



## **Go To Webinar Instructions for Public Attendees**

1. Register online at the link below. You will need to register using your first and last name, and email address: <https://attendee.gotowebinar.com/register/4273464556589615372>
2. You will receive a confirmation email from Mark Olson / GoToWebinar ([customercare@gotowebinar.com](mailto:customercare@gotowebinar.com)), which will have your access information.
  - **Please do not share this information with anyone; this is an access code that can only be used by one user.**
  - You will also receive a reminder email one day prior to the meeting with your access information (see sample email on page 2).
3. You can join the webinar by computer or smartphone.
  - If joining by computer, click the link in the invitation email. You will be prompted to run the GoToWebinar application.
  - If using a smartphone, you can also download the GoToWebinar app in advance, and join the meeting using the webinar ID, provided in the email invitation.
    - [iPhone GoToWebinar app download link](#)
    - [Android GoToWebinar app download link](#)
  - If joining by telephone only, dial the number provided in the confirmation and reminder emails, and enter your unique access code when prompted. You will have access to the meeting audio in listen-only mode.

### **Note re: Public Comments**

*As a reminder, MTS requests for all public comments to be submitted to the Clerk of the Committee. All public comments received by 4:00 p.m. PST on Wednesday, September 16<sup>th</sup> will be recorded in the public record and will be provided to ASAC Members in advance of the meeting. Please email your public comments to [Vassilena.Lerinska@sdmts.com](mailto:Vassilena.Lerinska@sdmts.com).*

## Sample Email Confirmation:

### How to Join the Webinar

#### 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:

Access Code:

Audio PIN: Shown after joining the webinar

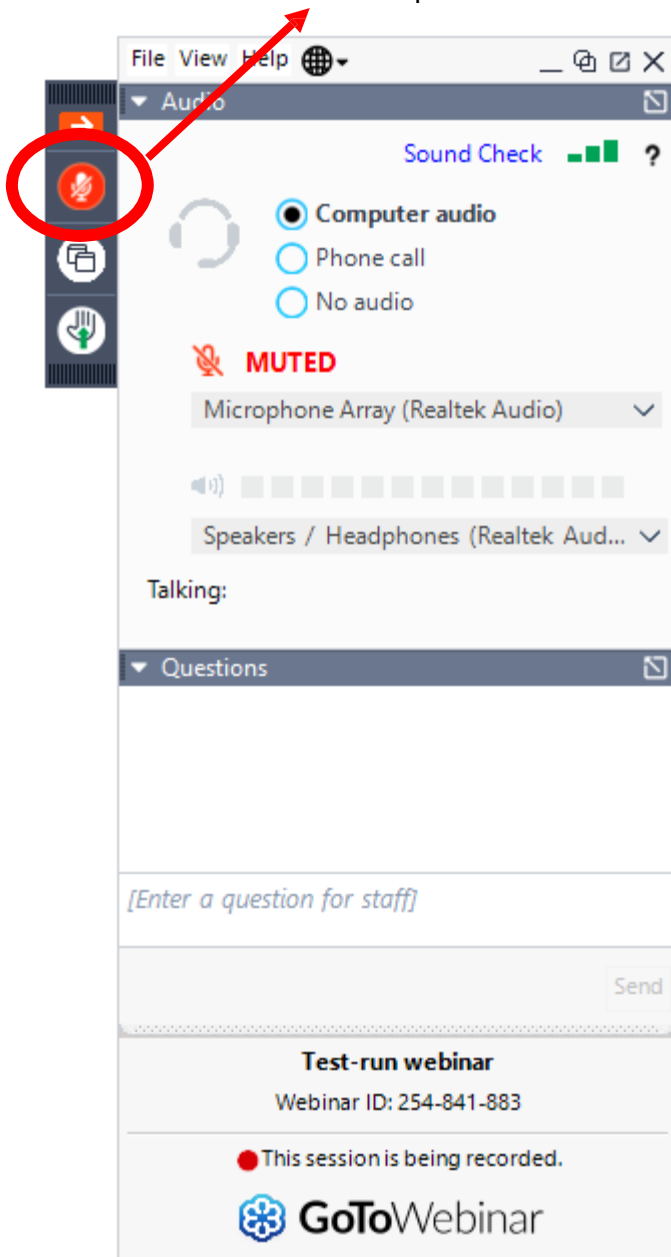
Webinar ID:

### To Cancel this Registration

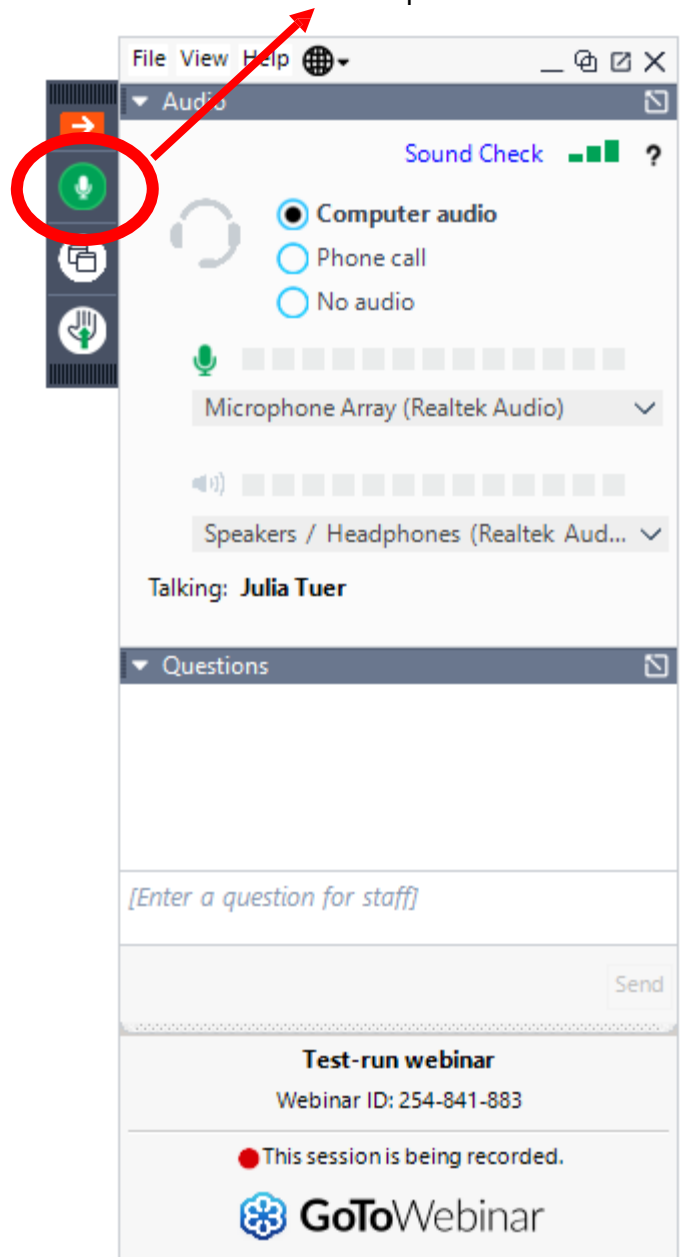
If you can't attend this webinar, you may [cancel your registration](#) at any time.

**MUTE/UNMUTE FUNCTIONS:**

Microphone is muted

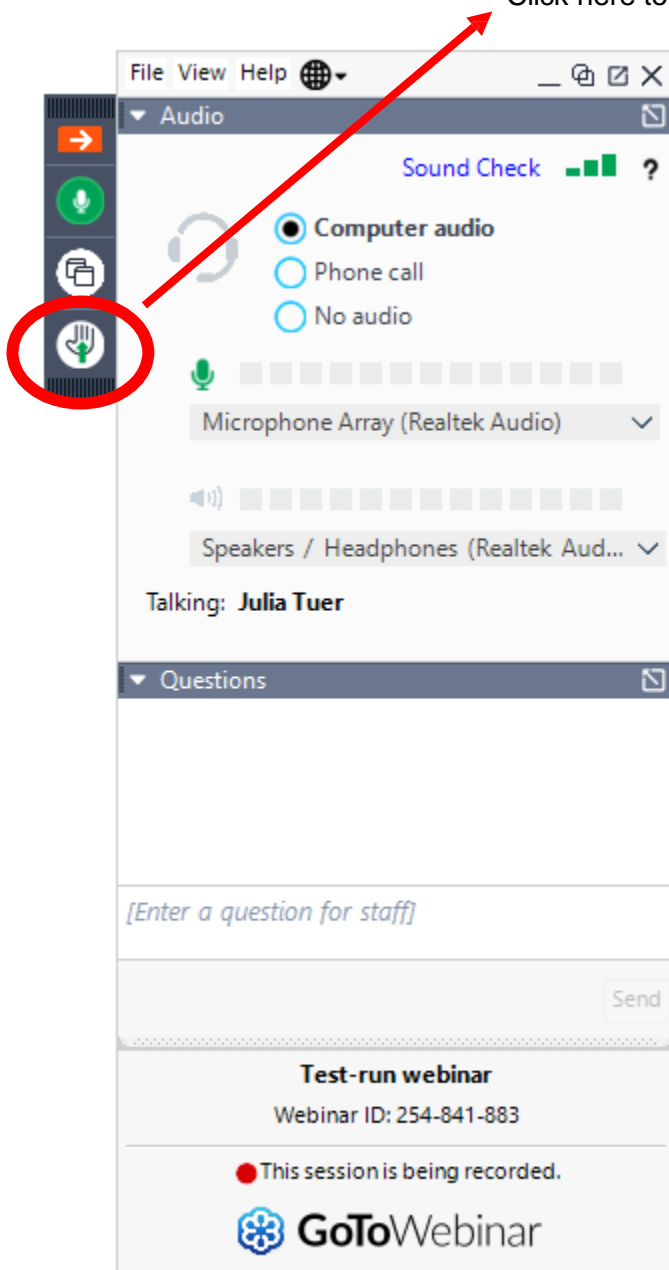


Microphone is unmuted



**RAISE HAND FUNCTION:**

Click here to raise hand



**ASK A QUESTION (TO MTS STAFF):**

The screenshot shows a GoToWebinar interface. At the top, there is a menu bar with 'File', 'View', and 'Help'. Below the menu bar is a 'Sound Check' section with a volume indicator and a question mark. The audio settings are displayed, including 'Computer audio' (selected), 'Phone call', and 'No audio'. The microphone is set to 'Microphone Array (Realtek Audio)' and the speakers are set to 'Speakers / Headphones (Realtek Aud...)'. Below the audio settings, it says 'Talking: Julia Tuer'. A red box highlights the 'Questions' section, which contains a text input field with the placeholder text '[Enter a question for staff]' and a 'Send' button. Below the question input field, there is a section for 'Test-run webinar' with the Webinar ID: 254-841-883. At the bottom, there is a red dot indicating 'This session is being recorded.' and the GoToWebinar logo.

Type questions/comments to staff here