

# ZOOM CHEAT SHEET

Easy to follow  
step-by-step guide

**HOW TO REGISTER  
AND ATTEND A  
GLENRAC ONLINE  
EVENT USING  
ZOOM!**

ZOOM is an online video-conferencing program that allows you to log-on and join GLENRAC events from the comfort of your own home.

This easy to follow guide will walk you through registering for, participating in and attending a GLENRAC ZOOM event.

**WHAT DO  
I NEED TO  
JOIN A ZOOM  
EVENT?**

- Laptop, tablet or smartphone
- Internet connection
- An email invitation or registration hyperlink from GLENRAC

\*You DO NOT need to create an account to join a ZOOM event

## **SOME EXTRA HANDY HINTS**

- Most GLENRAC ZOOM events are recorded. A copy of this will be emailed to you to watch later at a time that suits you
- If you are in a ZOOM event and your internet drops out or you are kicked out, return to the hyperlink. You will be able to re-enter
- The webinar will automatically close at the conclusion of the event. We'd love for you to fill out the evaluation form that pops onto the screen!



Glen Innes Natural Resources Advisory Committee

## HOW DO I REGISTER FOR A ZOOM EVENT?

- Before the event begins, visit [www.glenrac.org.au/events](http://www.glenrac.org.au/events) and click on the event
- Click on the 'Link to register:' hyperlink e.g. [bit.ly/collared](http://bit.ly/collared)
- Enter your contact information and email address and click 'Register'
- You will receive an email confirmation with a link to the event

1. Select event from [www.glenrac.org.au/events](http://www.glenrac.org.au/events)



### COLLARED: Feral Pest Animal Webinar

Tue 08/09/2020  
Join two of the region's key feral animal experts, Dr Guy Ballard & Darren Marshall, in this online webinar, as they provide landholders with an update on research on wild dogs and feral pigs, plus a new program focused on feral cats.

Tuesday 8th September, 7:00pm-8:30pm.

Link to register: [bit.ly/collaredwebinar](http://bit.ly/collaredwebinar)

Click here for rego link




click for larger image

2. Enter your details and email address



### Webinar Registration



Topic	Collared	
Description	Join two of the region's key feral animal experts, Dr Guy Ballard & Darren Marshall as they provide landholders with an update on research on wild dogs and feral pigs, plus a new program focused on feral cats.	
Time	Sep 8, 2020 07:00 PM in Canberra, Melbourne, Sydney	

Required information

First Name \*  Last Name \*

Email Address \*  Confirm Email Address \*


Register

Enter details, email and click 'Register'

3. Confirmation page with hyperlink



### Webinar Registration Approved

Topic	Collared	
Description	Join two of the region's key feral animal experts, Dr Guy Ballard & Darren Marshall as they provide landholders with an update on research on wild dogs and feral pigs, plus a new program focused on feral cats.	
Time	Sep 8, 2020 07:00 PM in Canberra, Melbourne, Sydney <a href="#">Add to calendar</a>	
Webinar ID	847 4833 4626	

Hyperlink

#### To Join the Webinar

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join: [https://us02web.zoom.us/j/84748334626?tk=euA12q7KY5b110FY6co3Ayjgk-YhE\\_oXJUR-cS79\\_0DQIAAAATu2T2hZuo0hOrzB2i8NYYVFBM02VYmmtMGZBAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA&usid=WN\\_vr2ipnUQIOXTBLhyUM-Hw](https://us02web.zoom.us/j/84748334626?tk=euA12q7KY5b110FY6co3Ayjgk-YhE_oXJUR-cS79_0DQIAAAATu2T2hZuo0hOrzB2i8NYYVFBM02VYmmtMGZBAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA&usid=WN_vr2ipnUQIOXTBLhyUM-Hw)

#### To Cancel This Registration

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

4. Email confirmation with hyperlink or 'Click Here to Join'

Thank you for registering for "Collared".

Please submit any questions to: [kelly.walsh@glenrac.org.au](mailto:kelly.walsh@glenrac.org.au)

Click Here to Join

Date Time: Sep 8, 2020 07:00 PM Canberra, Melbourne, Sydney

Join from a PC, Mac, iPad, iPhone or Android device:

[Click Here to Join](#)

Note: This link should not be shared with others; it is unique to you.

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Description: Join two of the region's key feral animal experts, Dr Guy Ballard & Darren Marshall as they provide landholders with an update on research on wild dogs and feral pigs, plus a new program focused on feral cats.

Or iPhone one-tap:

Australia: +61871501149,84748334626# or +61280156011,84748334626#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

Australia: +61 8 7150 1149 or +61 2 8015 6011 or +61 3 7018 2005 or +61 731 853 730 or +61 861 193 900

Webinar ID: 847 4833 4626

International numbers available: <https://us02web.zoom.us/j/ku6iBnTbA>

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



### HOW DO I ATTEND A ZOOM EVENT

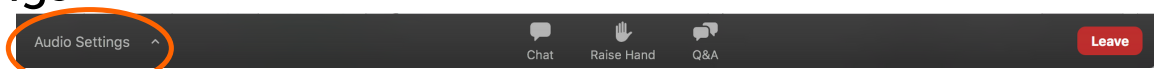
- At the time of the event, click on the hyperlink from the registration email

- You may need to click on [open.zoom.us especially the first time you use ZOOM
- You may need to click 'Allow'
- If you see 'Waiting for a Host' wait for the event host to begin the event

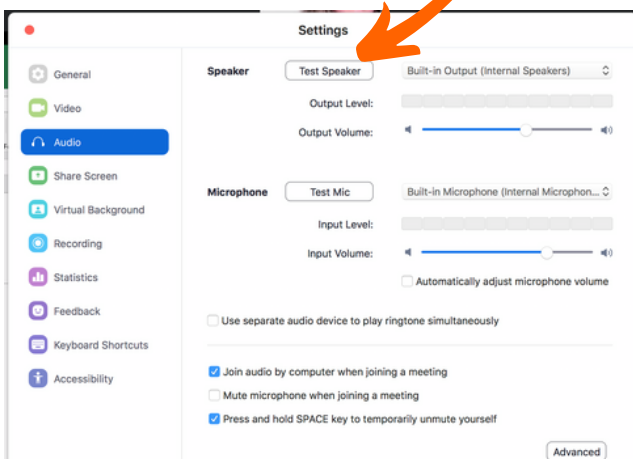
- The event will begin – you will see the host's screen playing live on your screen. Watch & enjoy!

Along the bottom of the screen you will see a bar:

- \* Audio Settings
- \* Chat
- \* Raise Hand
- \* Q&A
- \* Leave



Test speakers/microphone here



### AUDIO PROBLEMS?

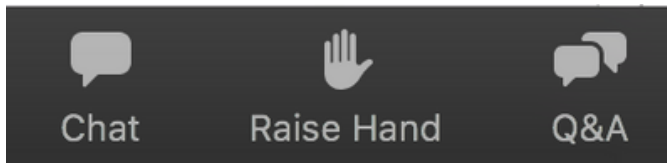
- Check your volume/speakers are turned up
- Along the bottom bar, click 'Audio Settings'. This will allow you to test your speakers and video camera
- Call GLENRAC for help if there is no change 02 6732 3443

### HOW DO I ASK QUESTIONS DURING THE EVENT?

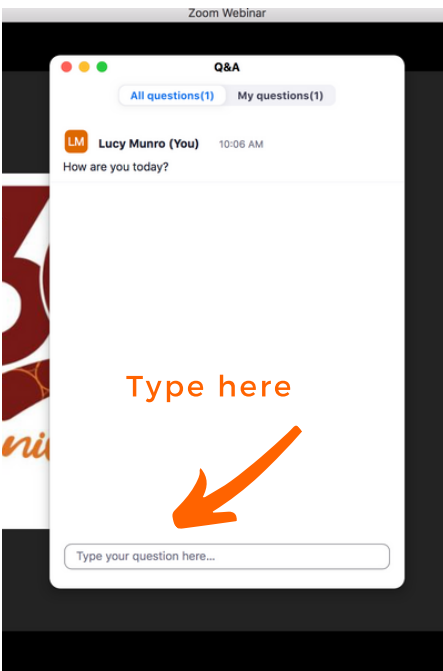
#### Q&A:

- Hover over the bottom of the screen and click 'Q&A'. You can type questions or comments in the q&a box during the webinar

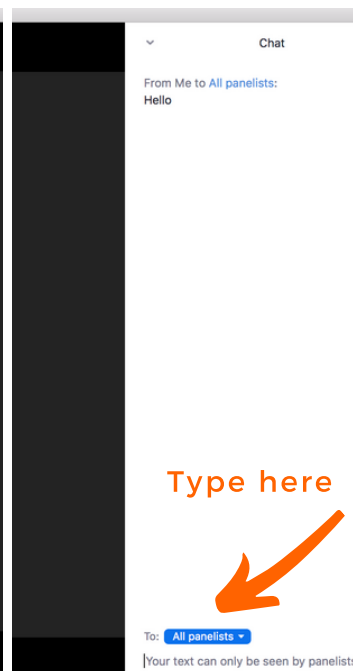
1. Communication icons in bottom bar



2. Q&A box



3. Chat box



#### CHAT:

- Hover over the bottom of the screen and click 'Chat'. A white rectangle will appear along the side of your screen. You can type questions or comments in the chatbox during the webinar

#### Raise Hand:

- Hover over the bottom of the screen and click 'Raise Hand'. This alerts the host you have a question you would like to ask aloud.

### SPEAKING DURING AN EVENT

- The host may give you the option to speak into your microphone to the group. If so:
  - \*Hover over the bottom bar and click 'Unmute'. **Turn mute back ON after**
  - \*You can choose to 'Turn video on' so attendees can see you while you speak. This isn't a necessity and may slow your internet connection