

# **How to Schedule & Conduct a Self-Serve Broadcast Audio Webinar**

# How to Schedule & Conduct a Self-Serve Broadcast Audio Webinar

This guide intends to help you host a successful webinar using Self-Serve Broadcast Audio.

A good use of this guide is to read it all the way through and then refer back using the steps laid out below with links to the specific tasks you need to accomplish.

- 1) [Schedule a webinar](#) with self-serve broadcast audio
  - **NOTE:** *If you are changing an existing Operator Assisted webinar to a Self-Serve Broadcast Audio, please notify your Event Manager.*
- 2) [Include speakers](#) (if applicable)
  - **NOTE:** *If you send updates to participants, an update email will automatically be sent to the added speakers.*
- 3) [Prepare for the webinar](#)
- 4) [Host the webinar](#)

## Schedule a Webinar with Self-Serve Broadcast Audio

### Step 1: Schedule the webinar through Conference Center

- 1) Login to Conference Center.
- 2) Click **Schedule a Meeting** to schedule a new meeting,




OR clone an existing meeting by clicking **Clone**.

Title	Date	Time	Details	Reschedule	Clone
Schedule meeting test	Tue, Jun 18, 2013	1:15 PM	<a href="#">Details</a>	<a href="#">Reschedule</a>	<a href="#">Clone</a>
Test Meeting	Fri, Jun 14, 2013	9:50 AM	<a href="#">Details</a>	<a href="#">Reschedule</a>	<a href="#">Clone</a>

- 3) For the Audio Type, select **On-Demand** and check the “Include Streaming Broadcast Audio” option.

**Audio Type:**  **On-Demand**  **Operator Assisted** [Help me choose](#)

**Include Streaming Broadcast Audio** 

- 4) OPTIONAL: Select one or more dial-in numbers to include in participant emails and calendar events.

NOTE: All calls are limited to 150 dial-in participants (for large events we recommend not including a dial-in number by email. Instead, see step 6 and include dial-in information via in-conference chat.)

**Optional Dial-In Number(s):** 


866.740.1260 U.S. & Canada Toll-Free

303.248.0285 U.S. Toll

[Add International Numbers \(Optional\)](#)

[Include link to list of all toll-free numbers](#)

- 5) OPTIONAL: Select "Display additional instructions during web conference" and enter a phone number and access code to show participants during the webinar

**Display additional instructions during web conference** 

Please enter the text to be displayed to your participants joining through the web:

TF: 866-740-1260 Access Code: 822452

3 characters remaining

- 6) Enter the remaining webinar details.
- 7) Click the **Save and Next** button.
- 8) Set up any additional webinar options.
- 9) To confirm and register speakers at this time, follow the steps in the “Include Speakers” section.
- 10) Click the **Done** button.

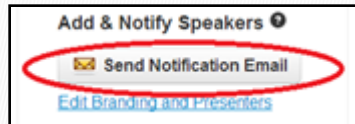


## Include Speakers

You can include speakers two ways:

1) Include speakers when initially scheduling a self-serve broadcast audio webinar

- 1) Schedule a self-serve broadcast audio webinar.
- 2) Click the **Send Notification Email** button in the “Add & Notify Speakers” section on the second page of the scheduling process.



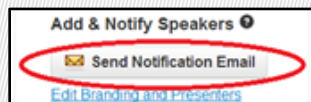
- 3) Enter each speaker’s first name, last name and email address.
- 4) Click the **Send Notifications** button.
- 5) Click **Close**.
- 6) Set up any additional webinar options.
- 7) Click **Done**.

2) Add speakers to an existing self-serve broadcast audio webinar

- 1) Login to Conference Center.
- 2) Click on the link for the scheduled webinar to which you would like to add speakers.

	Scheduled Meetings	Date	Time	Invited	Confirmed	
<input checked="" type="radio"/>	<a href="#">Guarantee Nobody Misses your Next Webinar</a>	Tue, Aug 19, 2014	2:00 PM	0	<u>172</u>	<a href="#">Edit</a>

- 3) Click the **Send Notification Email** button in the “Add & Notify Speakers” section.



- 1) Enter each speaker’s first name, last name and email address.
- 2) Click the **Send Notifications** button.
- 3) Click **Close**.

**NOTE:** If you send updates to participants, an update email will automatically be sent to the added speakers.


If you require dial-in information for International speakers, please contact ReadyTalk Customer Care (800-843-9166, [help@readytalk.com](mailto:help@readytalk.com)) for the correct dial-in information prior to the event date.

## Prepare for Your Webinar

Set up Conference Controls before you conduct your webinar, or facilitate a dry run.

For the best participant experience, we recommend you set the Audio Conference Entry Announcement to Silent.

- 1) Login to Conference Center.
- 2) Select the webinar for which you are preparing.

Scheduled Meetings	Date	Time	Invited	Confirmed	
 <a href="#">Guarantee Nobody Misses your Next Webinar</a>	Tue, Aug 19, 2014	2:00 PM	0	<u>172</u>	<a href="#">Edit</a>

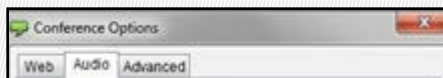
- 3) Open Conference Controls.



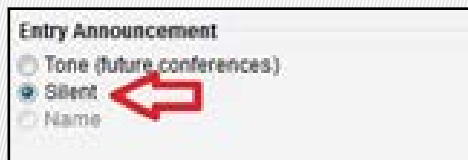
- 4) Click the **Options** button on the top tool bar.



- 5) Select the **Audio** tab.

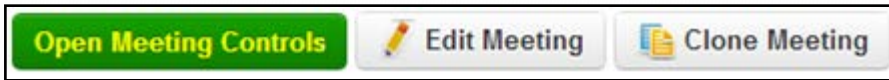


- 6) Ensure that the Entry Announcement value is set to Silent.



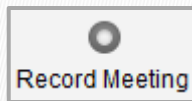
## Host the Webinar

- 1) Open your conference controls.

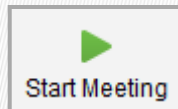


- 2) Dial into the private speaker room for the webinar with the Speaker Dial-In Number listed on the Meeting Details page or provided in the Speaker Confirmation email.

- 3) Record the webinar if desired.



- 4) Start the visual portion of your webinar.

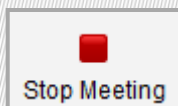


- 5) Start the live audio portion of your webinar.

To move your line into the live webinar and start audio for your participants, press:  
 To move all speaker lines into the live webinar and start audio for your participants, press:

<b>**</b>	<b>Hear a list of all commands</b>
<b>#1</b>	Move your line between the private speaker room and the live conference.
<b>#2</b>	Moves all speaker lines between the private speaker room and the live conference.

- 6) End the webinar. To end the visuals for the webinar, press the “Stop Meeting” button. This action also ends the audio for participants on Broadcast Audio





## Support and Feedback

For support, please contact ReadyTalk Customer Care:

US & Canada: **800.843.9166**

International: **303.209.1600**

[Chat with a Representative](#)

[help@readytalk.com](mailto:help@readytalk.com)