



How to schedule and start a Webinar

Scheduling a webinar is when you select a time and date for your webinar but is also how you obtain a link and invitation for people to register onto the training, add panellists and set up polls. This is also where you can set up details about recording, streaming and saving the webinars for future use.

1. Log into zoom account.
2. Select Webinar from left hand side.

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

PERSONAL

- Profile
- Meetings
- Webinars**
- Recordings
- Settings

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

Camogie Association [Edit](#)

Account No. 51019900

Change

Personal Meeting ID 957-626-9870 [Edit](#)
https://zoom.us/j/9576269870
x Use this ID for instant meetings

Sign-In Email info@camogie.ie [Edit](#)
Linked accounts: [x]

User Type Licensed [i]
Features Webinar100 [i]

3. Select Schedule a webinar

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

PERSONAL

- Profile
- Meetings
- Webinars**
- Recordings
- Settings

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

Upcoming Webinars Previous Webinars Webinar Templates [Get Training](#)

Schedule a Webinar

Start Time ↕	Topic ↕	Webinar ID		
Today 07:30 PM	Referee Sideline Lizzie - Caroline - Mike	798-644-846	Start	Delete
Wed, Apr 15 07:00 PM	Child Safeguarding Webinar	937-295-804	Start	Delete

Help

4. At this point you can either create a new webinar (which you can then save as a template) or use a template which will have all your details saved. If you are using a template, then you simply need to change date, time and title (see below)

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

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

> User Management

> Room Management

> Account Management

> Advanced

Attend Live Training

Schedule a Webinar

Topic My Webinar

Description (Optional) Enter your webinar description

Use a template Select a template

When 04/08/2020 2:00 PM

Duration 1 hr 0 min

Help

5. Enter the details of your webinar, topic and description:

zoom SOLUTIONS ▾ SCHEDULE A MEETING JC

Schedule a Webinar

Topic New Webinar

Description (Optional) This webinar is designed to train staff how to set up their own webinars.

6. Select a date, time and duration (recommended that webinars should only last an hour). You can also select if it is recurring, such as once every 4 weeks.

When 04/08/2020 3:30 PM

Duration 1 hr 0 min

Time Zone (GMT+1:00) Dublin

Recurring webinar

7. Next select your setting for video and audio of host(s) and participants. Below are the recommended settings.

Video

Host On Off

Panelists On Off

Audio Telephone Computer Audio Both

Dial from Ireland and other 1 country [Edit](#)

8. Next select the features you would like to include in your webinar (recommended setting shown below).

Most webinars will find it useful to have a Q&A which is where participants can type their questions, enable a practice session means you can try out slides etc before you are live to participants.

It is good practice to automatically record webinars, these can be edited and used on learning portals or website; or the recording can be sent to participants who attended or missed the training.

Alternative host is where you can enter an email address of someone who could take the webinar if you become ill and miss it or have problems with your internet connection.

Webinar Options

Q&A

Enable Practice Session

Only authenticated users can join

Record the webinar automatically On the local computer In the cloud

Alternative Hosts

Example: mary@company.com, peter@scl

[Help](#)

9. Then select schedule

Webinar Options

Q&A

Enable Practice Session

Only authenticated users can join

Record the webinar automatically On the local computer In the cloud

Alternative Hosts

Example: mary@company.com, peter@school.edu

[Schedule](#)

[Cancel](#)

10. If you successfully schedule a webinar you will see a screen like this:

The screenshot shows the Zoom 'Manage New Webinar' interface. On the left is a navigation menu with sections for PERSONAL (Profile, Meetings, Webinars, Recordings, Settings) and ADMIN (User Management, Room Management, Account Management, Advanced). The main content area is titled 'My Webinars > Manage "New Webinar"'. It features a 'Start this Webinar' button in the top right. The webinar details include: Topic: New Webinar; Description: This webinar is designed to train staff how to set up their own webinars.; Time: Apr 8, 2020 03:30 PM Dublin; Add to: Google Calendar, Outlook Calendar (.ics), and Yahoo Calendar; Webinar ID: 744-980-694; Video: Host (On), Panelists (On); Audio: Telephone and Computer Audio; Dial from Ireland and other 1 country. A 'Help' button is located in the bottom right corner.

11. Scroll to the bottom of this page to change your settings:

The screenshot shows the 'Settings' page for the webinar. At the top, there are buttons for 'Save this Webinar as a Template', 'Edit this Webinar', and 'Start this Webinar'. Below these are tabs for 'Invitations', 'Email Settings', 'Branding', 'Polls', 'Q&A', 'Integration', and 'Live Streaming'. The 'Invitations' tab is active, showing a table of settings:

Invite Panelists	No panelists invited	Edit
Invite Attendees	Webinar Size: 100 attendees Link to join Webinar https://zoom.us/j/744980694	Copy the invitation Email me the invitation
Approval	No Registration Required	Edit

12. To add panellist select edit. A panellist will be able to have video and audio contributions to the webinar whereas participants will only be able to contribute by typing into chat or Q&A. Having panellists added to your webinar will be helpful in keeping in touch with chat and Q&A functions while you present from slides as it can difficult doing everything on your own.

This is a close-up of the 'Invite Panelists' setting from the previous screenshot. A red rectangular box highlights the 'Invite Panelists' row, which shows 'No panelists invited' and an 'Edit' link. A red arrow points upwards from the 'Email me the invitation' link in the row below towards the 'Edit' link in the 'Invite Panelists' row.

13. Enter the name and email address of your selected panellists.

Panelists ×

Invite a person or a Zoom room as a webinar panelist

Name	Email/Zoom Rooms	
<input type="text" value="Pamela Frizelle"/>	<input type="text" value="pamela.frizelle@camogie.ie"/>	<input type="button" value="Delete"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

Add An **If this is ticked then an email is automatically sent to panellist with link for webinar**

Send invitation to all newly added panelists immediately

Select Save

14. Invite attendees, you can either copy the invitation or have it emailed to you. This is where you can copy the link and post in on social media or sent to potential participants by email.

Invitations | Email Settings | Branding | Polls | Q&A | Integration | Live Streaming

Invite Panelists	Pamela Frizelle (pamela.frizelle@camogie.ie)	<input type="button" value="Edit"/>
Invite Attendees	Webinar Size: 100 attendees Link to join Webinar https://zoom.us/j/744980694	<input type="button" value="Copy the invitation"/> <input type="button" value="Email me the invitation"/>
Approval	No Registration Required	<input type="button" value="Edit"/>

Copy Attendee Invitation ×

Attendee Invitation

Hi there,

You are invited to a Zoom webinar.
When: Apr 8, 2020 03:30 PM Dublin
Topic: New Webinar

Please click the link below to join the webinar:
<https://zoom.us/j/744980694>

Or iPhone one-tap :
Ireland: +35316533895,,744980694# or +35316533897,,744980694#
Or Telephone:
Dial(for higher quality, dial a number based on your current location):
Ireland: +353.1.653.3895. or +353.1.653.3897. or +353.1.653.3898. or +353.

OR

Send Attendee Invitation To Me ×

Hi there,

You are invited to a Zoom webinar.
When: Apr 8, 2020 03:30 PM Dublin
Topic: New Webinar

Please click the link below to join the webinar:
<https://zoom.us/j/744980694>

Or iPhone one-tap :
Ireland: +35316533895,,744980694# or +35316533897,,744980694#
Or Telephone:
Dial(for higher quality, dial a number based on your current location):
Ireland: +353.1.653.3895. or +353.1.653.3897. or +353.1.653.3898. or +353.

15. Next decide on whether they get automatic registration or not (recommended settings shown below):

Save this Webinar as a Template Edit this Webinar Start this Webinar

[Invitations](#) [Email Settings](#) [Branding](#) [Polls](#) [Q&A](#) [Integration](#) [Live Streaming](#)

Invite Panelists Pamela Frizelle (pamela.frizelle@camogie.ie) [Edit](#)

Invite Attendees Webinar Size: 100 attendees [Copy the invitation](#) [Email me the invitation](#)

Link to join Webinar
https://zoom.us/j/744980694

Approval No Registration Required [Edit](#)

Registration ×

[Registration](#) [Questions](#) [Custom Questions](#)

Registration

Required

Approval

Automatically Approve
Registrants will automatically receive information on how to join the

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

If you restrict the number of registrants, no one will be able to register after reachi

Allow attendees to join from multiple devices

Show social share buttons on registration page

Tracking Pixel

Always tick that registration is required

Most webinars will have people automatically approved, however if it is a closed group of training them you may select manually approve

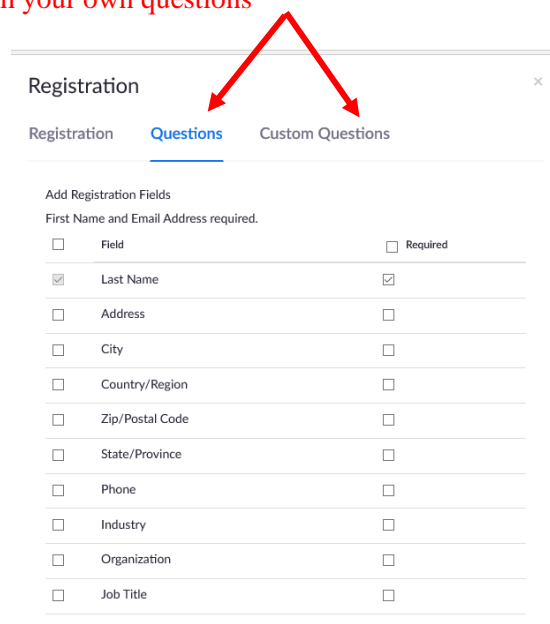
If you tick this box you will receive an email every time someone registers (to see attendees simply log into zoom and you can see number of participants)

Restrict numbers if you have a Zoom account that limits the number that can attend at any one time.

Don't allow attendees to join from more than one device as this will allow them to vote more than once for each poll/vote.

16. Further details for registration, you can select or make questions the participants need to answer:

Select Questions along the top or Custom question to come up with your own questions



Registration

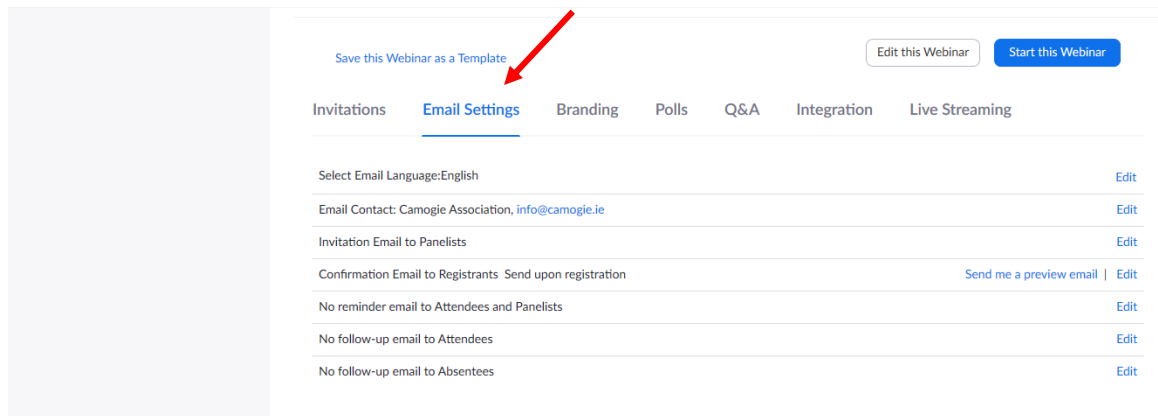
Registration Questions Custom Questions

Add Registration Fields

First Name and Email Address required.

Field	Required
<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/>
<input type="checkbox"/> Address	<input type="checkbox"/>
<input type="checkbox"/> City	<input type="checkbox"/>
<input type="checkbox"/> Country/Region	<input type="checkbox"/>
<input type="checkbox"/> Zip/Postal Code	<input type="checkbox"/>
<input type="checkbox"/> State/Province	<input type="checkbox"/>
<input type="checkbox"/> Phone	<input type="checkbox"/>
<input type="checkbox"/> Industry	<input type="checkbox"/>
<input type="checkbox"/> Organization	<input type="checkbox"/>
<input type="checkbox"/> Job Title	<input type="checkbox"/>

17. Next you will need to modify the email settings:



Save this Webinar as a Template Edit this Webinar Start this Webinar

Invitations Email Settings Branding Polls Q&A Integration Live Streaming

Select Email Language: English Edit

Email Contact: Camogie Association, info@camogie.ie Edit

Invitation Email to Panelists Edit

Confirmation Email to Registrants Send upon registration Send me a preview email | Edit

No reminder email to Attendees and Panelists Edit

No follow-up email to Attendees Edit

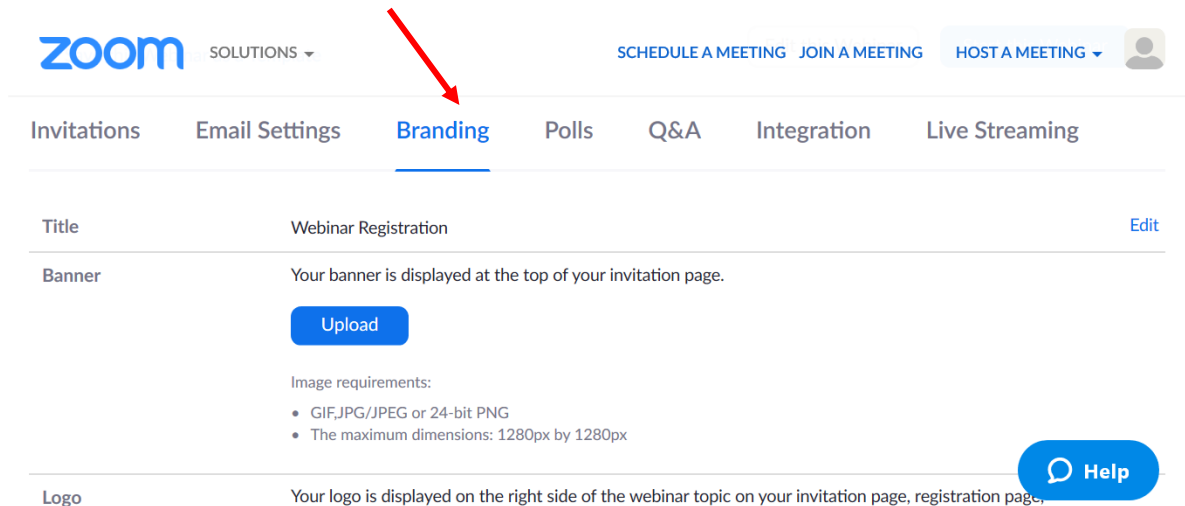
No follow-up email to Absentees Edit

From here you can select and change the email contact address (otherwise all emails will go directly to info@camogie.ie), change/personalise the confirmation email that is sent to attendees and decide whether or not you wish to send reminder emails or follow up emails.

Select Email Language: English	Edit
Email Contact: Camogie Association, info@camogie.ie	Edit
Invitation Email to Panelists	Edit
Confirmation Email to Registrants Send upon registration	Send me a preview email Edit
No reminder email to Attendees and Panelists	Edit
No follow-up email to Attendees	Edit
No follow-up email to Absentees	Edit

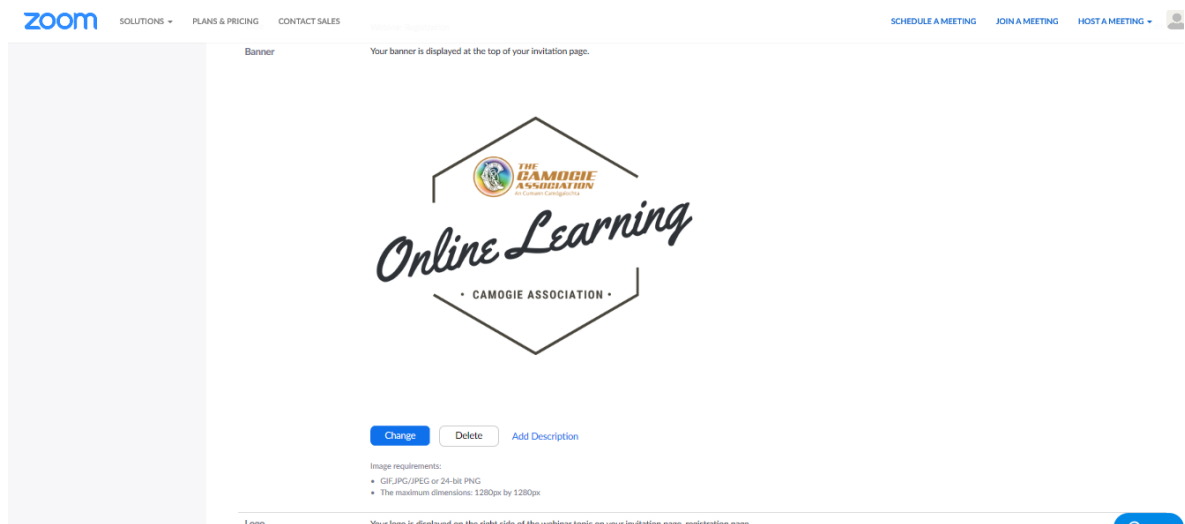
Help

18. Next you need to personalise the registration and confirmation emails with Camogie logo.



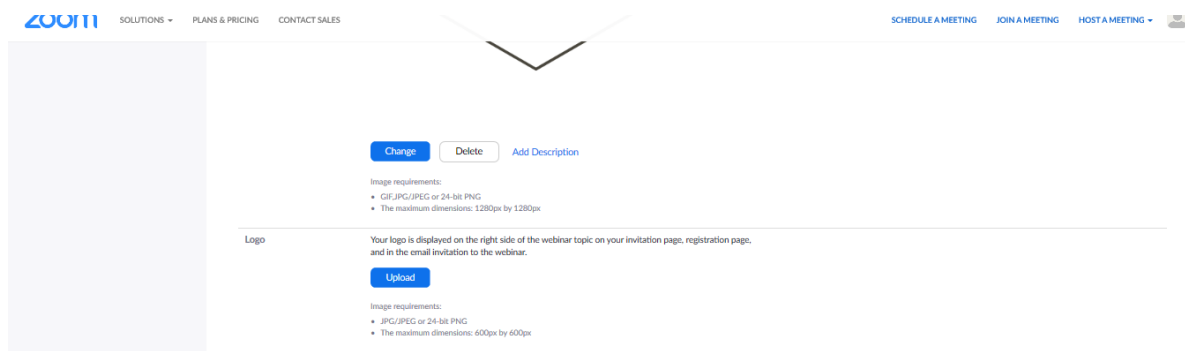
The screenshot shows the Zoom branding settings page. At the top, there is a navigation bar with the Zoom logo, 'SOLUTIONS' dropdown, and links for 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. Below this is a secondary navigation bar with 'Invitations', 'Email Settings', 'Branding' (highlighted with a red arrow), 'Polls', 'Q&A', 'Integration', and 'Live Streaming'. The main content area is titled 'Webinar Registration' and includes an 'Edit' link. Under the 'Banner' section, there is an 'Upload' button and image requirements: GIF, JPG/JPEG or 24-bit PNG, and a maximum dimension of 1280px by 1280px. Under the 'Logo' section, there is a description of where the logo is displayed and a 'Help' button.

Upload the online learning camogie image:



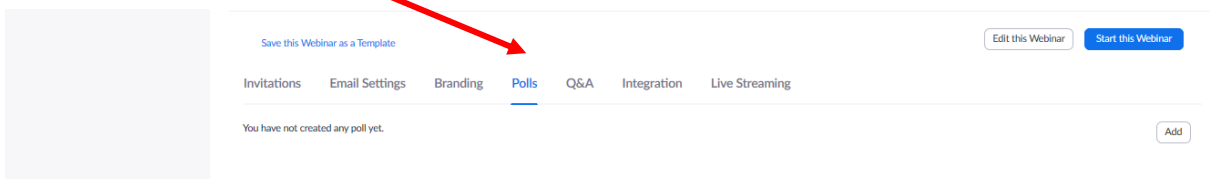
The screenshot shows the Zoom banner upload interface. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'Banner' and includes a description: 'Your banner is displayed at the top of your invitation page.' Below this is a large image placeholder showing a Camogie Association logo and the text 'Online Learning' in a script font, with 'CAMOGIE ASSOCIATION' below it. There are 'Change', 'Delete', and 'Add Description' buttons. Below the image, there are image requirements: GIF, JPG/JPEG or 24-bit PNG, and a maximum dimension of 1280px by 1280px. At the bottom, there is a 'Logo' section with a description: 'Your logo is displayed on the right side of the webinar topic on your invitation page, registration page, and in the email invitation to the webinar.' and an 'Upload' button.

You can also add the Camogie logo as well if you wish:

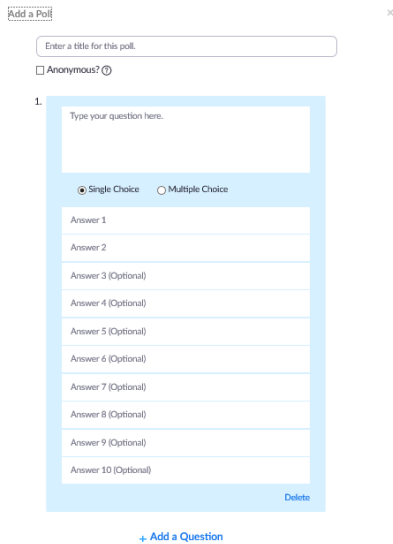


The screenshot shows the Zoom logo upload interface. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'Logo' and includes a description: 'Your logo is displayed on the right side of the webinar topic on your invitation page, registration page, and in the email invitation to the webinar.' Below this is an 'Upload' button and image requirements: JPG/JPEG or 24-bit PNG, and a maximum dimension of 600px by 600px.

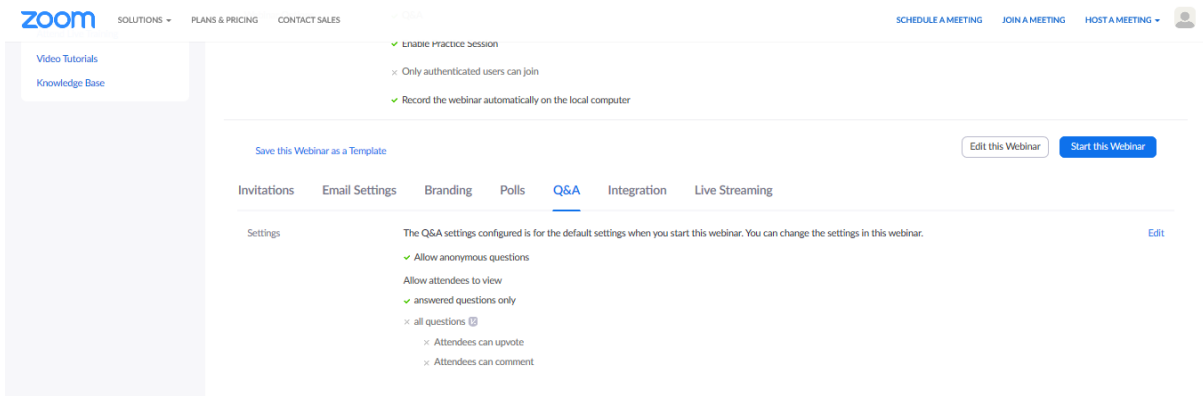
19. You can then add any polls you would like to use during your webinar:



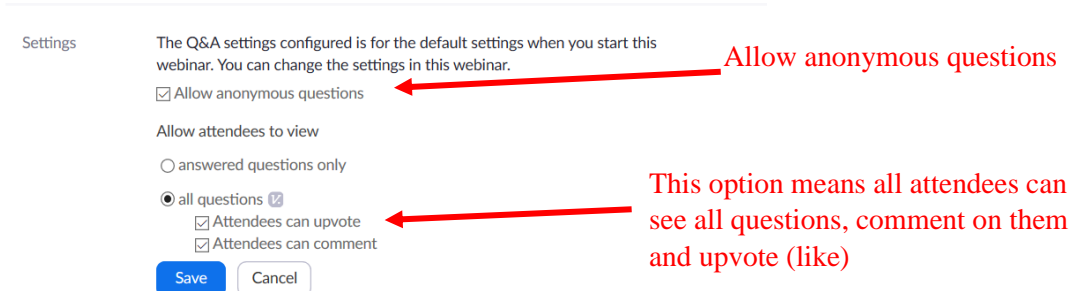
Select add to make the poll:



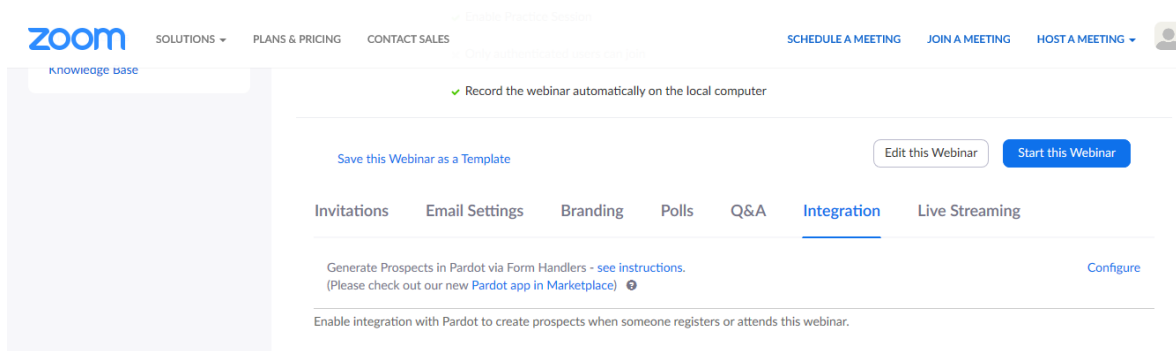
20. Next up you can select features for the Q&A:



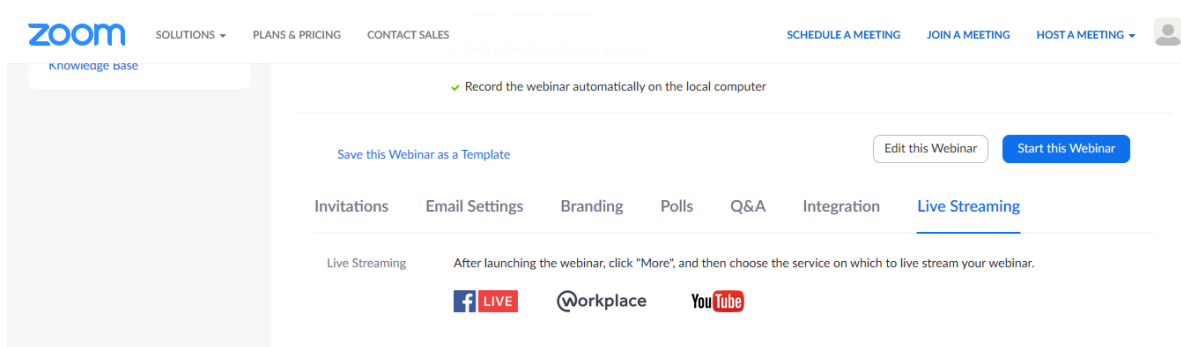
Select edit:



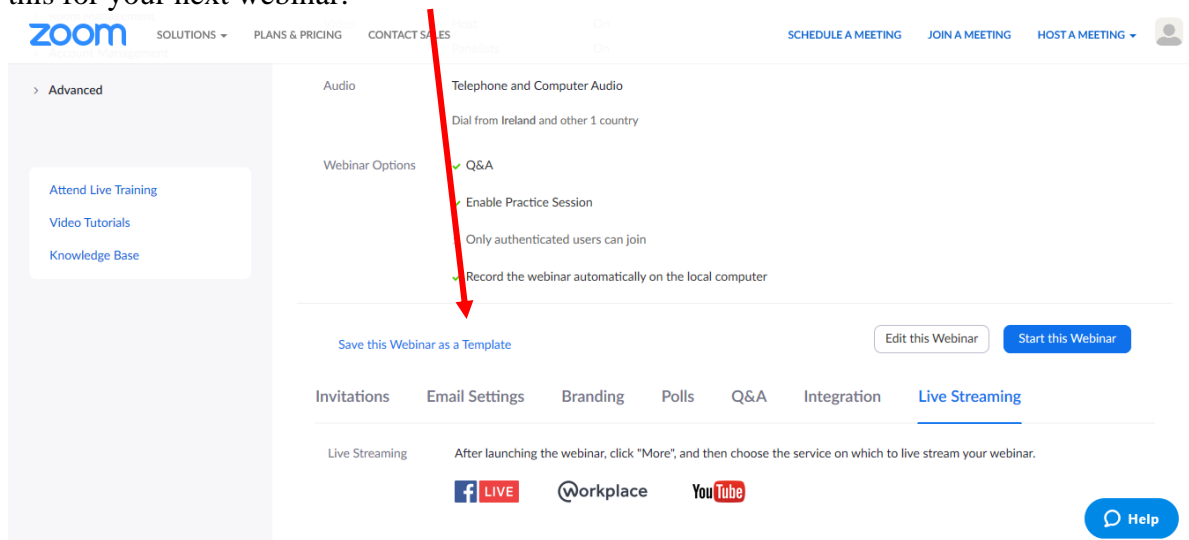
21. You will not need to worry about integration, this is about adding things like PayPal into the registration:



22. Live streaming can be used via YouTube or Facebook:

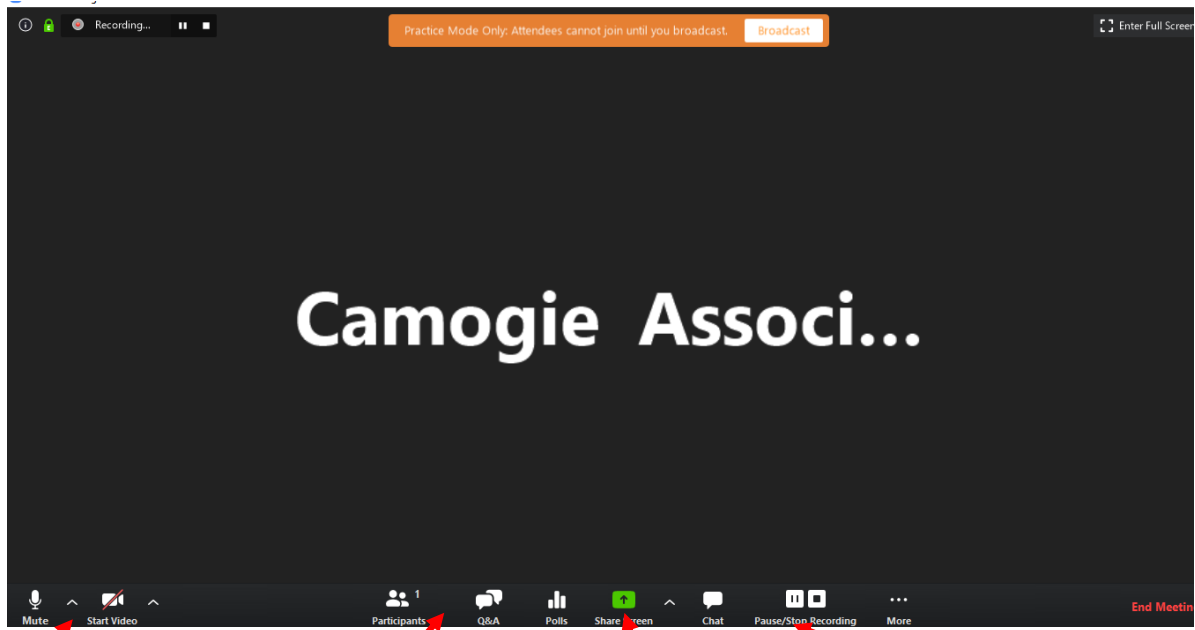


23. Save as a Template - this means once you have made all your changes you can work from this for your next webinar:



24. At any point you can edit or start (or practice the webinar) right up until you select 'Broadcast'
This is what it will look like when you select 'start', you can then select whether you (host) have the video on or off and sound on or off.

Select Broadcast when you are ready to live



Audio and Video settings

Participants, Q&A and Polls

Use share screen to show your PowerPoint slides

Chat function and Pause/Stop recording

25. When the meeting has ended you will be asked where you would like recording stored:

