



## Make Money from Webinars

### Why You Should Attend:

Entrepreneurs, Business Owners, Internet Marketers, Trainers, and Coaches that want to communicate with a worldwide audience without them having to leave the comfort of their own home or office. Use webinars to deliver a compelling message to purchase a service or product. Deliver excellent training material using Webinars. Record Webinars to create a product that can then be sold to your potential customers.

### Pre-Requisites:

You should be familiar with Microsoft Windows and have a good understanding of Microsoft PowerPoint. It is preferable that you already have a GoToMeeting account, but if you do not let us know beforehand. Please bring your laptop as this will be a highly interactive hands on training experience.

**Duration: 1 Day – 10:00 – 5:00pm**

### Useful Terms

Attendee, Control Panel, What the GoToWebinar Icons mean, Hallway, In-session, Interest Rating, No Show, Organizer, Panelist, Post-Webinar, Practice Session, Present, Pre-webinar, Registrant, Viewer Window, Waiting Room, Webinar Invitation, Webinar Confirmation

### Webinar Planning

Organiser Role, Schedule a Webinar, Integrated Audio, Schedule a Webinar, Invite Attendees, Registration Tracking, Edit a Scheduled Webinar, Cancel a Webinar, Practice a Webinar

### Customisation

Create Polls, Create a Survey, Branding, Email Notifications, Registration Forms

### Presentation

Notes on Conducting a Webinar, Tips for Success, Start, Leave/End, What is on the Screen

### Control Panel

Organizer Control Panel, Additional Control Panel Panes, Menu Bar

### Integrated Audio

Using Telephone, Using VoIP, Start and Manage Audio, Recording Preferences

### Presenting

Presenter Role, Presenter Screen Tools Pane, Presenter Control Panel Grab Tab, Presenter Show Screen, Presenter Drawing Tools, Presenter Audience View Pane, Passing the Presenter Role

### Manage Attendees

Attendee List Pane, Chat with Organizers and Panelist, Send a Broadcast to Attendees, Invite Attendees during a Webinar, Dashboard, Questions, Polling

### Recording

Notes, Record, Troubleshooting

### Follow Up

Analysis, Interest Rating, Follow up with Attendees, Archiving, Distributing Recordings

### Reports

Generate Reports, Registration Report, Attendee Report, Performance Report, Recorded Webinar Report