

GoToWebinar Meeting Instructions

Registration

Step 1: The community can register to join virtual public meetings by clicking the Meeting Registration Links listed at pleasantprairiewi.gov/goto.

04/6/2020 | Pleasant Prairie Village Board

Time: 5:00 p.m.

Agenda: [April 6, 2020 Village Board Agenda.pdf](#)

Documents:

Audio File:

Minutes:

Meeting Registration Link: <https://register.gotowebinar.com/register/6561905591755259406>

OR



To access the meeting by phone

Call: (914) 614-3221

Access Code: 846-614-916

note Phone attendees will only be able to listen and not make public comment.

Step 2: Residents will be asked to fill in their first name, last name, and email address. Once complete, click the register button.

Village of Pleasant Prairie Regular Board

Mon, Apr 6, 2020 5:00 PM - 6:00 PM CDT
[Show in My Time Zone](#)

This meeting will be an official Village Board meeting and open to the public, but conducted virtually on an online platform. No official action will be taken at the meeting, and will be an opportunity for the Board to practice a meeting in a virtual environment.

*Required field

First Name*	Last Name*
Jane	Example

Email Address* 108

example123@gmail.com]

By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services.

Register

A confirmation page will appear and a confirmation email will be sent.

You're Registered!

Village of Pleasant Prairie Regular Board

Mon, Apr 6, 2020 5:00 PM - 6:00 PM CDT

Add to Calendar ▾

At the time above, [join the webinar](#).

Before joining, be sure to [check system requirements](#) to avoid any connection issues.

A confirmation email with information on how to join the webinar has been sent to you.

Questions or Comments? Contact: villageadmin@plprairie.com

To Cancel this Registration

You may [cancel your registration](#) at any time.

Step 3: The email will contain a join URL that will be used on the day of the virtual meeting. Users should *not share* the join URL with anyone because it is registered to their name.

Dear Jane,

Thank you for registering for "Village of Pleasant Prairie Regular Board".

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Please send your questions, comments and feedback to: villageadmin@plprairie.com

How To Join The Webinar

Mon, Apr 6, 2020 5:00 PM - 6:00 PM CDT

Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#)

1. Click the link to join the webinar at the specified time and date:

[Join Webinar](#) ←

Note: This link should not be shared with others; it is unique to you.

Before joining, be sure to [check system requirements](#) to avoid any connection issues.

2. Choose one of the following audio options:

TO USE YOUR COMPUTER'S AUDIO:
When the webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

--OR--

TO USE YOUR TELEPHONE:
If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below.
United States: +1 (914) 614-3221
Access Code: 846-614-916
Audio PIN: Shown after joining the webinar

Webinar ID: 819-588-027

To Cancel this Registration

If you can't attend this webinar, you may [cancel your registration](#) at any time.

Joining the Virtual Meeting

➡ Village staff recommends residents to join the virtual meeting *ten minutes before* the scheduled start time by clicking the join link in the confirmation email.

➡ Residents can use a computer mic and speakers to listen and communicate or dial into the conference call with a phone. Residents must join the web portion of the session before attempting to call-in to get the audio pin that is provided by joining the virtual meeting. *note* Phone attendees with no audio pin will not be able to make comments and can only listen.

Dear Emily,

Thank you for registering for "Village of Pleasant Prairie Regular Board".

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Please send your questions, comments and feedback to: villageadmin@plprairie.com

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New Users

For first time GoToWebinar users, a desktop launcher will automatically download. Once the launcher download is complete, it will need to install before the webinar can be joined. The install should only take a minute and users will be connected to the virtual meeting when the installation is complete.

Control Panel

Once in the session, a control panel will show on the right side of the screen. The control panel is used to manage the session. The computer mic and speakers or phone can be selected for audio.

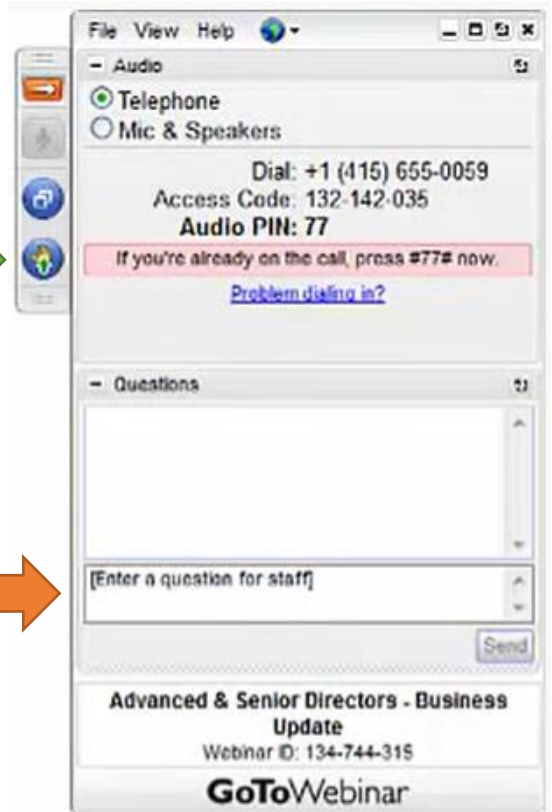
If using the phone for audio, call the conference number listed and, when prompted, enter the provided session and pin numbers. *note* Phone attendees with no audio pin will not be able to make comments and can only listen.



Interacting

➔ Residents can send questions to the organizer using the questions window in the control panel.

➔ Or press the "raise your hand" button in the control panel to be called on.



A GoToWebinar participant tutorial video can be [found here](#).