

## Presenter Webinar Controls Overview

When the presenters enter the webinar, they are able to start the webinar early or wait for the countdown clock to expire, which will start the presentation automatically.

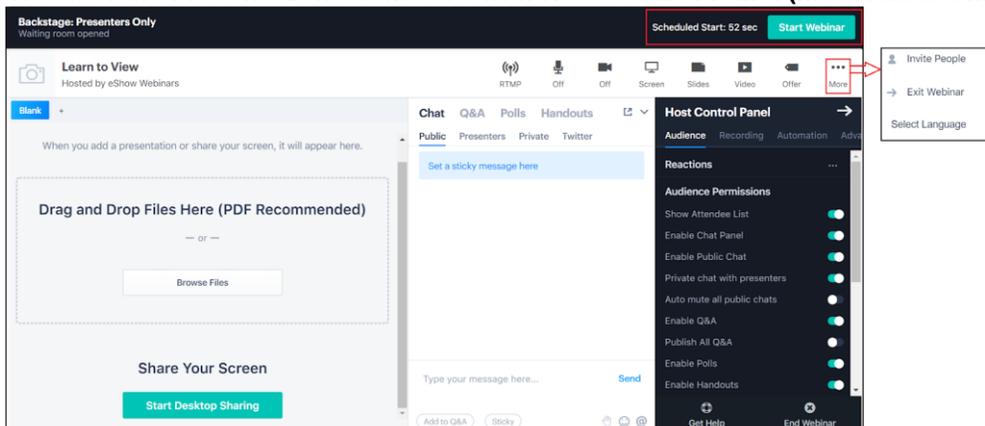
### Important:

- The countdown (Scheduled Start) and Start Webinar button only display until the countdown reaches 0.
  - After the countdown, the webinar starts automatically.
- Presenters can start the presentation early by clicking the Start Webinar button.

### Key Presenter areas:

- **Share Your Screen section:**
  - Share files
  - Share screen
  - Share video
- **Top bar:**
  - Microphone
  - Webcam
  - Screen
  - Slides
  - Video
- **Communication section:**
  - **Chat**
    - View and respond to messages
  - **QA**
    - View and answer questions
  - **Polls**
    - View responses and create poll questions
  - **Handouts**
    - Upload files for attendees to download or view
- **Host Control Panel:**
  - Only viewable to Moderators (aka Session Managers)
  - Manage audience permissions
  - Start and Stop the recording
    - **IMPORTANT:** The recording can only be started **ONE TIME**.

### Visual of the Presentation dashboard with Host Control Panel (moderators only):



## Presenters VS Moderators Webinar Controls

Presenters and Moderators have the same controls, except for the **Host Control Panel (HCP)**.

The HCP is used to manage the following:

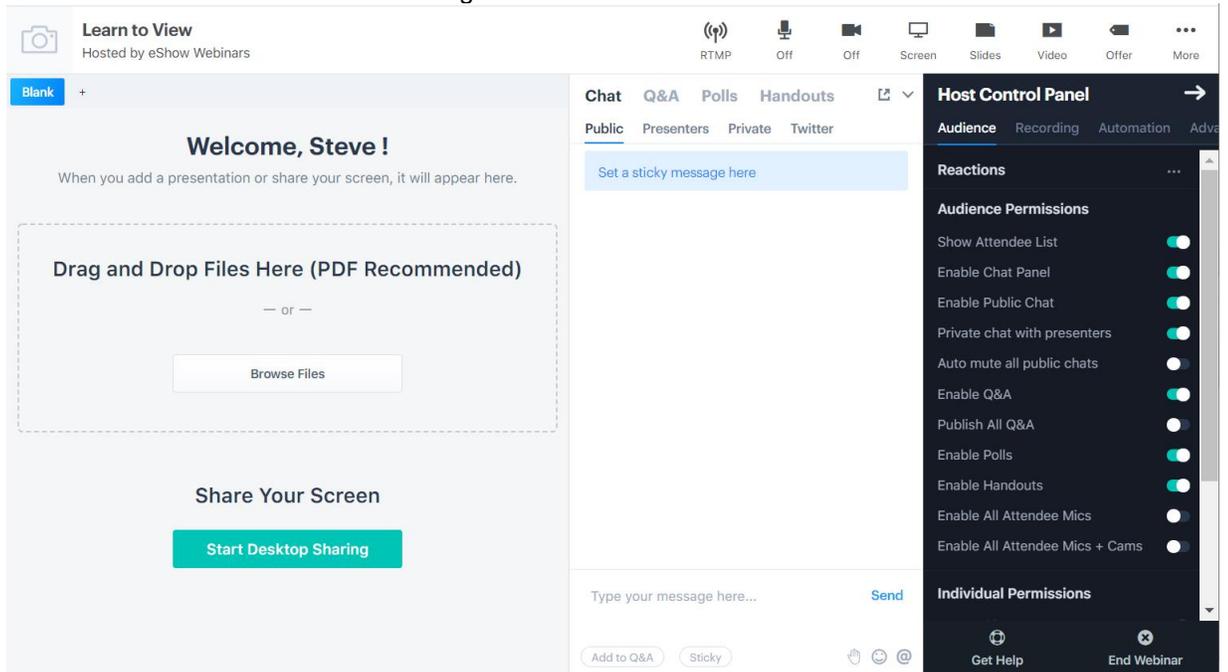
1. Audience participation controls
2. Recording start/end

### System Terminology:

eShow	Big Marker
Speaker (any role label)	<b>Presenter:</b> <ul style="list-style-type: none"> <li>• Does not have access to the Host Control Panel</li> <li>• Cannot start/end the recording</li> </ul>
Session Manager	<b>Moderator:</b> <ul style="list-style-type: none"> <li>• Has access to the Host Control Panel</li> <li>• Can start/end the record (located in the HCP)</li> </ul>

### Moderator Presentation view

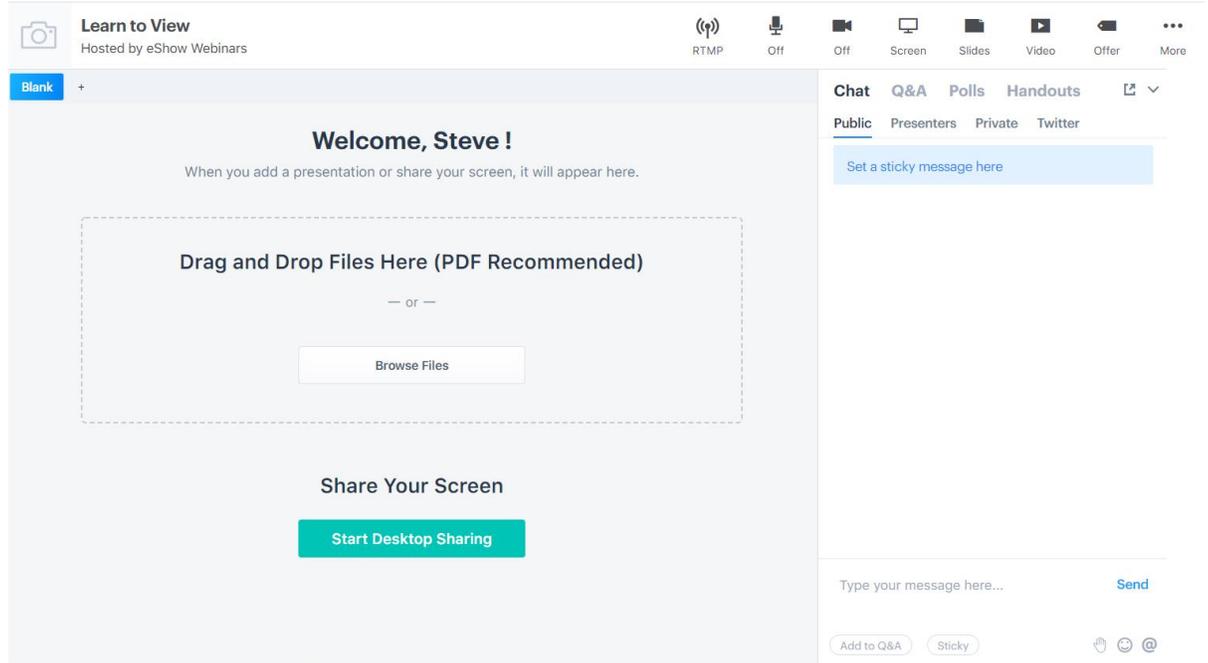
- Notice the Host Control Panel on the right.



The screenshot displays the eShow Moderator Presentation view. The main content area on the left shows a 'Welcome, Steve!' message and a 'Drag and Drop Files Here (PDF Recommended)' section with a 'Browse Files' button. Below this is a 'Share Your Screen' section with a 'Start Desktop Sharing' button. The right side of the interface features a 'Host Control Panel' with tabs for 'Audience', 'Recording', 'Automation', and 'Advanced'. The 'Audience' tab is active, showing 'Reactions' and 'Audience Permissions' with various toggle switches. At the bottom of the Host Control Panel, there are 'Get Help' and 'End Webinar' buttons. The top of the interface includes a navigation bar with icons for RTMP, Off, Off, Screen, Slides, Video, Offer, and More.

## Presenter Presentation view

- Notice the Host Control Panel is not present



The screenshot displays the Presenter Presentation view interface. At the top, there is a header bar with the title "Learn to View" and "Hosted by eShow Webinars". To the right of the header are several control icons: RTMP, Off, Off, Screen, Slides, Video, Offer, and More. Below the header, the main content area is titled "Blank" and contains a "Welcome, Steve!" message. Below the welcome message, there is a dashed box containing the text "Drag and Drop Files Here (PDF Recommended)" and a "Browse Files" button. Below this, there is a "Share Your Screen" section with a "Start Desktop Sharing" button. On the right side of the interface, there is a "Chat" panel with tabs for "Public", "Presenters", "Private", and "Twitter". The "Public" tab is selected, and it contains a "Set a sticky message here" button. At the bottom of the chat panel, there is a text input field labeled "Type your message here..." and a "Send" button. Below the input field are buttons for "Add to Q&A" and "Sticky", and icons for a hand, a smiley face, and an @ symbol.

## Starting the Webinar

### Description

When the presenters are in the Webinar Room, they are able to start the webinar one of two ways. It is not advised to start the webinar early, it should start automatically with the countdown. This way, any attendee joining on time will not miss any of the presentations.

### Two ways to start the webinar:

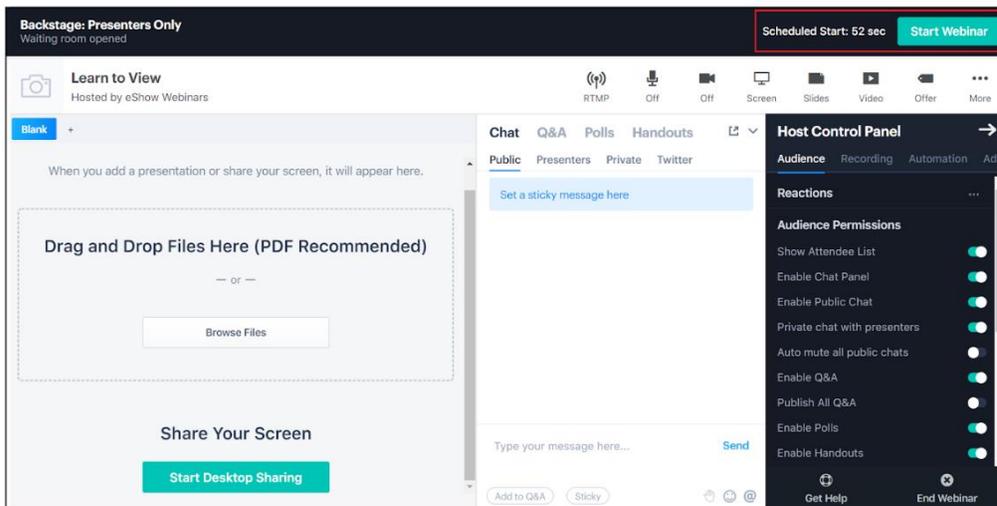
1. Clicking the **Start Webinar button** before the countdown ends:
  1. Available when the presenters are logged in.
  2. Not the preferred method of starting the webinar



2. **Waiting for the countdown to end** with a 10-second warning for broadcasting going live:
  1. Appears automatically when 10 seconds are left until start time
  2. Preferred method of starting the webinar



### Webinar Room image showing where the Bars above display:



### Instructions (see images above):

1. Wait for the countdown to run out; starts presenting automatically
  1. **Preferred method of starting the webinar**
2. Click the **Start Webinar button** before the countdown ends

## Chat

### Description

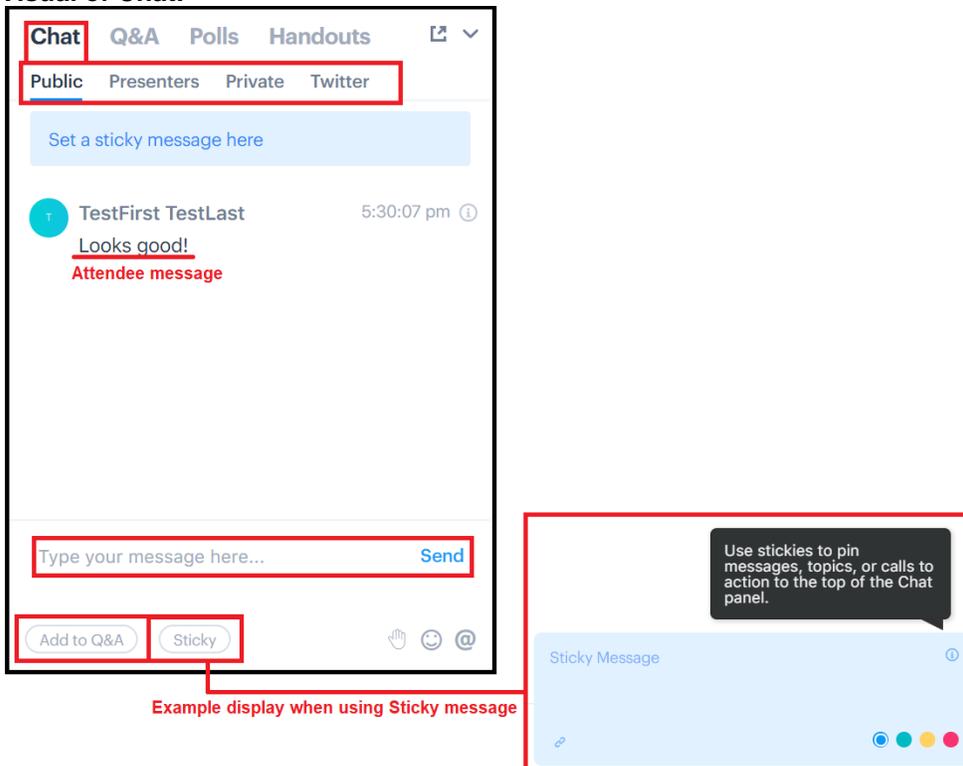
Presenters are able to chat with the following roles:

- Publicly with attendees
- Privately with attendees
- Privately with presenters
- Tweet with Twitter

### Chat vs Sticky Message:

- **Chat:** Communication back and forth between attendees and presenters
- **Sticky Message:** Communication that **stays at the top of the chat section.**
  - Used to pin messages, topics or calls to action

### Visual of Chat:



### Instructions:

1. **Select the type of chat:**
  1. Public
  2. Presenter



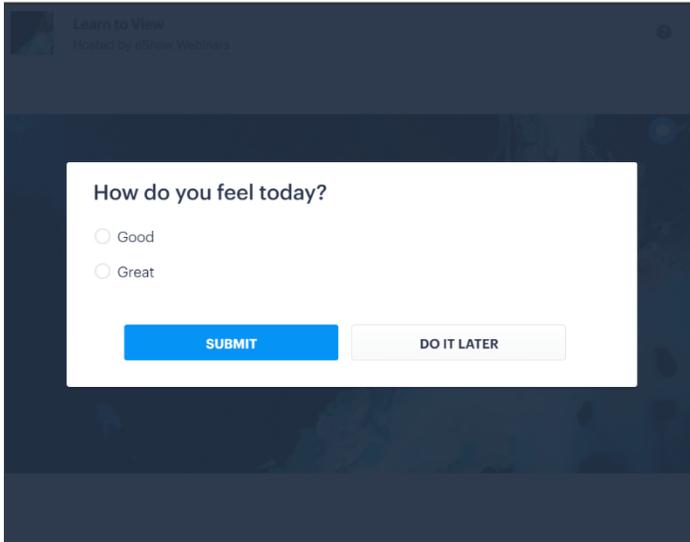
3. Private
  4. Twitter
  2. Enter the message
    1. If Private or Presenter, select the person to message
    2. If Sticky, click the Sticky button
    3. If the message is a question, click the Add to Q&A button
  3. Click the Send link
  4. Message will display
-

## ***Polling***

### Description

Polls are used to collect information from attendees. The responses can be posted for attendees to view or can be kept private. When polls are published, it pops up on the attendee screen (when it's not sent to the queue).

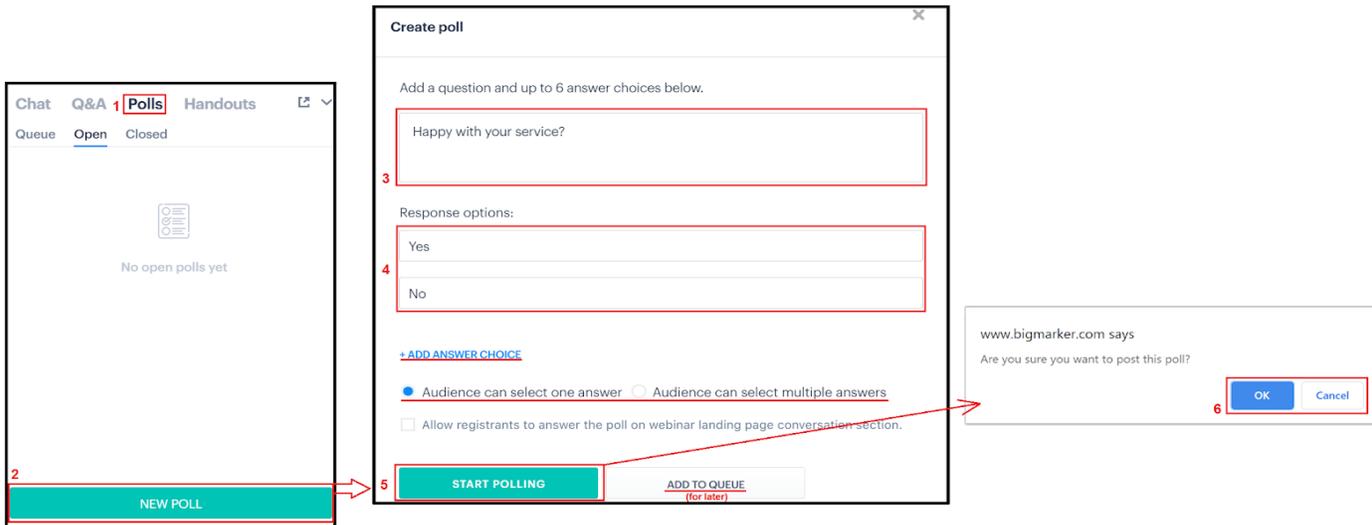
### **Example of what attendees see:**



### **Instructions for creating a new poll:**

1. Click Polls
2. Click the New Poll button on the bottom
3. Enter the question and answers
4. Update the Answer Choice, if applicable
  1. Let the attendee select more than one choice or not
5. Click the Start Polling button
6. Click the Are You Sure pop up: Confirm button
7. Attendees will now receive the poll on their screen.

**Visual instructions:**

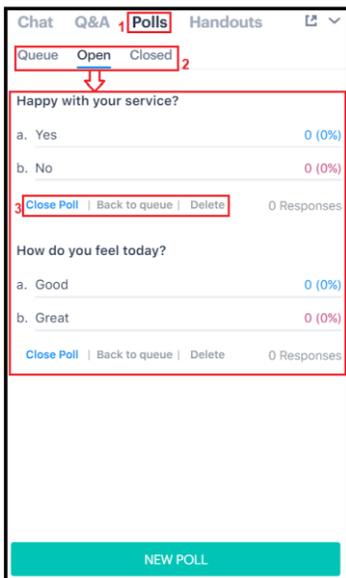


**Instructions on viewing poll results:**

1. Click Polls
2. Based on the status of the polls, click to view their result

**Visual instructions on viewing poll results:**

- Closing the poll is optional.



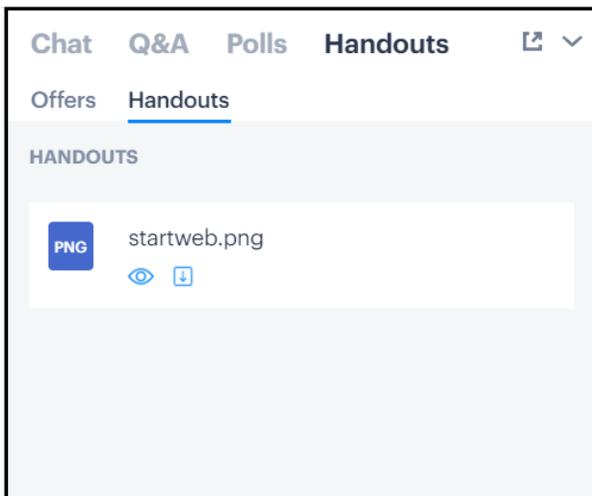
## ***Uploading Handouts***

### Description

Handouts are able to be pre-loaded as well as added on the fly, before and/or during the presentation.

### **Visual of how they display for attendees:**

- Attendees can View the file by clicking the Eye Icon
- Attendees can download the file by clicking the Download Icon



### **Instructions:**

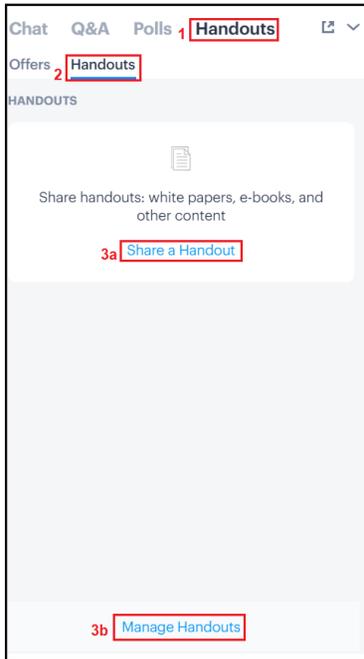
1. Click the Handouts header link
2. Click Handouts
3. If no current handouts, click:
  1. Share a Handout

**OR**

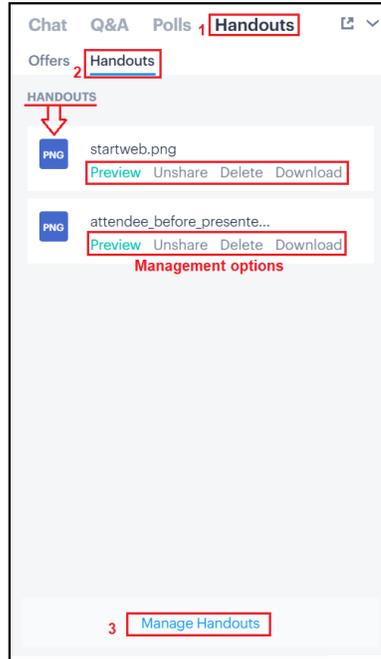
  2. Manage Handouts
4. If handouts are populated, click the Manage Handouts button
5. In the pop-up, the presenter can upload a single or multiple files
6. After uploading, select one of the following buttons:
  1. Share Now
  2. Add to Queue

## Visual instructions:

Before any handouts are uploaded:



After handouts are uploaded:

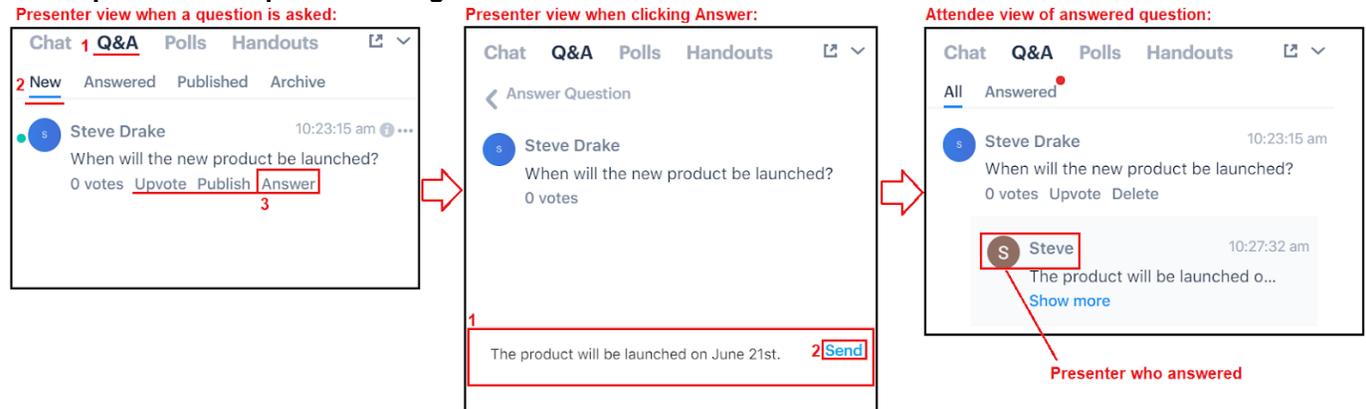


## Answering Questions

### Description

When questions are asked, the Q&A tab will display a Red Circle, notifying the presenters of a new question. The presenter or moderator can answer the question directly for the attendee as well as to publish it for all viewers to see.

### Visual process of a question being asked and answered:



### Instructions (see visual above):

1. Click the Q&A header link
2. Click New to view new questions
3. Click the Answer link
4. Enter the answer and click Send
5. Answer displays below the question for the viewer
  1. If the question was published, the question and answer is viewable to all attendees