






Schedule Meetings

1. Go to www.readytalk.com/host and log in as the **Chairperson**.
 2. Once logged into your **Conference Center**, click the  button.
 3. Fill out the **Meeting Details** including the date, time, and duration.
 4. Choose your **Registration Type**:
 - Register at time of meeting –
 - With this option, registration is not required until the start time of the conference.
 - You will not know who is planning on attending your meeting until individuals begin to log into your conference.
 - The initial email invitation will include all of the information needed to join the conference.
 - Pre-register before the meeting –
 - With this option, registration is required in order to receive the information needed to join the conference.
 - You can view who has registered for your meeting at any time by logging into your Conference Center.
 - The initial email invitation will include a link to register for the conference. As an individual registers, a confirmation email will be sent to the registrant including all of the information needed to join the conference.
 5. Choose your **Meeting Type**:
 - Web & Audio - Choose this option if you desire to host a meeting that includes both visual and audio content.
 - Audio Only - Choose this option if you desire to host a meeting that includes audio content over the telephone only.
 - Web Only - Choose this option if you desire to host a meeting that includes visual content only or if you desire for all participants to join the audio portion of your meeting using their computer microphone and speaker instead of their telephone.
 6. Choose your **Audio Type**:
 - On-Demand - Choose this option if your meeting will have 150 attendees or fewer.
 - Operator Assisted - Choose this option if you are anticipating more than 150 attendees or desire operator assistance for your meeting.
Note: This option requires a reservation with ReadyTalk's Events Team before it can be chosen. To make a reservation, click on the  option located on the left side of your Conference Center.
 7. Add a meeting description if desired.
 8. Add an optional security code if you desire additional security for your web conference.
 9. Click the  button at the bottom of the page.
- On the **Next Steps** page, you have the ability to send invitations and further customize the meeting.