

# City of Tampa GoTo Webinar Instructions

## Register for the Webinar:

Select the link to the webinar in the public notice. You will be asked to register for the webinar (First name, Last name, and email address), if you will be making a public comment (yes/no) and Agenda Item if you will be making a public comment.

Once registered, you can add the webinar to your Calendar. You will also receive an email with a **Join Webinar** link. This link is unique to you so do not share it.

\*Required field

First Name\*  Last Name\*

Email Address\*

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Unless making a secure payment with your credit or debit card via a third-party payment processor, this form is not designed to collect confidential or sensitive personal information (e.g., financial information, social security numbers).

Do you intend to speak on an agenda item during "Public Comments"? If yes, please add the agenda item that you will be speaking about in the "Questions and Comments" box below. \*

Questions & Comments

By checking this box, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services.

## You're Registered!

Mon, Apr 14, 2020 12:00PM - 1:00 PM EDT

At the time above, [join the webinar](#).

Before joining, be sure to [check system requirements](#) to avoid any connection issues.

A confirmation email with information on how to join the webinar has been sent to you.

Questions or Comments? Contact: [marilyn.heldt@tampagov.net](mailto:marilyn.heldt@tampagov.net)

### To Cancel this Registration

You may [cancel your registration](#) at any time.

## Access the Webinar:

**Step 1:** Prior to the start of the meeting, select the **Join Webinar** link from your email.

### How To Join The Webinar

Tue, Apr 14, 2020 12:00 PM - 1:00 PM EDT

Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#)

1. Click the link to join the webinar at the specified time and date:



*Note: This link should not be shared with others; it is unique to you.*

Before joining, be sure to [check system requirements](#) to avoid any connection issues.

2. Choose one of the following audio options:

TO USE YOUR COMPUTER'S AUDIO:

When the webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

--OR--

TO USE YOUR TELEPHONE:

If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below.

United States (Toll-free): 1 877 808 8276

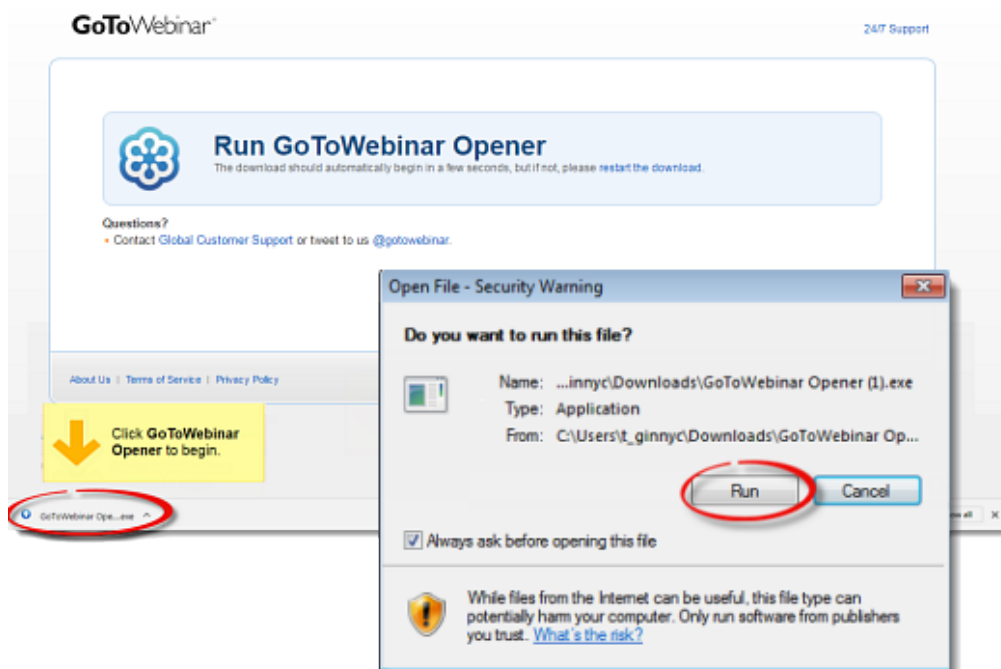
United States: +1 813 274 2224

Access Code: 813-274-2224

Audio PIN: Shown after joining the webinar

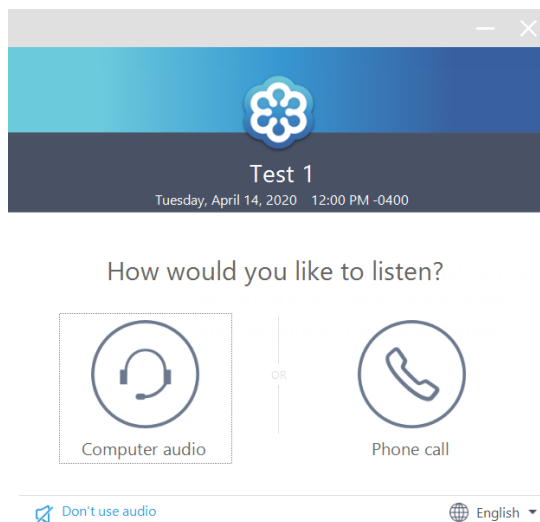
Webinar ID: 888-838-8888

**Step 2:** First time users of GoToWebinar will need to follow the instructions to launch GoToWebinar Opener.



**Step 3:** Select how you would like to listen to the webinar.

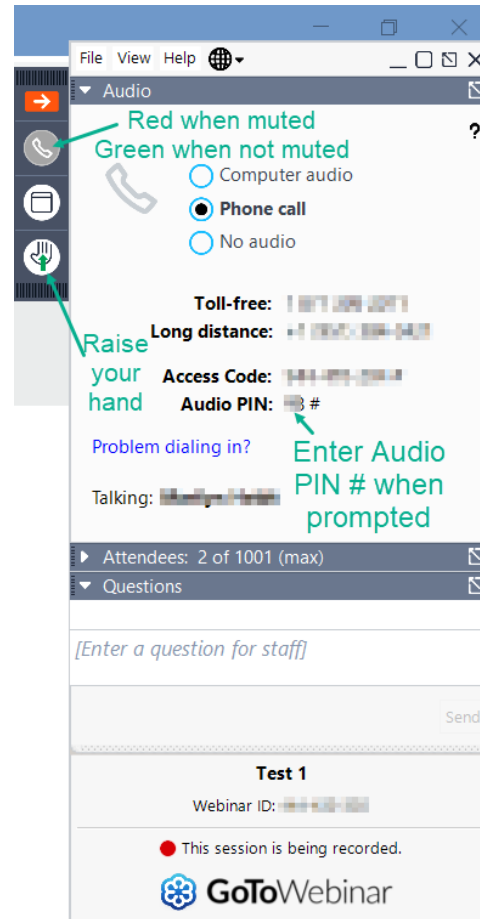
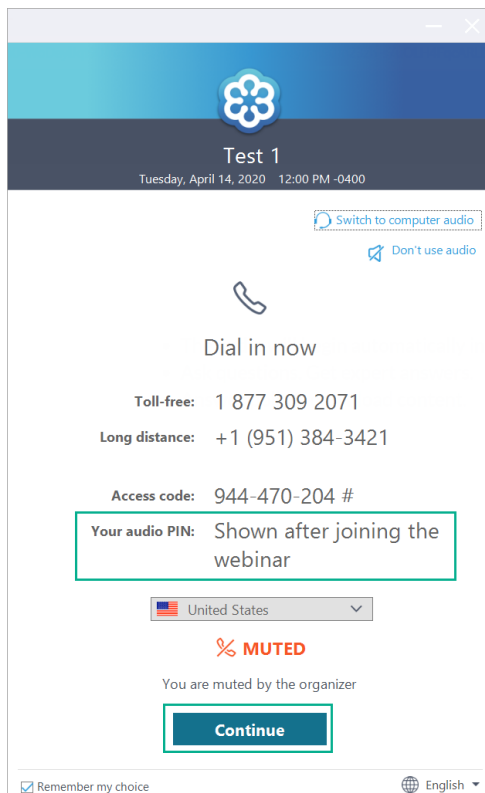
- For Phone Call, go to Step 5  
Or
- Select Computer Audio- you will automatically be logged into the webinar with the First and Last name you registered.



### **Step 4: IF YOU ARE USING A PHONE FOR AUDIO**

For webinars that are taking public comments, the Organizer will only select Attendees that have been identified by logging in with their Audio Pin # so it is important to not skip this step when dialing in from your phone.

- Dial the number provided
- When prompted, enter the provided **Access Code and Audio PIN #**. This will let the Organizer or Chairperson identify you by the First and Last name you registered.



All Attendees will be muted when they enter the webinar. For meetings that are accepting comments, please follow the Organizer or Chairperson’s instructions. Options may include:

**Raise Your Hand:** The Organizer or Chairman will recognize you and un-mute your phone.