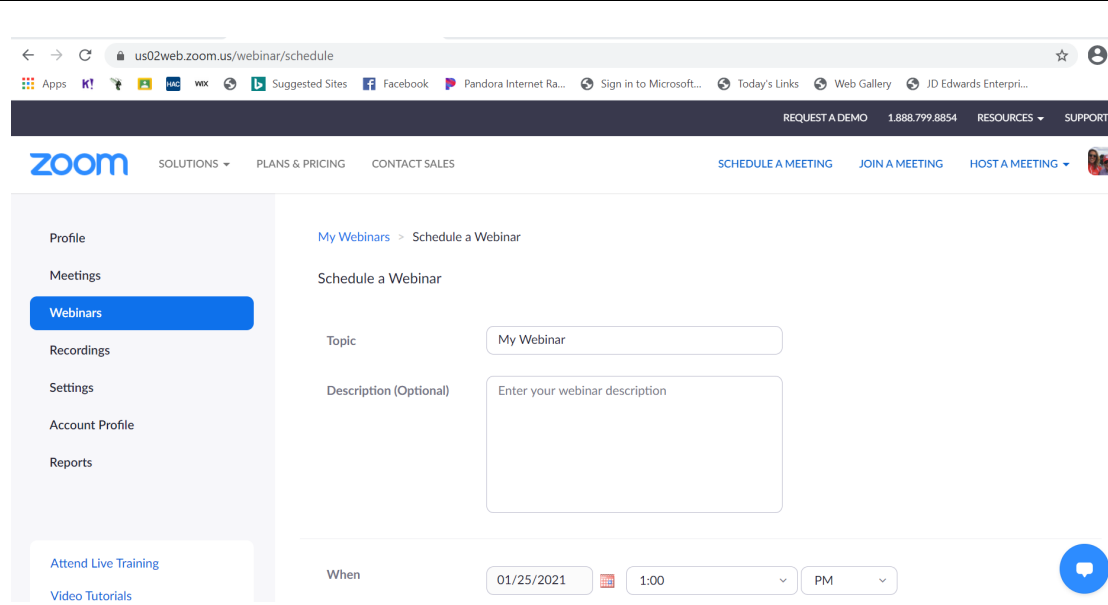
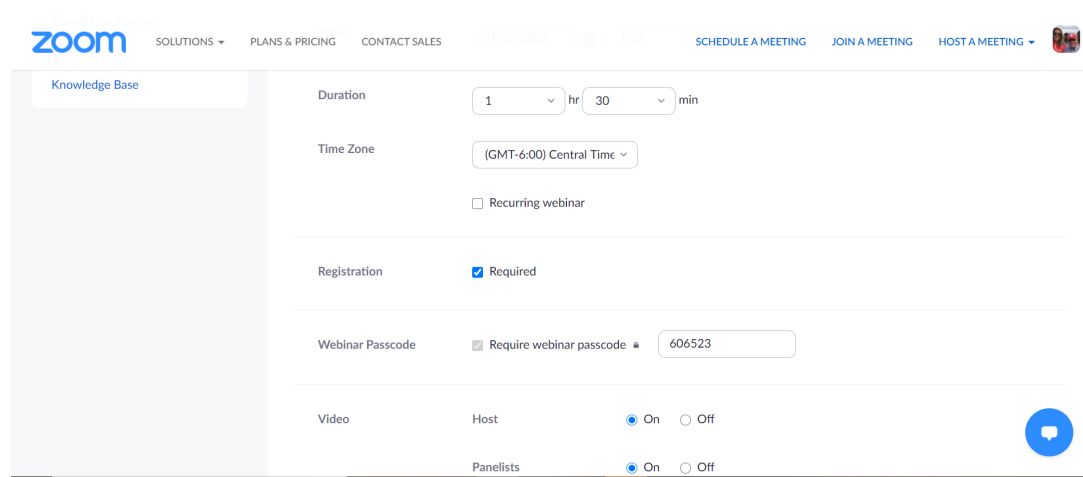


Screenshots

Instructions

Create a Zoom account or use your company or organization’s Zoom account. To create an account, go to zoom.us and click on the “Sign up, it’s free” link in the top right corner. If you have an account through your company or organization, check with your technology team to verify the steps to log in.

When you are ready to set up a Zoom webinar, log into Zoom website and click on Webinars on the left side of the screen and then “Schedule Webinars.”

Select 1 ½ hours for Duration. This will allow for plenty of time for each lesson.

Using the form that was emailed to you from the American Heart Association, fill out the required information for your webinar. For scheduling, please use Central time. When participants register, the time of the lesson will default to their time-zone automatically.

Click “registration required.”

In the video section, for host choose “on” and for panelists choose “on.”

Under audio, leave telephone and computer audio selected

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Audio Telephone Computer Audio Both

Dial from United States of America [Edit](#)

Allow attendees to use toll-free and fee-based toll call numbers

Allow attendees to use Call Me

Attendees will still be able to connect to computer audio to listen to this webinar. ✕

Webinar Options Q&A

Enable Practice Session

Enable HD video for screen shared video ⓘ

Require authentication to join

Make the webinar on-demand

Under Webinar Options, be sure to “enable the practice session.” This will allow you to log on early for your webinar and test audio, screen sharing, etc. You will also want to check “automatically record webinar” and “in the cloud” when that option pops up.

Under “Alternative hosts,” enter your partner’s email address. This should be the email address of the person leading the webinar with you.

Then click “Schedule.” At this time, you will want to review the details for the webinar to make sure they are correct.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES Enable Practice Session SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Enable HD video for screen shared video ⓘ

Require authentication to join

Make the webinar on-demand

Automatically record webinar On the local computer In the cloud

Approve or block entry to users from specific regions/countries

Alternative Hosts

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

[Want a meeting instead of a webinar? Convert this Webinar to a Meeting](#)

Invitations Email Settings Branding Polls/Survey Q&A More

Invite Panelists No panelists invited [Import from CSV](#) [Edit](#)

Invite Attendees Webinar Size: 500 attendees [Copy Invitation](#) [Send Invitation to Me](#)

Registration Link
https://heart.zoom.us/webinar/register/WN_cTOPxOnoQDKv-7Rsqz0cwA

Source Tracking Link ⓘ [+ Add](#)

You have not yet created any source tracking links

Registration Settings Automatically Approve [Edit](#)

IMPORTANT NEXT STEP: Scroll down on the page to the bottom section. Hover over the Registration link and click “Send Invitation to Me.” Once the invitation arrives in your inbox, please forward the email to: empoweredtoserve@heart.org.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES

Source Tracking Link ⓘ + Add

You have not yet created any source tracking links

Registration Settings Edit

- ✓ Close registration after event date
- ✓ Allow attendees to join from multiple devices
- ✓ Show social share buttons on registration page
- ✗ Enable Disclaimer

Manage Attendees Total Registrants: 0 Import from CSV | Edit

Approved: 0 Denied/Blocked: 0

us02web.zoom.us/webinar/88028019565

Registration

Registration

- Required

Approval

- Automatically Approve
Registrants will automatically receive information on how to join the webinar.
- Manually Approve
The organizer must approve registrants before they receive information on how to join the webinar.

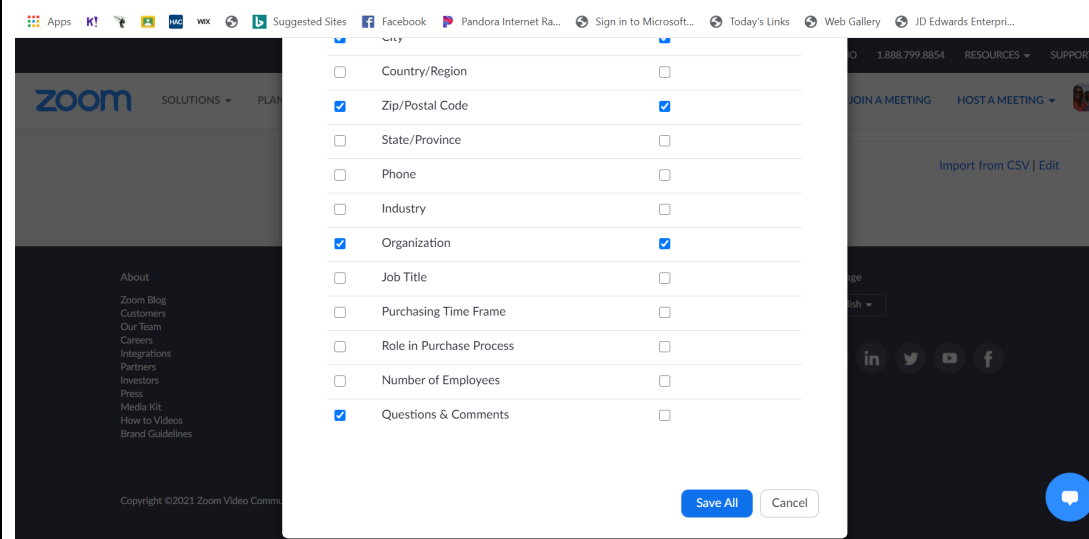
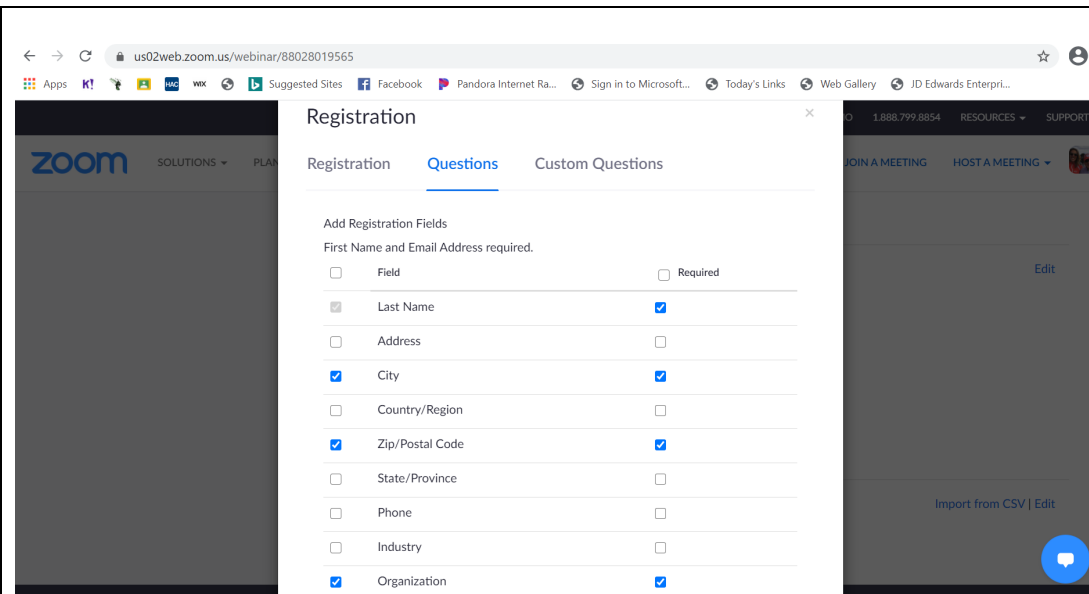
Notification

- Send an email to host when someone registers

Other options

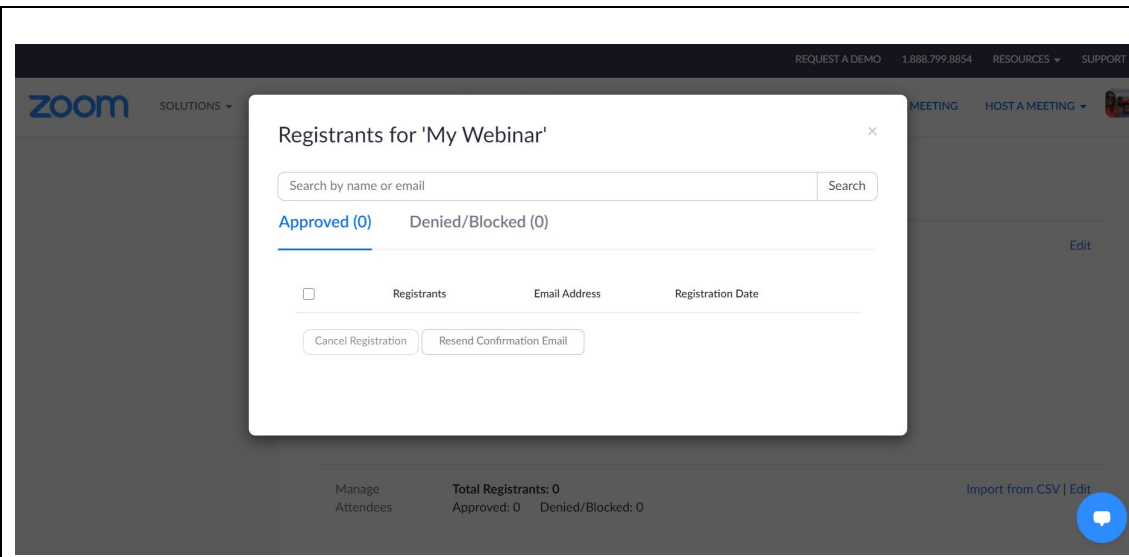
- Close registration after event date
- Restrict number of registrants
- Allow attendees to join from multiple devices
- Show social share buttons on registration page

Under Registration settings, click “Edit” and make sure that everything looks correct.

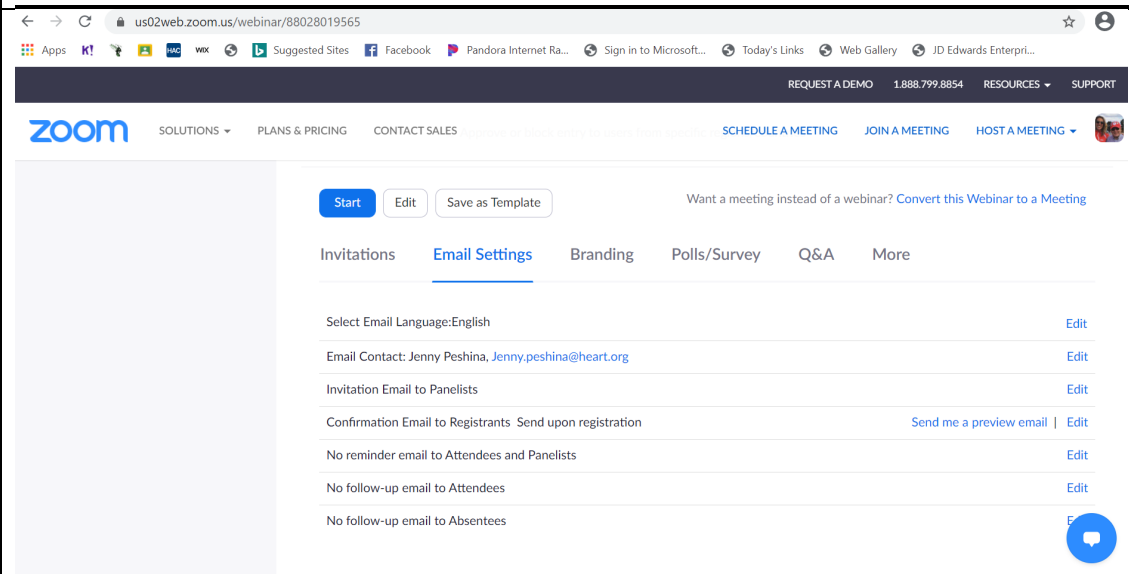


Click on the Questions tab to determine the information that will be captured as people register for the webinar. Under "Field" on the left, First Name and Email Address are automatically checked. You will also want to make sure that you check Last Name, City, Zip, Organization, Questions & Comments in this column. On the right, under "Required," you will also want to make sure the boxes are checked for First Name, Last Name, City and Email Address. Organization and Questions & Comments do NOT need to be required and therefore, do not need to be checked off under this column.

Click Save All when finished.



Under “Manage Attendees,” you can click “Edit” to see a list of all registered participants.



Scroll up a little bit until you can see the Email Settings tab. Click on it and make sure English is selected as the Email Language.

You can click on “Send me a preview email” next to “Confirmation Email to Registrants Send upon registration” to see what participants will receive once they register for the webinar.

Click “Edit” next to “No reminder email to Attendees and Panelists” and set reminders for one week and one hour before the webinar.

Click on “Edit” next to “No follow-up email to Attendees” and edit using the template that will be emailed to you once you sign up to lead a lesson. Copy and paste the content into the body of the email and click “Save.” You can click “Send me a preview email” to make sure that everything looks the way you want it to.

Once you have scheduled the webinar you will be leading with participants, you may also schedule

us02web.zoom.us/webinar/88028019565

zoom

Reminder Email

Send Reminder Email to Approved Registrants and Panelists

- 1 hour before the webinar start date and time
- 1 day before the webinar start date and time
- 1 week before the webinar start date and time

Subject

Reminder: [Meeting Topic] starts in [time]

Body

Hi [User Name],
This is a reminder that "My Webinar" will begin in 1 hour / 1 day / 1 week on:
Date Time: Jan 25, 2021 01:00 PM Central Time (US and Canada)
Join from a PC, Mac, iPad, iPhone or Android device:
[Click Here to Join](#)
Note: This link should not be shared with others; it is unique to you.
Passcode: 606523
[Add to Calendar](#) [Add to Yahoo Calendar](#)
Or join by phone:

an additional "practice webinar" using the same steps we just went through.

us02web.zoom.us/webinar/88028019565

zoom

Follow-up Attendees Email

Send follow-up email to attendees

Send Email:

1 day after scheduled end date

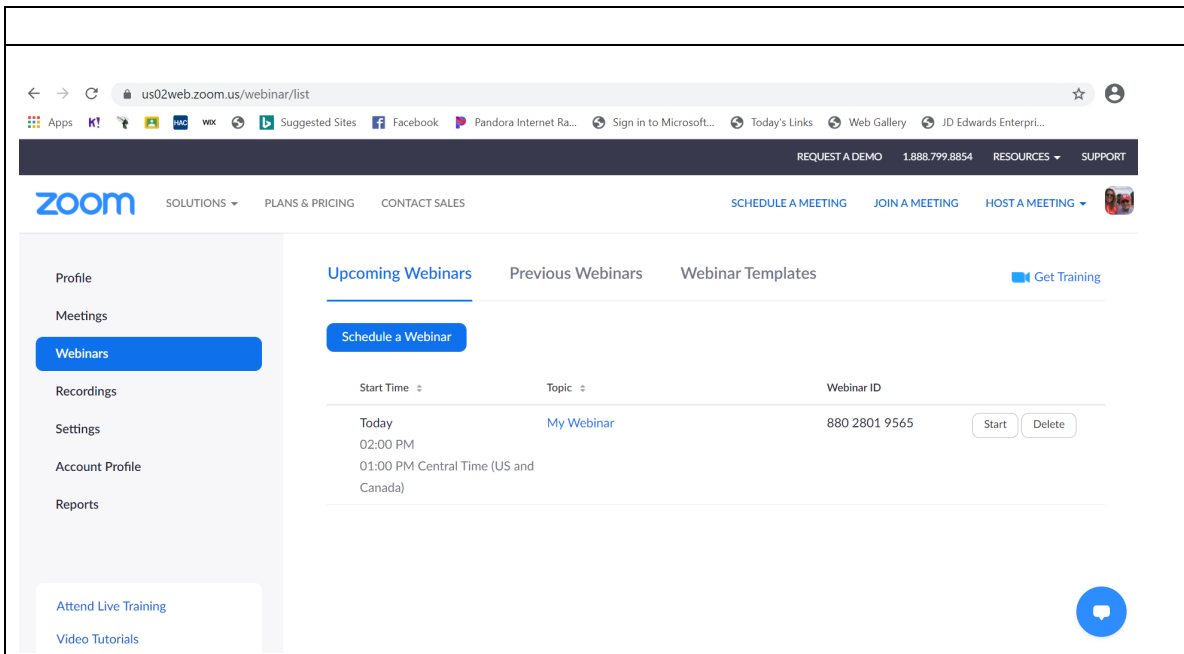
Subject

Thank you for attending [Meeting Topic]

Body

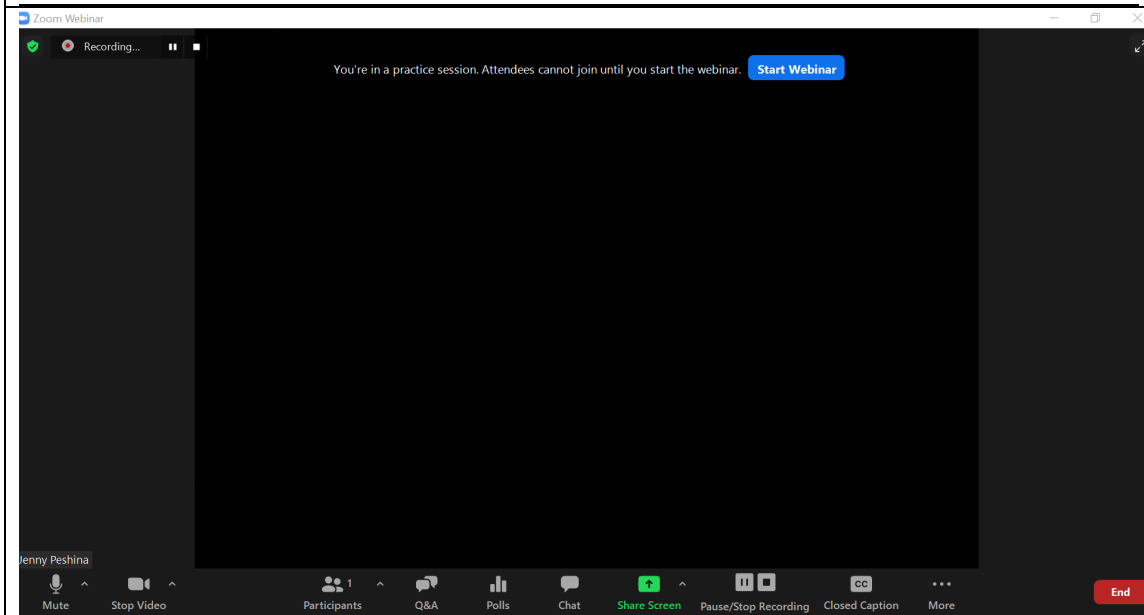
Hi [User Name],
Thank you for attending My Webinar. We hope you enjoyed our event.
Please submit your questions or comments to: Jenny.peshina@heart.org.

Save Cancel



Tips and tricks for leading your scheduled webinar:

15-20 minutes before your scheduled webinar, make sure the Presentation you will be sharing during the webinar is open on your computer. Log into Zoom's website, click on Webinars and then Upcoming Webinars and click Start. This will allow you some time to make sure that everything is working correctly before participants join the webinar and you begin recording the session.

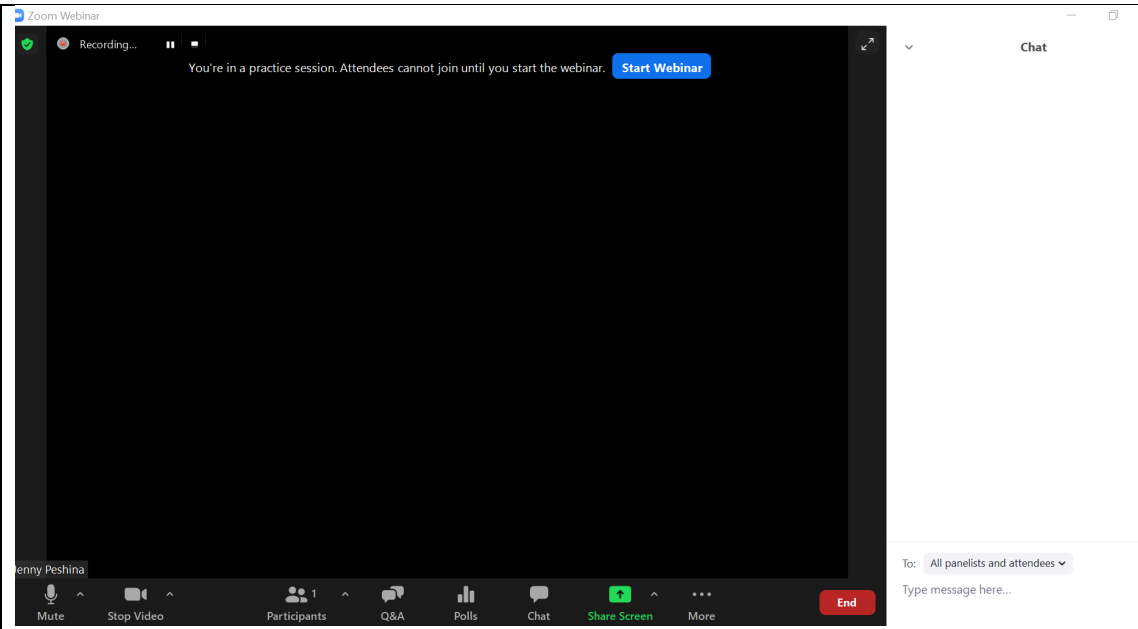


Once you launch the meeting, you will see that you are initially in a practice session and attendees will not be able to join until you click on the blue "Start Webinar" button.

At the bottom of the screen, you will find the buttons you need to mute, share your video, share your screen, monitor the chat box, and view the list of participants.

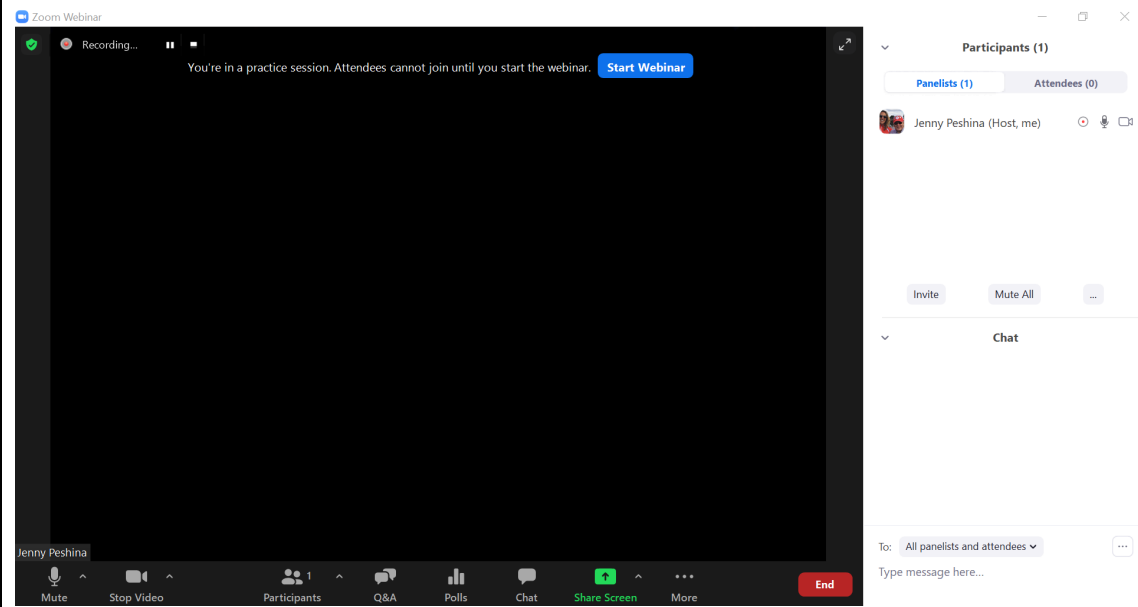
Click on Chat, and at the bottom, switch from panelists to all panelists and attendees. This will allow participants to be able to enter questions and comments in the Chat box that everyone will be able to view.

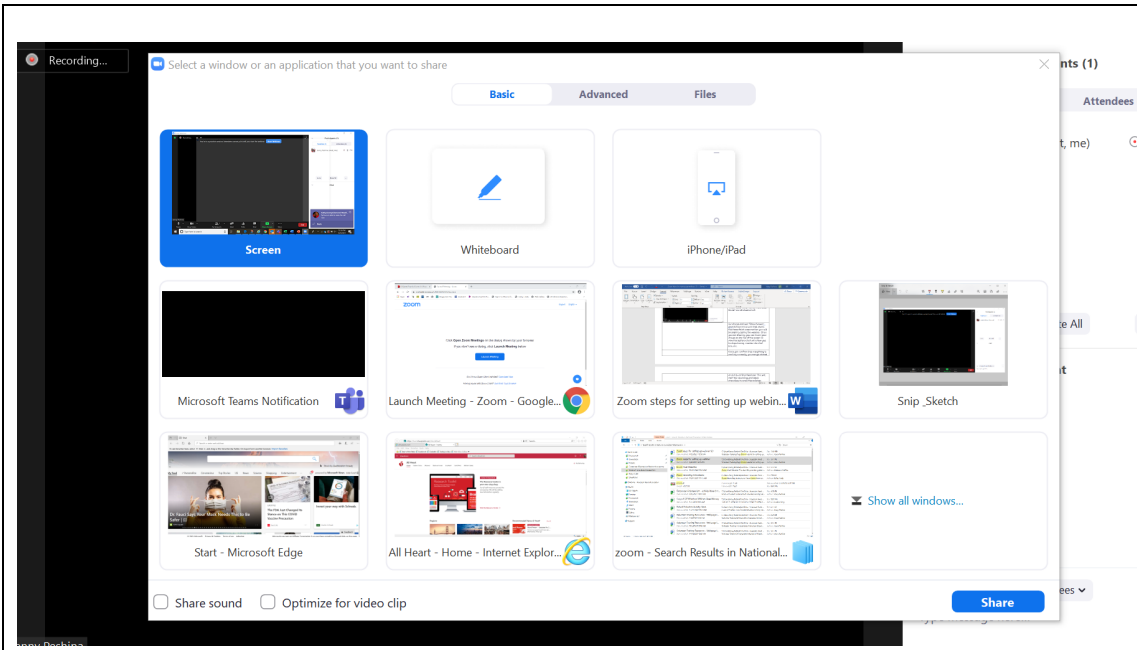
Enter a short message that includes the topic of the webinar and welcomes the attendees.



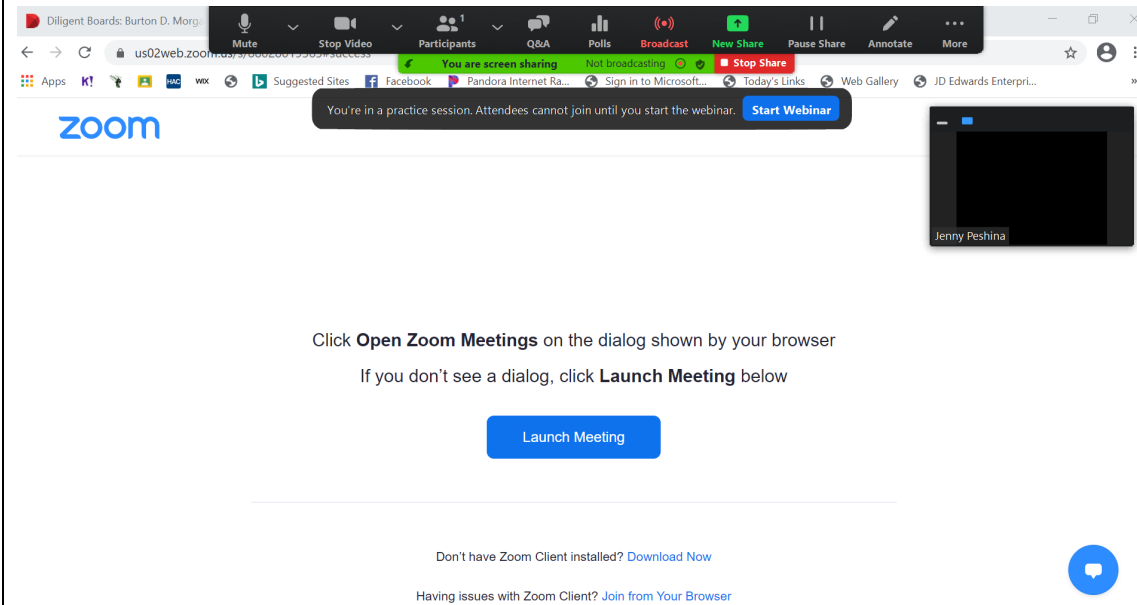
Next, click on Participants. A tab will open on the right that will allow you to view the Panelists and the Attendees.

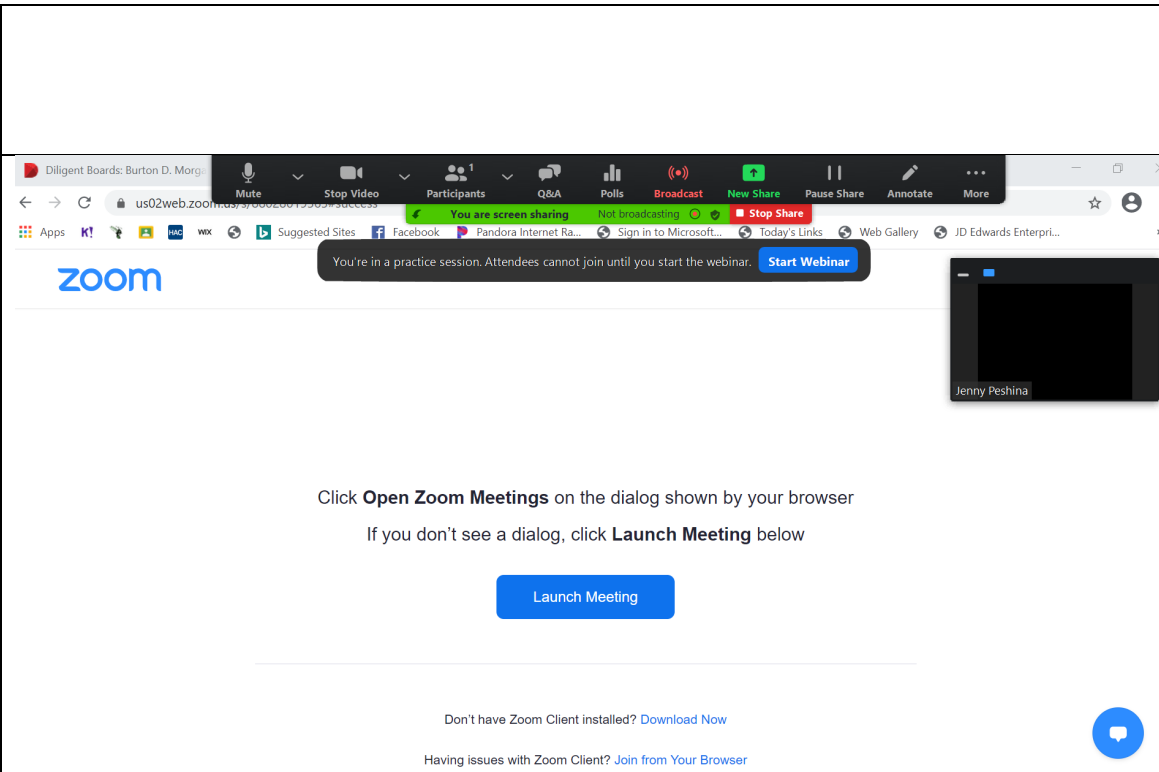
Click on the three dots the right of the Mute All button to view Menu settings and make sure that "Allow Panelists to Unmute themselves," "Raise hand," and "Follow Host View Mode" are all checked off.





Go ahead and test "Share Screen" and click on the screen that shows the PowerPoint presentation you will be sharing during the webinar. Once you are sharing, you can hover your mouse at the top of the screen to view the buttons that will allow you to stop sharing, monitor the chat box, etc.

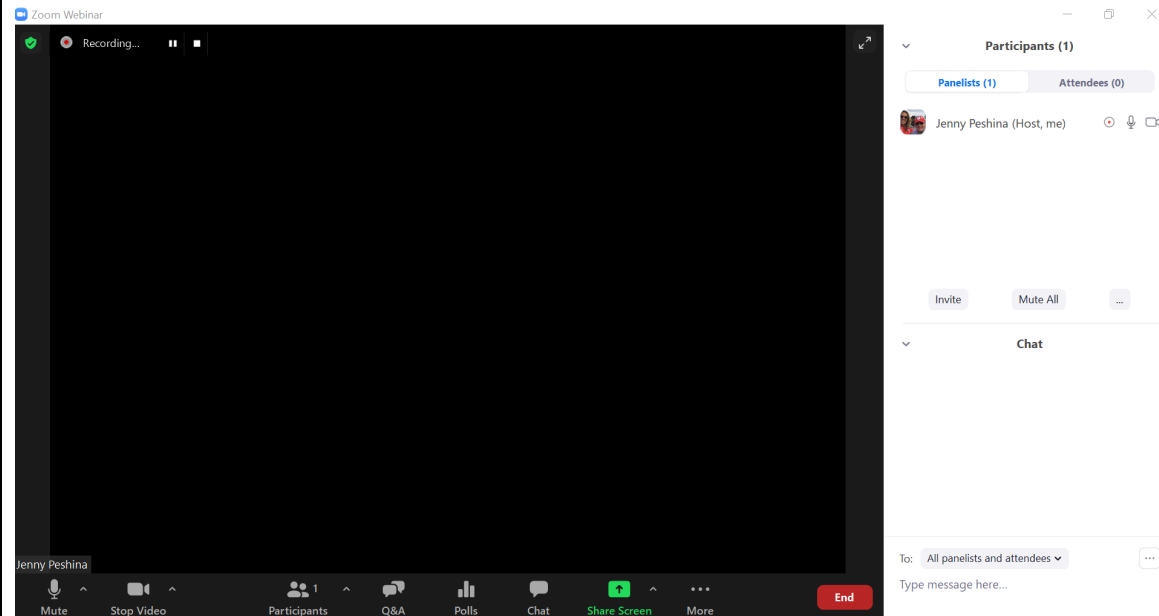




Once you confirm that everything is working correctly, you can go ahead and click on Start Webinar. This will start the recording and allow attendees to enter the webinar.

When the webinar is complete, you may either "End the Meeting for All" or hit "Stop Recording" and debrief with your fellow panelist to confirm "post-webinar" steps.

Please note that only the host will have access to the Chat history, and this will be downloaded to Zoom files.



The screenshot displays the Zoom Cloud Recordings management page. On the left is a navigation sidebar with options like Profile, Meetings, Webinars, Recordings (highlighted), Settings, Account Profile, and Reports. The main content area is titled 'Cloud Recordings' and features search filters for 'From' (mm/dd/yyyy), 'To' (01/25/2021), and 'All Status'. Below these are search and export buttons. A table lists recordings with columns for Topic, ID, Start Time, and File Size. One recording is listed: 'Test - online health lessons' with ID 825 4012 9452, starting on Jan 11, 2021 at 11:11 AM, and a file size of 2 MB. Action buttons for 'Share...' and 'More' are visible next to the recording entry.

A link to the recording will be emailed to the host. Please forward this email to empoweredtoserve@heart.org.

You may also access the recordings by logging into Zoom and clicking on “Recordings” under “Webinars.”

Click on the link to the recorded webinar you would like to share, and you can copy and paste a link into an email.

Based on the steps we took to set up the webinar, a follow-up email will automatically be sent to attendees thanking them for their participation.

However, if you would like to send additional information from the EmPOWERED to Serve webpage or heart.org, you can pull an attendee report that will include email addresses.

The screenshot shows the Zoom webinars management interface. The browser address bar displays `zoom.us/webinar/list?type=previous`. The page features a navigation menu on the left with options like Profile, Meetings, Webinars (highlighted), Recordings, Settings, Account Profile, and Reports. The main content area is titled 'Previous Webinars' and contains a table of webinar records.

Start Time	Topic	Webinar ID	
Tue, Jan 19 09:00 AM	Test for video	890 3532 4178	Delete
Thu, Jan 14 02:00 PM	My Webinar	894 9627 7822	Delete
Mon, Jan 11 12:00 PM	Test - online health lessons	825 4012 9452	Delete

Log into Zoom, click on Webinars and then Previous Webinars.

Click on the hyperlinked "topic."

Scroll to the bottom of the screen to the section called "Manage Attendees."

On the right, you will see "View Attendee report."

Make sure "Attendee Report" is checked at the top and scroll down to "Generate CSV report."

The CSV File will pop up at the bottom of your screen. Open the file and "Save As" an excel document with the date and topic of your webinar. You can send additional info to the attendees and email the attendee report to empoweredtoserve@heart.org.

The screenshot shows the 'Registration Settings' page for a webinar. The browser address bar displays `zoom.us/webinar/89496277822`. The page includes a 'Registration Settings' section with several options, most of which are checked. At the bottom, there is a 'Manage Attendees' section showing registration statistics and a link to 'View attendee report'.

Registration Settings

- Automatically Approve
- Close registration after event date
- Allow attendees to join from multiple devices
- Show social share buttons on registration page
- Enable Disclaimer

Manage Attendees

Total Registrants: 0
Approved: 0 Denied/Blocked: 0

[View attendee report](#)

zoom.us/account/my/report/webinar/89496277822?report_type=Attendee

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Profile Meetings Webinars Recordings Settings Account Profile **Reports**

Reports > Usage Reports > Webinar Document

Step 1: Select Report Type

Registration Report Attendee Report Performance Report Q&A Report Poll Report Survey Report

Step 2: Choose a Webinar

From: 01/24/2021 To: 01/25/2021 Filter 89496277822 Search

Maximum report duration: 1 Month

No matching results.

Attend Live Training Video Tutorials

zoom.us/account/my/report/webinar/89496277822?report_type=Attendee

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Attend Live Training Video Tutorials Knowledge Base

No matching results.

Step 3: Generate Report

Summary information will be included at the top of the report

Sort the attendee list by attended status

Generate CSV Report

Thank you again for volunteering to share this lifesaving information with community members!