Getting Started with LiveWebinar

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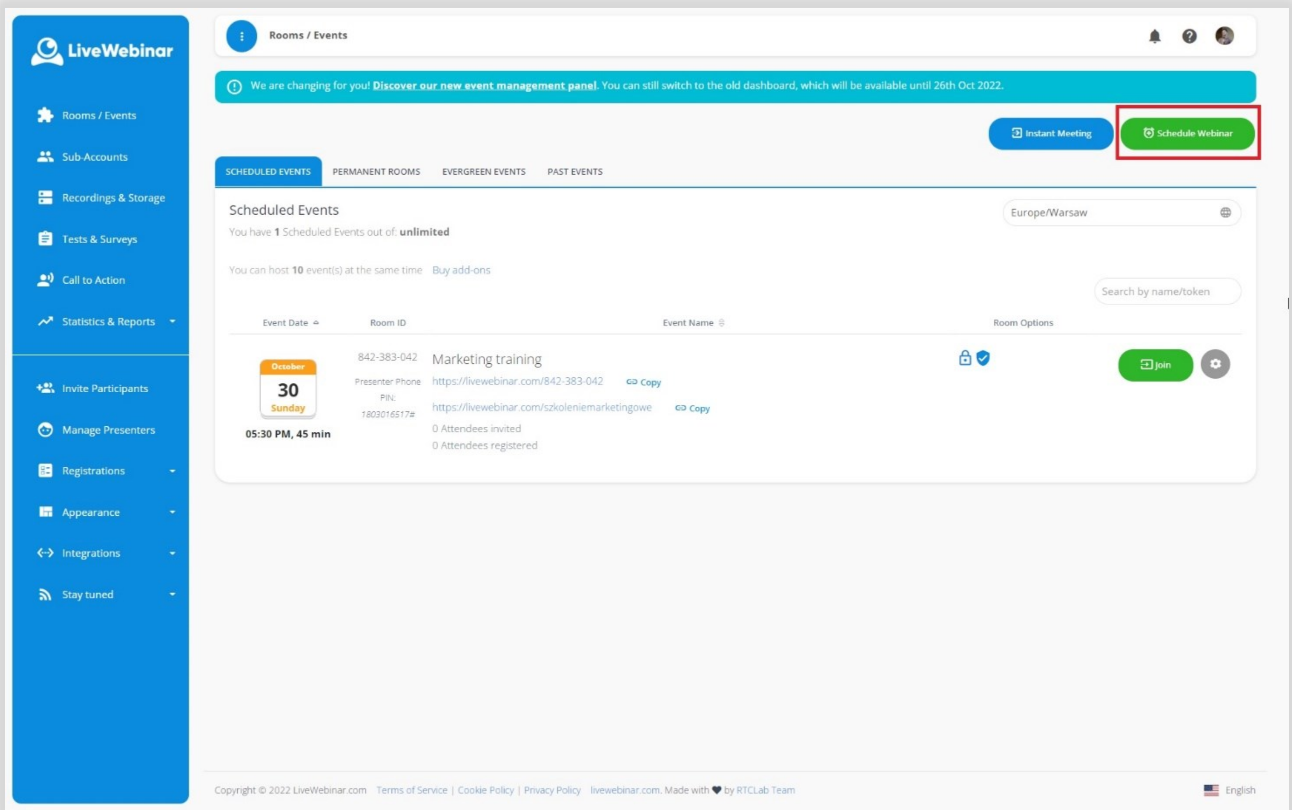
Getting Started with LiveWebinar

We know that planning your first webinar can sometimes feel a little intimidating. To help you out, we've created a step-by-step guide on how to set up your webinar. You can consult this manual when planning, before you go online with your event, or whenever you're feeling a little stuck. Read on to learn how to plan your first webinar!

How to schedule an event at LiveWebinar?

1. **Schedule a Webinar**

To schedule an event on LiveWebinar platform, click **"Schedule Webinar"** button in the upper right side of the dashboard.

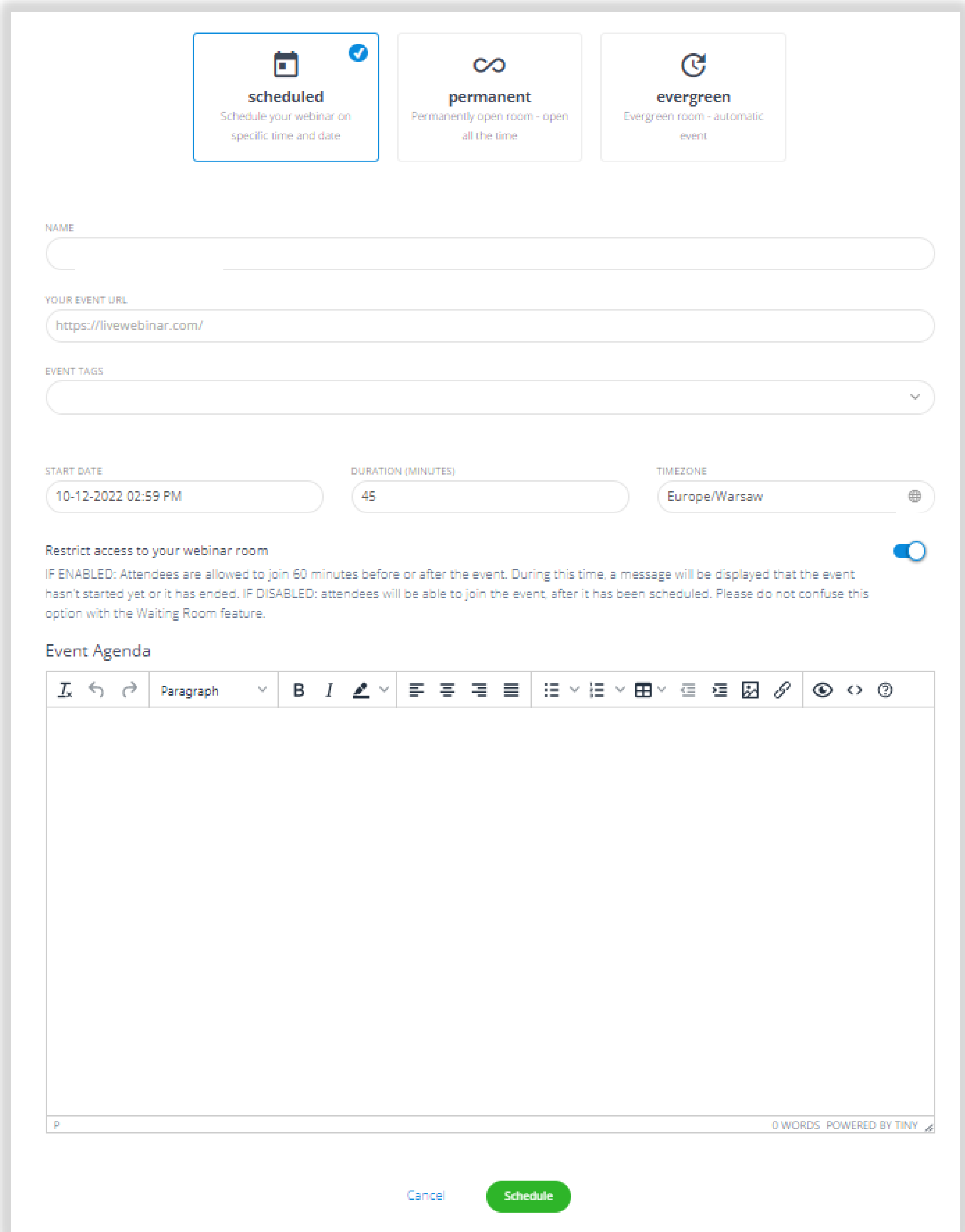


By choosing "**Instant Meeting**", you will immediately enter a webinar room. This feature is useful when you want to hold a quick meeting. If you want to invite attendees, all you need to do is send them the URL of the room itself or invite them via the "**Invite**" button on the navigation bar at the top of the room.

When planning more formal events, the "**Schedule Webinar**" button is preferable because it lets you thoroughly plan your webinar.

Once you click it, you'll see a room configuration panel. Here you can:

- Choose the type of room you want to schedule (scheduled, permanent or evergreen) – read more on types of events [here]
- Enter the name of the event (obligatory)
- Set your event URL (option available thanks to add-on Friendly URLs)
- Add event tags (optional) – Read more about event tags here
- Set the start date, event duration and timezone
- Decide whether access to your webinar room should be restricted or not (by default this option is on)
- Add event agenda (optional)



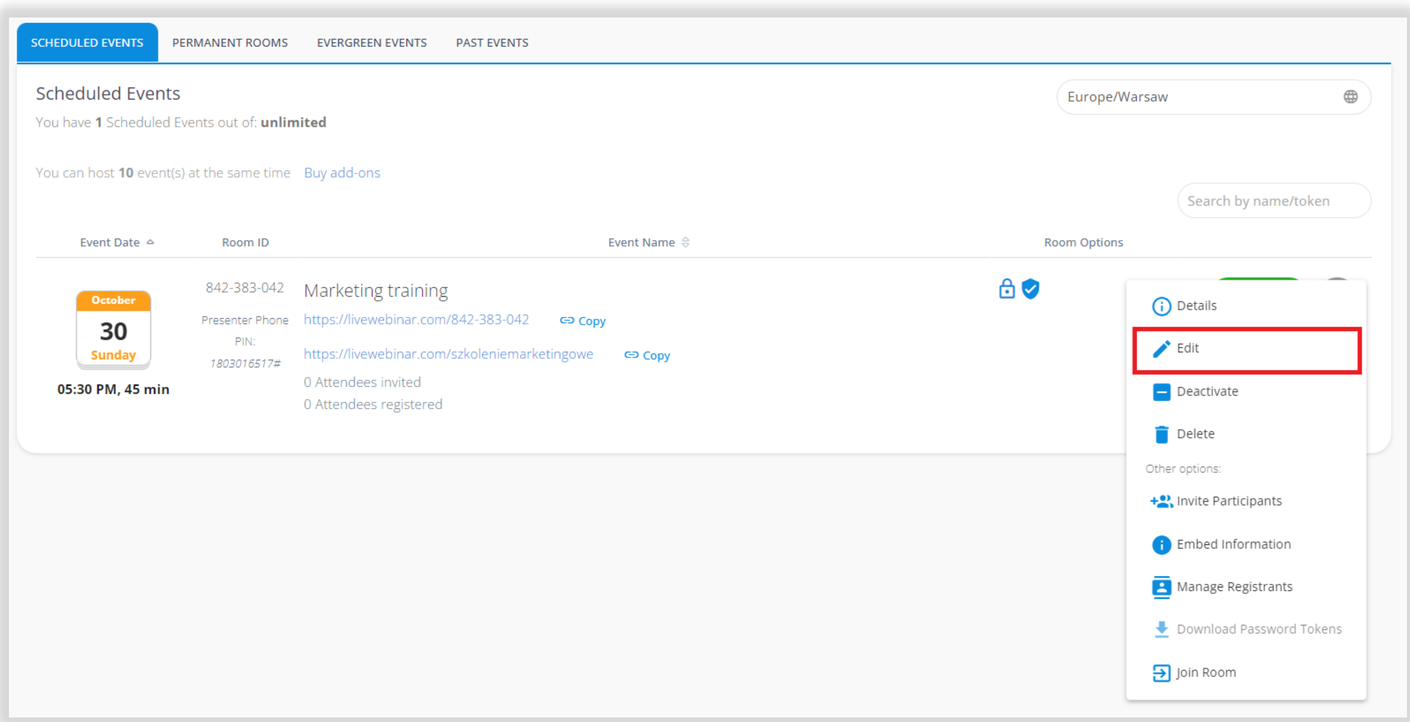
2. What types of meetings can I schedule on LiveWebinar platform?

You can schedule 4 types of meetings:

- **Instant meeting** – when you choose this option, a new webinar room will be automatically scheduled, with default settings. You can immediately invite participants to the meeting.
- **Scheduled event** – this event has a set start date. Thanks to this option you can create a custom registration page with a registration form, which will help you manage attendees registered on your online webinar.
- **Permanent room** – it is open and available for attendees all the time. There can be registration forms used as well. It is recommended for regular online meetings in an organization or e.g. during consultations with lecturers in educational institutions.
- **Evergreen event** – it lets you schedule automatic webinars, using the earlier recorded webinar or YouTube or Vimeo file. Read more about automatic webinars here.

3. How to use additional event configuration options?

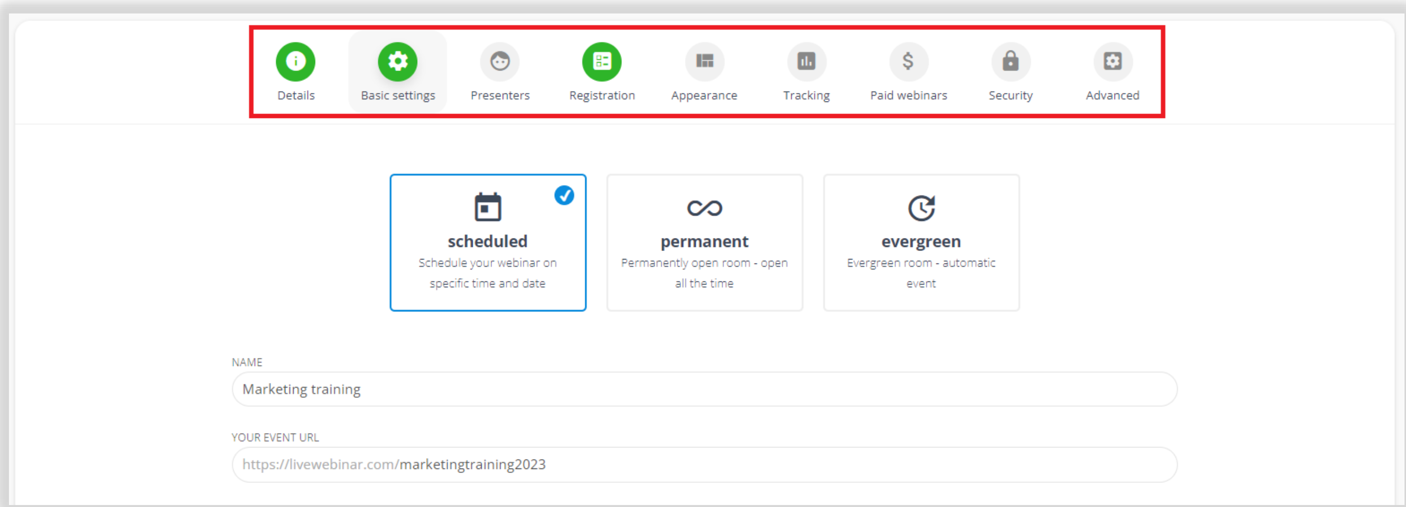
After scheduling the event, you can create additional configurations. All you need to do is click the cog icon, choose **"Edit"** button and you'll see the webinar settings window.



In the editing view of the event there are several settings to choose from:

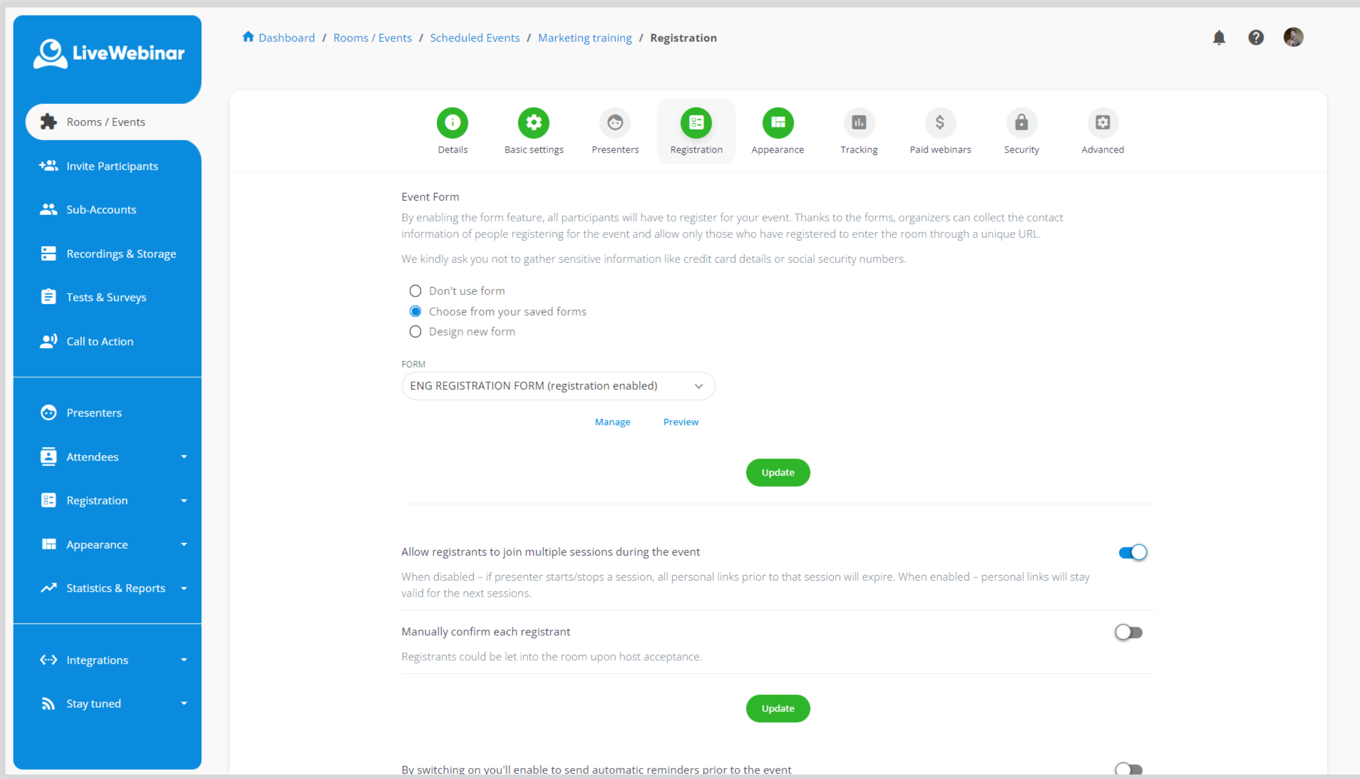
- **Details of the scheduled event** – here you will preview the most important information related to the upcoming event: name, room ID, URL address, date and time of start, timezone, attendee statistics, chosen audio mode, leave page URL, available phone numbers and participant phone PIN, invitation browser addresses for particular attendee roles

- **Basic settings** – here you can change the name of the event, set your friendly URL address (available as add-on), add tags to the event, set the start date and duration, set the timezone and add the event agenda
- **Adding presenters** – here you can add the presenter's profile to the meeting
- **Adding registration forms** – in this tab you can add the event form and configure it the way you like
- **Creating custom registration pages** – here you can design or choose a page template that will be displayed when the meeting has not yet started, thank you page, registration pages and landing pages
- **Adding tracking codes** – here you will quickly add pixels and tracking codes of external analytical and advertisement tools
- **Scheduling a paid webinar** – here you will add the option to sell tickets for paid webinars
- **Security settings** – in this part you can take care of security by choosing a password and account event tokens
- **Advanced settings** – here you can choose initial audio mode, room layout, room template, notifications, or additional options such as knock knock option, countdown clock, etc.



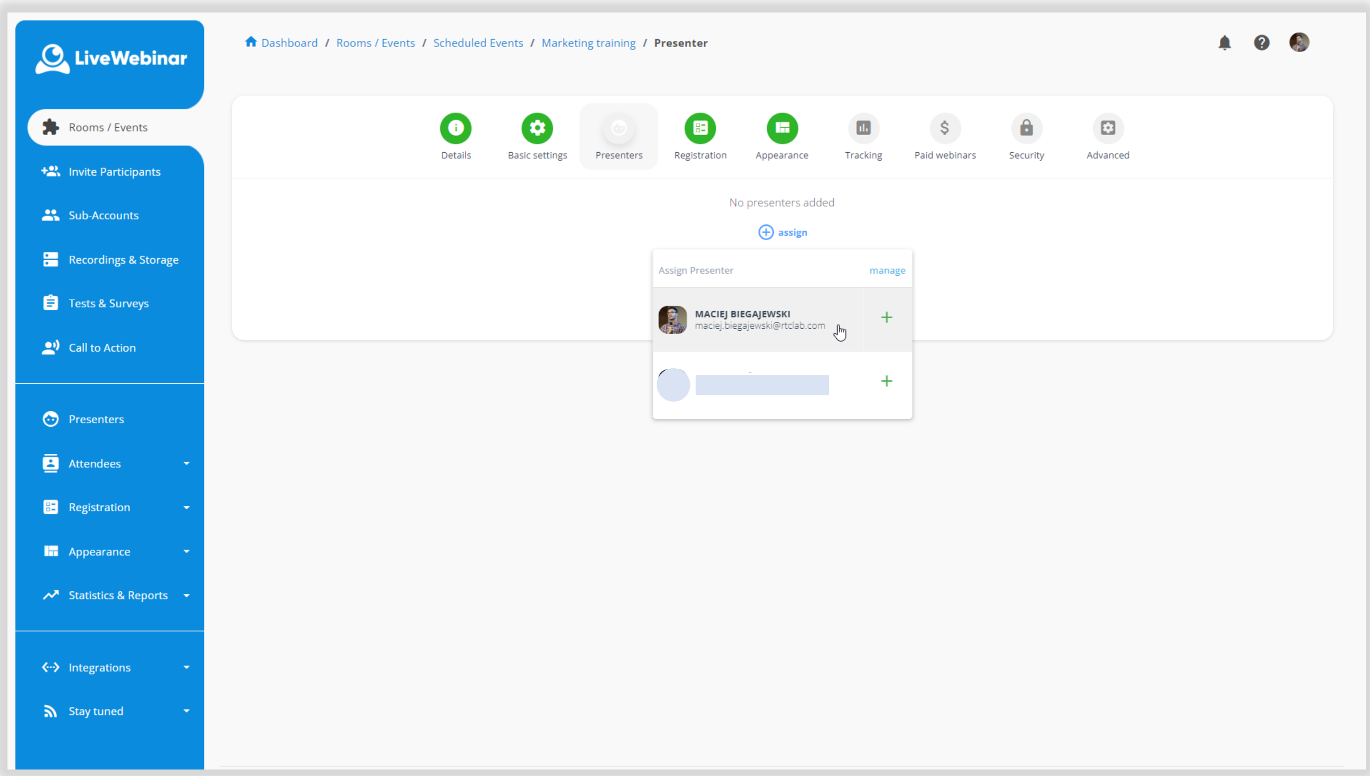
4. Assign a Registration Form

If you want to create a form for your event, go to the "**Registration**" tab. Then you can create a form from scratch or use an existing one. Fill in the fields, and once you're finished, go to the "**Presenters**" tab or click "**Schedule/Update**" button. If you want more in-depth information, we have a manual about creating forms here!

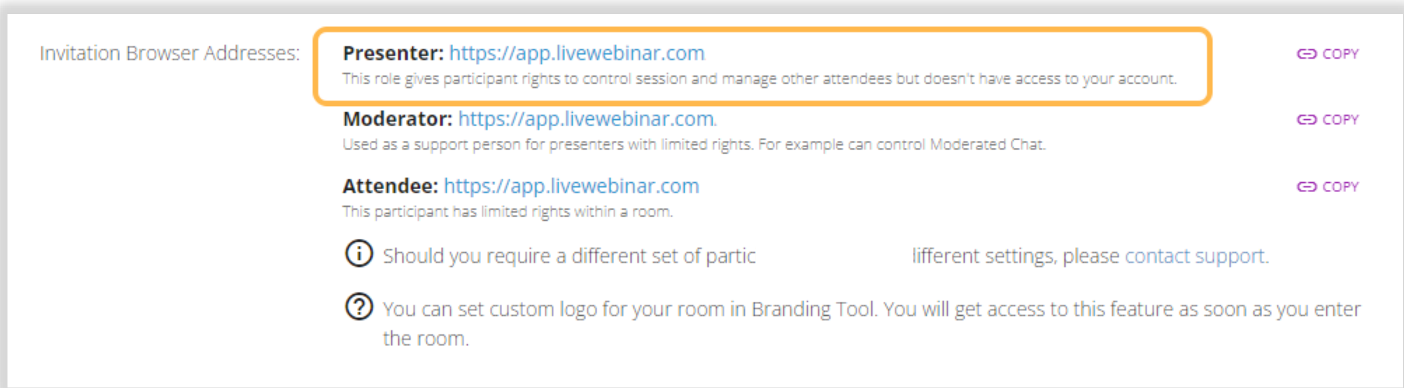


5. Assign a Presenter

Adding a presenter to your webinar is key for having a meeting that runs smoothly. To add a presenter, the "**Presenters**" tab in the webinar planning menu. Click "**Assign**" to add a presenter to your event. You can choose to assign a person who you've previously added as a presenter in the "**Manage Presenters**" menu on your dashboard.

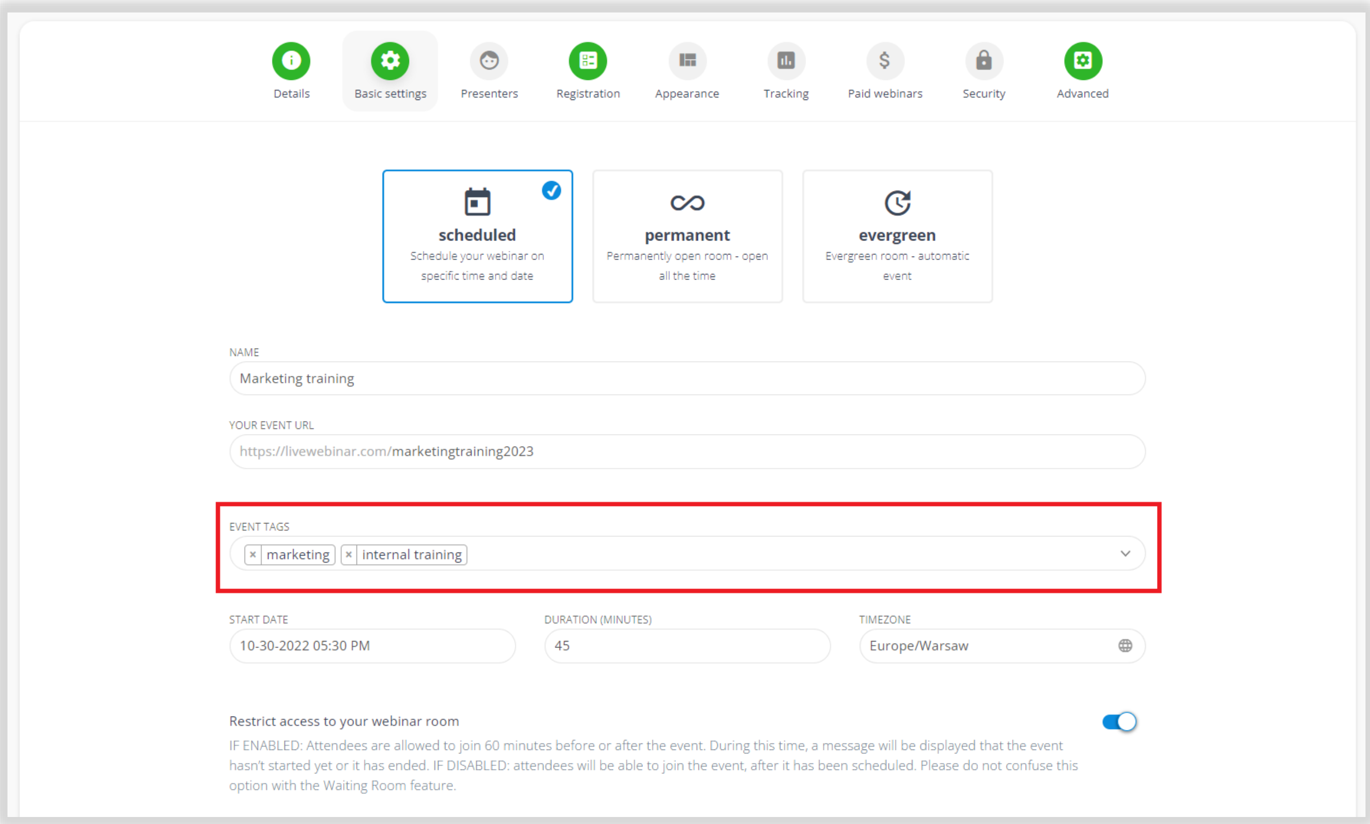


Alternatively, you can send someone a link to the event that will grant them the presenter role. You can get this link from the “**Webinar Details**” page.

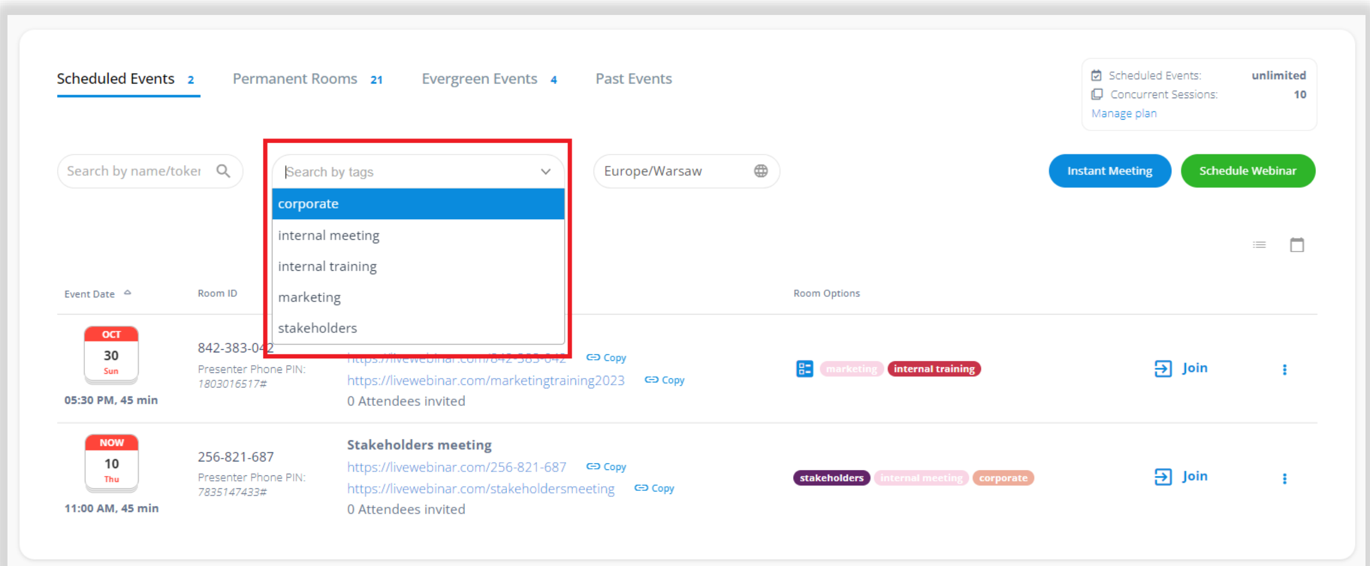


6. What are event tags?

Event tags let you tag meetings so that you can easily search them out later on. To make them useful, while scheduling an event you should choose a short tag that best corresponds to the future events. For example, if you schedule a webinar on marketing, tag it as “marketing”.

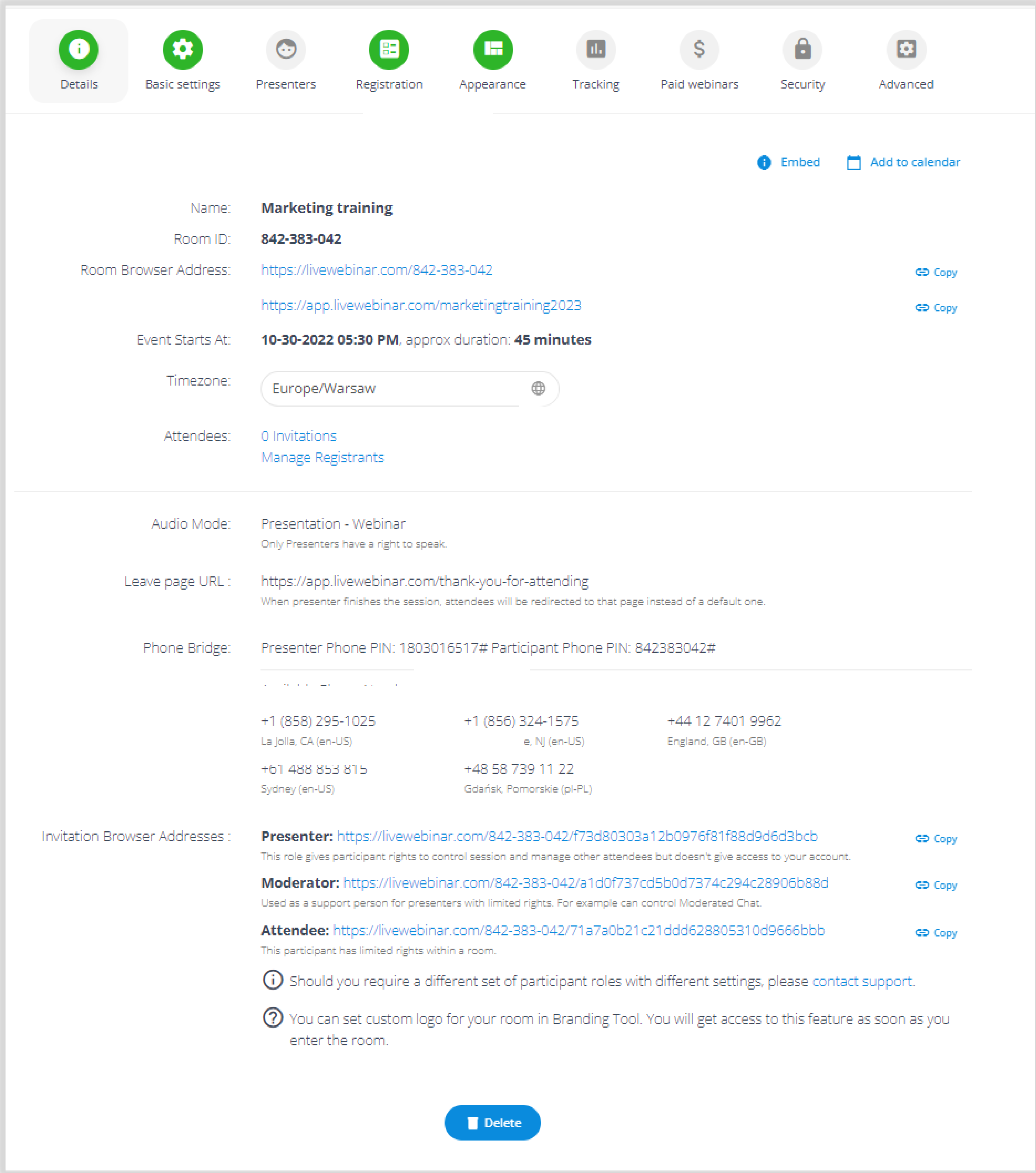


This option is particularly useful for companies that organize a large number of online events. Tags will help to sort them out, and the browser will quickly help find events on particular topics.

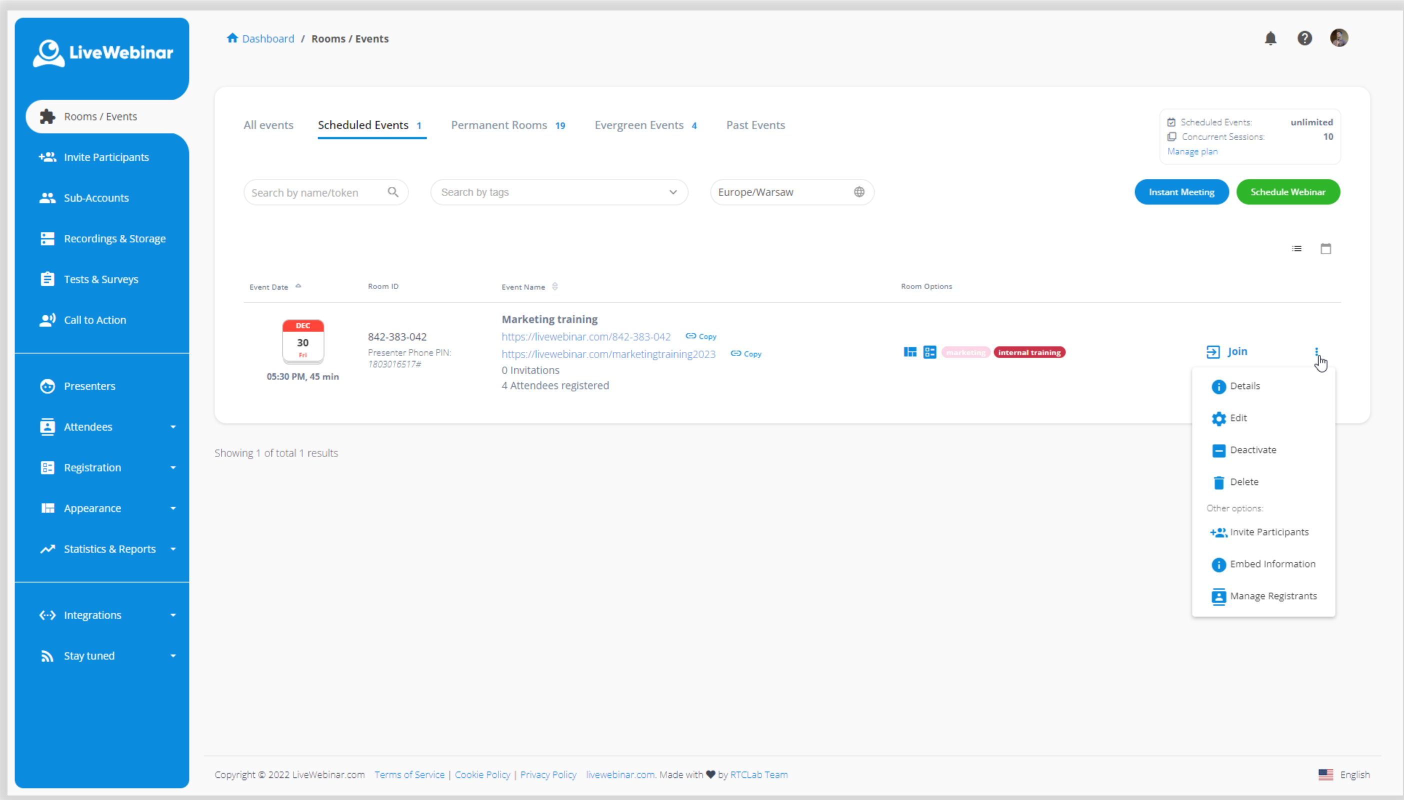


7. Webinar Details

This window pops up when you finish planning your webinar. It gives you a summary of your event and provides you with links for inviting participants with specific roles: Presenter, Moderator, and Attendee. In the "**Webinar Details**" page you can also assign additional presenters by using the window on the right and add this event to your calendar.


Details
Basic settings
Presenters
Registration
Appearance
Tracking
Paid webinars
Security
Advanced
Embed
Add to calendar
Name: Marketing training
Room ID: 842-383-042
Room Browser Address: https://livewebinar.com/842-383-042
Copy
https://app.livewebinar.com/marketingtraining2023
Copy
Event Starts At: 10-30-2022 05:30 PM, approx duration: 45 minutes
Timezone: Europe/Warsaw
Attendees: 0 Invitations
Manage Registrants
Audio Mode: Presentation - Webinar
Only Presenters have a right to speak.
Leave page URL : https://app.livewebinar.com/thank-you-for-attending
When presenter finishes the session, attendees will be redirected to that page instead of a default one.
Phone Bridge: Presenter Phone PIN: 1803016517# Participant Phone PIN: 842383042#
+1 (858) 295-1025
La Jolla, CA (en-US)
+1 (856) 324-1575
e, NJ (en-US)
+44 12 7401 9962
England, GB (en-GB)
+61 488 853 815
Sydney (en-US)
+48 58 739 11 22
Gdańsk, Pomorskie (pl-PL)
Invitation Browser Addresses : Presenter: https://livewebinar.com/842-383-042/f73d80303a12b0976f81f88d9d6d3bcb
Copy
This role gives participant rights to control session and manage other attendees but doesn't give access to your account.
Moderator: https://livewebinar.com/842-383-042/a1d0f737cd5b0d7374c294c28906b88d
Copy
Used as a support person for presenters with limited rights. For example can control Moderated Chat.
Attendee: https://livewebinar.com/842-383-042/71a7a0b21c21ddd628805310d9666bbb
Copy
This participant has limited rights within a room.
Should you require a different set of participant roles with different settings, please contact support.
You can set custom logo for your room in Branding Tool. You will get access to this feature as soon as you enter the room.
Delete

You can access the details page at any time by clicking on the **More options** icon to the right of the chosen event and selecting "**Details**".



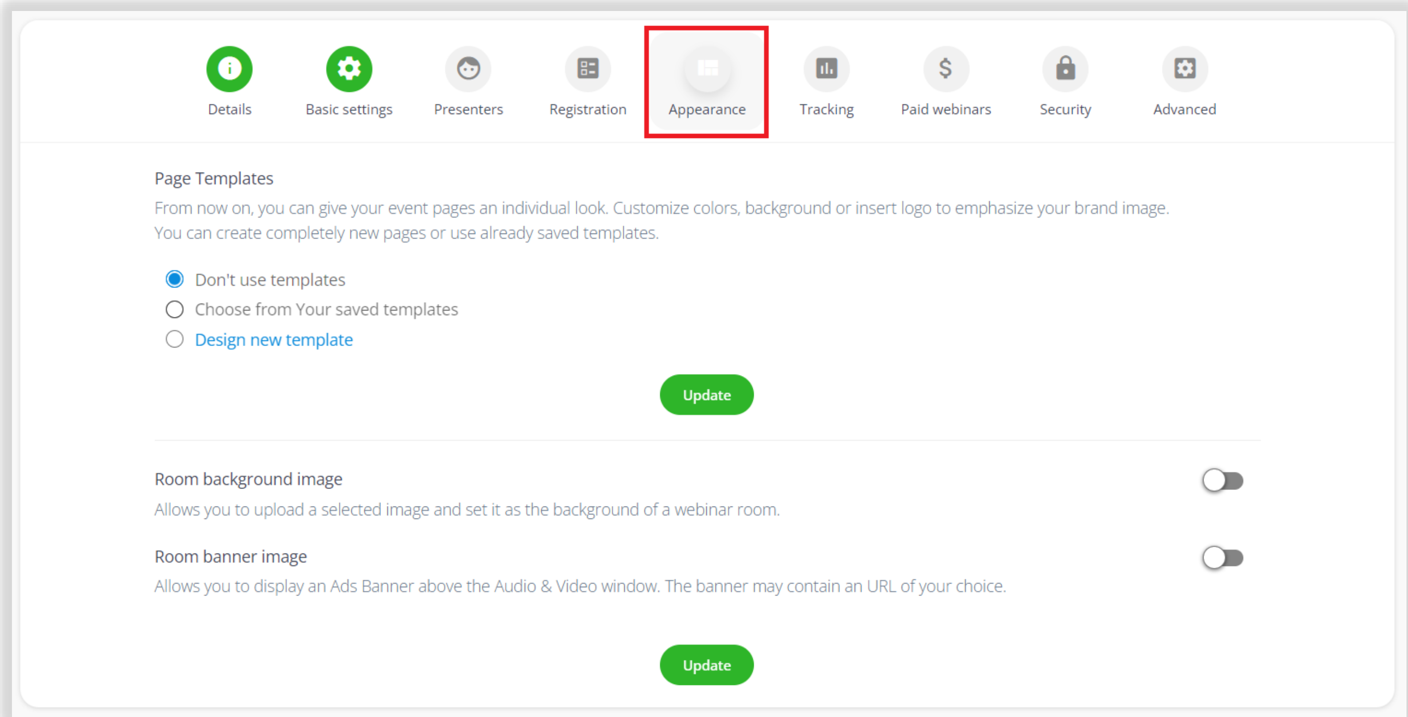
8. Invite Attendees

If you want to invite participants to your event, copy the links for the specific roles (Presenter, Attendee) after clicking "**Schedule**" and send them to the corresponding people. Alternatively, go to "**Invite Participants**" on the main menu and send your invitations this way. In Point no. 5 of the "**In the Room**" section of this manual you can read about other methods to add participants.

How to create a webinar landing page?

Using LiveWebinar platform, you can create your own custom registration pages with registration forms. This option is available for all paid accounts.

To add your own landing page to the webinar, schedule a new event and choose “**Appearance**” tab in the room configuration section.



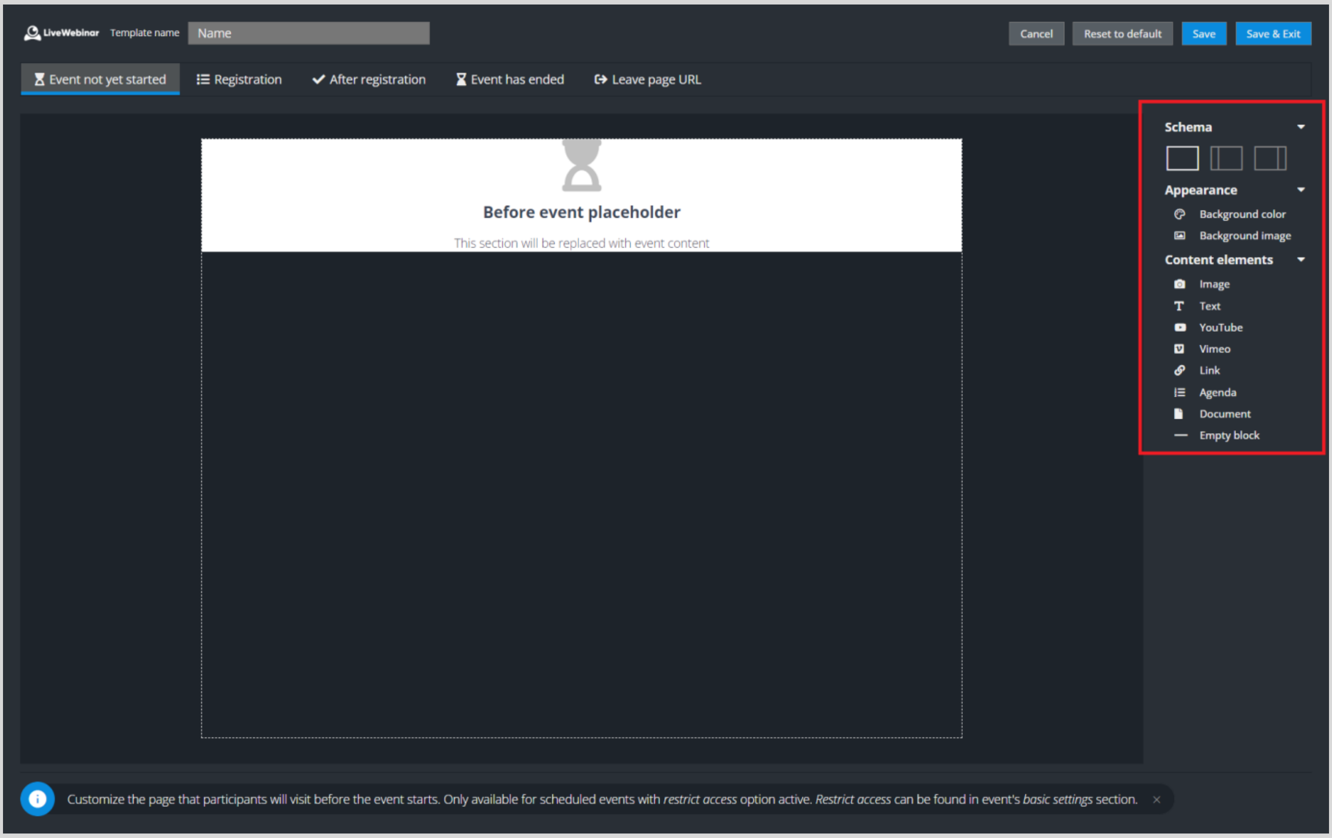
In **„Appearance”** tab you can decide whether you want to design a new page template, choose one from the saved templates (that you have prepared before) or not use a template at all. Here you can also add room background and display ads banner.

Designing a page template requires you to choose needed elements and page layout in the upper right sidebar. You can adjust the following elements:

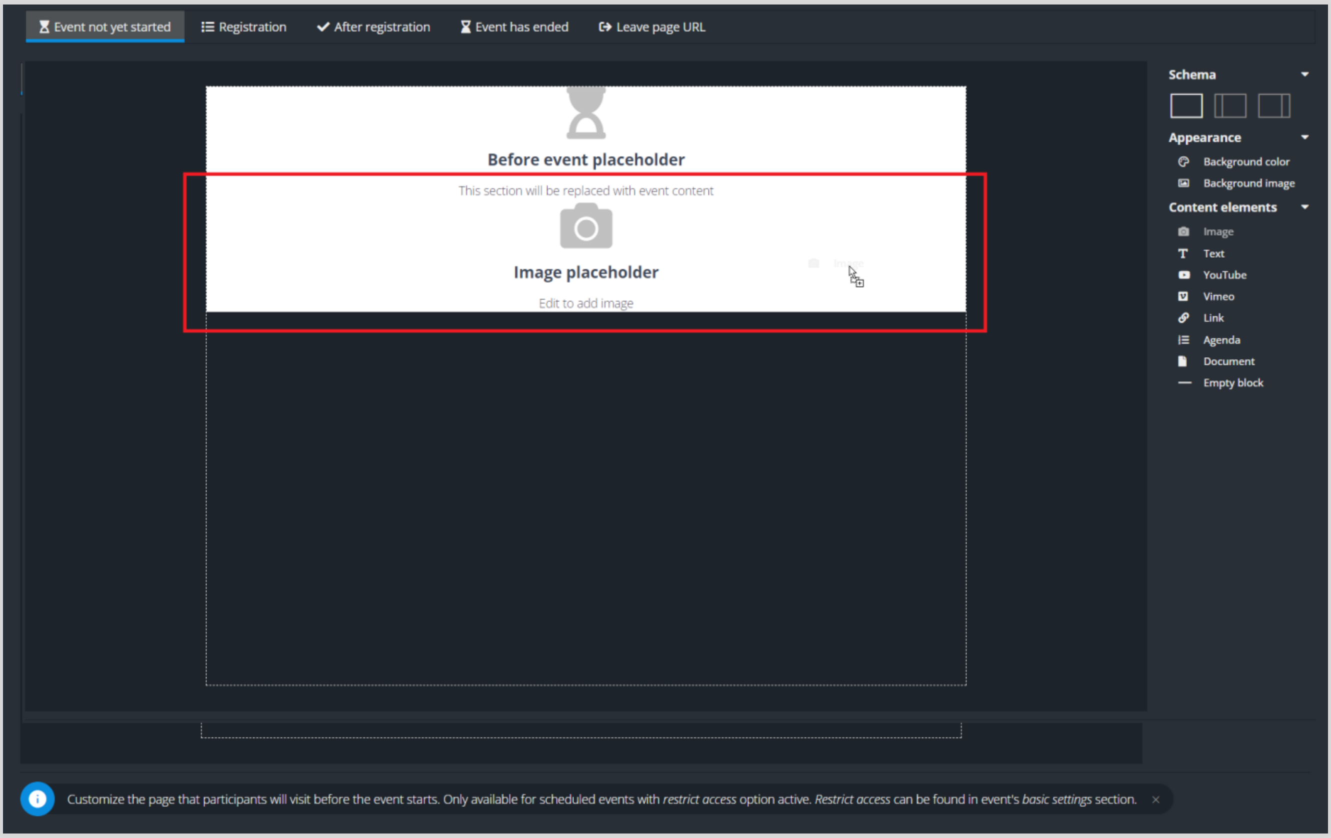
- Schema
- Appearance – background color, background image

Content elements:

- Image – download images from files kept in Recordings & Storage section or at a chosen link
- Text – add text paragraph and format it using visual editor
- YouTube – embed video from YouTube
- Vimeo – embed video from Vimeo
- Link – add clickable link
- Agenda – it embeds the already prepared event agenda on the page
- Document – add a multimedia file (eg. .pdf or .ppt format), which can be opened as clickable link
- Empty block – it enables proper formatting of the registration page appearance

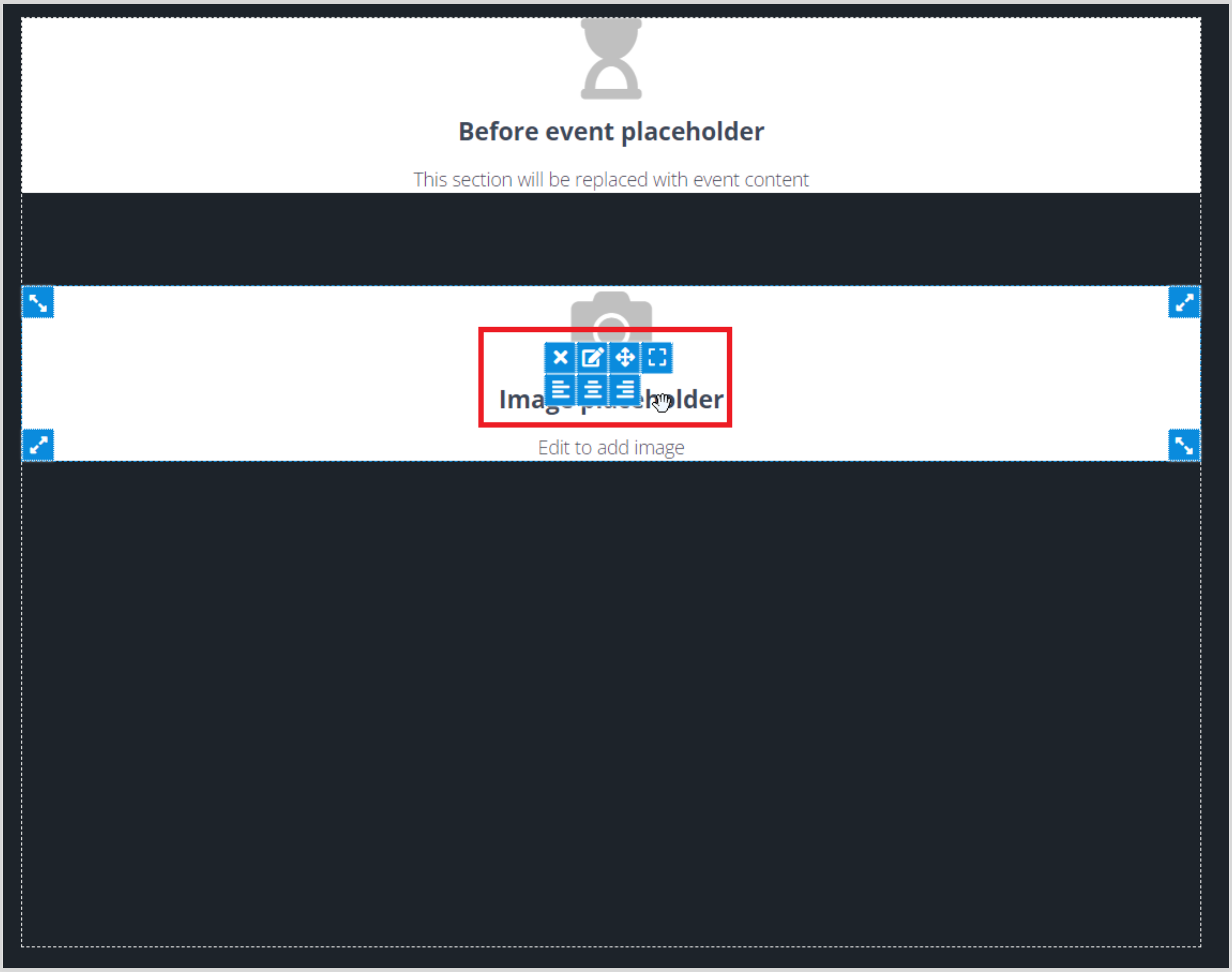


Drag and drop element to add it to the page template. In the same way you can change the sequence of elements displayed in the page template.



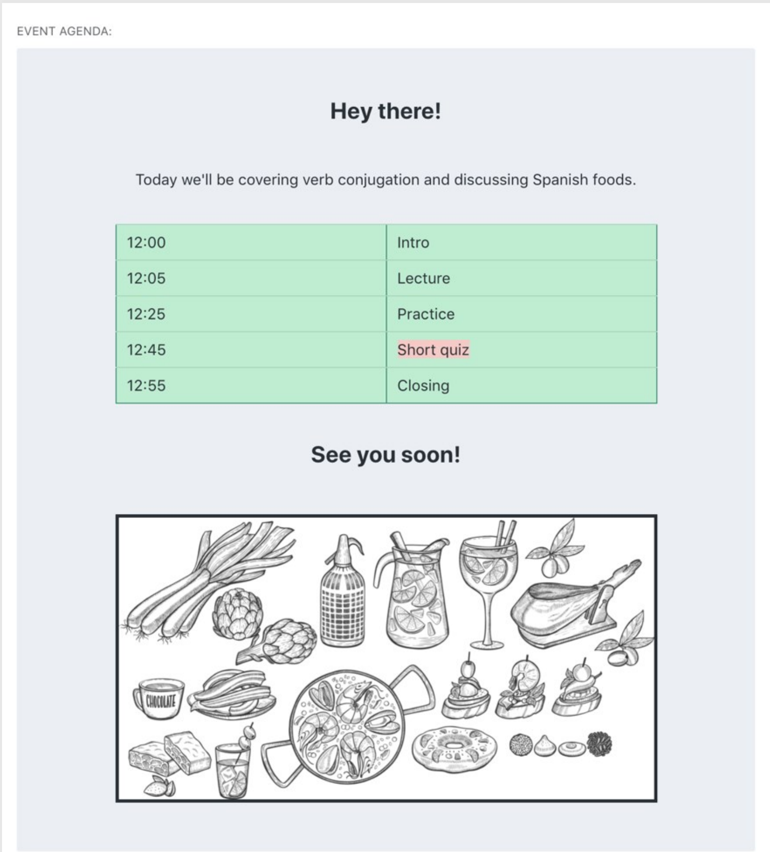
Once you hover over the page element, you can edit its settings. Editing options include:

- Changing the size of the element
- Editing the content
- Changing the sequence in which elements are displayed
- Maximizing the size of the element
- Left, right or center alignment in the template
- Deleting an element



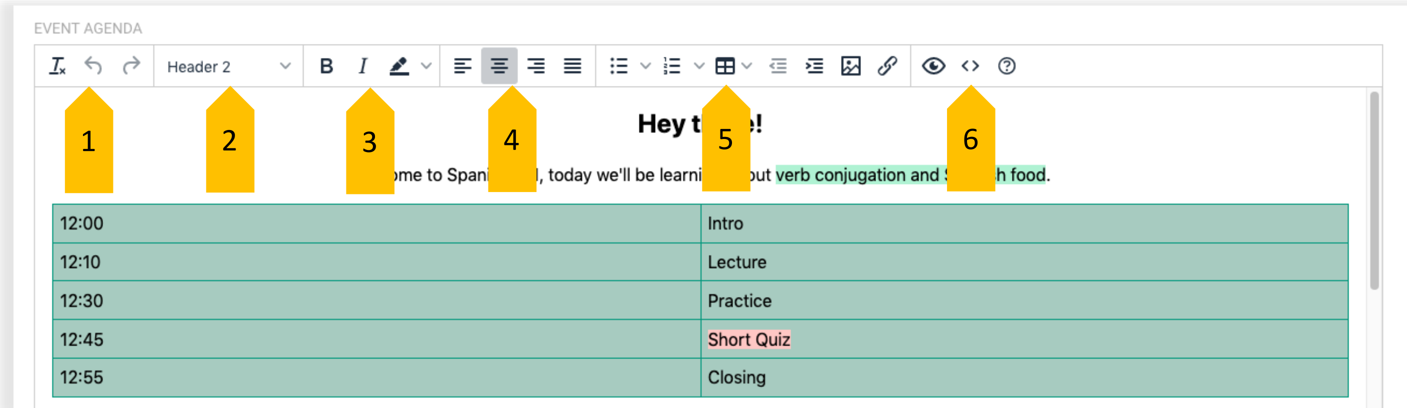
Adding an Agenda

The agenda creator allows you to build an agenda that is more customized, thanks to options that allow you to add images, tables, and color to your event outline. You also have access to multiple formatting options, such as text formatting, text alignment options, and bullet points/numbered lists. LiveWebinar's agenda is based on the so-called "WYSWIG" method. Below you can see an example of what you can do with the creator.



General Agenda Options

You can find the agenda creator on the first page of the "**Schedule Event**" option. The general editing options are described below:

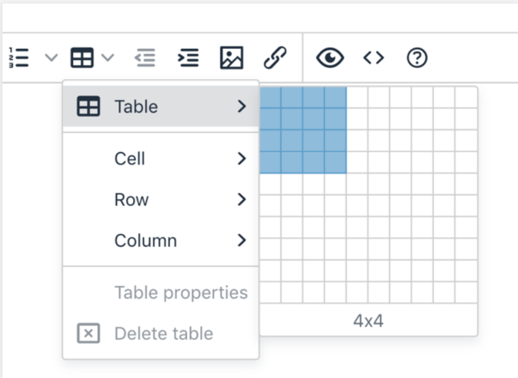


1. **Clear formatting, Undo/Redo** – here you can clear all the formatting you've done so far, or undo/redo your actions.
2. **Paragraph styles** – select between multiple paragraph styles, ranging in size.
3. **Text appearance** – make your text bold, or italicized, or add a colored highlight.
4. **Alignment** – select the alignment of your text.
5. **Other options** – add a bulleted or numbered list, add a table, control the indent of the paragraph, insert a link or image (more on adding tables and images below).

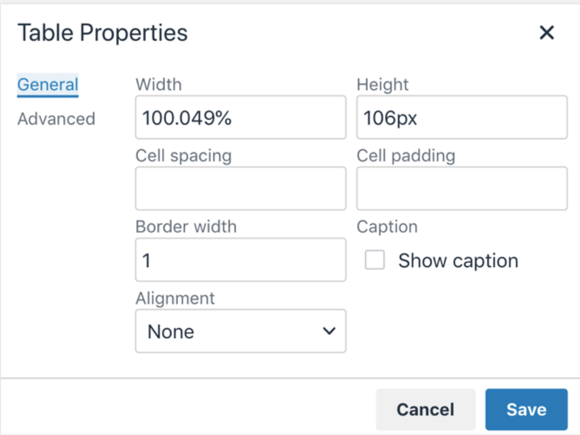
6. **Check your work** – preview your work, see how it looks as code, or check the Help section.

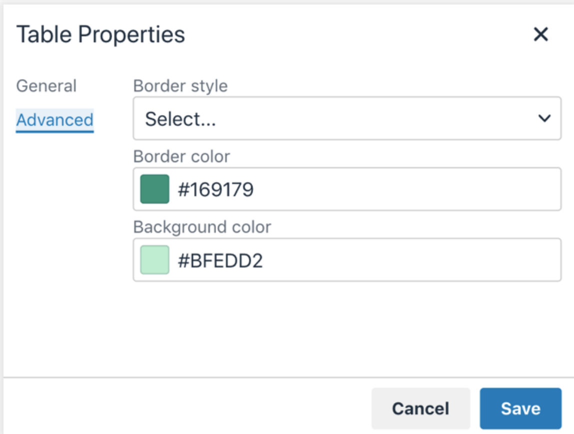
Adding a Table

You can add a table by selecting the dimensions you need from the menu. In the menu you can also control the properties of cells, rows, and columns, or add or remove them if needed.



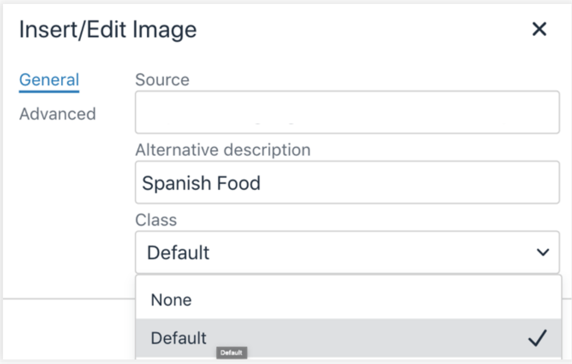
There are also additional settings that let you control the appearance of your table by letting you change the cell padding, alignment, width, and height. If you go to the advanced settings, you are able to change things such as the color and style of the table border along with the cell's background color.

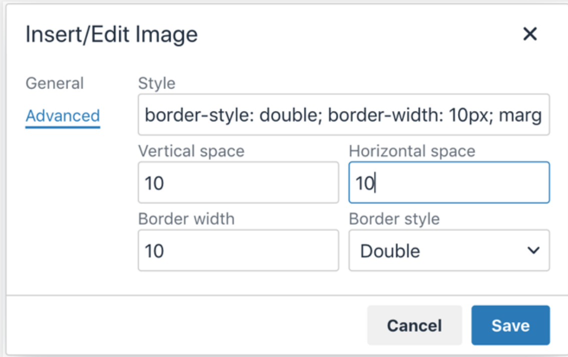




Adding an Image

To add an image, you must have a URL that contains the image source (.JPG, .PNG). To add the image, simply paste this URL into the corresponding field, add an alternative description, and be sure to select "**Default**" from the "**Class**" menu. The advanced settings let you make additional changes to the image by adding a border around it.


Insert/Edit Image
General
Advanced
Source
Alternative description
Spanish Food
Class
Default
None
Default

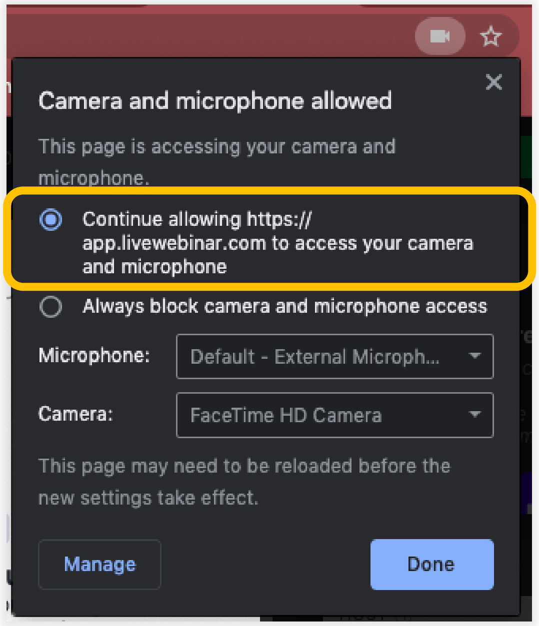

Insert/Edit Image
General
Advanced
Style
border-style: double; border-width: 10px; marg
Vertical space
10
Horizontal space
10
Border width
10
Border style
Double
Cancel
Save

Configure Your Audio and Video

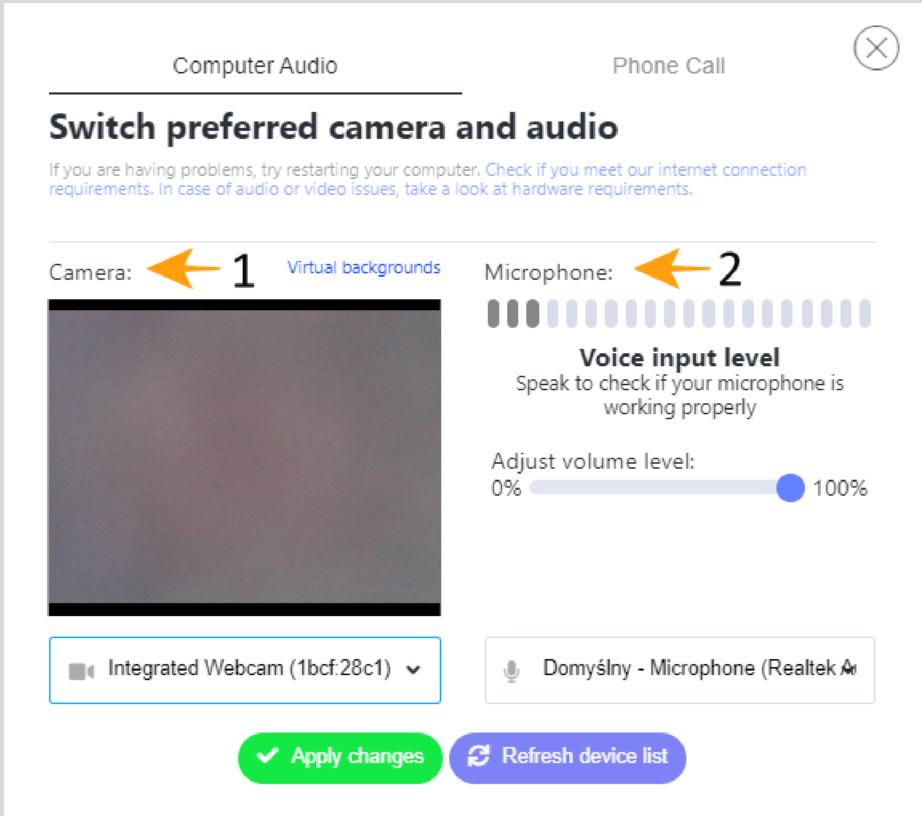
Before getting started with your webinar, make sure that your camera and microphone are working ok! Here's what you need to check to make sure that your audio and video streams are fine.

1. Audio and Video – Do They Work?

Testing your audio and video is simple. Firstly, make sure that you have enabled audio and video in your browser. To do so, click on the small camera icon to the right of the URL bar, and ensure that you're allowing LiveWebinar to access your camera and microphone. The screenshot below shows the Chrome browser, if you'd like more information about turning on audio and video in all browsers, consult this manual.



Once you enter the room, you'll see the "**Audio and Video Settings**" window appear. Here you can select your audio and video outputs, and check that everything looks and sounds ok before starting your webinar. To test the camera, check if everything in the camera window (**1**) is visible as it should be. To check how the microphone is working, see how the levels react to sound when you speak (**2**).



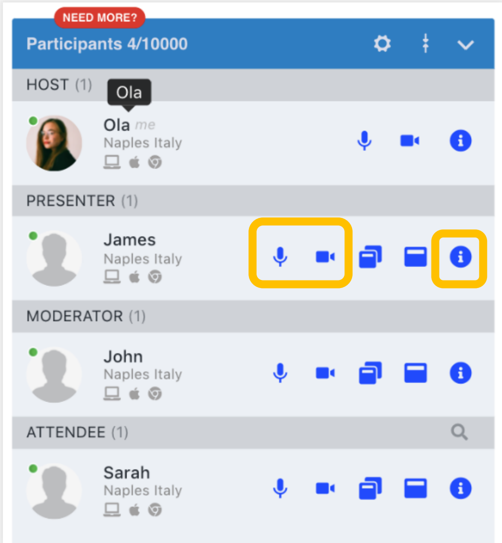
2. Troubleshooting

If something isn't working properly, check that our connection and hardware requirements are being met. Make sure that the browser you're using is supported by LiveWebinar, and that your camera and microphone are working and connected properly. You can also use our connection tester to make sure that your Internet connection is stable.

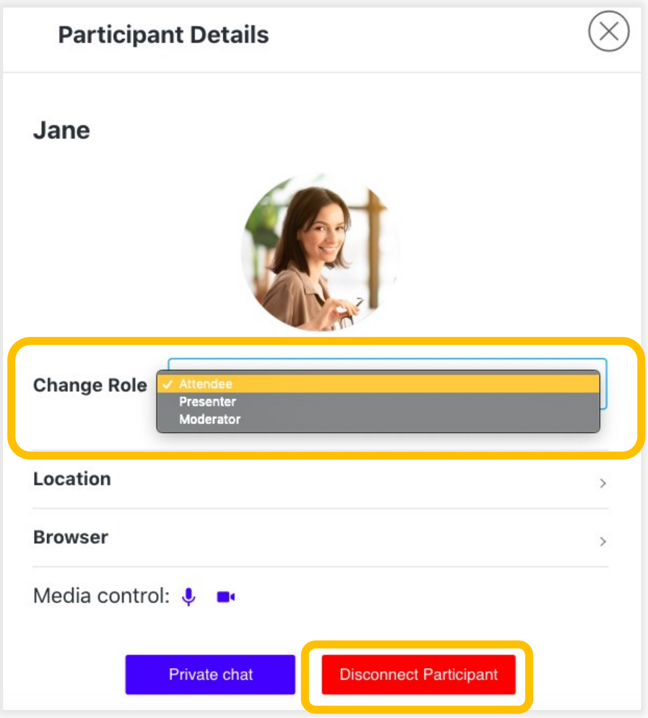
In the Room

1. List of Participants

As a host, you can control the list of participants. Here you can change someone's role from attendee to presenter so that they can, for example, use the whiteboard, or you can remove them from the room entirely. To request that someone turns on their audio and/or video, click on the microphone icon (for audio) or the camera icon (for both audio and video).



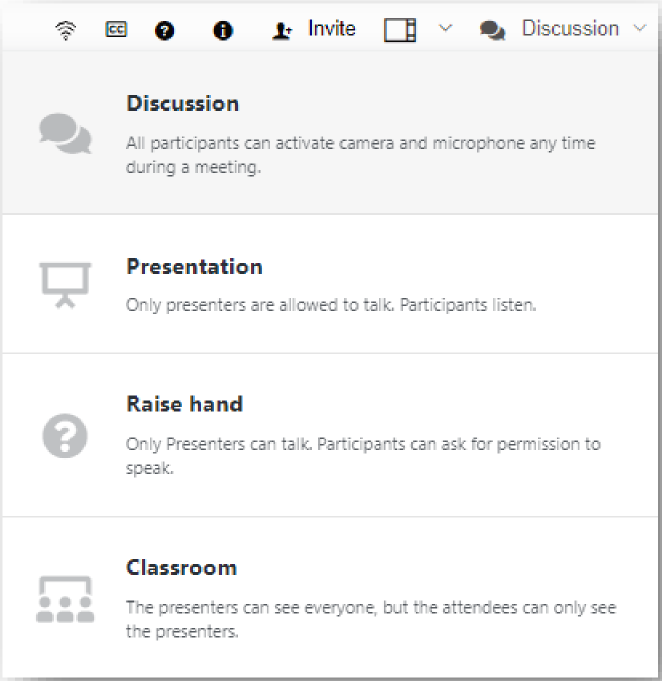
To change someone's role, click on the (**i**) icon. Expand the list of options next to "**Change Role**". Then you can change that person's role to presenter, attendee or moderator. Changes save automatically, so you can simply close this window once you're finished. If need be, you can also disconnect certain participants from your event.



2. Select the Audio Mode

Audio modes change the way your attendees can interact during the event. When creating your meeting, the default mode is set to "**Discussion**". You can change the initial audio mode while planning your event in the "**Advanced**" tab.

If you're already in the room, you can change the mode in the navigation bar, next to the "**Layouts**" option (the name of this tab indicates the audio mode you currently have set, if you change the audio mode, the name of the tab will correspond to the current mode).



Discussion: All participants can activate camera and microphone any time during a meeting. This option is best for meetings or lessons where you want your attendees to interact with one another, for example while planning your next marketing campaign, or while discussing an assignment with students.

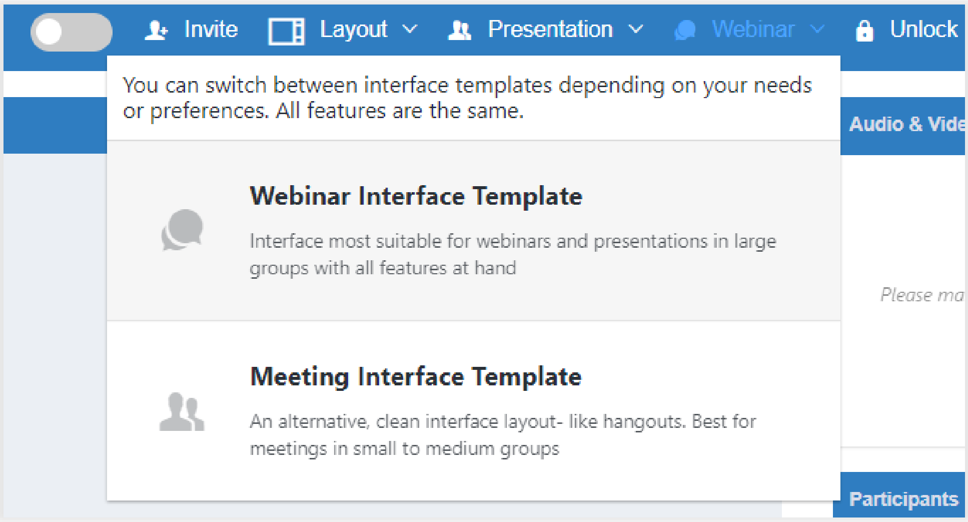
Presentation: Only presenters can speak, participants must listen. This mode is great for moments when you need to hold a presentation during a webinar or a lecture during class, as only the host and presenters can speak.

Q & A: Only presenters can speak, participants can ask for permission to speak by using the "**Raise Hand**" option. Q&A mode is useful after giving a presentation during an event, and you'd like to have some time to interact with attendees in a controlled way.

Classroom: The presenters can see all the participants, but the participants can only see the presenters, not each other. This option works best when you'd like to have a lesson without the possibility of participants distracting one another, for example during a lecture or during a test or exam.

3. Select the Event Interface

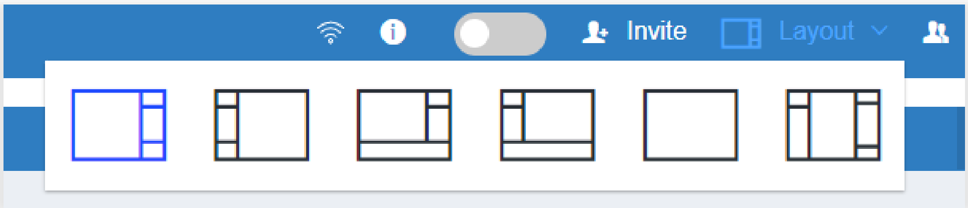
LiveWebinar lets you choose between two modes. Webinar mode has access to things such as the share menu, audio and video window, participants list, and chat. Meeting mode, on the other hand, lets you hold face to face meetings – think along the lines of Google Hangouts. To change the mode, click "**Webinar**" in the navigation bar of your room. From there, you will be able to select the interface that works best for you.



If you're in meeting mode and want to present any content, you can go to the content window by clicking the "**Switch to Content**" button. This also works the other way – when in content mode, you'll see a "**Switch to AV**" button appear that will take you back to the Audio and Video interface.

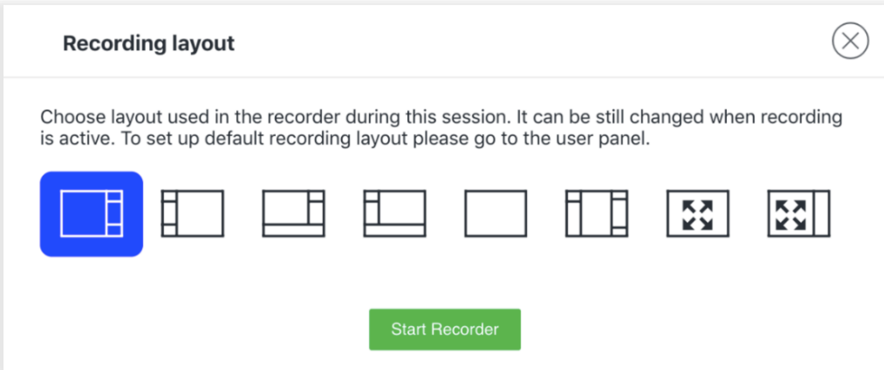
4. Choose the Right Layout for You

If you choose to be in webinar mode, you will have six Room Layouts to choose from. Select the layout you want according to your needs or the type of event you're hosting.



5. Record Events

If you want, you can record the event you're hosting. Doing so is simple – in the navigation bar you will find the "**Rec**" button. When you click on it, you will be able to select the room layout in which the recording will be made. After selecting the recording layout, click the "**Start Recorder**" button. We recommend that you wait a few seconds before starting or resuming the recorder so that nothing gets cut out of the final recording.

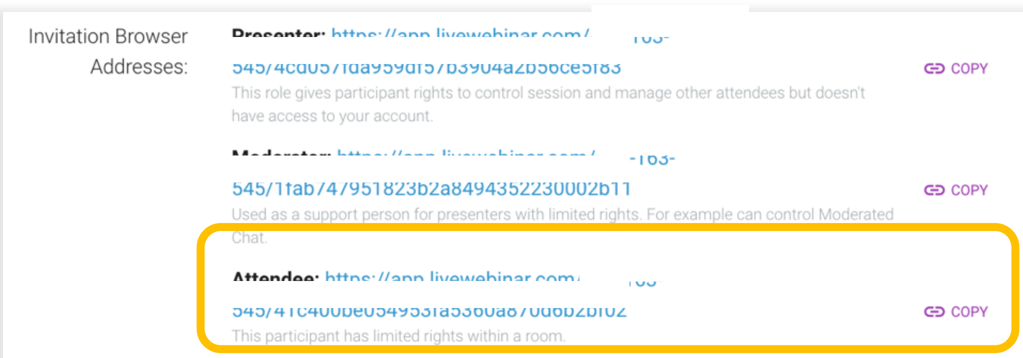


Stop the recorder by clicking "**Stop Recording**", and the file will appear in your LiveWebinar storage. If you want to know more about the recorder, we created an in-depth manual. Check it out here!

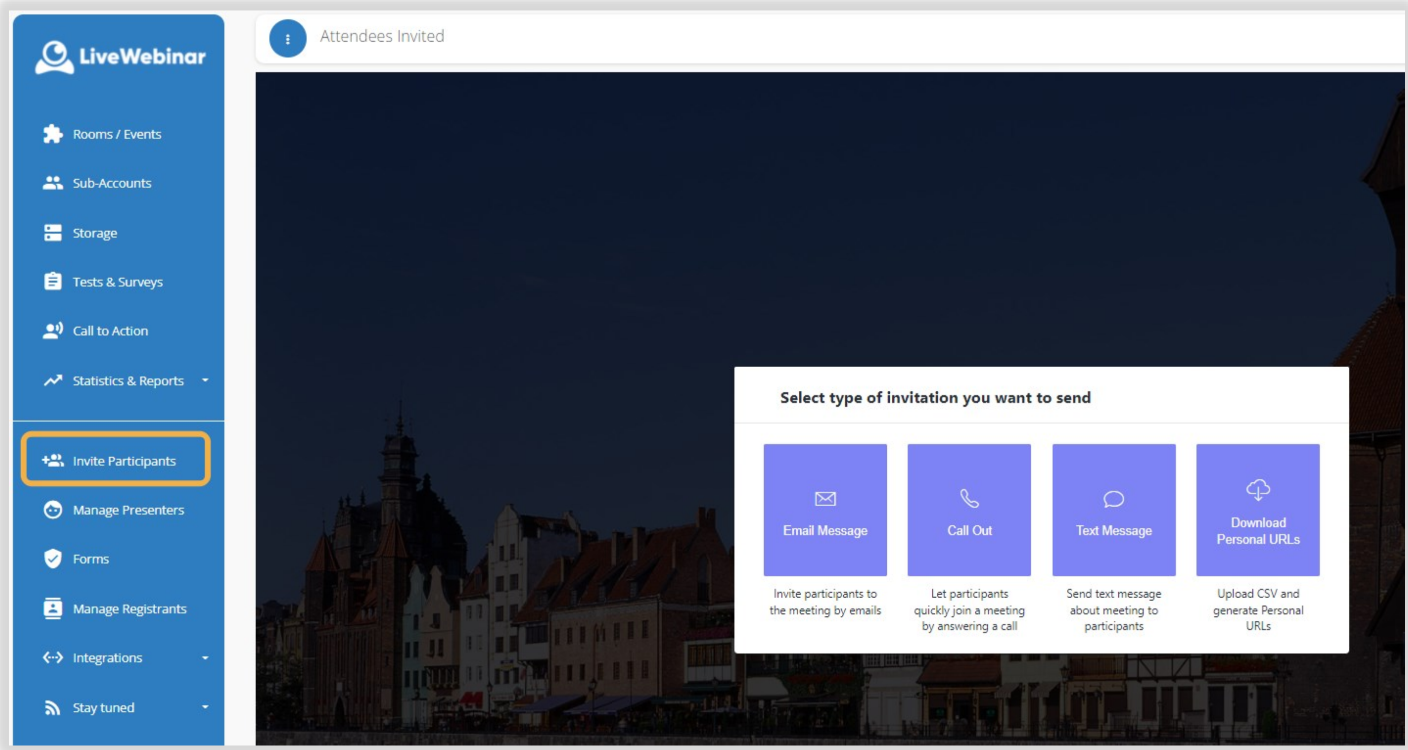
6. Invite More Attendees

Inviting attendees is easy, and there are multiple ways to do so in Live Webinar. The main methods are as follows:

a. You can send them an "**Attendee URL**", which you'll find in the webinar details page:



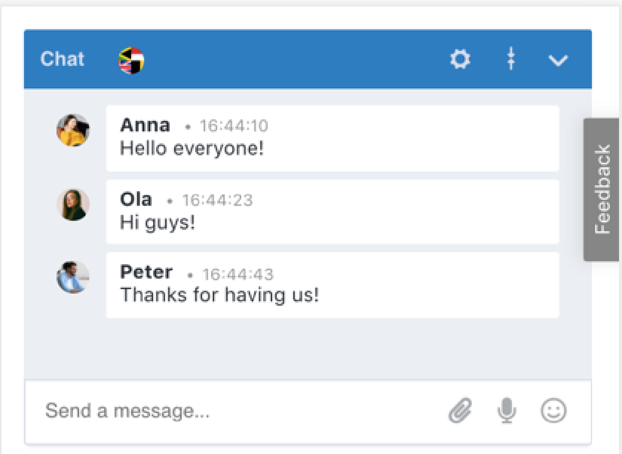
b. Through the "**Invite Participants**" tab in the dashboard:



c. Directly from your webinar room, by clicking "**Invite**" in the navigation bar:

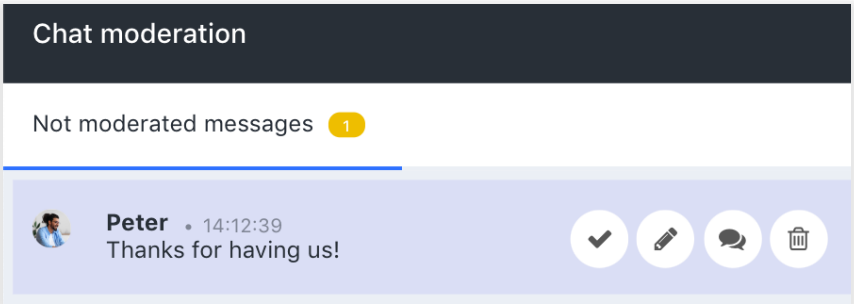
7. Chat with Others

Use the chat feature as a way to communicate with your attendees, and vice versa. It's great for asking and answering questions, as well as making sure that everyone is on the same page throughout the event.

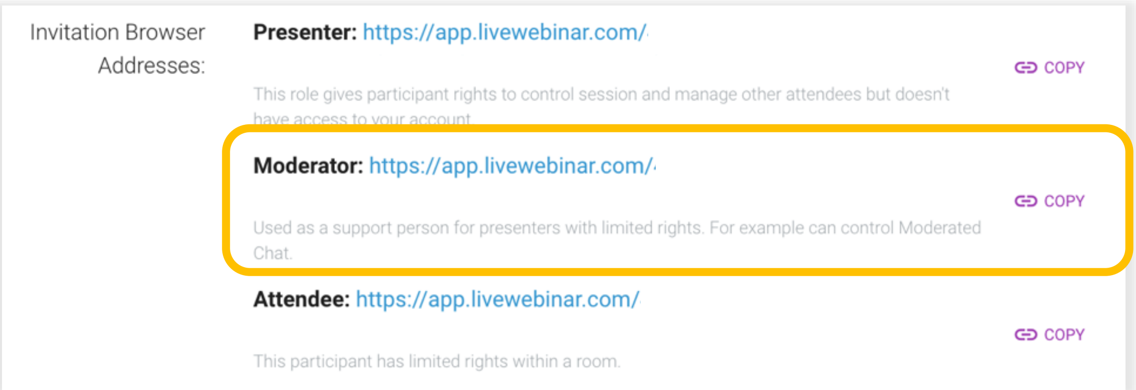


8. Moderate the Chat

If you'd like your chat to be moderated, you can control the messages that will appear. If there's something inappropriate, it's possible to remove it from the chat entirely. Once chat moderation is active, the room moderator controls all of the messages that will appear in the chat.



To give someone the role of chat moderator, send them an invitation to the role via the link in the webinar details page. Alternatively, you can assign the moderator role to someone already in the room - [point no. 1 of this section] will tell you how.

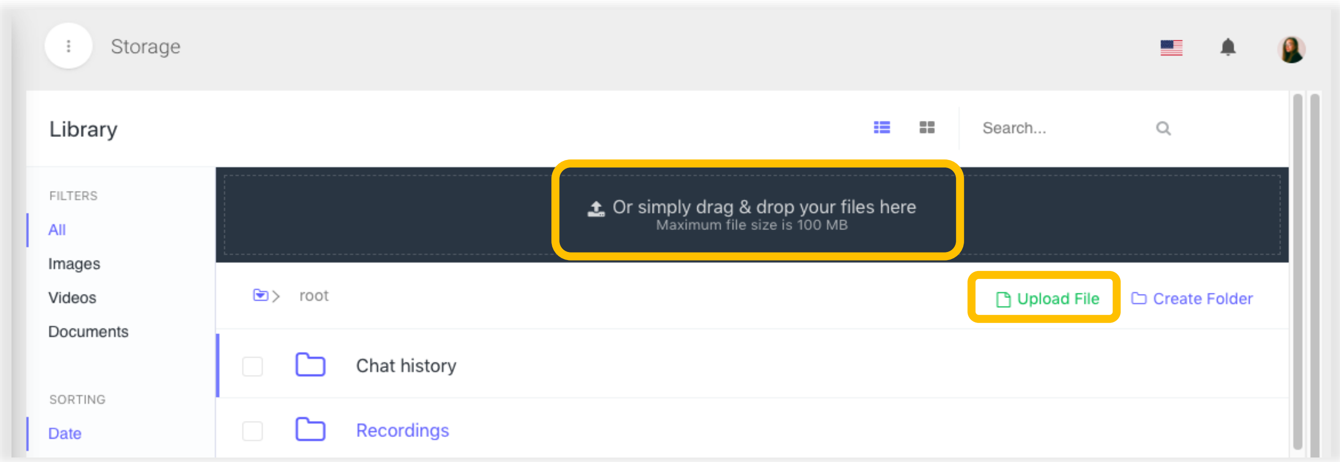


Be Prepared!

There's nothing more frustrating than losing time during a webinar searching for your materials. But not to worry – LiveWebinar has you covered! Here's a short list of things you can do before your webinar to make sure the event runs as smoothly as possible.

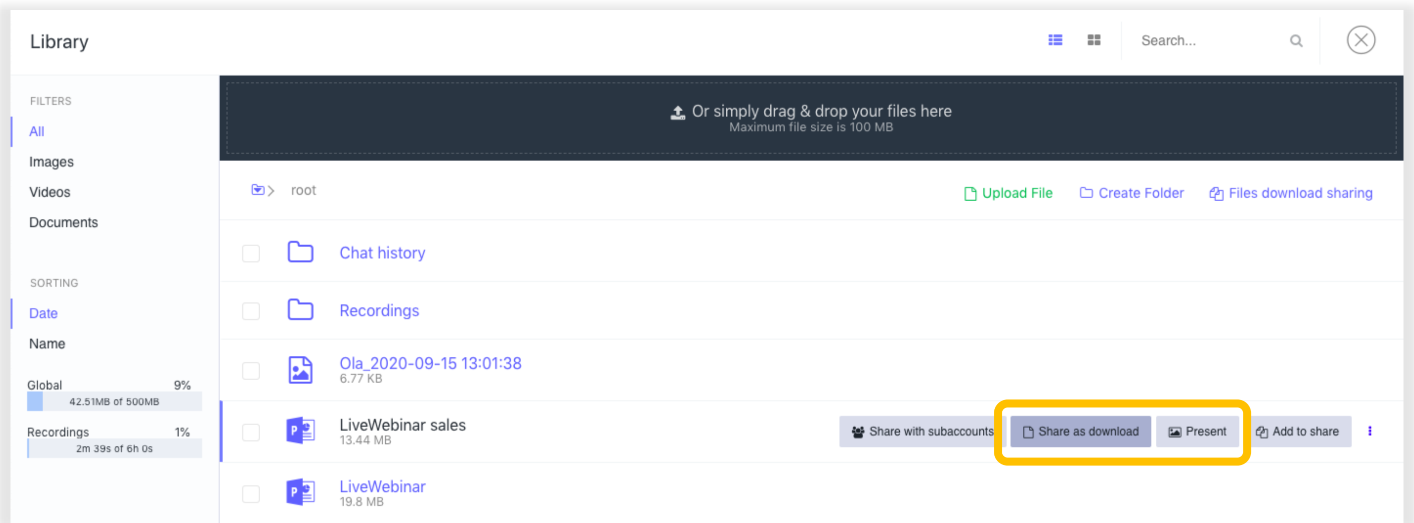
1. Upload Materials to Your Storage

If you're planning on showing a presentation or document during your webinar, remember to upload it to your storage before the meeting! Adding files in LiveWebinar is as simple as can be. After logging into your dashboard, go to the "**Storage**" tab. Adding your files can be done in one of two ways: by dragging and dropping the file into the selected banner, or by uploading files by clicking "**Upload File**".



2. Share Files During the Webinar

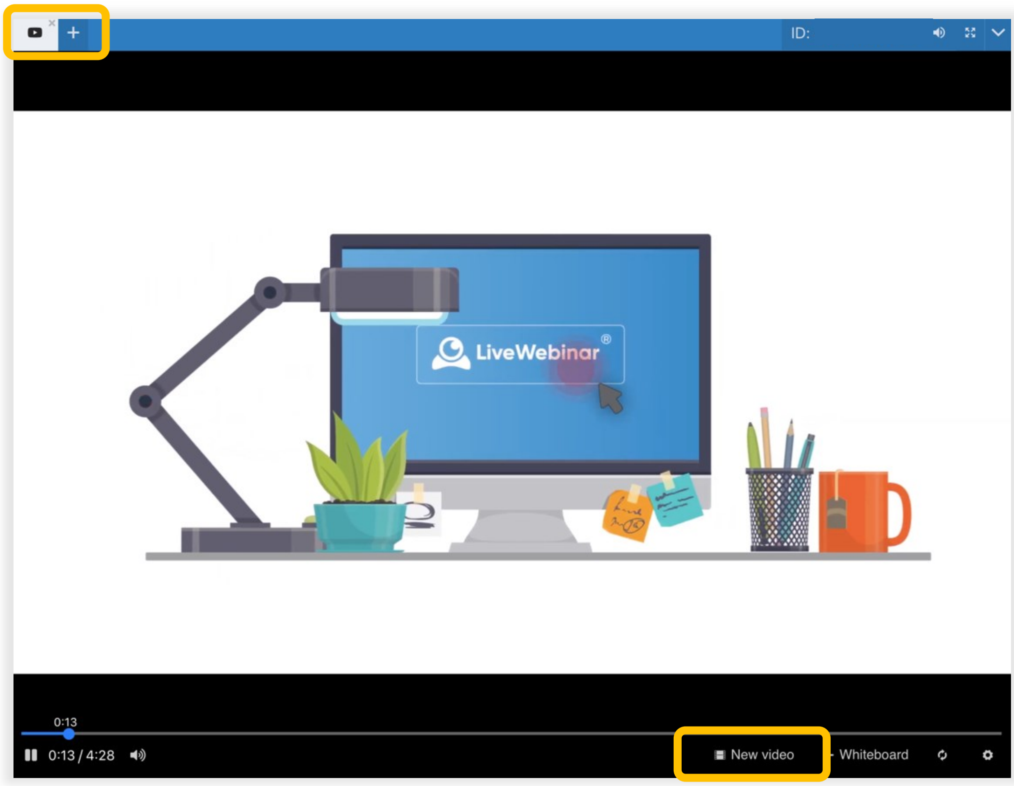
If you have some materials you'd like to present or distribute to your attendees, share them directly in the webinar! Make sure that you have the file in your LiveWebinar storage. Once in the room, open the share menu, and click on "**Storage**". You'll see all the files you've uploaded to your storage. Hover your mouse over the one you'd like to share. To share the file in downloadable form, select "**Share as Download**", or if you'd like to present it, click "**Present**".



3. Share Videos from YouTube or Vimeo

If you want to share a video from YouTube or Vimeo during your event, remember to keep the links to the videos on hand in a Word document or in a notepad application on your computer. That way you won't lose time during your webinar searching for the right link online.

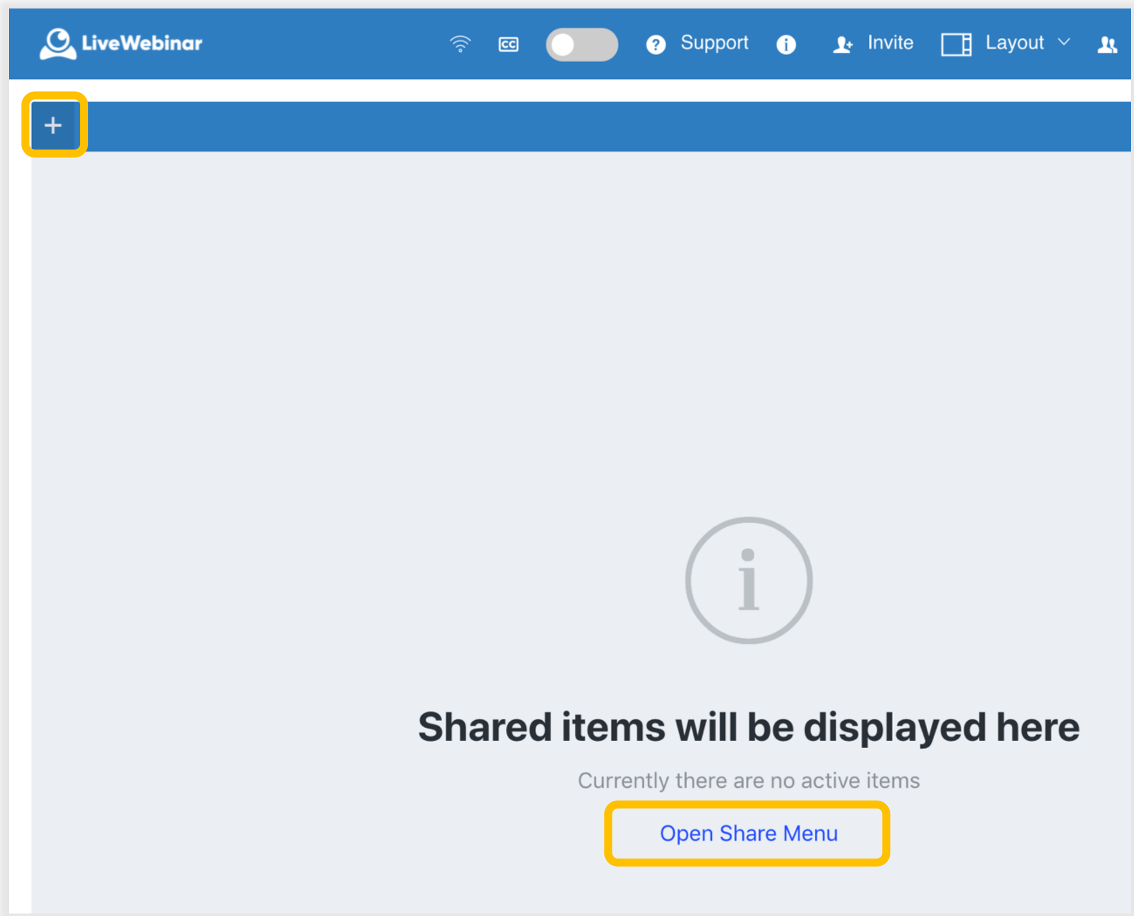
Alternatively, you can add the videos you'd like to play during the event in advance. To do so, simply click the "**+**" icon to create new tabs for the videos, and paste the links in the dialogue box that appears. Or, click "**New Video**" at the bottom of the player to add another video.



If you want to know how to share a video from YouTube or Vimeo please read this part of this manual.

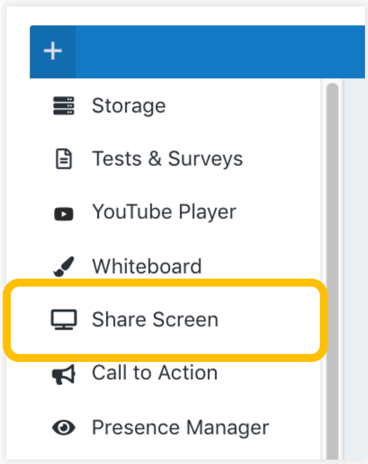
The Share Menu

Once in the room, it's good to familiarize yourself with the share menu. To open it, click the "**+**" icon in the upper left corner of the content area, or "**Open Share Menu**". Here is how to use some of the most useful features to implement in your webinars:



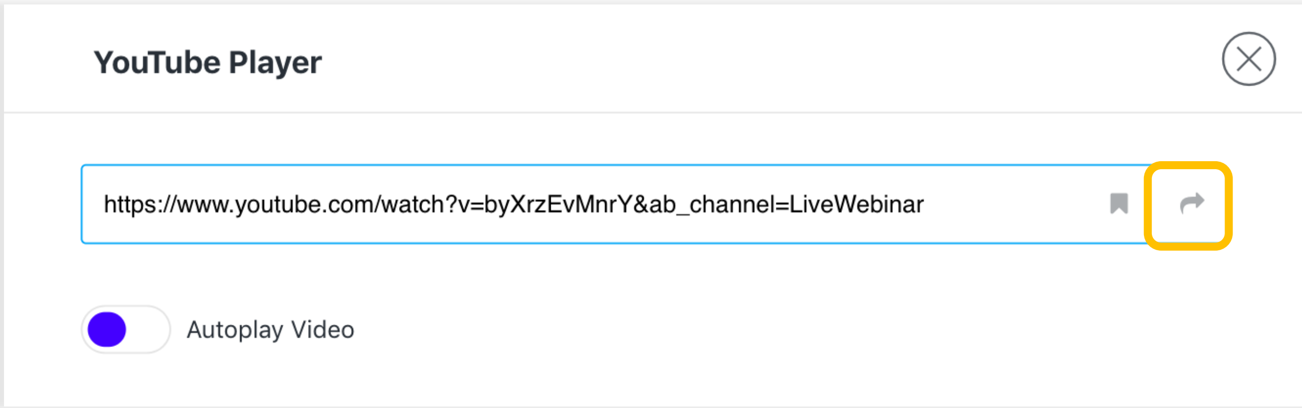
1. How to Share Your Screen

When you want to share your screen simply choose "**Share Screen**" in the share menu. However, we must note that screen sharing is not yet supported in Safari.



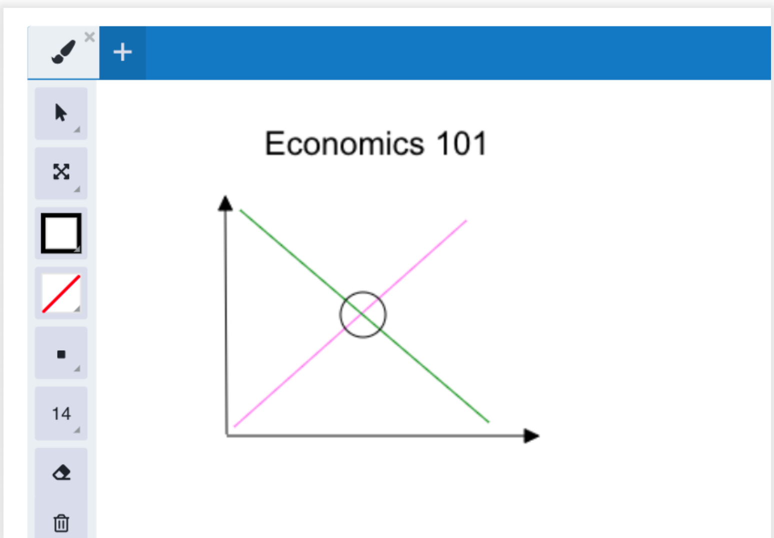
2. How to Share Videos from YouTube or Vimeo

Sharing a video from YouTube or Vimeo is not only impactful on your webinar, but it's also easy to do! Simply paste the URL of the video you'd like to share into the dialogue box that appears when you choose "**YouTube Player"** or "**Vimeo Player"** from the share menu, and click on the arrow to share it.



3. How to use the Whiteboard

Whether you're trying to explain basic economics or present a marketing plan, being able to illustrate your ideas is always helpful. This is where LiveWebinar's whiteboard feature comes in handy. Choose between different pen sizes and colors, draw shapes, and even customize your cursor so that it's more visible to the participants.



Attendees cannot use the whiteboard, but you can easily make them presenters so that they can do so. To pass the role of presenter to an attendee, click on the **(i)** icon next to that participant's name in the Participants List and change their role in the window that appears. If you want to learn more, check out point no. 1 of the "**In the Room**" section of this manual.

4. Create a Poll or Survey

If you're planning to add a pop quiz during your online lesson, or an icebreaker poll about who prefers Pepsi and who likes Coca Cola, adding a questionnaire can be a great way to increase engagement in your webinar. Choose "**Tests and Surveys**" from the Share Menu.

Tests allow you to create a question with right or wrong answers, while Surveys let you pose open ended questions. You can set a time duration for how long the question will be shown on screen, and you can view the results and download them for later use.