

# anymeeting.com

## How to: Facilitators

**We have adopted a new way of conferencing at the Chapter Office.** For all future conference calls we will be using anymeeting.com, which is a free online conferencing service. Anymeeting will allow for the presenters to screen share their desktop, share a PowerPoint presentation, take public notes, and take live polls. Everyone in attendance will be able to speak and use the live chat option, as well as view everything the presenters share with the group. As a Conference Call Facilitator you will need to sign up for your free account here:

<https://www.anymeeting.com/AccountManager/AnyMeetingSignUp.aspx>.

**Scheduling a meeting.** After signing up, you will be able to 'Start a Meeting Now' or 'Schedule a Meeting'. All official IPTA conference calls will need to be scheduled in advance and cleared with the Chapter Office. To check the conference call schedule, please email Sharon Meyerhoff at [ipta@ipta.org](mailto:ipta@ipta.org) as far in advance of your potential conference call along with (1) the date (2) time and (3) duration. For any last minute requests please call Sharon at 630.904.0101 and she can check the availability right away for you. Once the conference line has been reserved for you and added to the schedule, you will receive a confirmation call or email from Sharon. If your request is not able to be approved due to scheduling conflicts, Sharon will contact you with alternative dates.

Once you have received your confirmation phone call or email from the Chapter Office, you may schedule your conference online. To do this you will need to click on the large green button labeled 'Schedule a Meeting'. It will bring you to a 'Create E-mail Invitation' page, prompting you to fill out all of the necessary details (meeting title, date, time, duration, and time zone). You will then be asked to enter the emails of everyone who is being invited to the conference call. Please note that everyone who you invite to the call will receive an email invitation with a personal link to the conference (this cannot be shared with other people; this is to make sure that only people invited by the facilitator are on the line). If there are people who were not originally invited that you would like to add to the list, you can do so once you start the meeting.

After you have created the meeting and click 'next' you will be brought to a 'Create Registration Form' page. You can use this as a way to collect information from attendees, write a little blurb about what the meeting will entail, and set notifications to go out before the meeting. After clicking 'next' again you will be brought to a 'Create Survey' page. You can use this option if you would like to, but it is not necessary. When you click 'Finish', your meeting invitation will be sent to all of the emails that you entered. If you elected for a notification email it will be sent out later (1 week before, 1 day before, 1 hour before).

**Starting a meeting.** When you are supposed to start a meeting, login to your anymeeting.com account and click on 'My Meetings'. You will see your meeting listed under 'Meeting in Progress'. Click on the large green button labeled 'Enter This Meeting'. A page will pop up asking you to choose your audio preference. If you have a headset/microphone that is compatible with this program on your computer, you can choose 'Use my computer', if you do not have a proper microphone, you need to choose 'Use my telephone'. Please note that if you use your telephone to enter the conference call, this number is not a toll free 1-800 number, so toll charges may apply to you. After clicking 'Use my telephone' you will receive a pop up page with (1) the conference call number (2) the access code and (3) your Audio PIN. Once you have connected to the line via your telephone, you can click the red 'Close' button. Now you just have to wait for your attendees to login to the conference line.

**Getting acquainted with anymeeting.** On the far left side of your screen you will see an 'Attendees' list and a 'Chat' box. On the 'Attendee' list you will see (1) who is currently in the meeting (2) how many of them are viewing the conference call online (3) how many of them are using their telephone and (4) who is muted. The

'Chat' box, located directly below the 'Attendee' list, is where you and your attendees can live chat about your meeting. There is an option in the 'Chat' box to decide who can see the messages you are typing. You can choose 'Send to Everyone' or 'Send to Presenters'.

At the top of the screen you will see three buttons on the left: (1) Meeting Options (2) Invite and (3) Record. Under 'Meeting Options' you can set the meeting at three different modes:

1. Discussion Mode: everyone's unmuted
2. Q&A Mode: Attendees can unmute themselves
3. Listen-Only Mode: Only presenters can unmute

If you forgot to invite someone or someone lost their email for entering the meeting, you can re-invite them by clicking on the 'Invite' button. You have the option to send an email invitation through the website or copying the meeting link and conference call info to share through your own email account.

Because we are using the free account option for anymeeting.com, the 'Record' button cannot be used (it is a PRO option).

In the middle of the top of the screen there are five buttons: (1) Cam (2) Phone/Mic (3) Share (4) Notes and (5) My Mood:

1. The 'Cam' button will allow you to activate your webcam if you would like the attendees to see you.
2. The 'Phone/Mic' button allows you to switch back and forth between using your computer's microphone or your telephone.
3. The 'Share' button is where you go to share (1) your screen (2) a YouTube video (3) a PowerPoint presentation or (4) run a poll of your audience.
4. The 'Notes' button will activate a notebook on the left side of the screen. The top box is labeled 'Shared Public Notes' and anyone can type and read these notes. Directly beneath is labeled 'Your Private Notes' which only you can see. At the end of your meeting these notes will be emailed to you.
5. The 'My Mood' button is a way to poll your audience with 'yes' or 'no' answers. This is also where your attendees can go to 'Raise Hand' (raise their hand to notify you they want to speak if you are in Listen-Only Mode)

Finally, at the top right side of the screen you will see a 'Help' button where you can watch an introduction video or visit the support site. The introduction video is about 3 minutes long and will review everything in these instructions with you. You will also see the 'End Meeting' button, which you click when you are finished with the meeting.

Please note that if you are connecting to the call via your computer you will need to either connect a microphone to your computer or use a telephone in order to talk on the conference line. If you are experiencing technical difficulties or have any questions, you can contact Cindy Orna at [corna@ipta.org](mailto:corna@ipta.org).

## How to: Participants

**We have adopted a new way of conferencing at the Chapter Office.** For all future conference calls we will be using anymeeting.com, which is a free online conferencing service. To use anymeeting you will need to follow the instructions in the email invitation you receive for conference calls. In the invitation you will receive a link to the online meeting as well as the phone number and PIN # to join via telephone. You do not have to have an account with anymeeting to join the conference call.

Anymeeeting will allow for the presenters to screen share their desktop with you, share a PowerPoint presentation with you, take public notes and live polls, and speak with you! Everyone in attendance will be able to speak and

use the live chat option, as well as view everything the presenters share with the group.

**Joining a meeting.** When you are supposed to join a meeting, click on the link provided for you in your invitation email. You will be asked to enter your name, your email, and your location (if you choose to). Then a page will pop up asking you to choose your audio preference. If you have a headset/microphone that is compatible with this program, you can choose 'Use my computer'. If you do not have a proper headset/microphone, you need to choose 'Use my telephone'. Please note that if you use your telephone to enter the conference call, this number is not a toll free 1-800 number, so toll charges may apply to you. After clicking 'Use my telephone' you will receive a pop up page with (1) the conference call number (2) the access code and (3) your audio PIN #. Once you have connected to the line via your telephone, you can click the red 'Close' button.

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3. The 'Share' button is where you go to share (1) your screen (2) a YouTube video (3) a PowerPoint presentation or (4) run a poll of the audience.
4. The 'Notes' button will activate a notebook on the left side of the screen. The top box is labeled 'Shared Public Notes' and anyone can type and read these notes. Directly beneath is labeled 'Your Private Notes' which only you can see. At the end of your meeting these notes will be emailed to you.
5. The 'My Mood' button is a way for the presenters to poll the audience with 'yes' or 'no' answers. This is also where you can go to 'Raise Hand' (which is how you notify the presenter you want to speak if you are in Listen-Only Mode)

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