



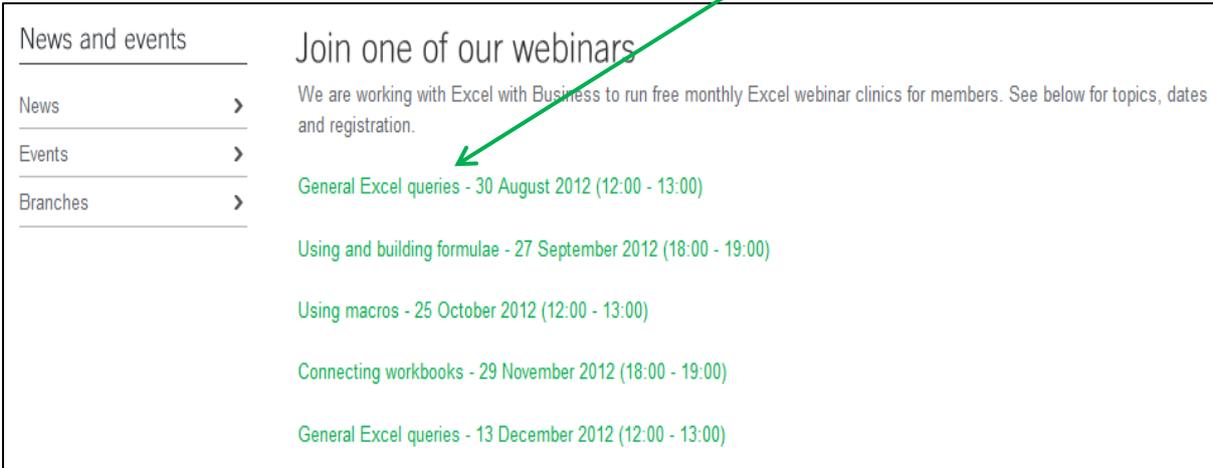
# AAT webinars – what they are and how to take part

There are two stages you need to complete to take part in an AAT webinar.

- **Register for the event** – First you'll need to register with WebEx (the software we use to run the webinars), this is free, quick and easy. It can be done any time before the event takes place.
- **Join the event** – Once you've registered for the webinar, you'll need to join the online event. It can be done any time in the ten minutes prior to the event's start time (if you miss the start you can still join later).

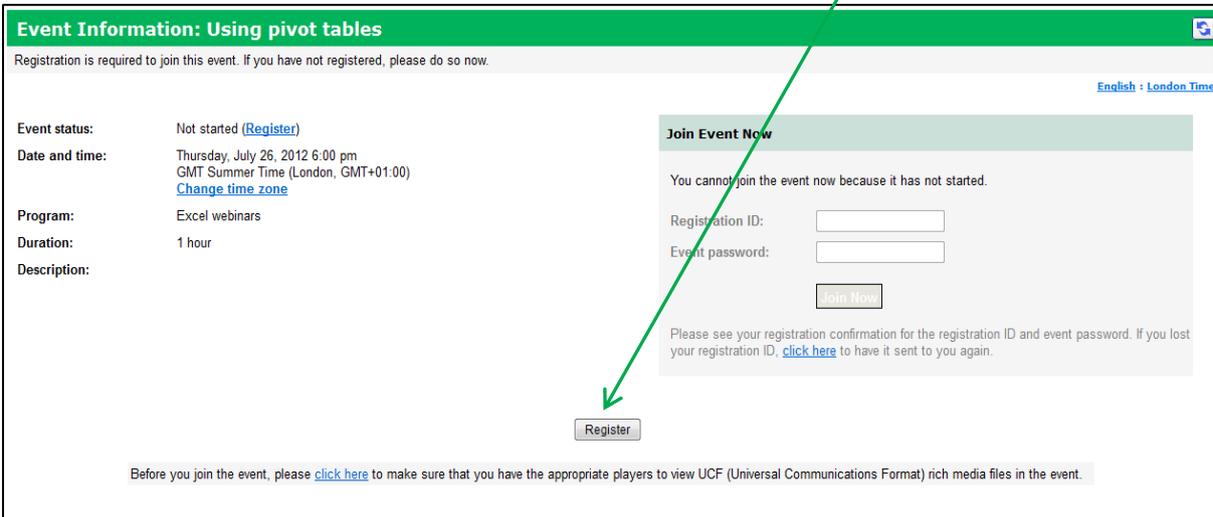
## Registering

1. On the **AAT webinars page** click on the title of the webinar you would like to attend.



The screenshot shows a webpage titled "Join one of our webinars". On the left, there is a navigation menu with "News and events" selected, and sub-items for "News", "Events", and "Branches". The main content area lists several webinar topics in green text: "General Excel queries - 30 August 2012 (12:00 - 13:00)", "Using and building formulae - 27 September 2012 (18:00 - 19:00)", "Using macros - 25 October 2012 (12:00 - 13:00)", "Connecting workbooks - 29 November 2012 (18:00 - 19:00)", and "General Excel queries - 13 December 2012 (12:00 - 13:00)". A green arrow points from the top right towards the first webinar title.

2. This will take you to the WebEx registration page. Click on the 'Register' button.



The screenshot shows a WebEx registration page for an event titled "Event Information: Using pivot tables". The page has a green header. Below the header, it says "Registration is required to join this event. If you have not registered, please do so now." and "English : London Time". The event details are listed on the left: "Event status: Not started (Register)", "Date and time: Thursday, July 26, 2012 6:00 pm GMT Summer Time (London, GMT+01:00) Change time zone", "Program: Excel webinars", "Duration: 1 hour", and "Description:". On the right, there is a "Join Event Now" box with the message "You cannot join the event now because it has not started." and fields for "Registration ID:" and "Event password:" with a "Join Now" button. Below this box is a "Register" button. A green arrow points from the top right towards the "Register" button. At the bottom, there is a note: "Before you join the event, please click here to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the event."

- This will take you to the registration page – please fill in all the details and click the 'Submit' button.

The screenshot shows a registration form titled "Register for Using pivot tables". The form includes fields for First name, Last name, Email address, Confirm email address, Company, ZIP/postal code, and Country/region (set to United States of America). There are also radio buttons for "Would you like to receive information about future seminars?" (Yes/No) and a field for "AAT membership numbers". A "Submit" button is located at the bottom right, with a "Cancel" button next to it. A green arrow points from the text above to the "Submit" button.

- Once you have clicked the Submit button you will see the below screen – click 'Done'.

The screenshot shows a confirmation page titled "Registration Confirmed". It says "Thank you for registering." and "You are now registered for the event: Using pivot tables". It also states "You will receive a confirmation email message that contains detailed information about joining the event." and "The event will start at 6:00 pm London Time on July 26, 2012. Please join the event on time." A "Done" button is located in the center. On the right, there is a section titled "Set Up WebEx Event Manager" with instructions on how to set up the event manager and links to "Verify Rich Media Players" and "www.webex.com". A green arrow points from the text above to the "Done" button.

Once you've done this you'll receive an email from WebEx confirming your registration (see example in step 7 below). This email has important information on joining the event. (Please note: you will also receive a reminder email with the same information and links as the registration email.)

- Once you have registered you should check that you have the right software to join an event. Your confirmation will have a link to WebEx so you can check this (highlighted below). If you do not have the right software you can download it – it is quick, free and easy to do – just follow the instructions once you have clicked the link. You can also check that you have the right software [here](#) (see the WebEx Event Manager section).

## Joining the event

6. Before joining an event please check that your speakers/headphones are working and the volume on your computer is turned on and up.
7. Below is an example of the confirmation email you will need to join the event. You can to join the event 10 minutes before the event is due to start. Once you are ready to join the event click here. You will also need to make a note of the 'Registration ID'.

Hello,

Your registration was approved for the following Web seminar. We will start the event on time. Please join it at least 10 minutes before the scheduled starting time so you won't miss valuable information.

Topic: Using Pivot Tables  
Host: Branches team  
Date and Time:  
Thursday, August 30, 2012 12:00 pm, GMT Summer Time (London, GMT+01:00)  
Event number: 700 273 872  
**Registration ID: 613640**  
Event password: Pivot1

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To join the online event  
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[Click here](#) to join the online event.  
Or copy and paste the following link to a browser:  
<https://aattraining.webex.com/aattraining/onstage/g.php?d=702577423&t=a&jf=1&rld=613640&EA=ben.saffell%40aat.org.uk&ET=e75cfde350546ecb95f3cb8fba1f8839&ETR=550adecdc1f7ea47badc4a786ed60ab6&RT=MiMyMQ==&p>

To view in other time zones or languages, please click the link:  
<https://aattraining.webex.com/aattraining/onstage/g.php?d=702577423&t=a&jf=1&rld=613640&EA=ben.saffell%40aat.org.uk&ET=e75cfde350546ecb95f3cb8fba1f8839&ETR=550adecdc1f7ea47badc4a786ed60ab6&ORT=MiMyMQ==&p>

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For assistance  
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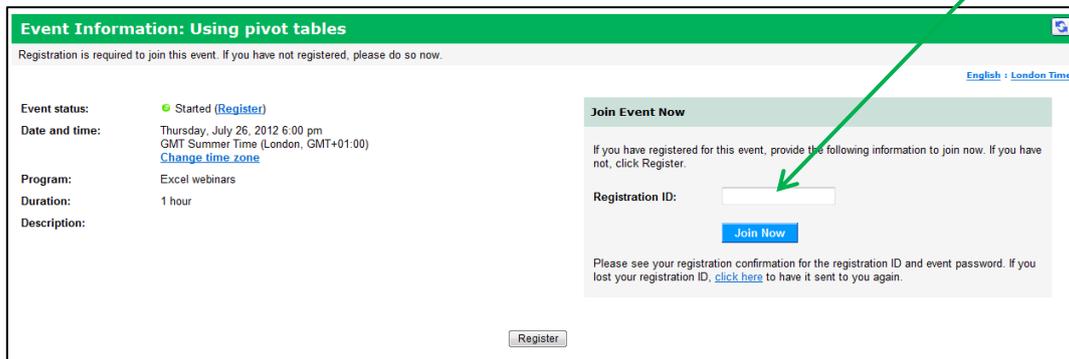
You can contact Branches team at:  
branches@aat.org.uk

**To join the event more quickly, you can set up Event Manager before the event starts. Go to: <https://aattraining.webex.com/aattraining/ecsetup.php?frommail=1>**

The playback of UCF (Universal Communications Format) rich media files requires appropriate players. To view this type of rich media files in the meeting, please check whether you have the players installed on your computer by going to <https://aattraining.webex.com/aattraining/onstage/systemdiagnosis.php>  
<http://www.webex.com>

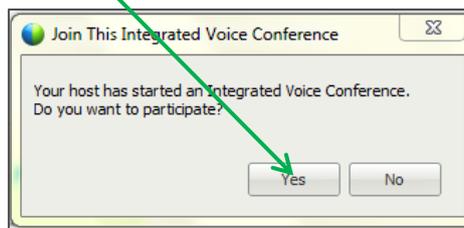
**IMPORTANT NOTICE:** This WebEx service includes a feature that allows audio and any documents and other materials exchanged or viewed during the session to be recorded. By joining this session, you automatically consent to such recordings. If you do not consent to the recording, discuss your concerns with the meeting host prior to the start of the recording or do not join the session. Please note that any such recordings may be subject to discovery in the event of litigation.

8. Once you have clicked on the joining link you will see this page. Enter the 'Registration ID' in the box and click 'Join now'.

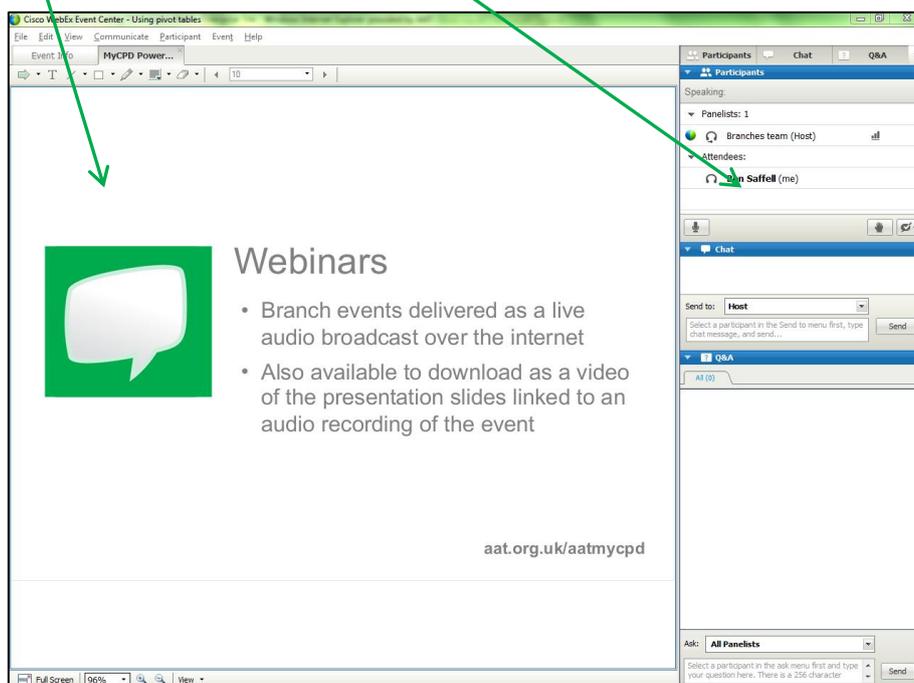


**Once you have joined**

9. Once you click 'Join now' you will be taken into the event – the below pop-up box will appear – click yes. This means you will be able to hear sound in the event. **If you do not click yes you will not have sound.**



10. When you enter the event you will see a page similar to this. The speaker slides will be on the left hand side. A chat panel will be on the right hand side.



## 11. The Chat Panel

By clicking on the headings here you can bring up the different panels.

**Participants** – this tells who is logged into the webinar. You will be able to see all the panellists (host, speaker and any other panellists). Please note: the only attendee name you will be able to see is yourself.

**Raise your hand** - when you log in the host will ask if everyone can hear. If you can hear you will be asked to raise your hand. You do this by clicking here. A hand will then appear next to your name so the host knows you can hear.

**Chat** - if we need to send a message to all attendees we will use the Chat panel – the message will appear here.

**Q&A** - attendees can ask questions to the panellists using the Q&A panel. These can be technical (about the webinar) or related to the event topic. See below for more details.

Please direct your question to 'All Panellists' from the drop down menu.

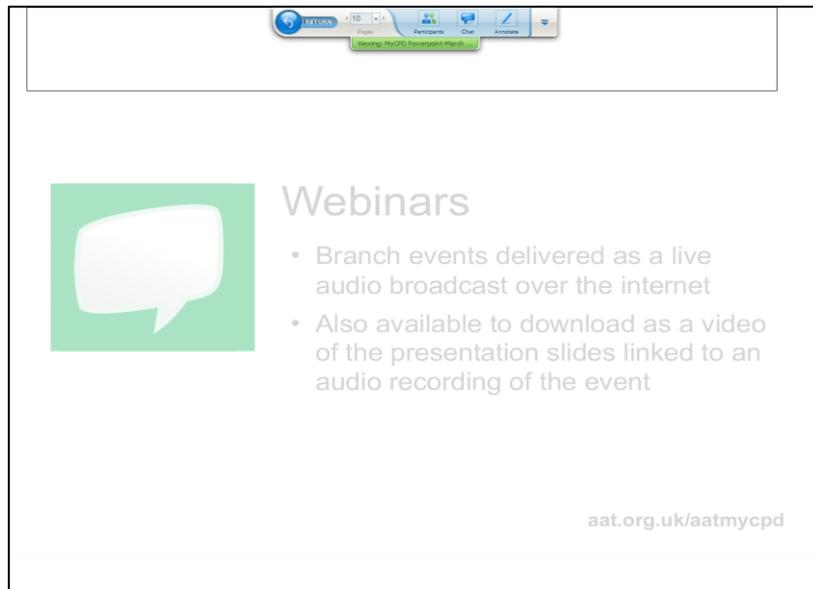
Type your question in here and click send.

Your questions will appear in the blank area above, the panellists answer will also appear here.

The screenshot displays a webinar control panel with three main sections: Participants, Chat, and Q&A. The Participants section shows a 'Speaking' area with 'Branches team (Host)' and an 'Attendees' section with 'Ben Saffell (me)'. The Chat section has a 'Send to:' dropdown set to 'Host' and a 'Send' button. The Q&A section has an 'Ask:' dropdown set to 'All Panelists' and a 'Send' button. A status bar at the bottom indicates 'Connected' and 'Cisco'.

## 12. Full screen mode

For some webinars you may see the full screen view. This means the speaker slides are displayed in full screen. A chat panel box will appear at the top.

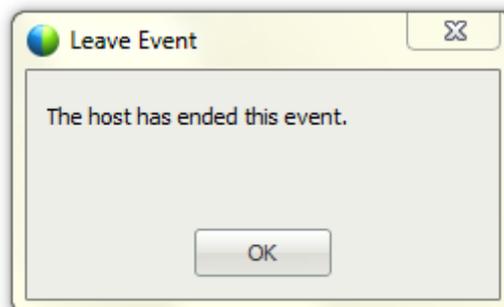


**Panel for full screen mode** - The below panel will be at the top of the screen. You can bring up the participant and chat panels by clicking on the icons. The Q&A panel can be found by here.



## 13. End of the event

Once the event has ended you will see the below box. Click ok to leave the event. Once you have left the event you will be asked to fill in a feedback survey. Please complete the survey to help shape the future of AAT webinars.



## Frequently asked questions

### What is a webinar?

A webinar is a live, online event with both an audio and visual presentation. You can access a webinar from your PC or laptop, where you will be able to hear the speaker's presentation and view their slides.

### What do I need to access a webinar?

You need access to a computer with an internet connection and speakers or headphones for the duration of the webinar. You may also need to download some software to join the webinar; this should be done automatically when you join the webinar. However you can check you have the right software [here](#) (see the WebEx Event Manager section).

### How do I register?

You have to register for AAT webinars through WebEx. This is free, quick and easy to do. For more information see steps 1-5 of our detailed guide above.

### What is WebEx?

WebEx is the online software that we use to run webinars. It provides the online infrastructure that we use to run and manage the webinars.

### Can I use a telephone to listen?

No – you can only participate in AAT webinars via the internet. You will need working speakers or headphones on your PC or laptop to do this.

### Can I use a smart phone to access a webinar?

At the moment AAT webinars cannot be accessed using BlackBerrys and Smartphones.

### Will I be able to speak?

To make sure everyone has the best experience of the webinar only the host and speaker will be able to speak.

### Will I be able to ask questions?

Yes – there is a Q&A chat panel within the webinar where you can type questions to the host and panellists. For more information see steps 11 and 12 of our detailed guide above.

### What is a panellist?

Each webinar will have a host (a representative of AAT who will introduce the webinar), presenter and some panellists. The panellists are AAT staff who will answer any technical questions relating to the webinar (for example, sound troubleshooting). They will also take any questions on the webinar topic and pass them onto the presenter.

### Is the webinar recorded?

Yes – our webinars are recorded and made available to view online after the event. Members will be notified once the recordings are ready to view.

### Will the webinar appear in my CPD certificate?

Yes – as with other AAT events, webinars will appear in your CPD certificates and can count towards your CPD.

If you have any questions not covered above please email [cpdevents@aat.org.uk](mailto:cpdevents@aat.org.uk)