

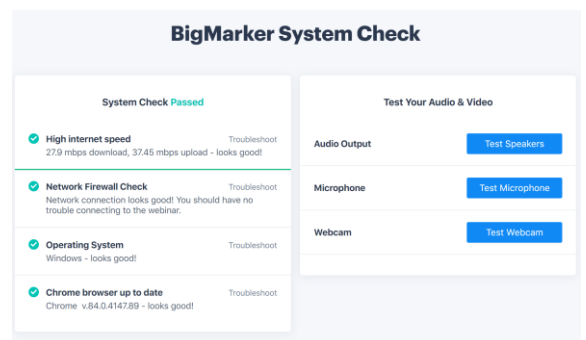
How-to Guide for our BruMan Virtual Trainings

Attendees Edition

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How to login:

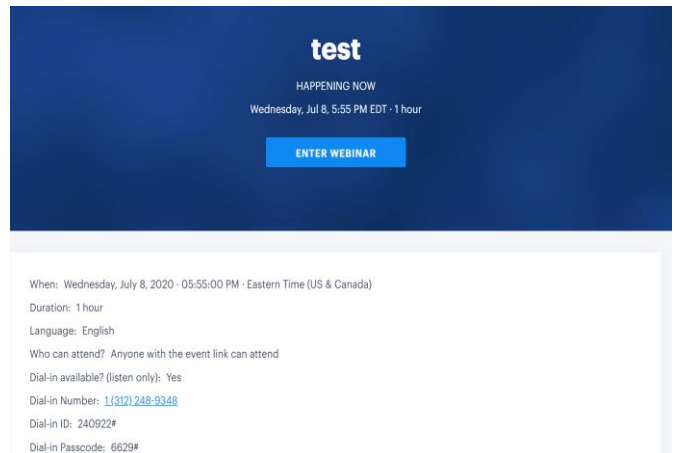
1. If you are attending from a school, or large corporation **make sure you are not behind a Firewall.**
2. In your email invite, please click on your unique custom URL link.
 - ***NOTE: You may not share your link with others!***
3. For better audio, please make sure you run a quick system requirements check through the following link:
https://www.bigmarker.com/system_check.
This will help with any audio troubleshooting.



2

How to login (cont.)

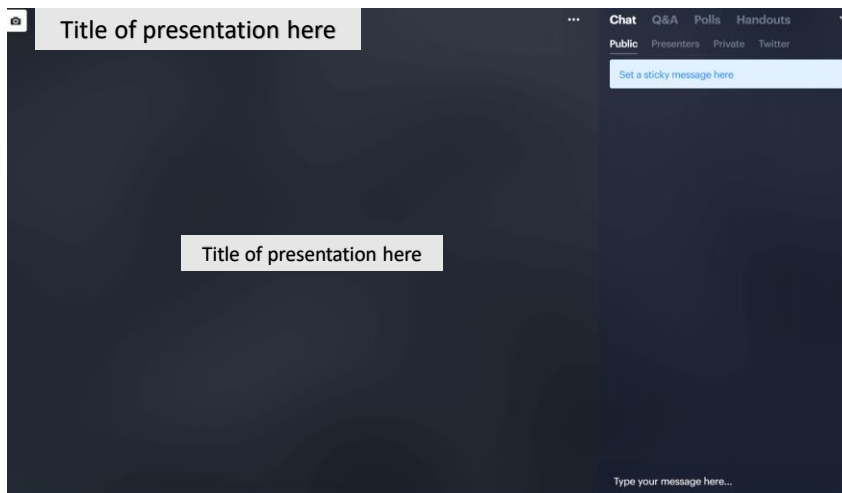
1. You will then be taken to the landing page to enter the webinar
 - Here you will find the dial-in information to call in if you choose to use the telephone audio option
2. You will be able to enter the webinar 15 minutes before and placed in the waiting room until the webinar starts.



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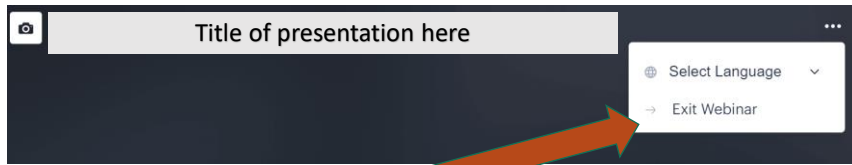
How to login (cont.)

4. Upon entering the webinar you will now see the following page:



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Icon Bar

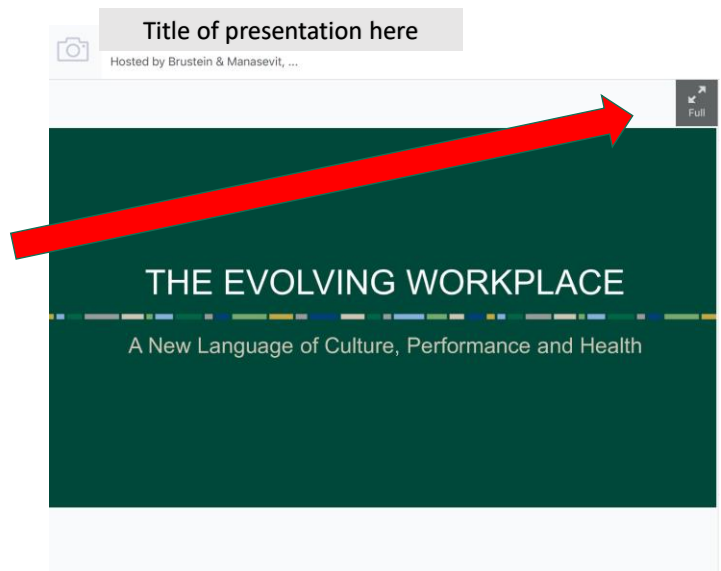


1. By selecting the '...' (ellipsis) icon next to the Title of Presentation, the option will appear to allow you to Exit the Webinar

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View slides/files

On the left-hand side of your screen, you will now see the Presenter's slides or files when the webinar starts. You may also make your slides Fullscreen, if you prefer.



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Attendee Panel

We will next review the attendee panel. The attendee panel includes:

- Chat box
- Questions and Answers Panel
- Polls
- Handouts

First, anytime you see a **red dot** in the panel box this means that there are new notifications for your review.



Chat Q&A Polls Handouts

Public Private Twitter



Type your message here... Send



Add to Q&A



👍 🗨️ 📌 @

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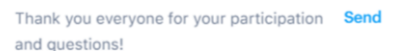
Chat Box

- On the right-hand side of your screen, you will notice three tabs. The first one is the Chat tab, which contains the following:
 - **Public:** To chat with everyone in the webinar, attendees & presenters
 - Tag an attendee or presenter in the chat using the “@” before their name to specifically address that person.
 - **Private:** If you wish to send a private message to a presenter or need technical assistance
 - **Twitter:** You can log into your twitter account and then select any hashtag you want.. Any tweet that includes that hashtag will post here. BruMan currently uses **#BruManLive** for its virtual trainings.
- **Have a Question?** You can ask it in the Q&A box or type it in the chat and click ‘Add to Q&A’



Chat Q&A Polls Handouts

Public Private Twitter



Thank you everyone for your participation and questions! Send



Add to Q&A Sticky



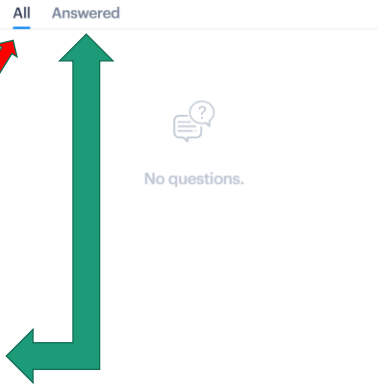
👍 🗨️ 📌 @

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Questions!?!?

- Under the Q&A feature, you will see 2 tabs:
 1. **All:** Any new, unanswered questions that you or other participants type in, will appear in this tab.
 2. **Answered:** Any of your questions or that of other participants that have been answered, will be moved to this tab.

Chat Q&A Polls Handouts

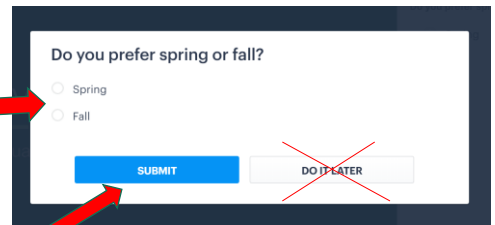


**If you have any questions, please type them into the Q&A tab*

Ask a question... Send

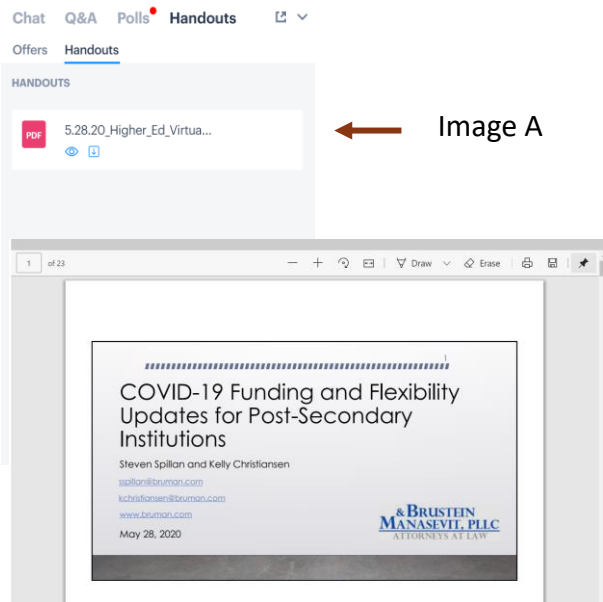
Polls

- For attendee engagement and CPE purposes, you will see several poll questions appear randomly throughout the presentation.
- Once you have selected your choice, click 'Submit'
 - **NOTE: Please click submit ONLY!! Do not click on 'Do it Later'!!!**



Handouts

- Under the handout tab, you will see two options (Image A):
 - View the handout (Eye icon)
 - Download the handout (Arrow down icon)
- When viewing the handout, you will then be able to (Image B):
 1. Magnify the handout
 2. Print a copy
 3. Save your handout

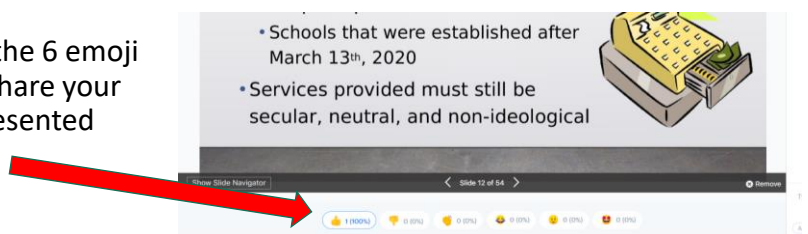


(Image B)

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Emoticons

- Throughout the presentation, you will see the following image under the PowerPoint slides:
 - You may select one of the 6 emoji options available and share your reactions about the presented material with us.



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Troubleshooting

If you experience any issues during the webinar, here are some helpful solutions:

- Reload your webinar browser (this has been most effective)
- Quickly log out and log back in

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Have any more questions?

Please feel free to contact us at
webinars@bruman.com, thank you!

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