

# Step one, Register!

- **In order to participate in the meeting, we strongly advise you to register for the webinar prior to the meeting.** Upon registering, you will receive a confirmation email and an access code or audio pin to allow those only joining by phone to speak at the meeting. Don't worry if you forget to register, an access code or audio pin can be provided to you by staff.



# How to Register

- After clicking the meeting webinar link, you should see a screen like this
- Fill in your name and email, organization (optional) and click register
- The name you add here (**First Name** and **Last Name**) will set how your name shows up on the webinar. **Please take care to set your name correctly. For Commissioners and proxies, we request that you add an 00 prior to your first name when registering.**





## ASMFC 2026 Spring Meeting

This will be a hybrid meeting to allow for remote participation by Commissioners and interested stakeholders in all meetings. Meeting proceedings will be broadcast daily via webinar beginning Monday, May 4 at 9 AM and continuing daily until the conclusion of the meeting (expected to be 5 PM) on Wednesday, May 6. The webinar will allow registrants to listen to board deliberations and view presentations and motions as they occur. Management boards will continue to provide opportunity to the public to bring matters of concern to the board's attention at the start of each board meeting. Board chairs will ask members of the public to raise their hands to let the chair know they would like to speak. Depending upon the number of commenters, the board chair will decide how to allocate the available time on the agenda (typically 10 minutes) to the number of people who want to speak.

### You will have access to all upcoming sessions

This webinar meets 3 times. You'll be registered for all 3 sessions.

Mon, May 4, 2026 9:00 AM - 5:15 PM EDT

Tue, May 5, 2026 8:30 AM - 4:15 PM EDT

Wed, May 6, 2026 8:00 AM - 5:00 PM EDT

[Show in my time zone](#)

### Register

\*Required field

First Name\*

Last Name\*

Email Address\*


Organization

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**

# Registration Confirmation

- After you click register, you should see a page saying you are registered



## You're Registered!

### ASMFC 2026 Spring Meeting

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[Join now](#) [Add to Calendar](#)



#### Preparing for the webinar


Before joining, [check system requirements](#) to avoid any connection issues. New to webinar? [Check out all our tips](#) on preparing for a webinar.

You'll get a confirmation email with your join link.



#### Contact info

If you have questions or comments on the webinar, contact [g2w2@asmfc.org](mailto:g2w2@asmfc.org).



#### Can't make the webinar?

[Cancel or update your registration](#)

# Joining the Webinar

- Check your email (the one you registered with)
- You should see an email from “ASMFC Meeting”
- **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**

[External] ASMFC 2026 Spring Meeting Confirmation

WS ASMFC Meeting <customercare@gotowebinar.com>  
To Madeline Musante

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)



## ASMFC 2026 Spring Meeting

Mon, May 4, 2026 9:00 AM - 5:15 PM EDT

This is a webinar in a series. [View more in this series](#)

Hello **Madeline Musante**, thanks for registering for "ASMFC 2026 Spring Meeting ."

This will be a hybrid meeting to allow for remote participation by Commissioners and interested stakeholders in all meetings. Meeting proceedings will be broadcast daily via webinar beginning Monday, May 4 at 9 AM and continuing daily until the conclusion of the meeting (expected to be 5 PM) on Wednesday, May 6. The webinar will allow registrants to listen to board deliberations and view presentations and motions as they occur. Management boards will continue to provide opportunity to the public to bring matters of concern to the board's attention at the start of each board meeting. Board chairs will ask members of the public to raise their hands to let the chair know they would like to speak. Depending upon the number of commenters, the board chair will decide how to allocate the available time on the agenda (typically 10 minutes) to the number of people who want to speak.

Before joining, be sure to [check system requirements](#) to avoid any connection issues. Learn more about your attendee experience [here](#).

### How to join the webinar

This webinar meets 3 times.

Mon, May 4, 2026 9:00 AM - 5:15 PM EDT | **Webinar ID: 165-183-795**

**Add to calendar:** [Outlook® Calendar](#) | [iCal®](#)

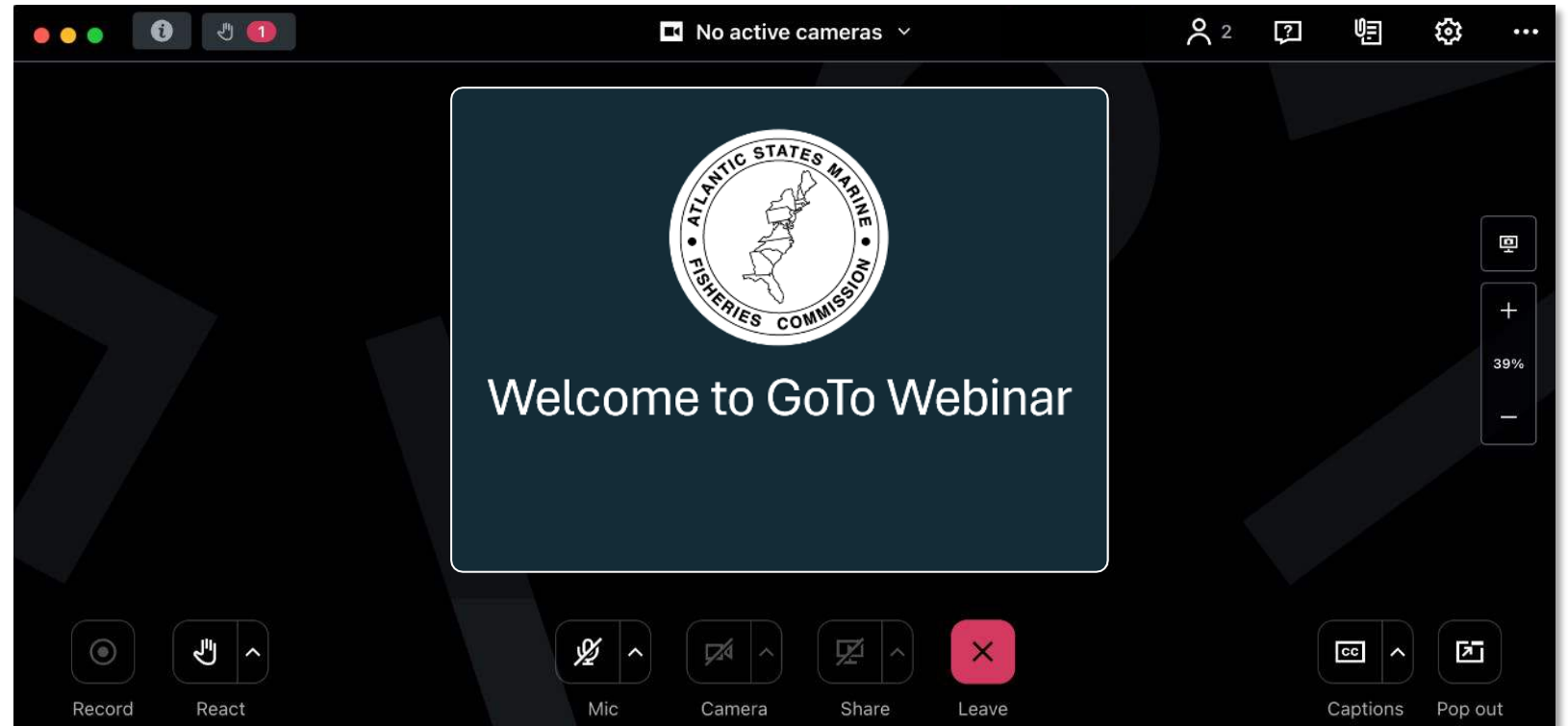
**1. Click the button to join the webinar at the specified time and date:**

[Join Webinar](#)


Note: This link is unique to you and should not be shared. If you cannot click the button, right-click it to copy and

# Accessing Control Panel

- The webinar will open in a full screen layout



# Audio Settings

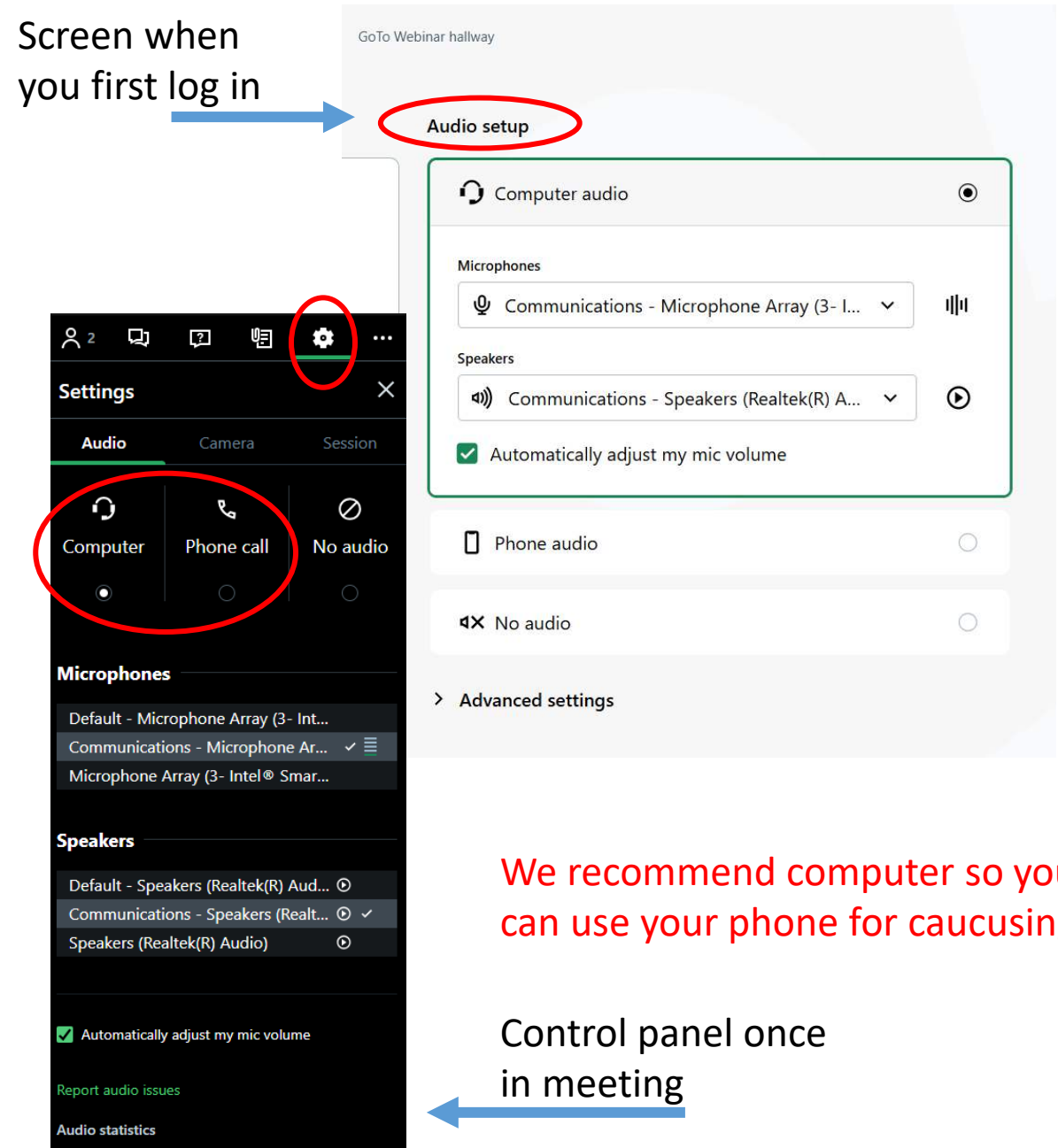
Once you log in, you will have to choose how you want to listen in and speak at the meeting. To access audio settings, go to the Settings icon . **You can change the audio settings before or after you log in.**

Choices:

1. Computer Audio
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

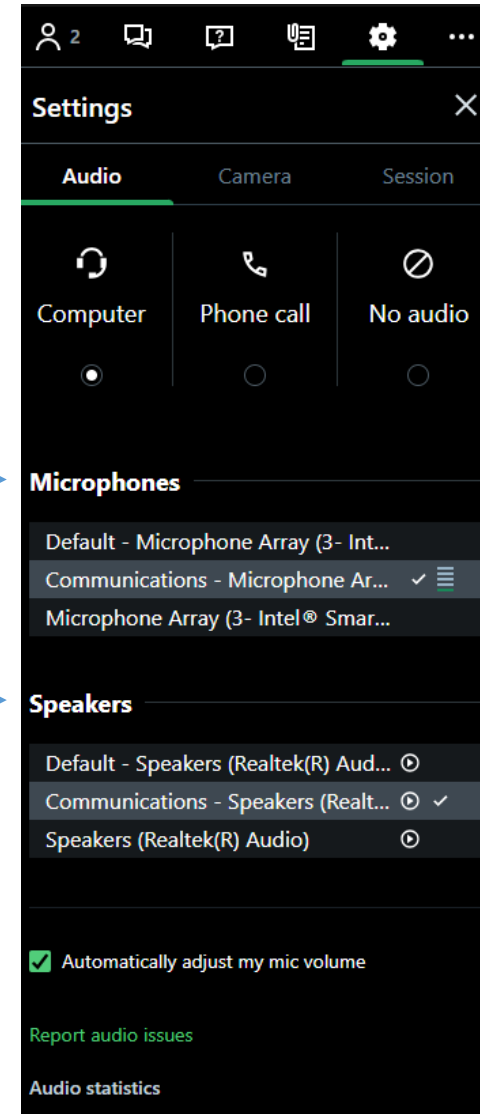


**We recommend computer so you can use your phone for caucusing**

Control panel once in meeting

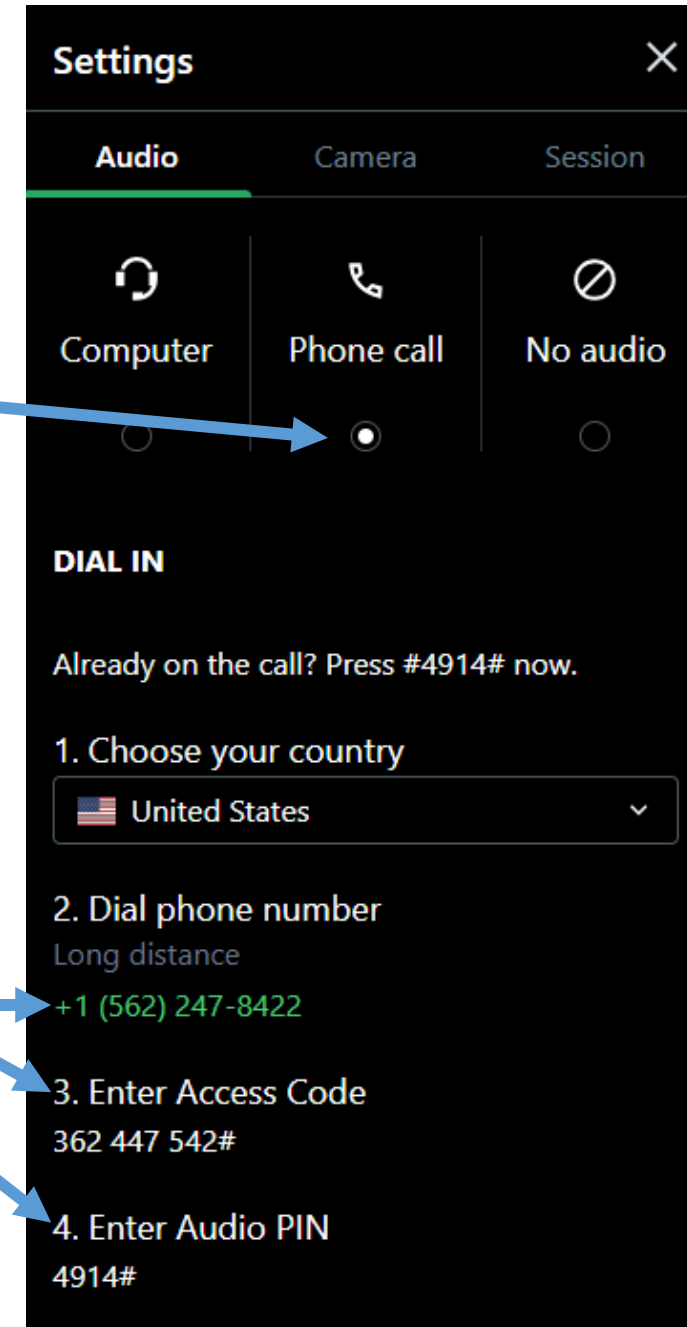
# Using Computer Audio: Recommended

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





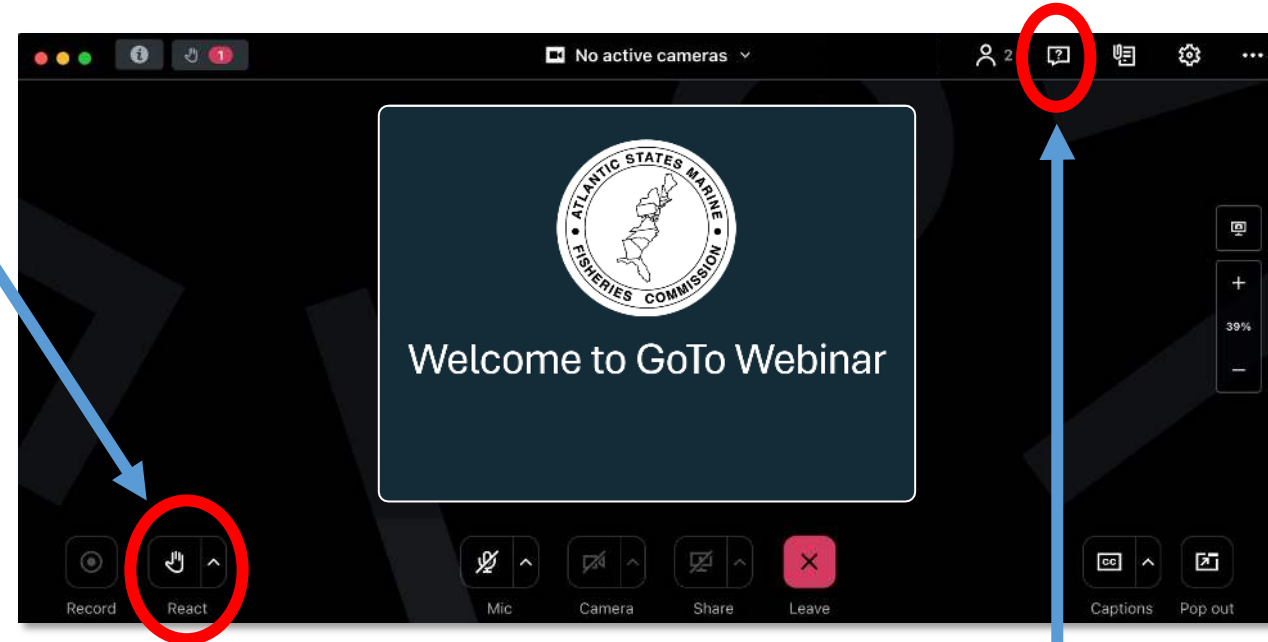
# Using Phone Audio

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





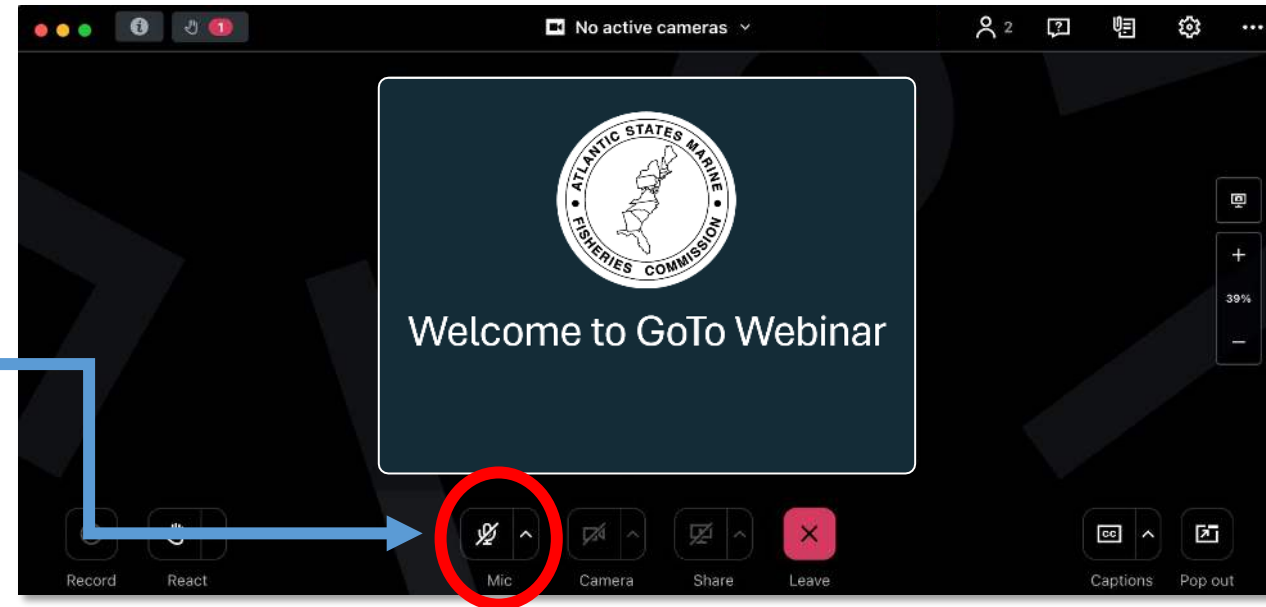
# Raising Your Hand

- If you would like to take part in discussion/ask question, raise your hand by clicking the “React” 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



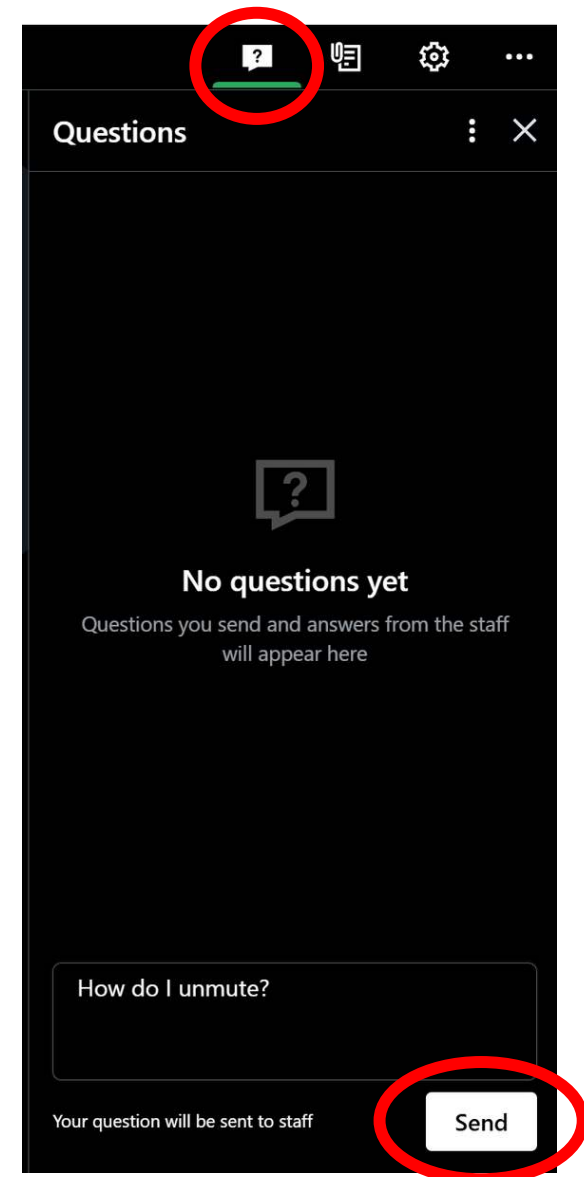
# Muting and Unmuting

- Attendees are automatically muted when joining the webinar. When you are recognized to speak, you must unmute yourself by clicking the “**Mic**” button
- If you are unmuted, the microphone symbol will be **WHITE** 
- If you are muted it will be **BLACK** 
- We will tell you when you are clear to unmute yourself
- Please mute yourself when you are done speaking



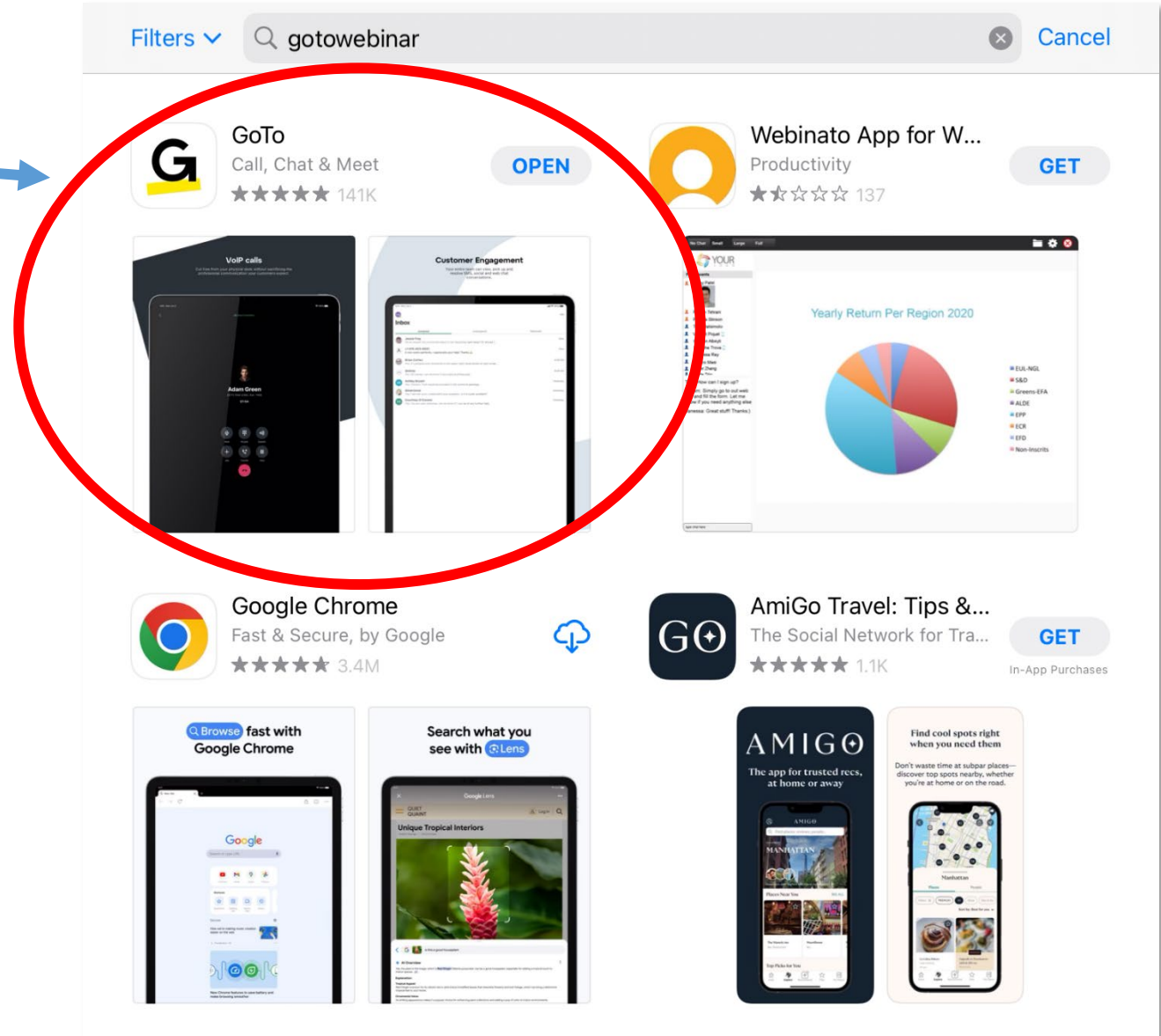
# Troubleshooting: Use the Questions Box

- Use the questions panel to contact staff regarding issues with the webinar
- To access the questions panel, go to the Questions icon:
  - Type your question and click send
  - Your question will be privately sent to staff
- Please note the questions box is intended to address technical issues with the webinar. For those submitting input, please be aware that Board members cannot view your input/questions. In the event that you want to make a comment, please raise your hand and the Board Chair will acknowledge you if there is available time. If time is limited and you would like your question addressed, please contact [info@asmfc.org](mailto:info@asmfc.org).



# Accessing the Webinar from Your iPad

- Go to the App store and download GoTo
- Click on the webinar link provided on the meeting webpage (<https://asmfc.org/events/2026-spring-meeting/>) and register



# 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 on the app via the Webinar ID**

Webinar registration


Close



**You're registered!**

Check your inbox for confirmation email on how to join on the day of webinar

**Add to calendar**

 ASMFC 2026 Spring Meeting  
Mon, May 04, 2026  
09:00 am - 05:15 pm EST

**Webinar about to start?**

[Join the webinar](#)

**For questions or comments, contact the organizer:**

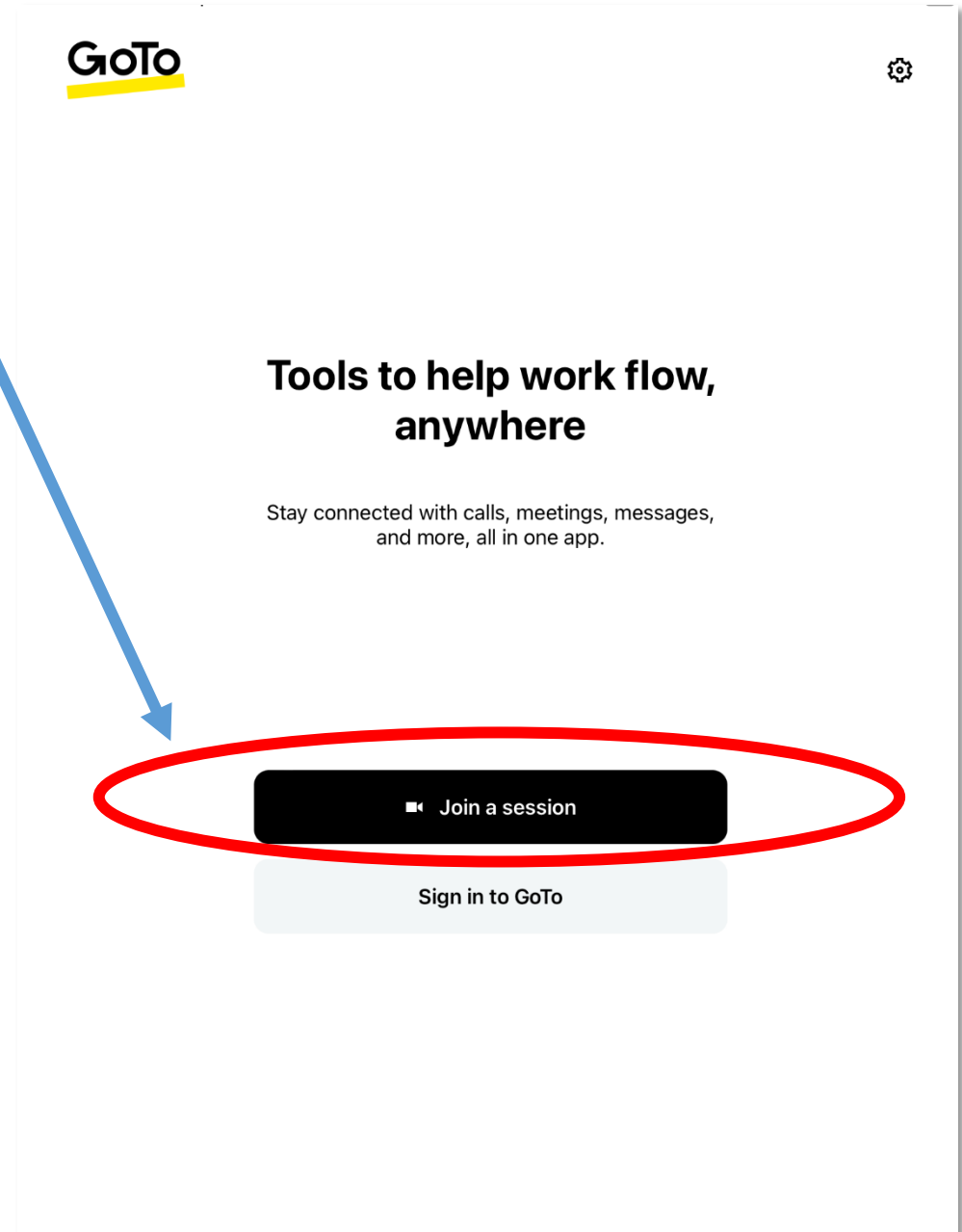
[g2w2@asmfc.org](mailto:g2w2@asmfc.org)

**Can't make the webinar?**

[Cancel my registration](#)

# Join the Webinar

- Continue to click on “Join a Session”



# Webinar ID

- Enter the Webinar ID here Webinar ID: 165-183-795
- Click **Join**

GoTo

## Join a session

Enter the session ID or name to join.

Session ID or name

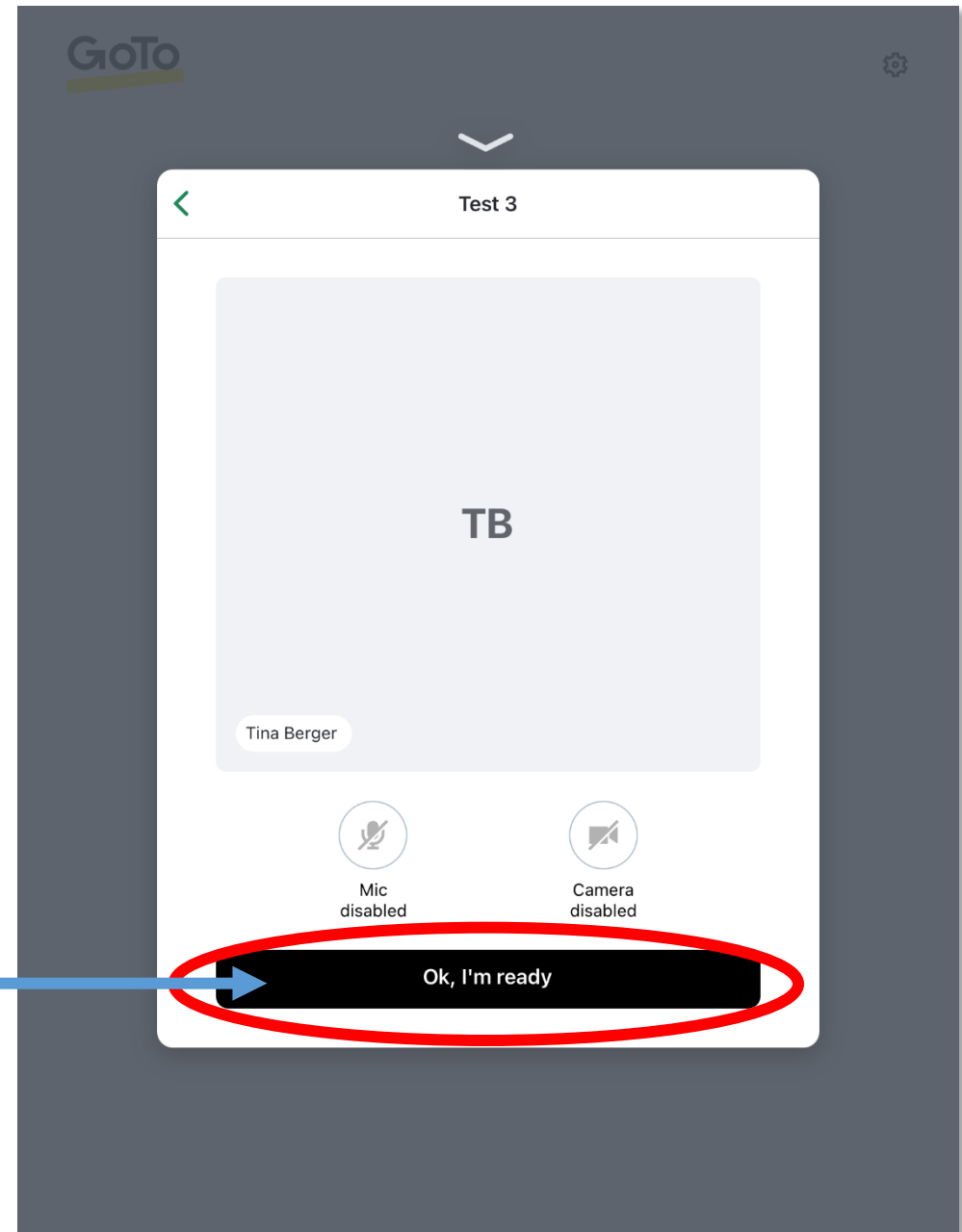
Test 3  
491-553-907

Test 2  
876-631-987

Join

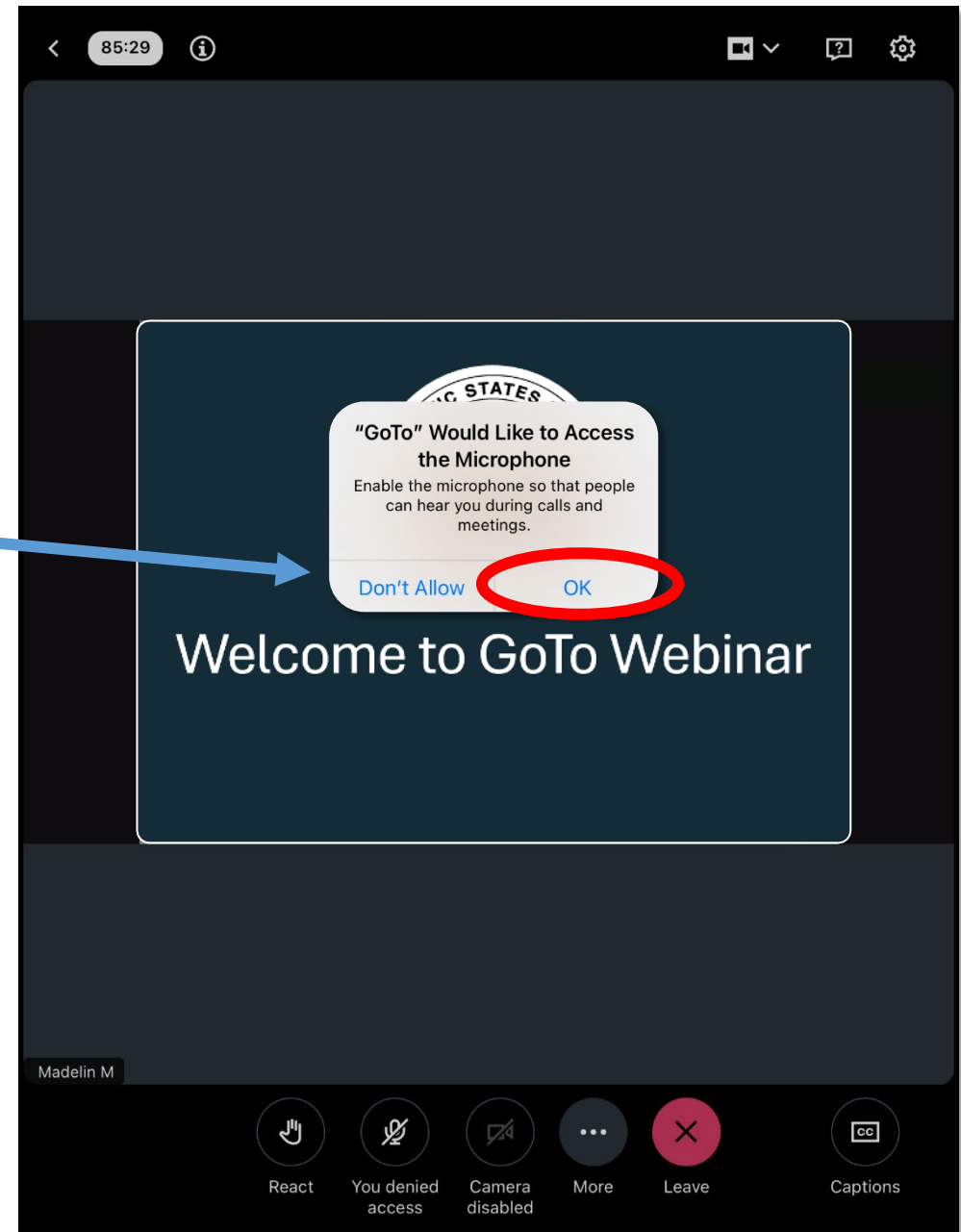
# Success!

- You are ready to join the webinar, click “**Ok, I’m ready**”
  - At this point, you will join the webinar with your **Mic Disabled** and **Camera Disabled**
1. Steps for adjusting microphone settings to follow
  2. Camera will remain disabled





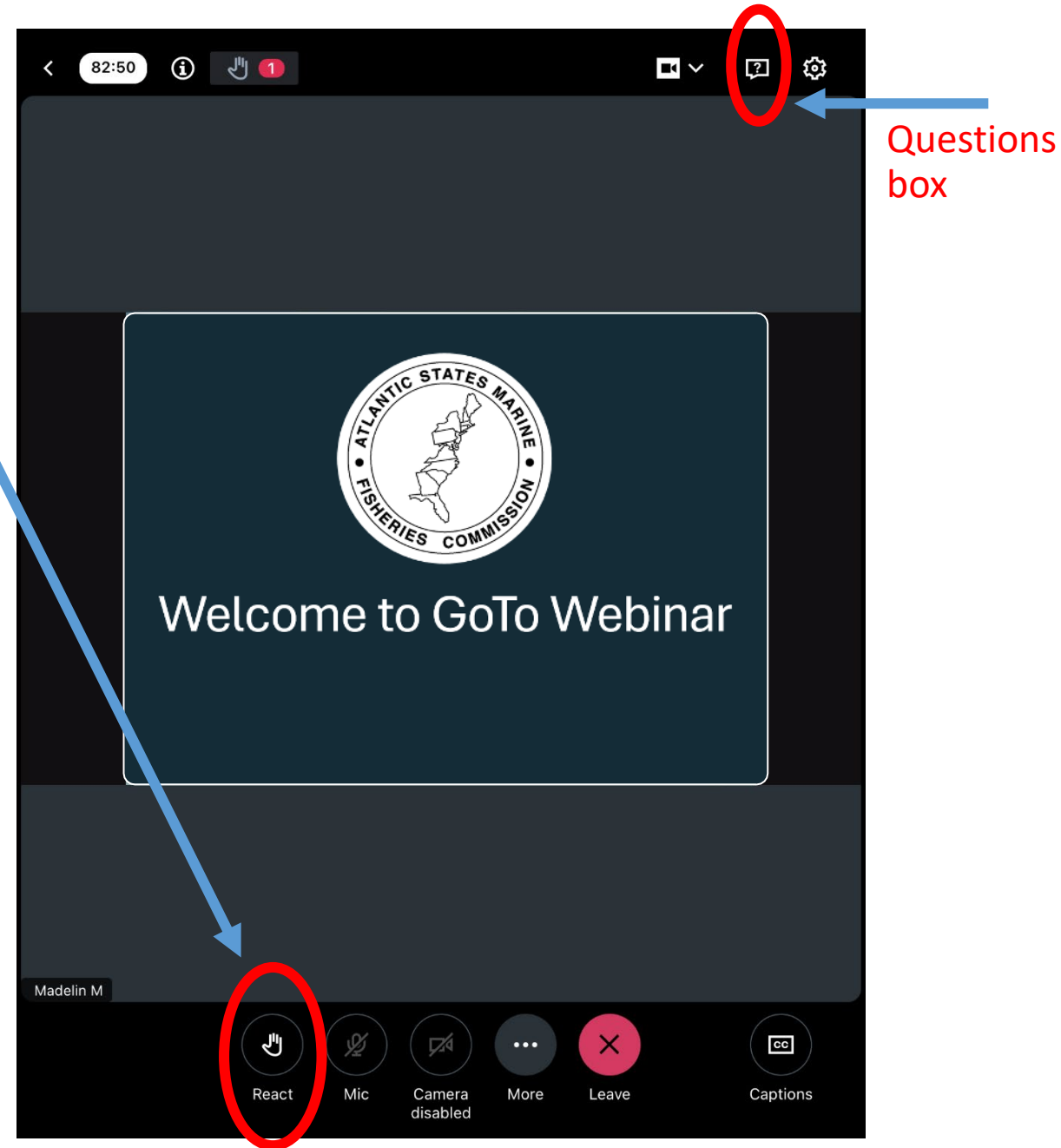
# Starting the Webinar

- You have successfully joined the webinar
- You will receive a pop-up labeled “GoTo Would Like to Access the Microphone,” click “OK”
- This will allow GoTo access to your tablet’s microphone so that if you would like to take part in discussion/ask question, your microphone is set to the correct device





# Raising Your Hand

- If you would like to take part in discussion/ask question, raise your hand by clicking the “**React**” 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 let staff know you'd like to speak by stating so in the “**Questions**” box



# Muting and Unmuting

- When you are called on to speak, you must unmute yourself by clicking the “**Mic**” button
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