

Instructions for Attending a Webinar Using Centra

1. Use the email link in the "You have been invited" attachment you received to access the Centra application.
2. The first time you use Centra you will have to create an account using this link: <https://asp21.centra.com/main/Customers/trimain/tg/index.jhtml?default=true>
3. Click on "Create Account" and enter your information.
4. If you are having trouble connection to Centra, make sure you have an internet connection then copy and paste the link to address bar. If it is still not working you may need to clear cookies and temporary internet files.
5. If you do not know how to clear cookies and temporary internet files, here are the steps:
 - a. Open Internet Explorer
 - b. Select Tools from Menu
 - c. Select Internet Options
 - d. Delete Cookies
 - e. Delete Files (no need to do offline files)
6. Log on to Centra 5-10 minutes prior to the Conference start time.

Attending an eMeeting from My Schedule

The first time before attending an eMeeting, click **System Check** to check if your system can successfully support an eMeeting.

1. Log in to the eMeeting Center. Click the **My Schedule** link to access your eMC Home page and locate the eMeeting that you want to attend.
2. If you see the **Download**, click the link. Select **Automatic Download** and click **Proceed**.
3. Click **Attend**. The Centra client should be installed and you will access the eMeeting. If a prompt appears asking you to download the client, contact the Resolution Center for assistance.

Attending an eMeeting from an Email

1. Click the **link** in the email message you received. If you have trouble, cut and paste the link in a browser window, instead of clicking it.
2. Type in your **Email address** and click **Attend**
3. If necessary, type a **First name**, **Last name**, **Display name**, and optionally **Password**. Click **Attend**.



Only enter this information if you do not have a registered profile.

7. A meeting moderator will read questions/comments sent via the Text Chat function (as time allows) following each presentation.

Sending Text Chat

1. Click the Text Chat button.

2. Type a message in the text box.

Note: The message is addressed to all participants and presenters unless you select a specific name from the To drop-down list.

3. Click Send.

Changing the View

- Use Full Screen view to change the view to take up your entire screen. When in Full Screen view you have a "floaters" toolbar with your participant tools. Hover your mouse over the toolbar to activate any of the tools.
- To exit out of Full Screen view, click the Normal View Tool (the last one on the toolbar). This returns your participant interface to the normal view.

Markup Tools

Click the appropriate tool to mark up a slide or the Whiteboard. Use the tools to point out something using one of the pointer tools, to add text, or to animate a slide or the Whiteboard.

Raise Hand
Click to raise your hand. Click again to lower your hand.

Yes
Click to respond, "Yes."

No
Click to respond "No."

Laugh
Click to indicate laughter

Applause
Click to applaud.

Step Out/Return
Click to step out of the session temporarily.

Feedback
Click to send anonymous feedback.

Audio
Click to use the audio wizard.

Presenter area
Lists the names of the Leader and Co-presenters who control the activities, pace, and Agenda during the meeting.

Participant area
Lists Participants in the meeting. Click column headers to sort the participant list by microphone control, Yes or No responses, raised hands or names. Your name always appears at the top.

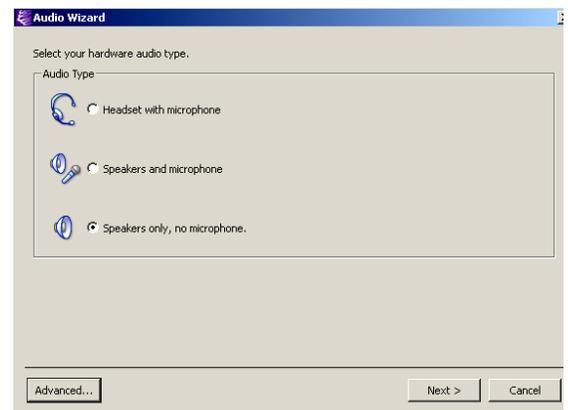
Summary display
Shows total number of yes/no responses, total raised hands, and total Participants.

Agenda
Lists the Agenda items. The current item is highlighted.

Network Indicator
Shows the status and quality of your network connection.

Tips for Setting-Up for the Meeting

1. People can attend the meeting from their personal computers or in a group setting. If people attend in a group setting it is best to project the Centra meeting.
2. When logging into Centra, click on "Speakers only, no microphone" during the Audio Wizard.



3. Audio adjustment is located in the upper left corner of the Centra session.

Please be sure the
Microphone
Volume is all the
way to the left.



Technical Difficulties

1. If you experience technical difficulties logging on to Centra please call TIS at (208)367-3100