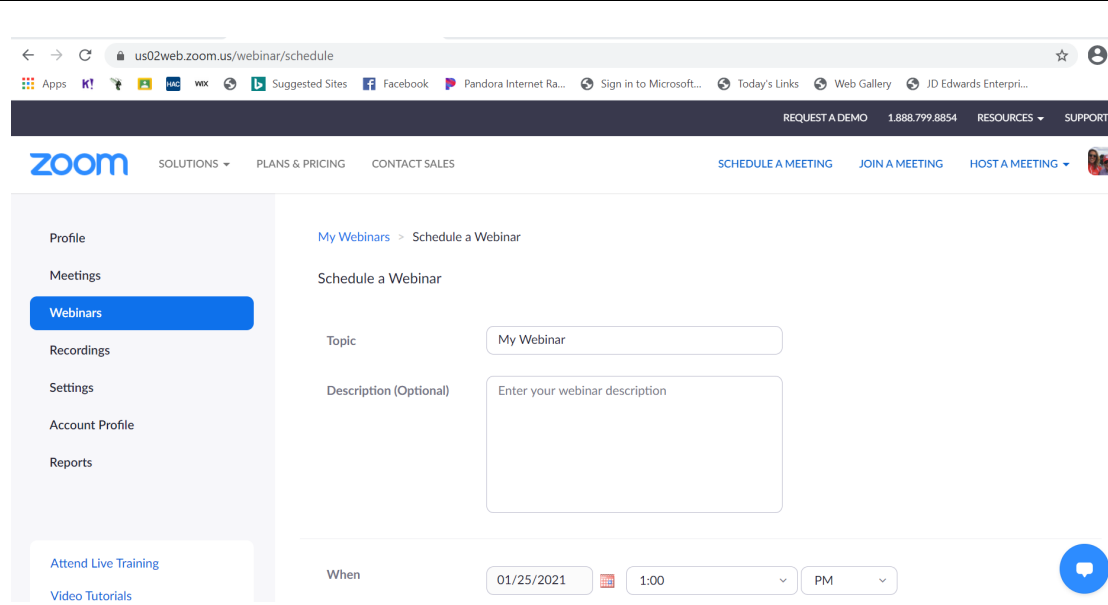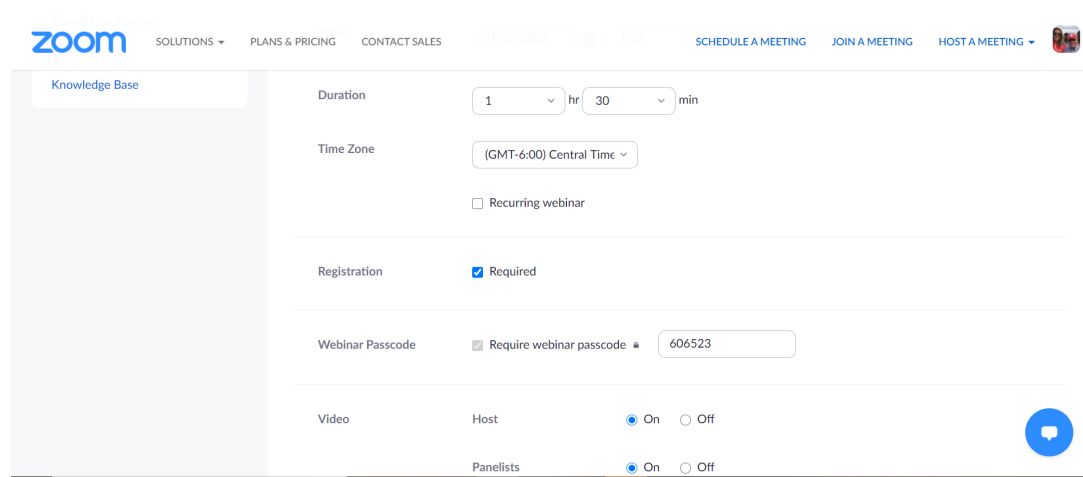**American Heart Association.**

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

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.

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.

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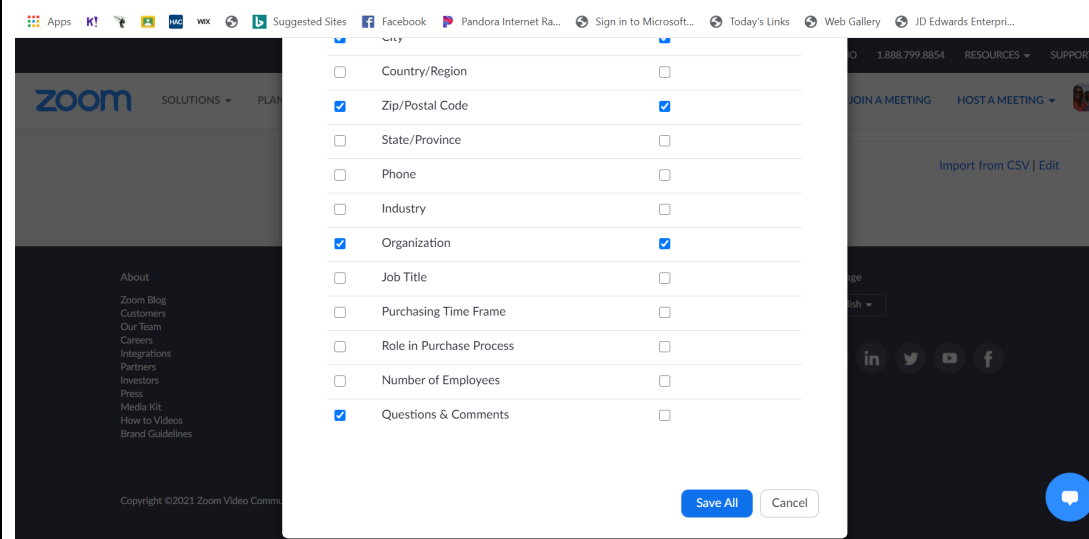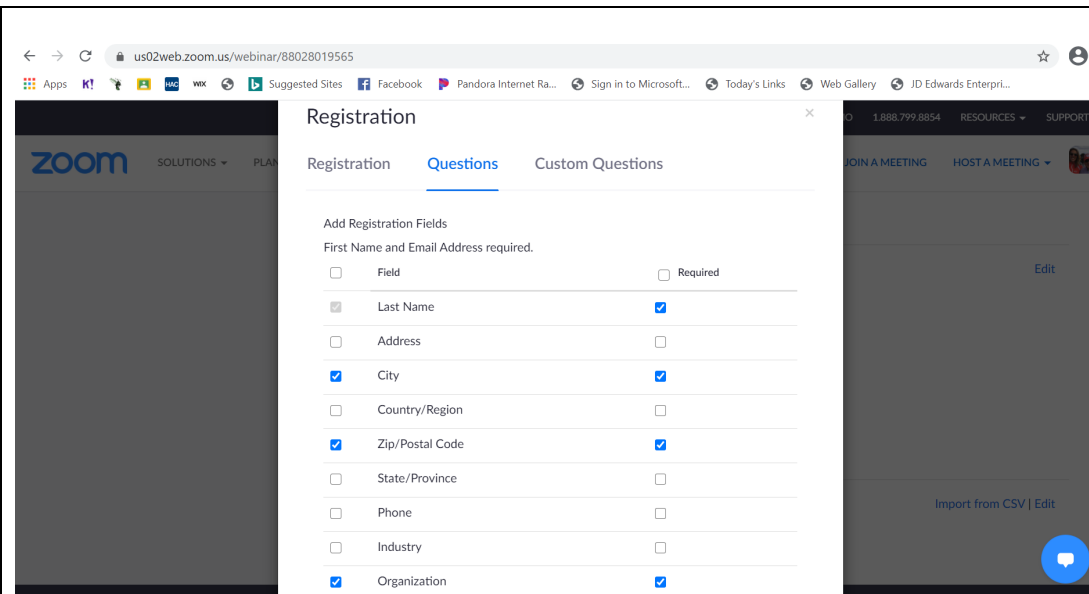
Click on the Questions tab to determine the information that will be captured as people register for the webinar. Under "Field" on the left, First Name and Email Address are automatically checked. You will also w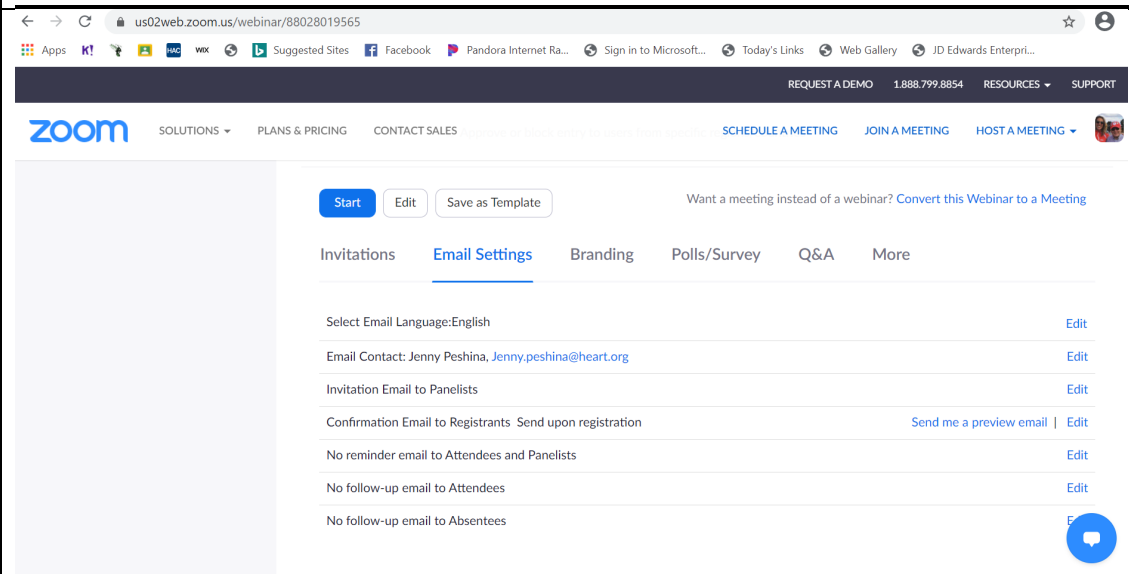ant to make sure that you check Last Name, City, Zip, Organization, Questions & Comments in this column. On the right, under "Required," you will also want to make sure the boxes are checked for First Name, Last Name, City and Email Address. Organization and Questions & Comments do NOT need to be required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

Click Save All when finished.
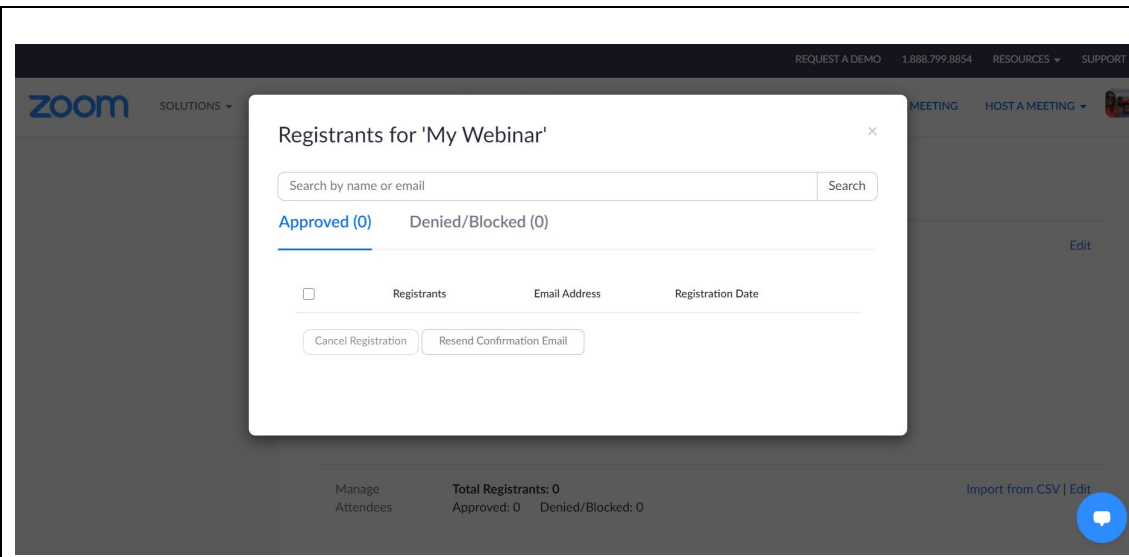
	Under "Manage Attendees," you can click "Edit" to see a list of all registered participants.
	Scroll up a little bit until you can see the Email Settings tab. Click on it and make sure English is selected as the Email Language. You can click on "Send me a preview email" next to "Confirmation Email to 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

an additional "practice webinar" using the same steps we just went through.
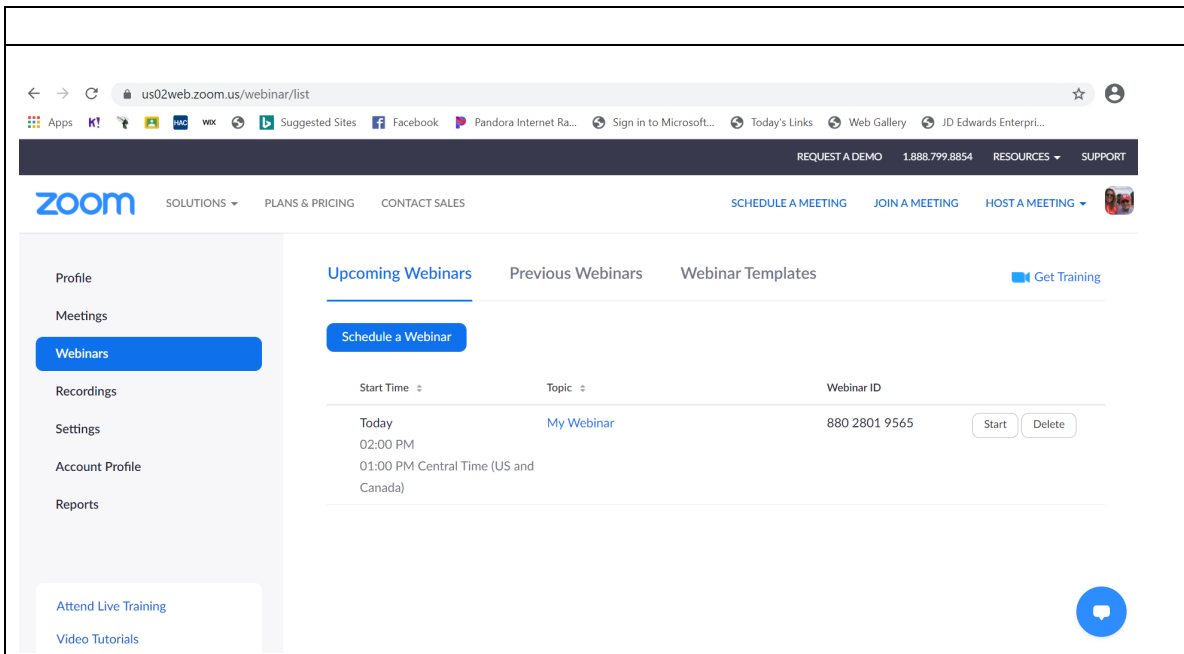
|	Tips and tricks for leading your scheduled webinar:
	15-20 minutes before your scheduled webinar, make sure the Presentation you will be sharing during the webinar is open on your computer. Log into Zoom's website, click on Webinars and then Upcoming Webinars and click Start. This will allow you some 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.
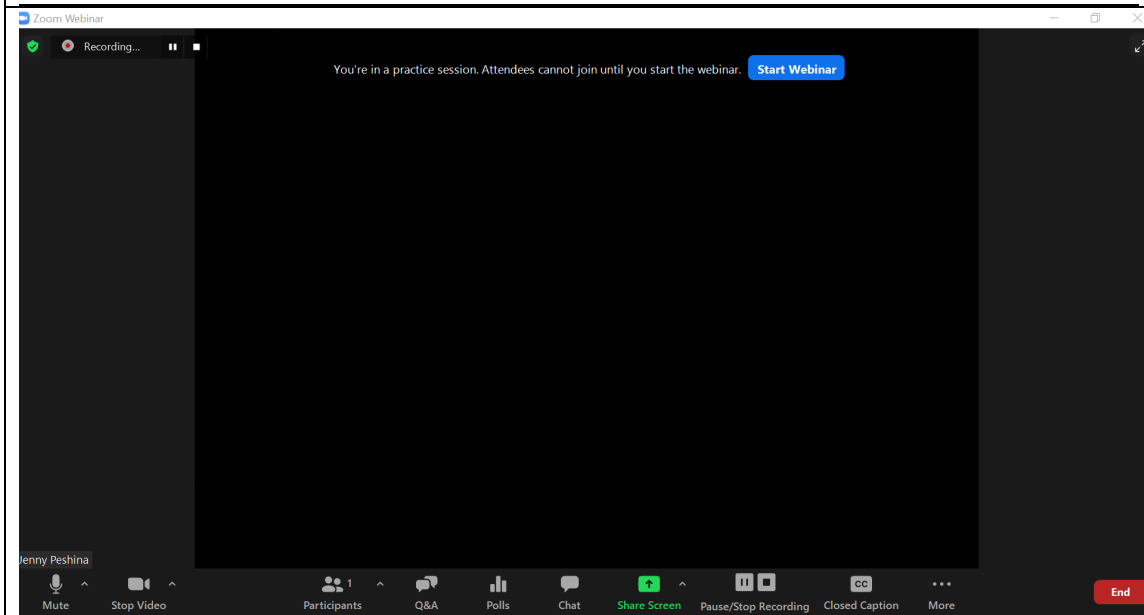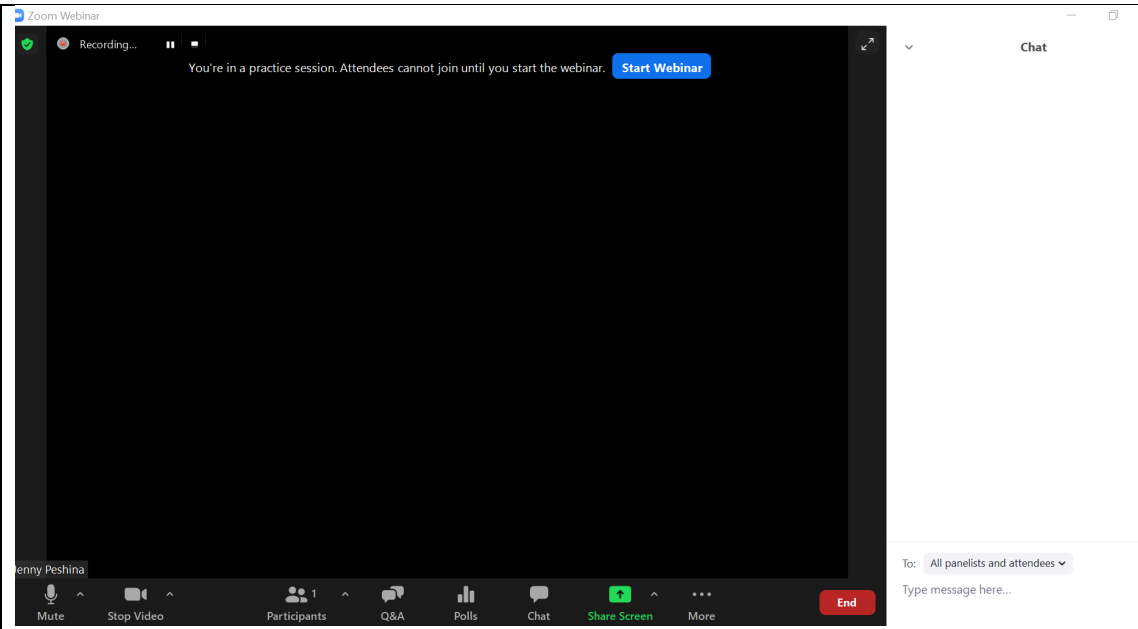
Next, click on Participants. A tab will open on the right that will allow you to view the Panelists and the Attendees.

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.
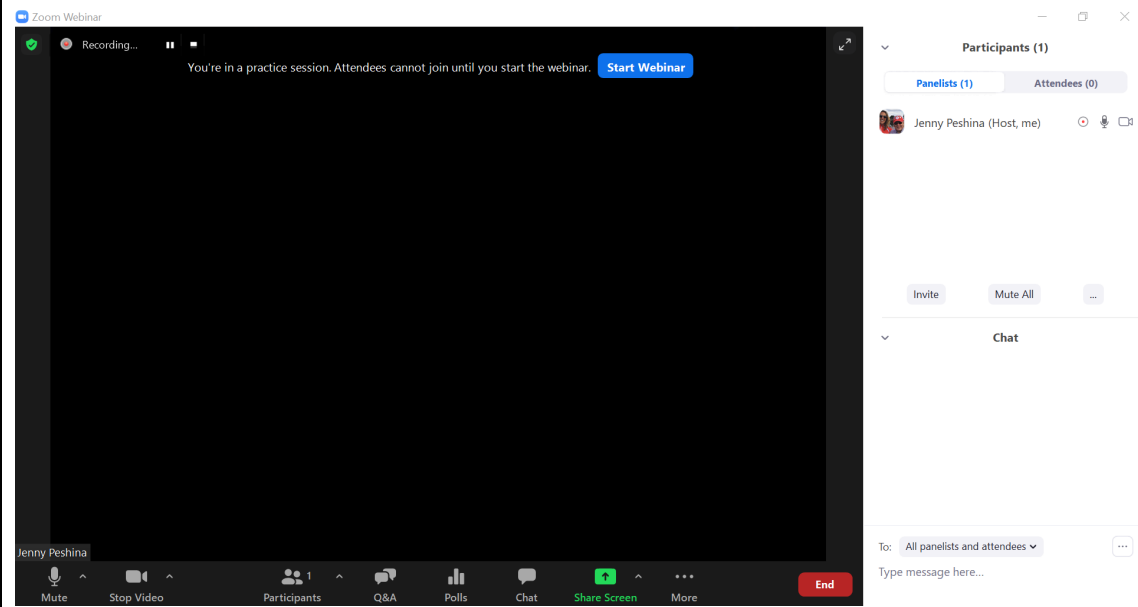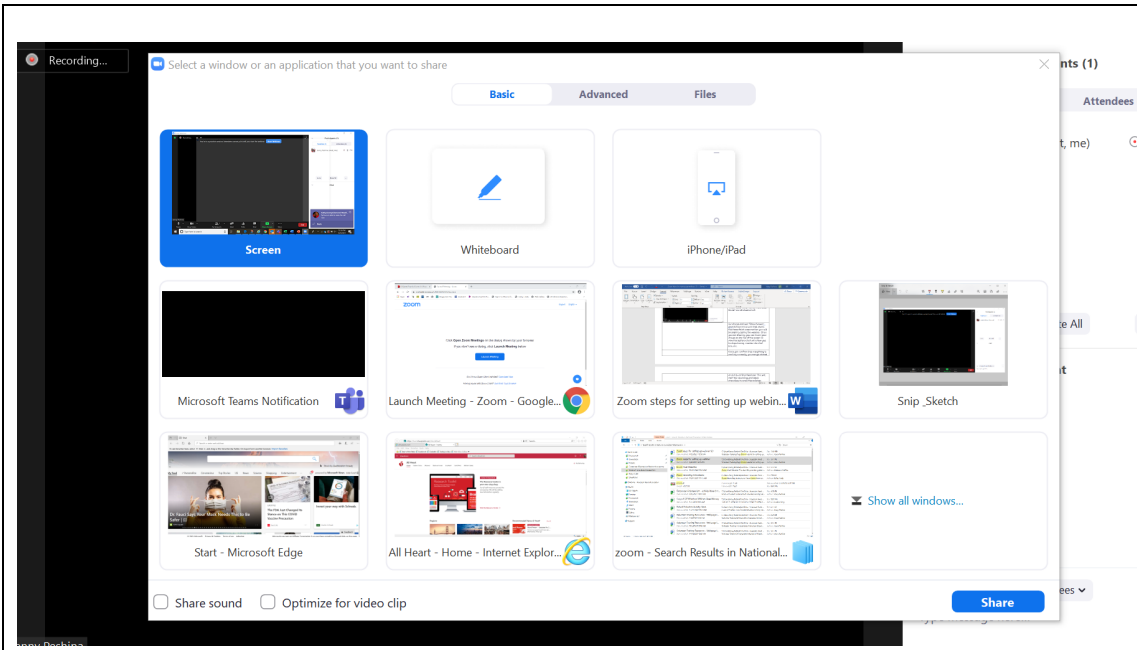
Go ahead and test "Share Screen" and click on the screen that shows the PowerPoint presentation you will be sharing during the webinar. Once you are sharing, you can hover your mouse at the top of the screen to view the buttons that will allow you to stop sharing, monitor the chat box, etc.
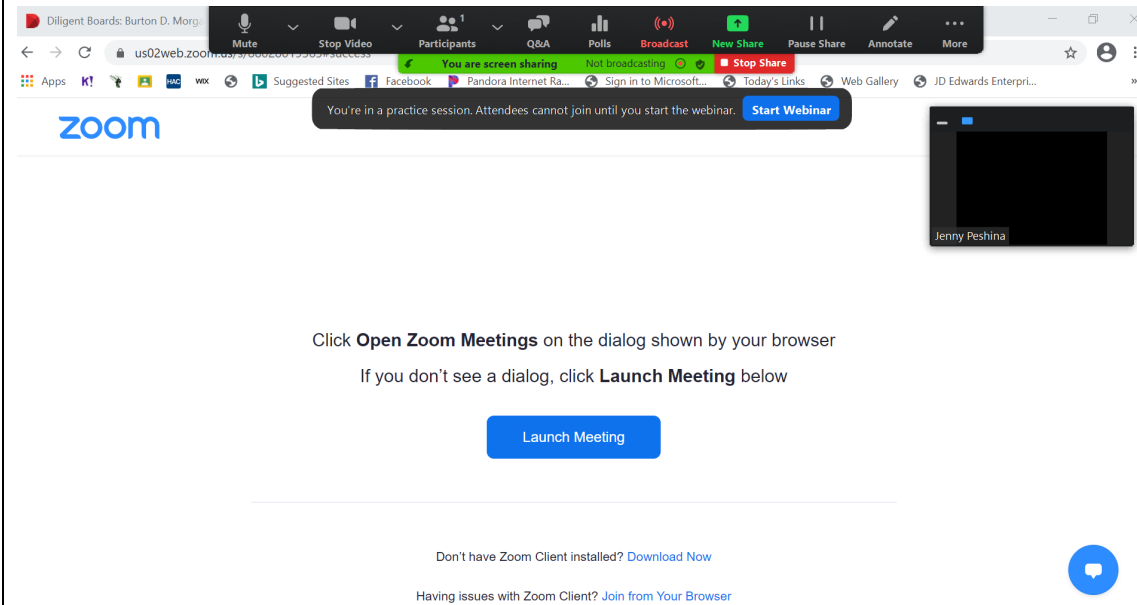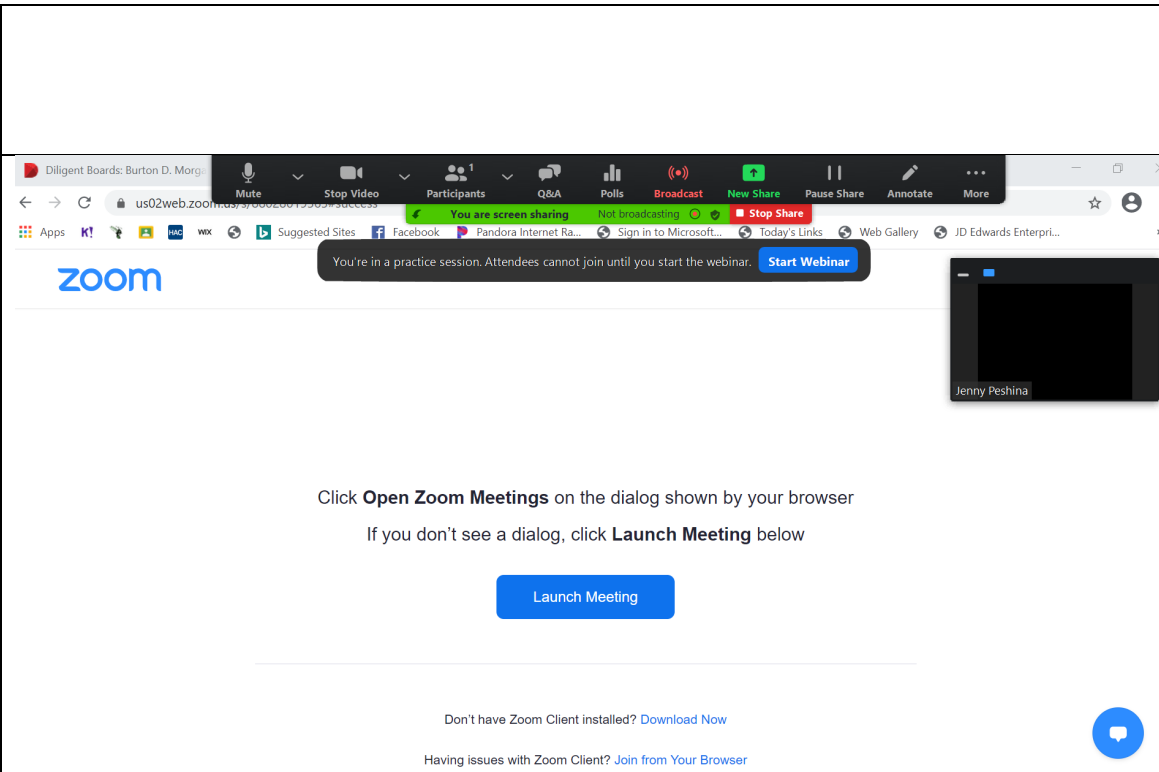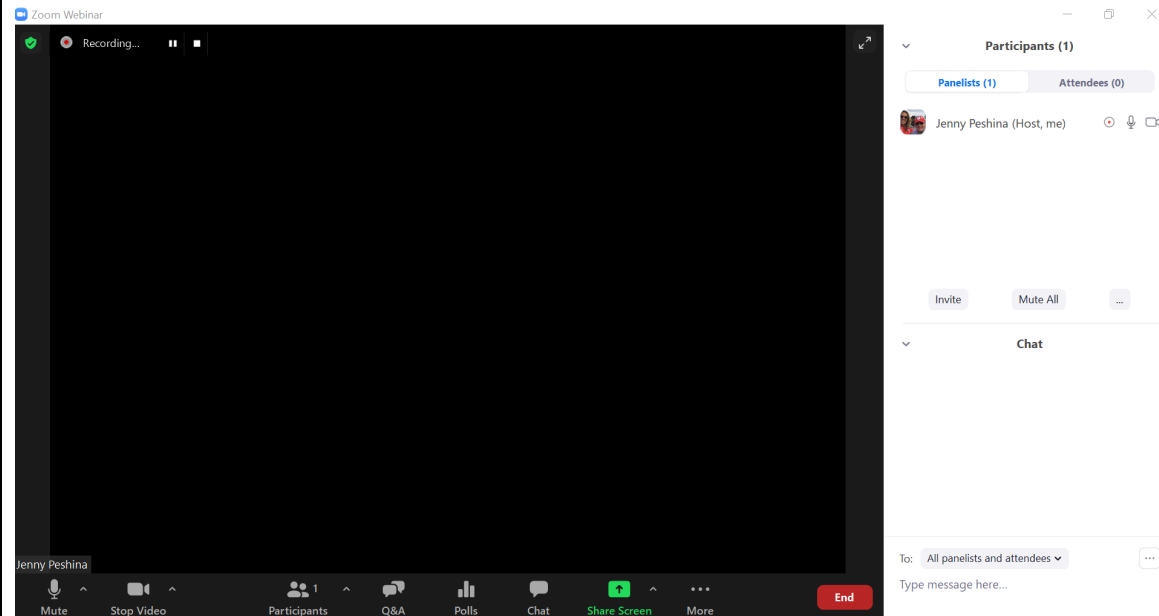
Once you confirm that everything is working correctly, you can go ahead and click on Start Webinar. This will start the recording and allow attendees to enter the webinar.

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.

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.

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.

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