

## How to Log on to VETgirl's Webinar Platform: GoToWebcast

We're excited about your VETgirl webinar! Thank you for taking the time to prepare for it and deliver an amazing, clinically relevant, practical veterinary online CE event. Below, you'll find instructions on how to log in. Please also review the VETgirl Webinar Guide PDF and VETgirl Webinar FAQ document to help with other questions.

Please log in 30 minutes prior to the start of your webinar to soundcheck with the moderator and get an orientation to our platform—log in with a desktop or laptop computer only (NO TABLETS). To deliver your VETgirl webinar, please log into GoToWebcast using the instructions below.

Please **DO NOT** use the Google Meet link that you may see as your calendar placeholder.

### **Webinar Login Instructions**

**Step 1:** Locate the email sent by VETgirl, which will contain your login/sign-in information. It will look like this:

To manage this presentation, please go to:

[https://goto.admin.webcasts.com/admin/index.jsp?guest=gepachtinger\\_1323203](https://goto.admin.webcasts.com/admin/index.jsp?guest=gepachtinger_1323203)

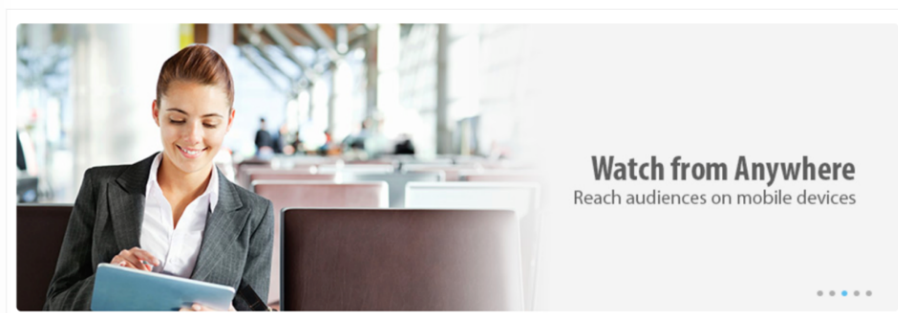
Username: gepachtinger\_1323203

Password: BBK7EXG2IM9N

**Step 2:** Click on the URL in the email, which has both the username and password below, and enter the password provided. You will see a screen like this:

GoToWebcast

[About GoToWebcast](#)



Log In to GoToWebcast

Username:  
gepachtinger\_1323203

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

Log In

[Forgot your Username or Password?](#)

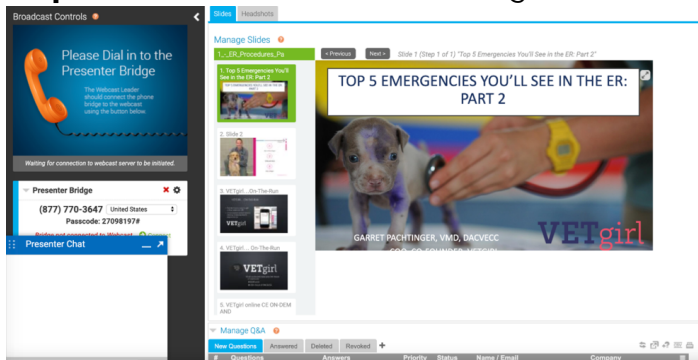
**Step 3:** Click on the blue button, "Live Presenter Studio"

## Guest Administrator Access

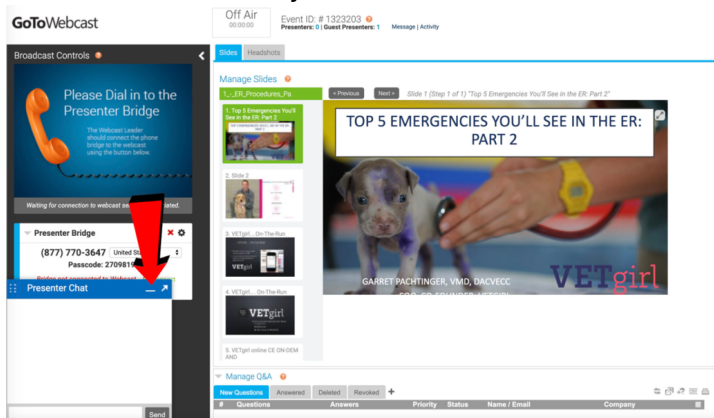
Event: VETgirl Test (1323203) [Audience Webcast Link](#)  
Scheduled for: Tue, May 19, 2020 7:15 AM EDT

Live Presenter Studio

**Step 4:** You will be directed to a new general window showing "presenter slide mode."



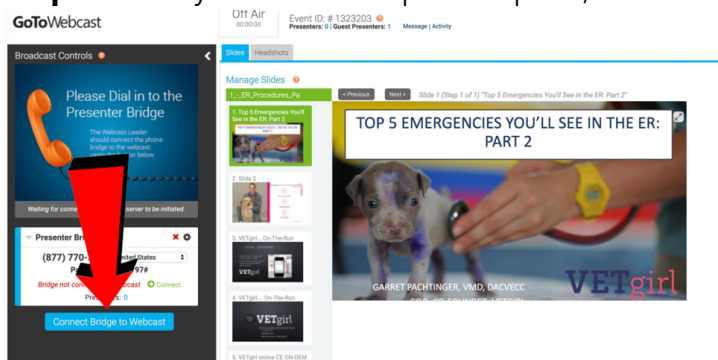
**Step 5:** Depending on the size of your screen/monitor, you may need to maximize the window to see the full screen. If needed, you may need to minimize the "Presenter Chat" box found in the bottom left corner of your screen (this window is where you can communicate with the moderator)



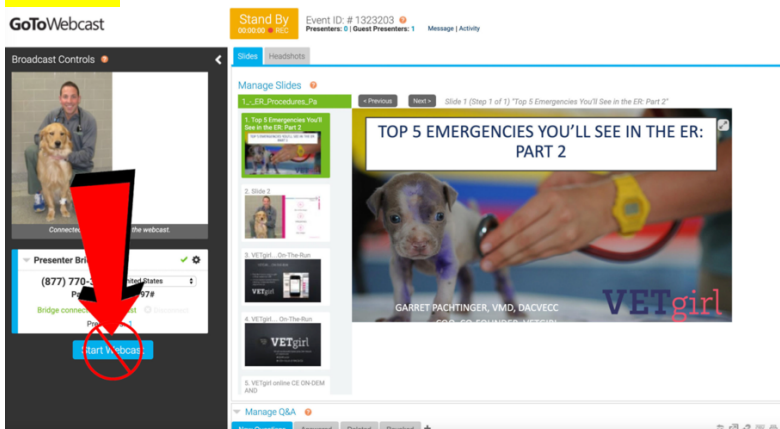
# VETgirl

**Step 6:** Review the webinar instruction guide PDF for audio call-in options (e.g., phone vs VOIP). We prefer a landline or strong cell phone signal, as VOIP often depends on Wi-Fi/internet strength. Your moderator will test your sound. Please concurrently close any extra internet tabs and all programs running on your computer so it does not affect your internet bandwidth during the webinar.

**Step 7:** Once your audio setup is complete, click the "Connect Bridge to Webcast" blue button.



**NOTE:** 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!!!\*\*\*



**Step 8:** Your moderator will be online 30 minutes before the start of the event to provide a tour of the platform, soundcheck, etc.

Thank you so much, and please let us know if you have any questions.