

FSP National Webinars - Info for Chapters/Communities

Technical Requirements

- Computer with internet access and speakers (the audio will come through your computer's speakers, but you have the option of using a speakerphone instead).
- A projector and screen or other display set-up such as large-screen TV connected to the computer.
- GoToWebinar (aka LogMeIn) is our webinar provider. To do a GoToWebinar System Check on your computer and/or to join a test session, click this link:
<https://support.logmeininc.com/gotowebinar/system-check-attendee>

Registration

- One person (typically the Chapter/Community Leader who will be running the webinar, but may be another individual) needs to be registered for the webinar.
- To register, go to the FSP Website, www.SocietyofFSP.org, select 'Calendar', locate the webinar, and click the green 'Register' button. Or, if you received an email promoting the webinar, simply click the registration button/link in that email.
- The registrant will receive an email confirmation with further instructions for connecting to the webinar.

Day of the Event

- If desired, you can access the speaker's PowerPoint slides from the email confirmation and provide attendees with a hard copy or electronic version.
- About 20 minutes prior to the start time, go to the confirmation email and follow the directions to join the webinar. This gives you time to check the connection and the sound (and call for assistance, if needed).
- At the end of the program, sign out as instructed.

After the Webinar

- Send the webinar recording to attendees once it is received from national (approximately one week after webinar).
- Follow up with any non-members about joining FSP.

Questions? Contact Shannen Griffin: sgriffin@SocietyofFSP.org / 800-927-2427 x2518