Getting ready for Zoom Webinars - Easy as 1 - 2 - 3!

Practice with Hays Co’s Getting Ready for Zoom Meetings first as they are very similar to a Zoom Webinar! There are a few differences. A webinar has different roles: Hosts, co-host(s), panelists, as well as attendees. Each has their own role, and within those roles, there may be more than one to handle various aspects of the webinar. For example, a co-host may be a speaker or they may be someone monitoring the chat session for technical issues, or both. A panelist may be a presenter or they may be someone monitoring the Q&A session for a presenter, or both. The host controls what attendees can see but generally you will see participant information by selecting the Participants icon which generally will look like this and is usually found at the top or bottom of your Zoom screen in the window panel of icons/controls.

View options generally look like this
Or on a phone

You can learn more or play around with it to see what works best for you too!

Webinars can enable registration. This means you have to type in your information to register for the webinar before you will be admitted to the webinar. If you register in advance, an email confirmation can be sent to you so you can add to your calendar, or keep the email for use on the day of the webinar. This link will help you with the details for the device you’ll use to join the webinar: Joining and participating in a Zoom Webinar as an attendee. Hosts can also pre-register you so you get the confirmation email automatically.

Some of the features we will use may look slightly different on Zoom Webinar vs Zoom Meeting.

- **Raise Hand:** Attendees enter a webinar on mute and without video. You will be in listen only mode and if you need to speak, or need technical assistance, you will need to select the Raise Hand. This feature/icon can look different on different devices. Please take a look at this link to find the right match for the device you will use to join a webinar,
but generally it will look something like this. And to lower your hand if your question was already answered.

- **Q&A:** Zoom webinar has a function called Q&A. Generally used for questions to the presenter, this enables questions to be asked by anyone, and answers to be shown to everyone, which helps limit repeat questions and interruptions. It generally will look like this and you just enter your question. A host can enable other features as well but this is the basic.

- **Chat:** Chat is generally used for comments, greetings or extemporaneous information to the Agenda. It’s a fun way to network! It generally will look like this and will blink orange when a new message has arrived if you don’t already have the chat box open.

- **Polls:** These work generally the same as in Zoom Meeting and look like this when launched. We will use these for voting.

*Zoom has a wealth of helpful information for those that like to learn more!*

If you have League specific questions be sure to let us know, lwvtexas@lwvtexas.org.