

Attendee Pre-Webinar Checklist

We've tested this system extensively and it works very well. However, things can (and probably will) happen, right? If the little tech gremlins decide to get feisty, please hang in there with us. We WILL get it resolved.

IMPORTANT: Please follow these guidelines to have the best webinar experience:

1. **Keep Your Webinar Link Handy** - Use the link provided in the confirmation email you receive from us.
2. **Refresh or Re- Join** - If you can't see or hear me, or you get bounced from the webinar for any reason, you will want to refresh your screen by clicking the blue refresh button in the dark bar at the bottom of the screen, as displayed below..

The screenshot displays a webinar interface. At the top, the title is "Favorite Traffic Sources - How I Built an Email List of 1 Million +". The main slide content includes a diagram with the following steps: #2 YOUR 1 PAGE WEBSITE, #3 THANK YOU PAGE, #4, #5, #6 DATABASE, #7, #8, and AUTOMATIC-EMAILS / MANUAL-MESSAGES. The slide text reads: "Don't Worry! I'm Going To Show You a Simple List Building Model & Solution...". The interface also shows a chat window on the right with 353 attendees, a poll question "Do you currently have an Email List?", and a "RECONNECT" button at the bottom.

3. **Prepare your Browser** - We use a Google program called Hangouts for our webinars and Google favors the Chrome internet browser.

- a. Download Google Chrome for your DESKTOP or LAPTOP here:
<https://www.google.com/chrome/browser/desktop/index.html>
- b. Download Google Chrome for your MOBILE device here:
<https://www.google.com/chrome/browser/mobile/index.html>
- c. If you use Explorer, Safari or Firefox browsers, install the latest version of the Google Hangouts browser plugin before you connect to the webinar. Download that here: <https://www.google.com/tools/dlpage/hangoutplugin>

(This will be necessary if you want to raise your hand and speak during the webinar. Doing it ahead of time means you get to speak that much faster!)

4. **Your Internet Connection** - This technology works on almost any device that is connected via a high speed internet connection (including smart phones & tablets) but is best viewed and listened to on a device with an ethernet connection (not a wireless connection.)

If you attend the webinar on a wireless connection, you may experience some buffering and pixelation issues or see fuzzy or blurry video, especially in the first few minutes or if you have other apps running at the same time.

Streaming video is very demanding on your internet connection. Try and encourage other people who are on the same connection to refrain from downloading large files or streaming video (this includes Netflix or Xbox live) during the duration of the webinar. This will greatly improve your picture and audio quality.

5. **Close Other Programs** - Close down all software, apps, and browser tabs on your device, except what you are using to view the webinar -

This will insure that you don't have any hardware or software conflicts that could bounce you off the webinar and frees up as many of your machine/device's resources as possible for the best viewing experience.

Some programs that can impact the quality of your picture are things that sync in the background, like Dropbox, Google Drive or Evernote. For best results turn them off until the webinar is over.

6. **Attendee Control Panel** - During the webinar, you have a control panel, which allows you to chat, refresh the webinar if there is an issue, and mute the chat.

To learn more about these controls visit the [Attendee Control Panel](#)

7. **Will there be a Replay?** - If you sign up and cannot join us live, you will receive a replay email with your links to watch the session on demand, whenever you like. Or, you can replay the entire presentation using the same link you got when you registered.

Access to the webinar replay will be available for days so make a point of catching the replay soon after the live show.

Enjoy the webinar!