LPGA Webinar Instructions and Tips

Step One:

The Webinar requires special software to run, so please **install WEBEX software on your computer.** The installation may take up to 10 minutes, so please perform the installation a few days before the scheduled session**.** Follow this link to install the software: https://lpga.webex.com/lpga/meetingcenter/mcsetup.php

When installation is complete Click "OK" and close browser window.

Step Two:

Take the Bird survey! This will determine what type of bird you are. Please complete the survey at least one (1) day before the webinar.
https://docs.google.com/spreadsheet/viewform?fromEmail=true&formkey=dGtOakE4d3NLaDBVVVljYldVcnJpS1E6MQ

Step Three:

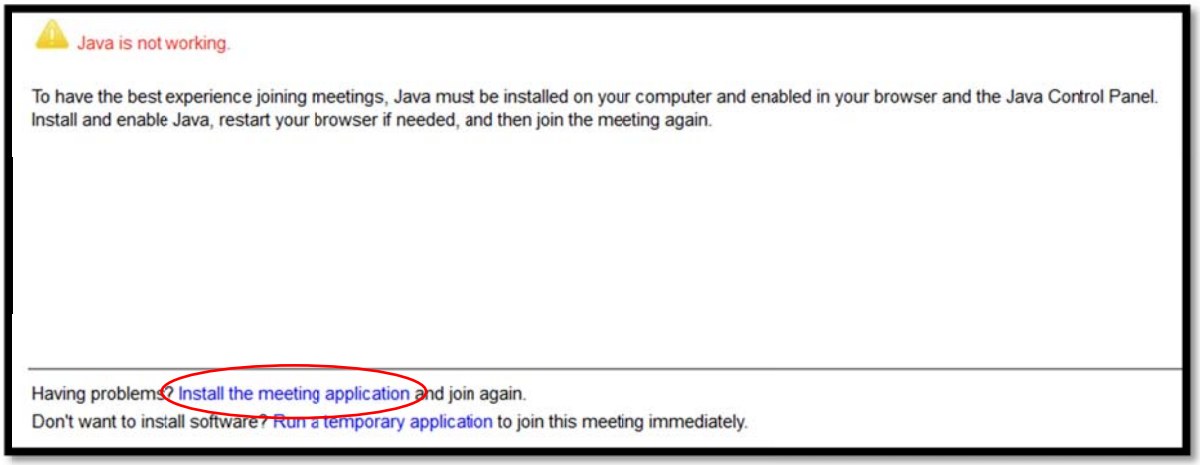
The Webinar session will begin at **5 pm EST.** Please click on the following link at least 10 minutes before the start of the webinar:
https://lpga.webex.com/lpga/e.php?AT=WMI&EventID=203034622&PW=NZWIwNTcwNzlk&RT=MiMxMQ%3D%3D

Sign In to Webex on the right hand side of the screen and click "Join"

Step Four:

If you do not have Java Installed *The following screen will appear:*

1. Click "Install the meeting application"
2. A download window will appear. When the down-load is complete, double click the program in the down-load window and click "RUN"
3. Follow the instruction to install Java.



Helpful Tips for the Meeting:

1. Your microphone will be muted so that only the speaker's voice will be heard by everyone
2. You will be viewing a power point presentation on the speaker's computer.
3. If you have a question you may "raise your hand" and type your question.

   Move your mouse to the top of your screen and a drop-down box will appear. Click the "chat icon" and a new window will open. Click "Raise hand." The host will respond by asking you to type your question.