

Step one, Register!

- **In order to participate in the meeting you must register for the webinar for each day.** Those who call in without registering will not receive an access code or audio pin, meaning there will be no way for us to “unmute” you.
- If you do not register for the webinar, **you will not be able to comment or participate in the meeting.**
- **Be sure to register for Day 1 and Day 2**
- **IMPORTANT: When registering, Commissioners, proxies, Council members and other Board participants, should place a 00 prior to their names (e.g., 00Toni Kerns)**

How to Register Day 1 (May 5)

- Register for the Webinar:
<https://attendee.gotowebinar.com/register/9135385124352928269>
- **(Webinar ID: 894-169-955)**
- After clicking the link, you should see a screen like this.

ASMFC 2020 Spring Meeting Webinar Day 1

Tue, May 5, 2020 9:30 AM - 4:00 PM EDT

[Show in My Time Zone](#)

Today's proceedings will be broadcast beginning at 9:30 AM and continuing until 4 PM. The webinar will allow registrants to listen to board deliberations and view presentations and motions as they occur. For management boards that are anticipated to take final actions, such as the Atlantic Herring and Tautog Boards, the public and stakeholders will have the opportunity to provide brief comments on those actions, as time allows. For all other meetings, the public should anticipate limited opportunity to provide comment via the webinar. When public comment is allowed, it will be at the discretion of the individual Board Chairs. As such, we strongly encourage members of the public to submit written comments in advance to be included in the meeting materials. Please see the revised Public Comment Guidelines at <http://www.asmf.org/home/2020-spring-meeting> for more information about submitting public comment prior to the meeting.

Should technical difficulties arise while streaming the broadcast the boards/sections will continue their deliberations without interruption. We will attempt to resume the broadcast as soon as possible.

*Required field

First Name*

Last Name*

Email Address*

By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services.

Register

- Fill in your name (preceded by 00) and email, and click register.

How to Register Day 2 (May 6)

- Register for the Webinar:
<https://attendee.gotowebinar.com/register/6204543422027821581>
- **(Webinar ID: 918-539-707)**
- After clicking the link, you should see a screen like this.

ASMFC 2020 Spring Meeting Webinar Day 2

Wed, May 6, 2020 10:00 AM - 3:15 PM EDT

[Show in My Time Zone](#)

Today's proceedings will be broadcast beginning at 10 AM and continuing until 3:15 PM. The webinar will allow registrants to listen to board deliberations and view presentations and motions as they occur. For management boards that are anticipated to take final actions, such as the Atlantic Herring and Tautog Boards, the public and stakeholders will have the opportunity to provide brief comments on those actions, as time allows. For all other meetings, the public should anticipate limited opportunity to provide comment via the webinar. When public comment is allowed, it will be at the discretion of the individual Board Chairs. As such, we strongly encourage members of the public to submit written comments in advance to be included in the meeting materials. Please see the revised Public Comment Guidelines at <http://www.asmfc.org/home/2020-spring-meeting> for more information about submitting public comment prior to the meeting.

Should technical difficulties arise while streaming the broadcast the boards/sections will continue their deliberations without interruption. We will attempt to resume the broadcast as soon as possible.

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First Name*

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By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services.

Register

- Fill in your name (preceded by 00) and email, and click register.

Registration Confirmation

- Webinar Registration
- After you click register, you should see a page saying you are registered (example below).



You're Registered!

ASMFC 2020 Spring Meeting Webinar Day 1

Tue, May 5, 2020 9:30 AM - 4:00 PM EDT

Add to Calendar ▾

At the time above, [join the webinar](#).

Before joining, be sure to [check system requirements](#) to avoid any connection issues.

A confirmation email with information on how to join the webinar has been sent to you.

Questions or Comments? Contact: g2w2@asmfc.org

To Cancel this Registration

You may [cancel your registration](#) at any time.

Joining the Webinar

- Check your email (the one you registered with)
- You should see an email from “Webinar Staff 2”.
- **Be sure to save this email and use it to access the webinar for the duration of the meeting**
- On the day of the meeting, go to the email and Click “Join Webinar”
- **Your registration link is unique to you. Please do not share it with anyone else!**

The screenshot shows an Outlook email interface. At the top, the title bar reads "[External] ASMFC 2020 Spring Meeting Webinar Day 1 Confirmation - Message (HTML)". The email header includes a "FILE" button, the word "MESSAGE", and a timestamp "Thu 4/9/2020 4:39 PM". The sender is identified as "Webinar Staff 2 <customercare@gotowebinar.com>" with the subject "[External] ASMFC 2020 Spring Meeting Webinar Day 1 Confirmation". The recipient is "Toni Kerns". A notification states: "You forwarded this message on 4/9/2020 4:52 PM. If there are problems with how this message is displayed, click here to view it in a web browser." The main body of the email contains the following text:

How To Join The Webinar
Tue, May 5, 2020 9:30 AM - 4:00 PM EDT
Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#)

1. Click the link to join the webinar at the specified time and date:

[Join Webinar](#)

Note: This link should not be shared with others; it is unique to you.
Before joining, be sure to [check system requirements](#) to avoid any connection issues.

2. Choose one of the following audio options:

TO USE YOUR COMPUTER'S AUDIO:
When the webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

--OR--

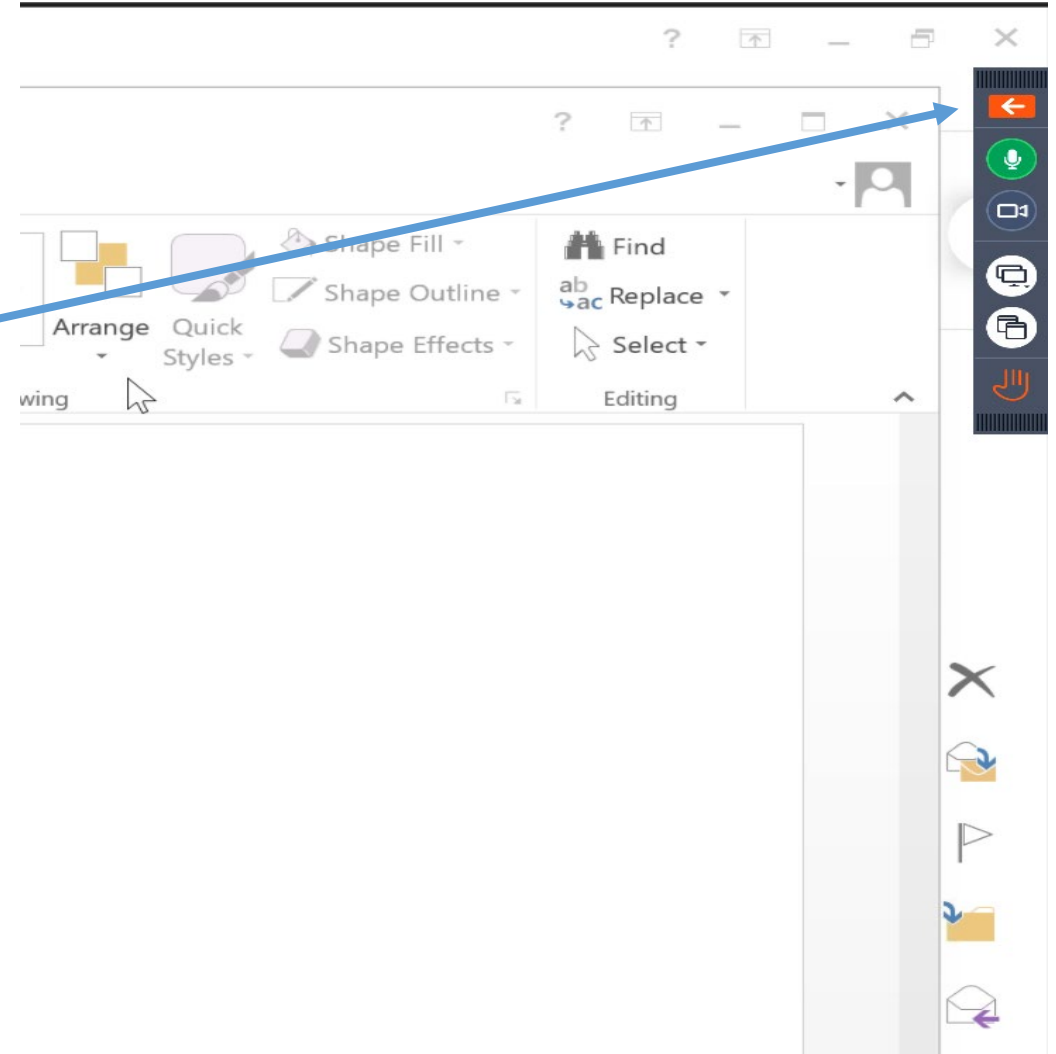
TO USE YOUR TELEPHONE:
If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below.
United States: +1 (631) 992-3221
Access Code: 129-744-343
Audio PIN: Shown after joining the webinar
Webinar ID: 894-169-955

To Cancel this Registration

At the bottom of the email, there is a header for another email: "Webinar Staff 2 [External] You're a panelist for Bluefish Technical Committee". The Windows taskbar is visible at the bottom, showing the search bar, task view, and various application icons. The system tray on the right shows the time as 5:14 PM on 4/9/2020.

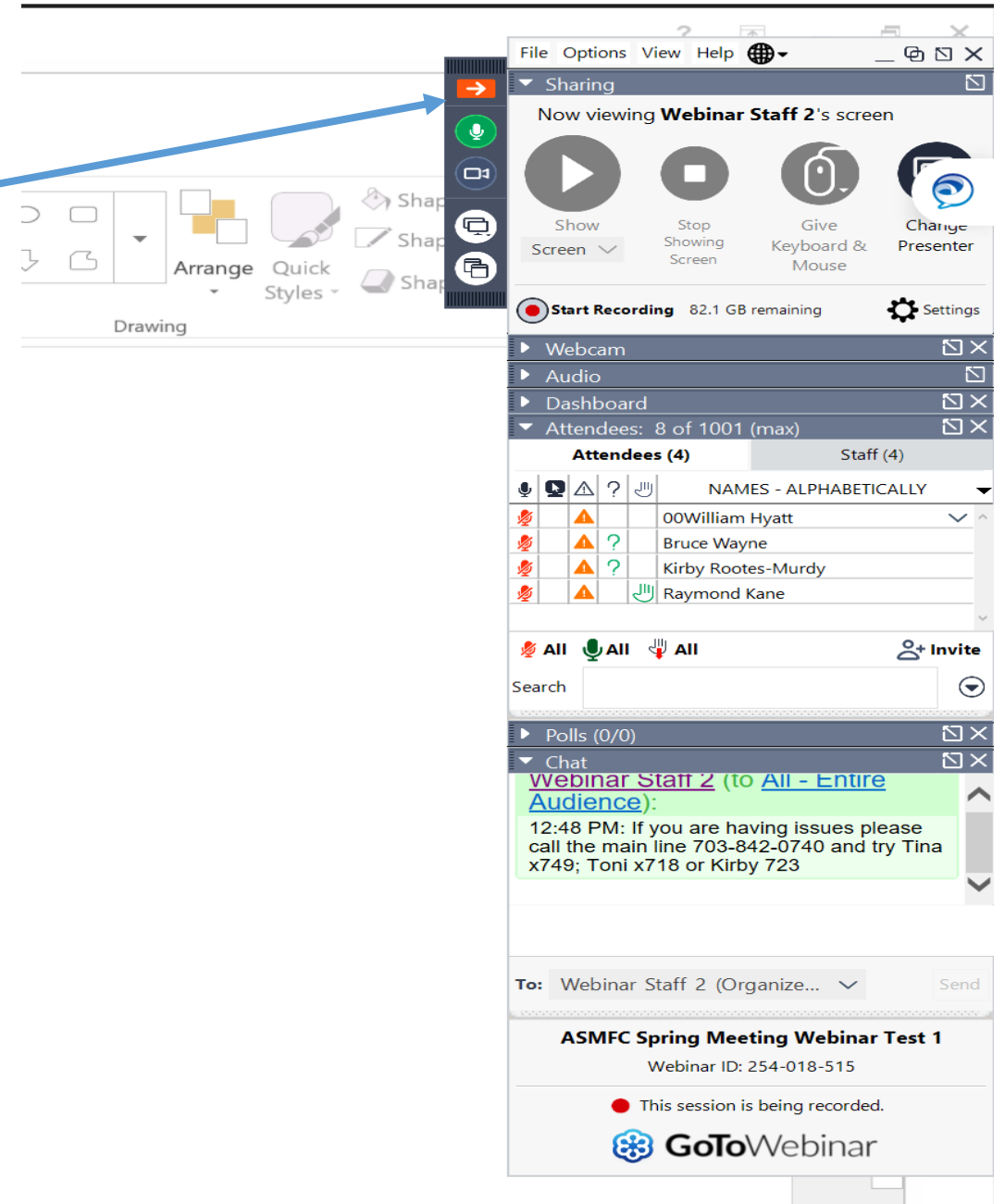
Accessing Control Panel

- In order to access the control panel that will allow you to raise your hand, speak, and ask questions, you may need to expand the panel by pressing the red arrow.
- The panel shown here is **collapsed**.



Accessing Control Panel

- The panel shown here is **open**.



The image shows a screenshot of a software interface with a control panel overlaid on the right side. A blue arrow points from the text 'The panel shown here is open.' to the control panel. The control panel is titled 'Now viewing Webinar Staff 2's screen' and includes several controls: 'Show Screen', 'Stop Showing Screen', 'Give Keyboard & Mouse', and 'Change Presenter'. Below these are 'Start Recording' (82.1 GB remaining) and 'Settings'. The panel also displays a list of attendees (4) under the heading 'Attendees: 8 of 1001 (max)'. The attendees list is sorted by name (Alphabetically) and includes: 00William Hyatt, Bruce Wayne, Kirby Rootes-Murdy, and Raymond Kane. There are also sections for 'Polls (0/0)', 'Chat', and 'Invite'. The chat window shows a message from 'Webinar Staff 2 (to All - Entire Audience)' at 12:48 PM: 'If you are having issues please call the main line 703-842-0740 and try Tina x749; Toni x718 or Kirby 723'. At the bottom, the panel displays 'To: Webinar Staff 2 (Organize...)' and 'Send'. The footer of the panel includes the text 'ASMFC Spring Meeting Webinar Test 1', 'Webinar ID: 254-018-515', and 'This session is being recorded.' with the GoToWebinar logo.

Audio Settings

Once you log in, you will have to choose how you want to listen in and speak at the meeting.

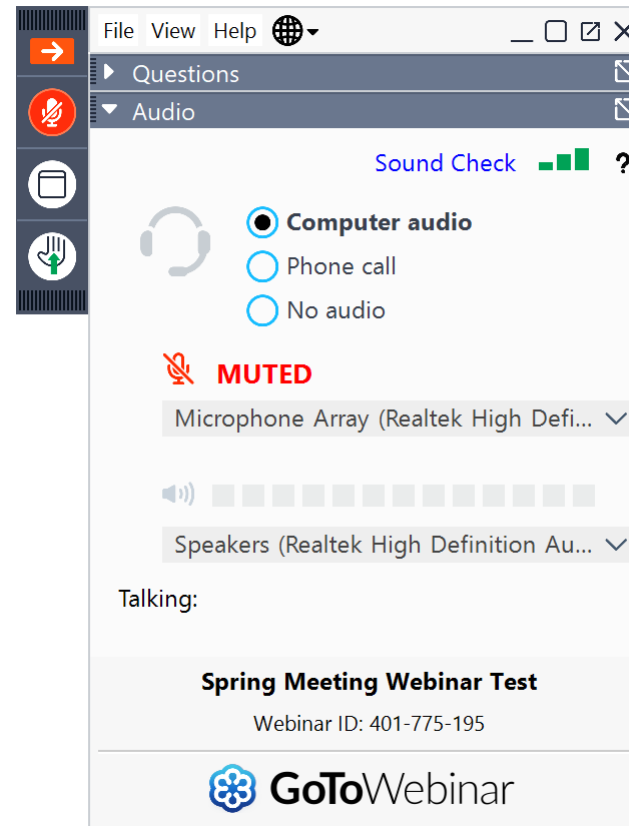
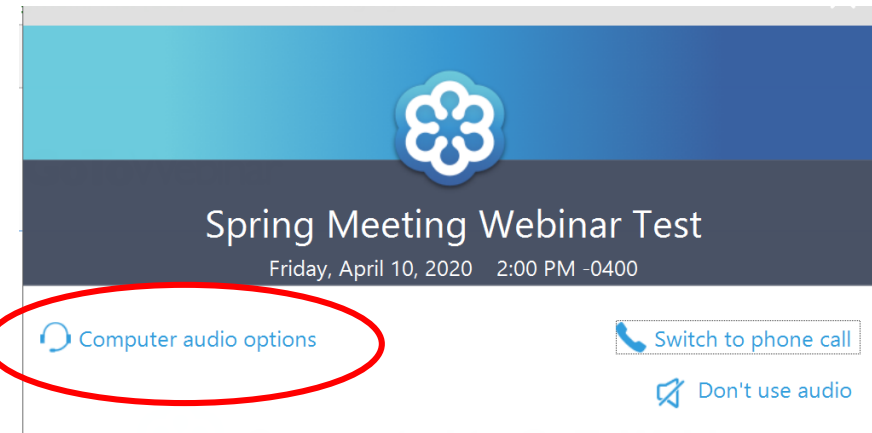
Choices:

1. Computer Audio (VOIP) - We recommend you use a headset
2. Phone Audio

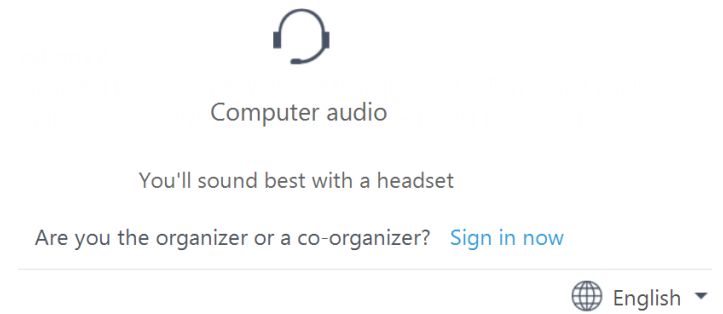
Note: either of these options can be used, but **please do not use both at the same time on different devices.** It will create an echo when speaking.

Screen when you first log in →

We recommend computer so you can use your phone for caucusing



The meeting will begin when the organizer arrives

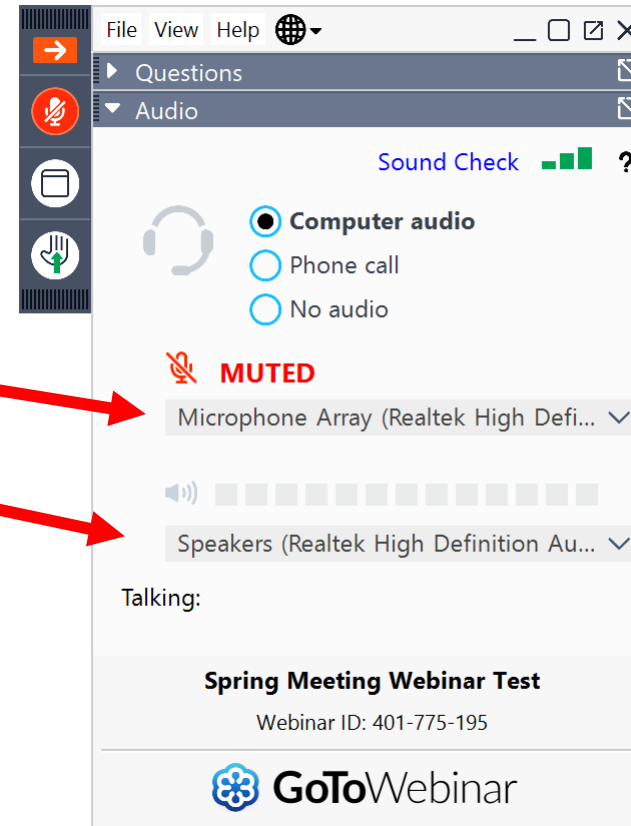


Control panel once you are in the meeting. You can change the audio before or after you log in.



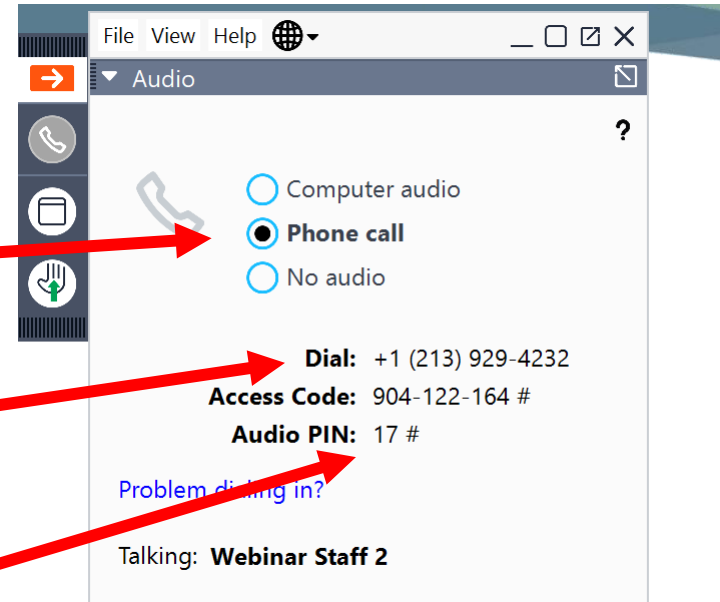
Using Computer Audio: Recommended

- Once you have joined the webinar:
- Select the microphone and speaker options that correspond with your computer
- You can test your audio if you are having trouble





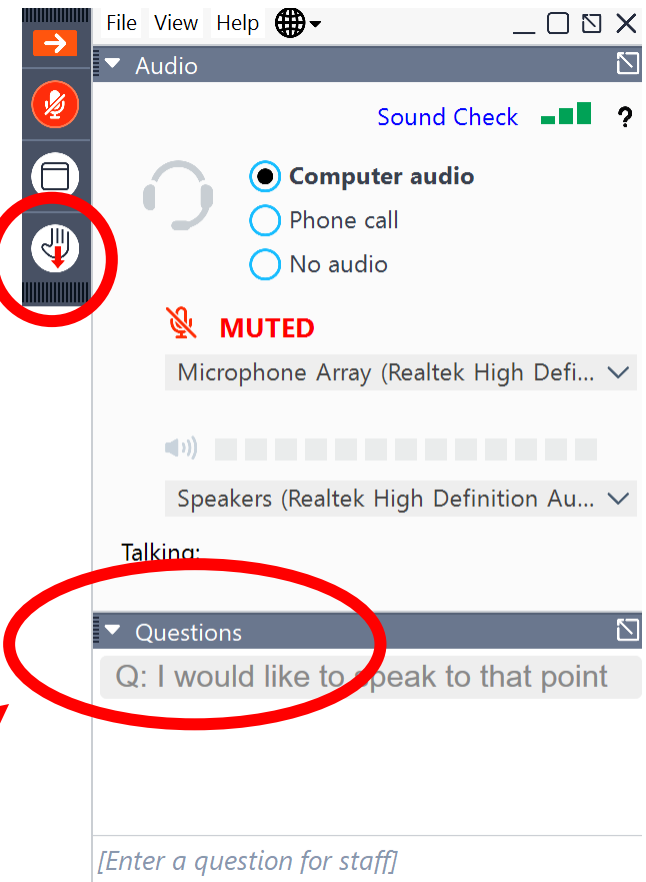
Using Phone Audio

- In Audio Settings box,
- select “Phone call”
- Then, using your phone, call the number provided here
- Enter the Access Code/Audio PIN numbers when prompted into your PHONE
- **Your audio pin is unique to you:
DO NOT SHARE IT WITH OTHERS**

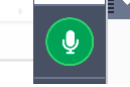



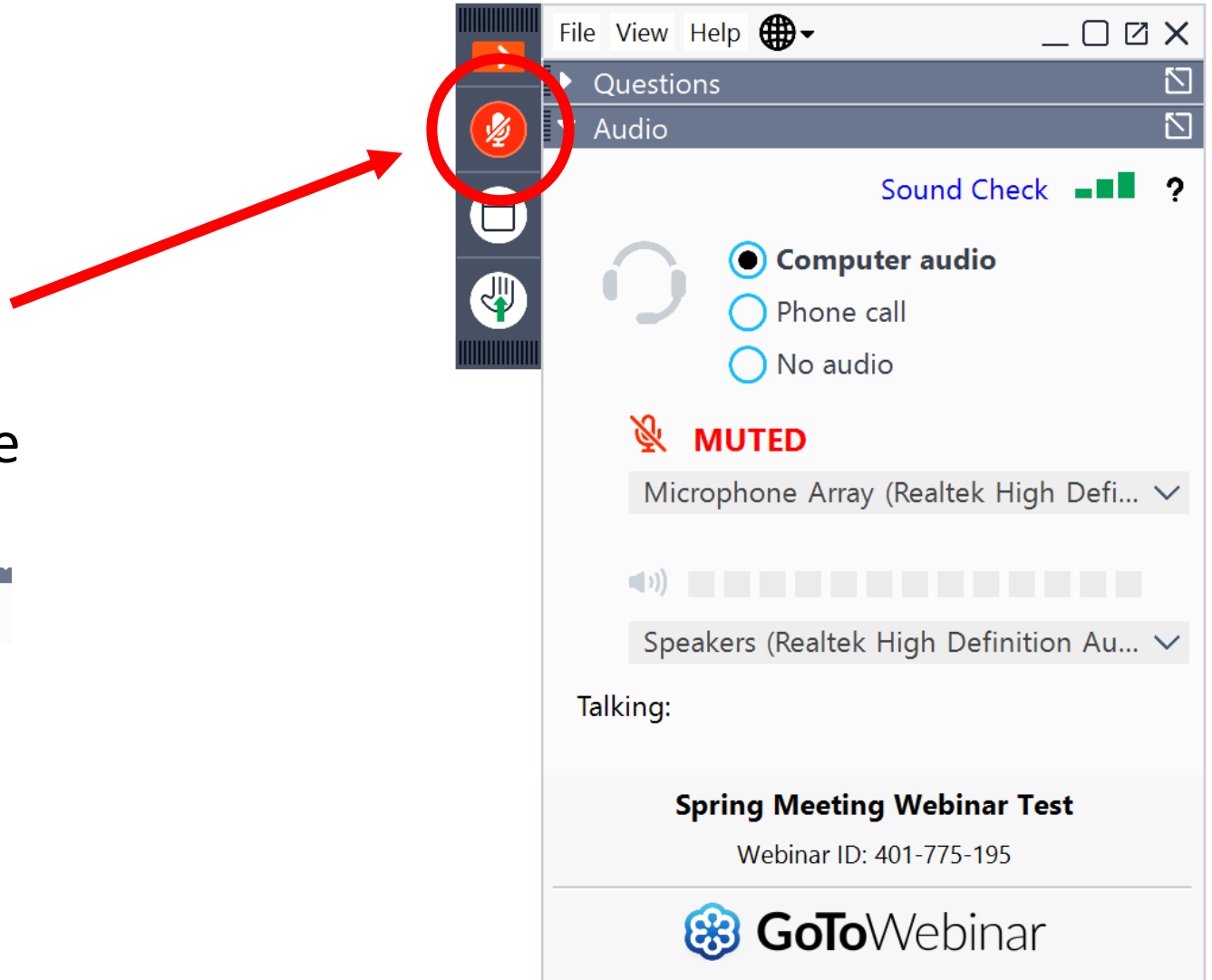
Raising Your Hand

- If you would like to take part in discussion/ask question, click the “Raise hand” button
- Click again when you are done speaking to lower your hand
- Press  to raise your hand
- Press  to lower your hand
- If you are having trouble with raising your hand, you can also let us know if you'd like to speak by stating so in the “Questions” box.
- **Please reserve the Questions box for this purpose only. Questions are visible to everyone on the webinar.**



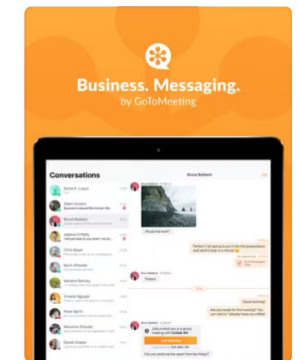
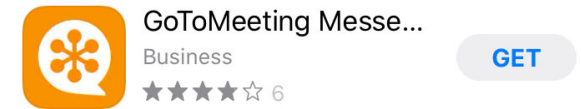
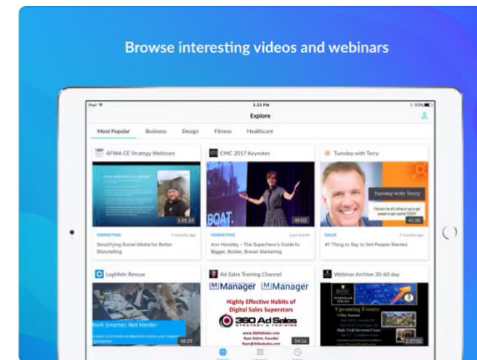
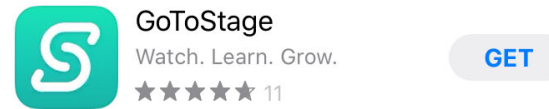
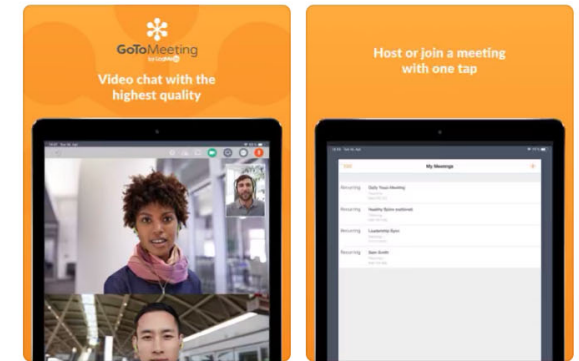
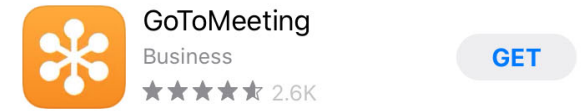
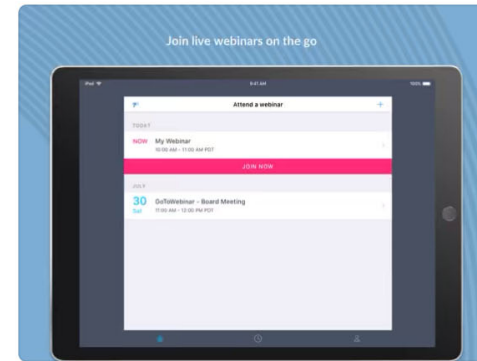
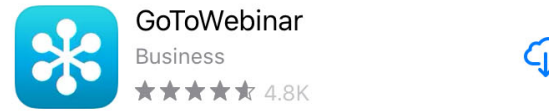
Muting and Unmuting

- When you are called on to speak, you must unmute yourself by clicking the “microphone” button
- If you are unmuted, the microphone symbol will be **GREEN** 
- If you are muted it will be **RED** 
- We will tell you when you are clear to speak.
- Please mute yourself when you are done speaking



Accessing the Webinar from Your iPad

- Go to the App store and download GoTo Webinar
- Click on the webinar link (provided in the meeting announcement) for Day 1 or Day 2 and register



Help Desk

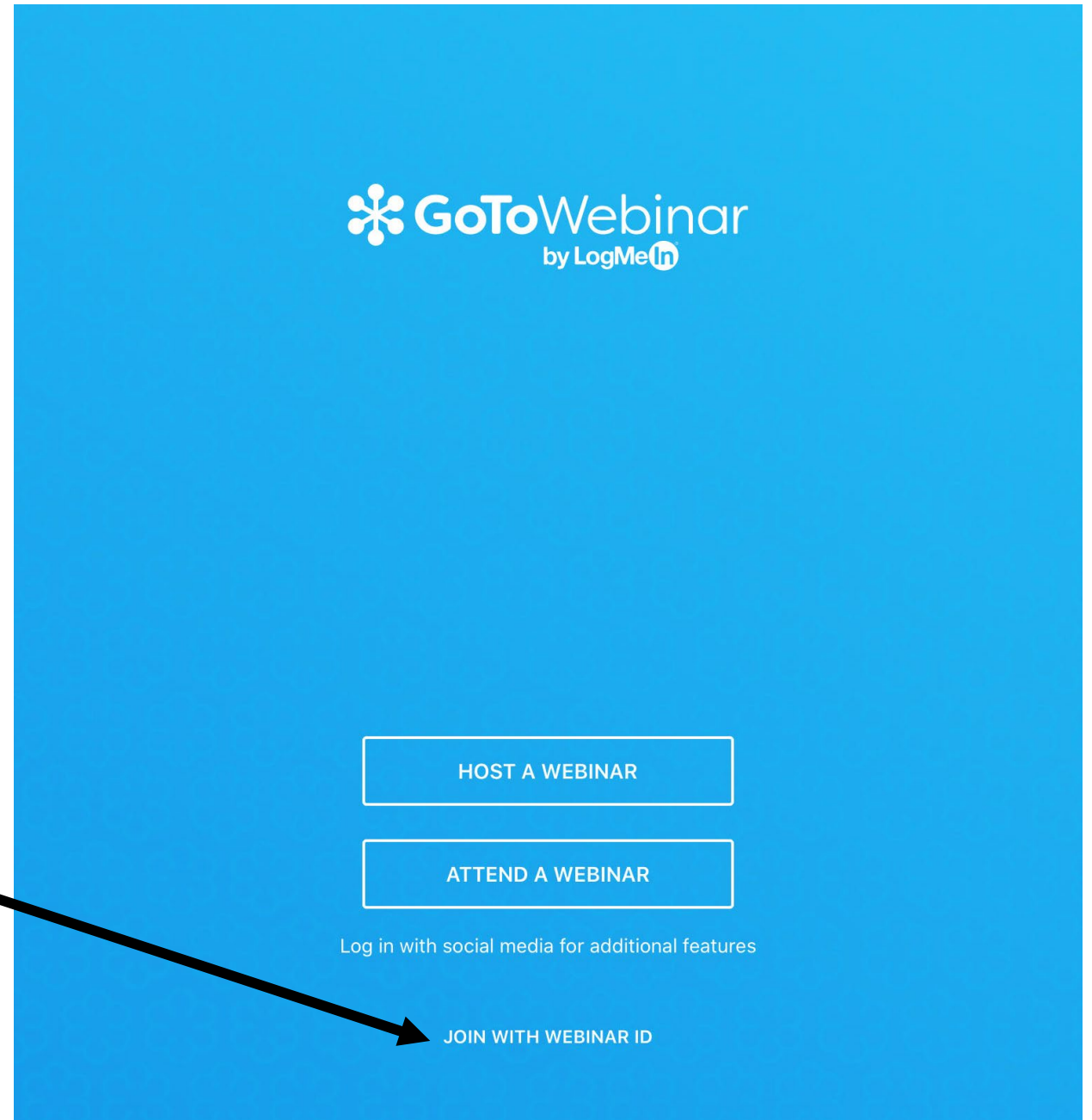
- If you have technical issues with either webinar (connecting to or audio related issues), please contact Chris Jacobs at 703.842.0790.
- The following slides provide information on how to access the webinar via your iPad.

Join the Webinar

Once you are registered there are 2 ways to join the webinar

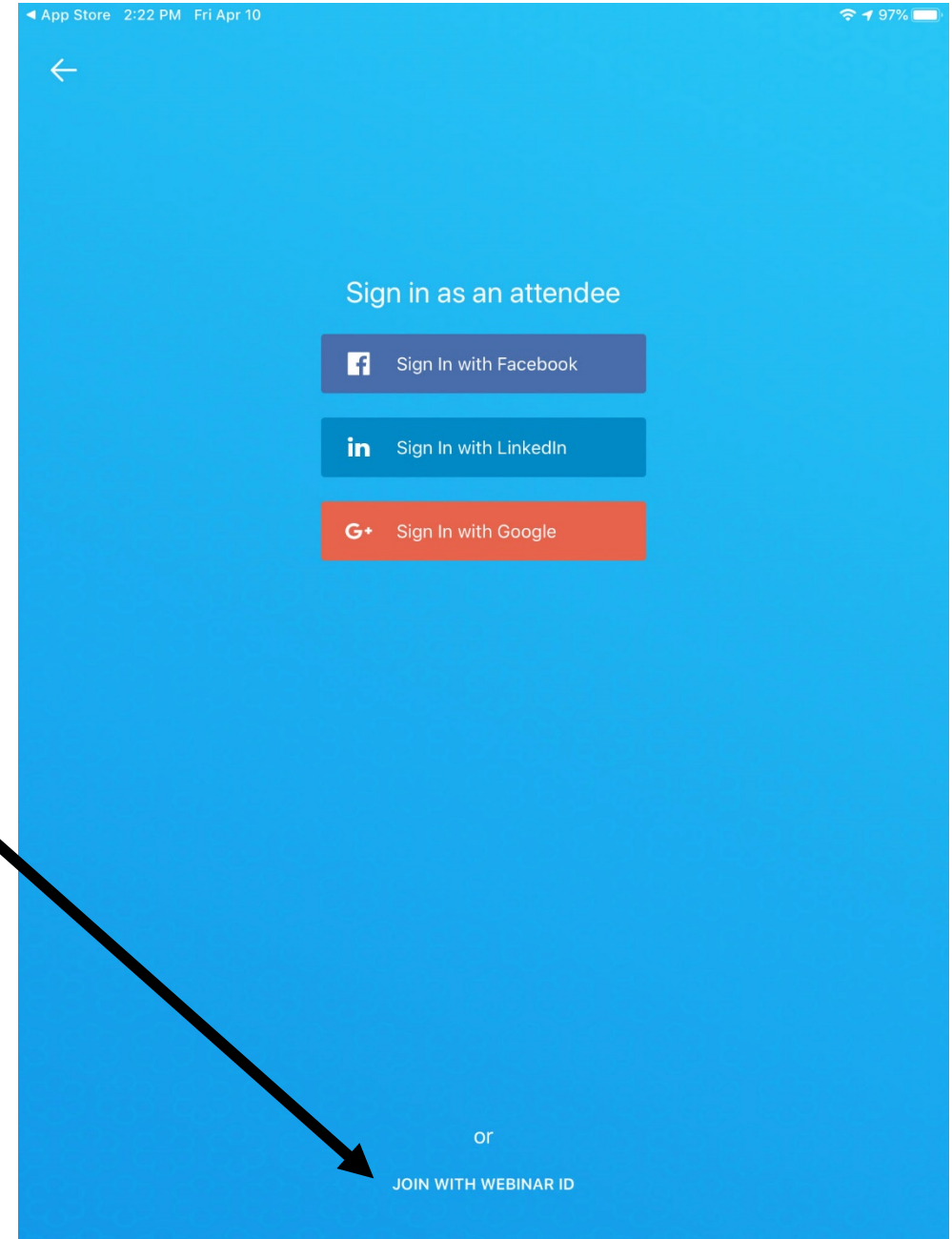
1. Click on the link in your email and follow the previous instructions in this document, or
2. Join by entering your webinar ID

The following instructions will step you through joining the webinar via the Webinar ID



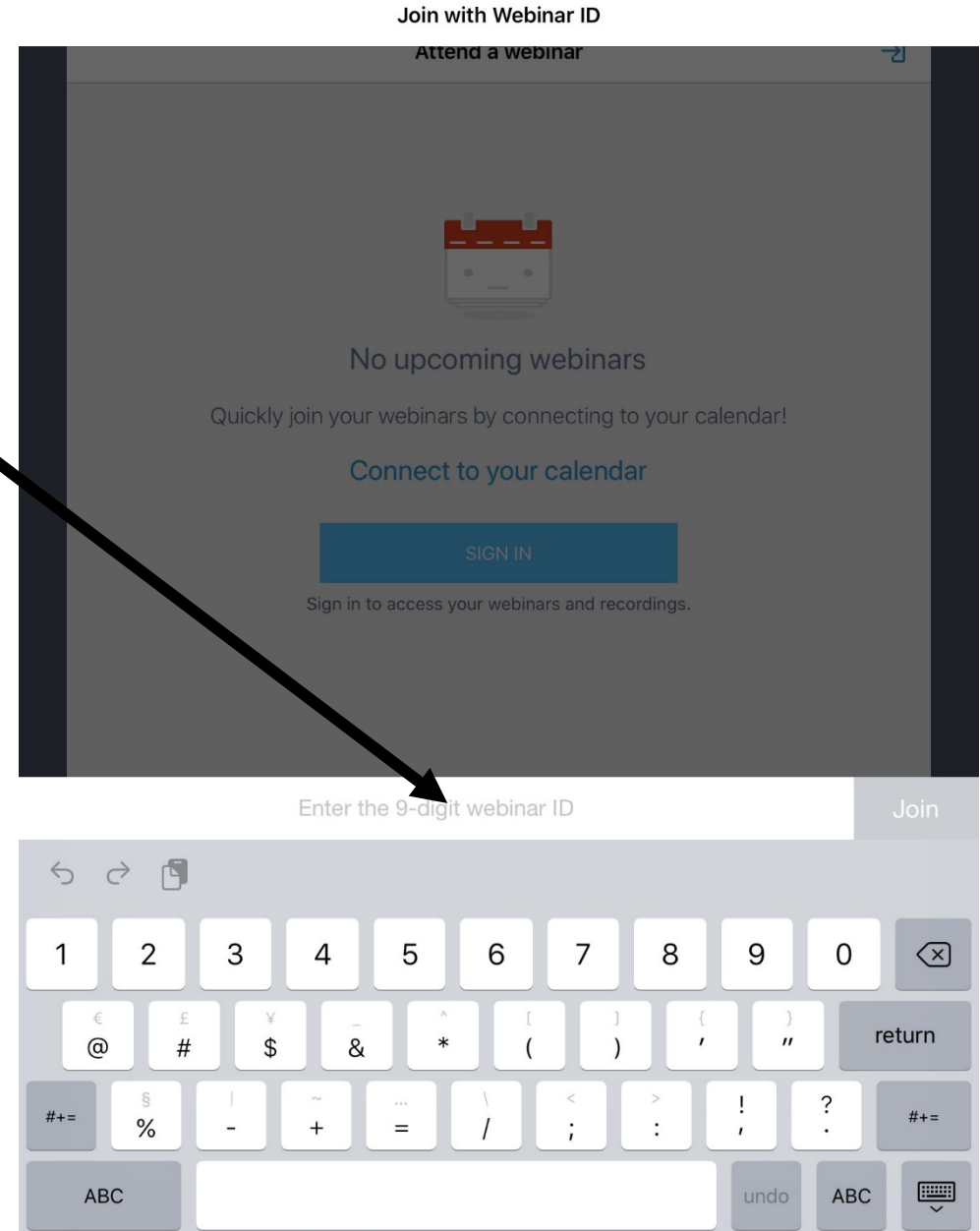
Join the Webinar

- Continue to click on Join with Webinar ID



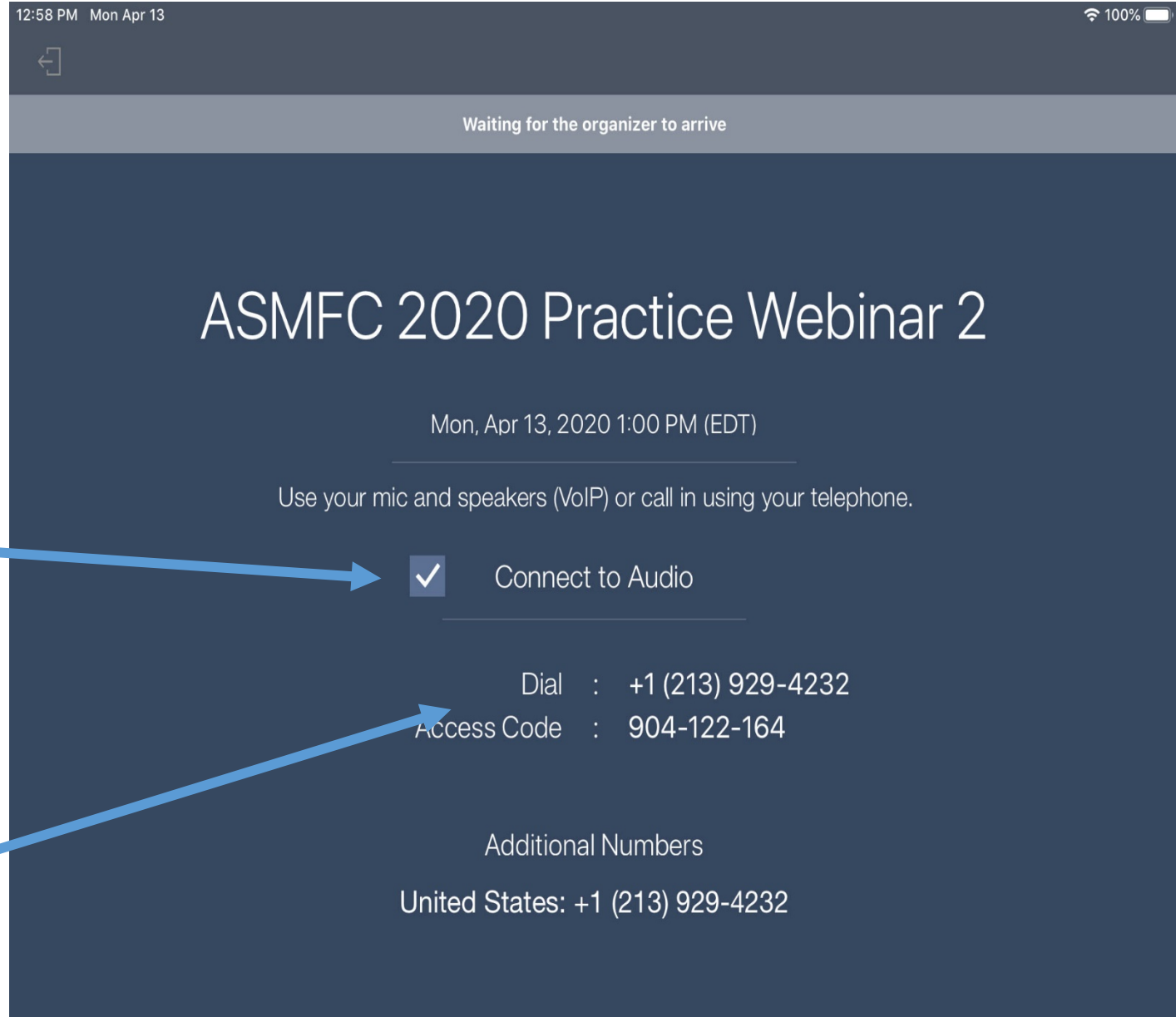
Webinar ID

- Enter the Webinar ID here (remember Days 1 & 2 have separate IDs)
- Day 1 Webinar ID: 894-169-955
- Day 2 Webinar ID: 918-539-707



Success!

- You have successfully joined the webinar.
- At this point, choose your audio connection:
 1. Voice-over IP
Click this box if you will be using your computer microphone and speakers, or
 2. Call in with the identified phone number and access code.



While in the Webinar

- You can raise your hand to be recognized by using the hand icon
- Upon being recognized to speak, you can unmute your microphone by pressing on the icon and following the provided instructions to unmute

Note: The microphone is grey when it is muted and blue when it is unmuted.



ASMFC 2020 Practice Webinar 2

Organizer : Webinar Staff 2

Presenter : Webinar Staff 2

Disconnect from Audio