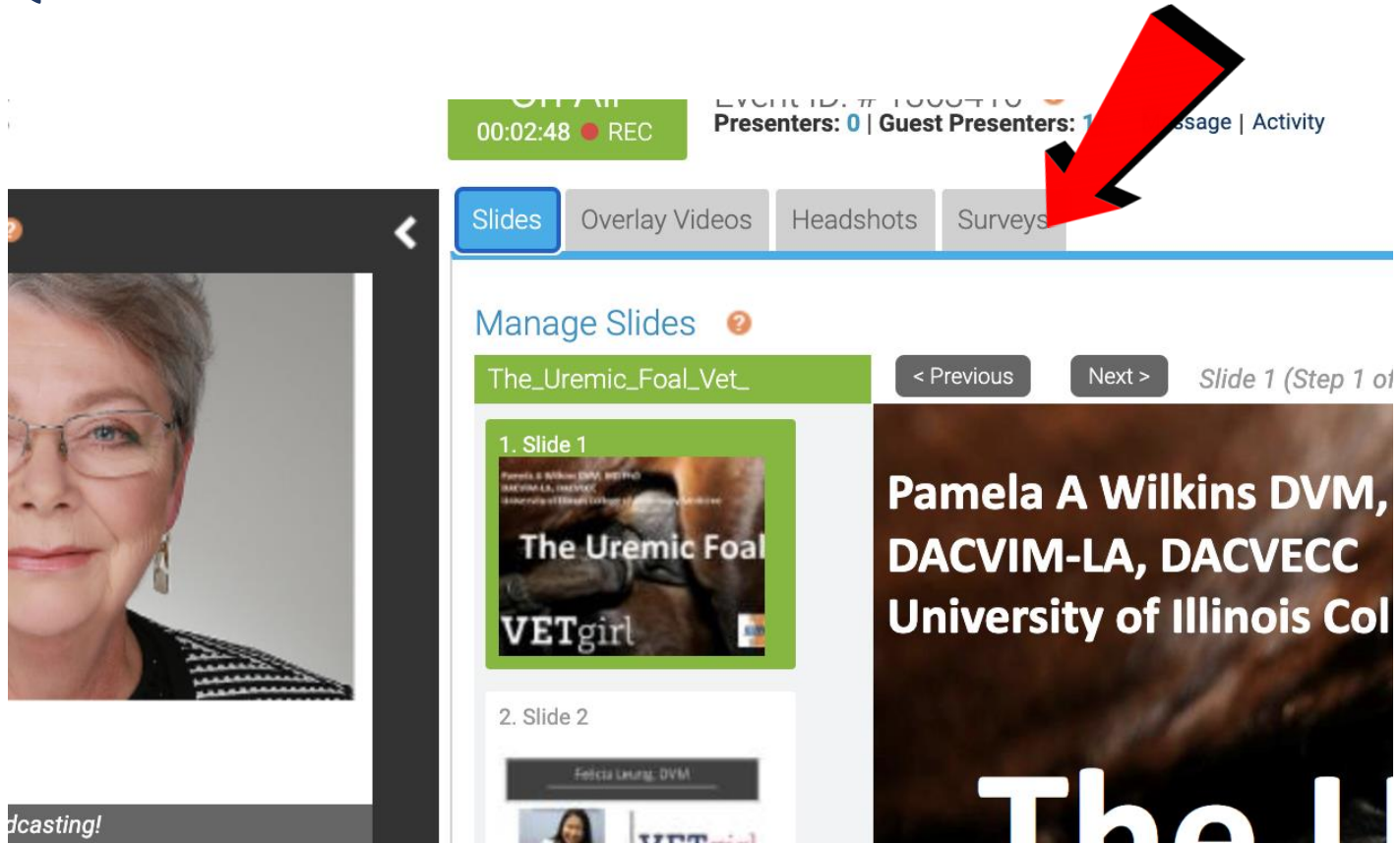
You will then be prompted to send the video to the audience – click **OK**.

**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.

The audience cannot hear you speak when the video is playing. You cannot narrate the video. You must introduce the video prior to launching, then review once it has stopped playing.



# Quick Tour of the Webinar Platform Window: Polls



If you have provided **polls/surveys** for the presentation, you will see a tab entitled "Surveys."

# Quick Tour of the Webinar Platform Window: Polls

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

When ready to provide the poll/survey:

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

# Quick Tour of the Webinar Platform Window: Polls

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

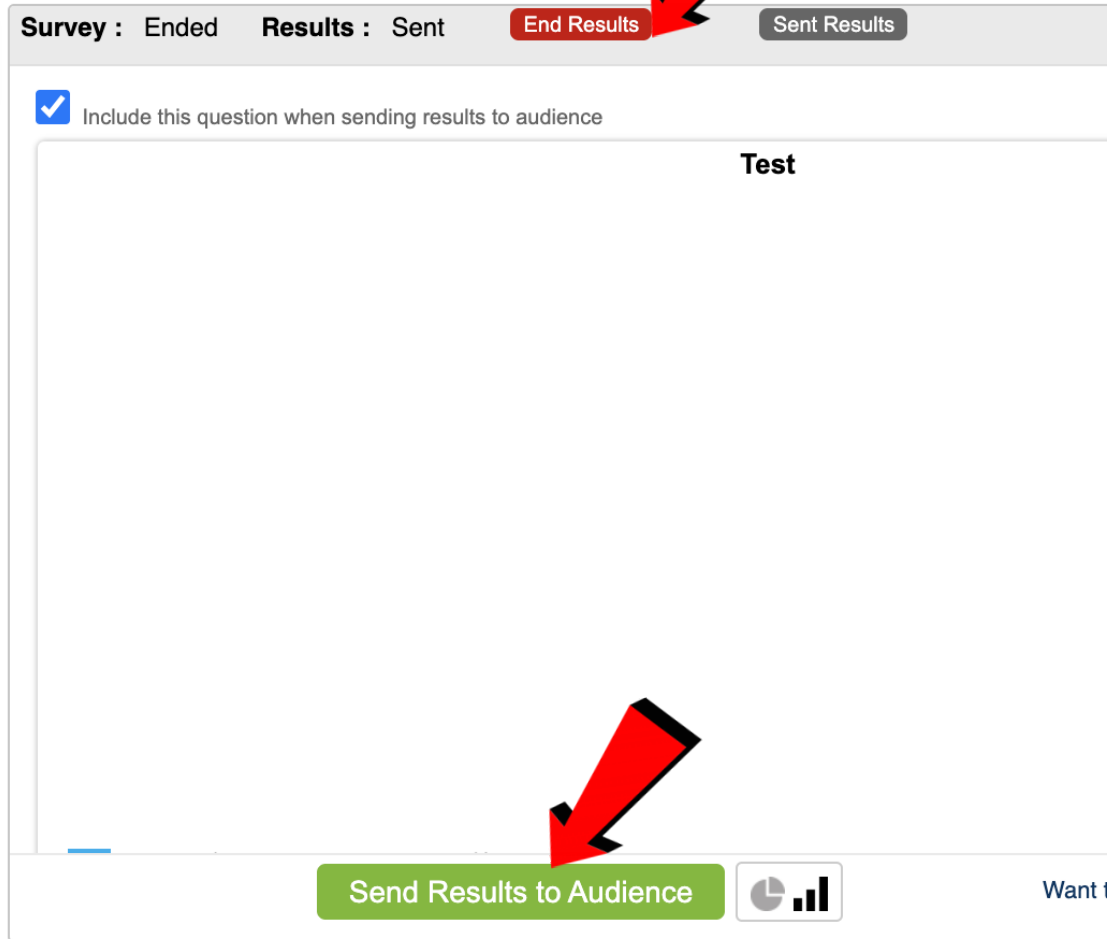
b)  No

Send Survey to Audience

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.

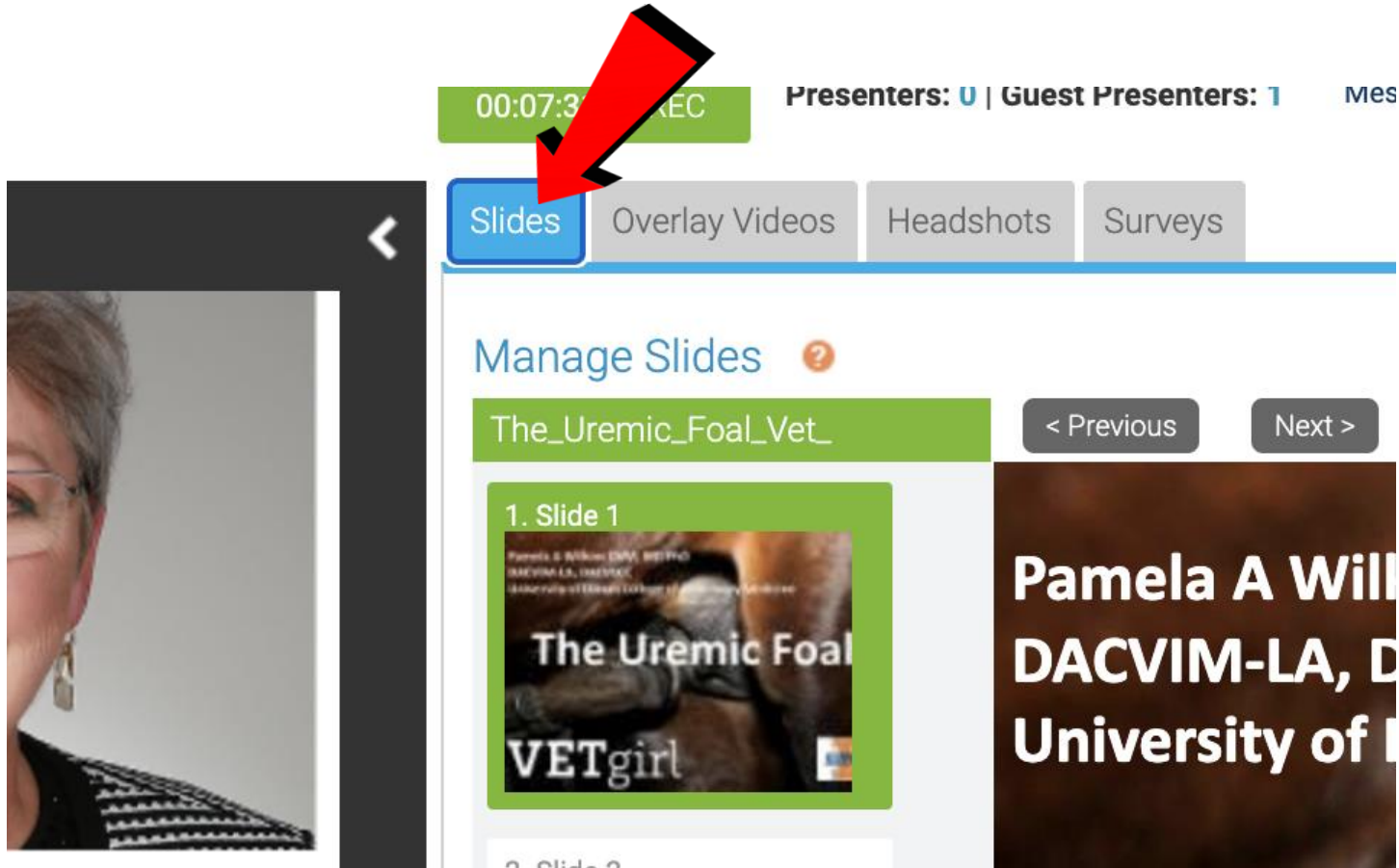
# Quick Tour of the Webinar Platform Window: Polls



You have the option to both “END RESULTS” or “Send Results to the Audience” if you would like to close the poll earlier

\* NOTE: Please don't leave open for more than 60-90 seconds.

# Quick Tour of the Webinar Platform Window: Polls



00:07:30 REC Presenters: 0 | Guest Presenters: 1 Mes

Slides Overlay Videos Headshots Surveys

Manage Slides ?

The\_Uremic\_Foal\_Vet\_ < Previous Next >

1. Slide 1

The Uremic Foal  
VETgirl

Pamela A Will  
DACVIM-LA, D  
University of

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

# How to Reach Your Moderator with any Questions or Issues Logging in

Moderator	Phone Number
Dr. Alberto Fernandez (Spanish)	608-469-6960
Dr. Amario Jara (Spanish)	786-372-3883
Dr. Amy Kaplan	603-660-3629
Amy Johnson	303-378-5235
Amanda Shelby	812-430-3352
Dr. Felicia Leung	913-738-9688
Michaela Witcher	720-919-7629
Tiffany Gendron	508-963-3206

# Thank you!

Please remember to review the Presenter FAQ and Login Instructions

And contact us if you have any questions!

[tiffany@vetgirlontherun.com](mailto:tiffany@vetgirlontherun.com)

# VETgirl

#1 CE resource

#1 CE Community

#1 CE Management System