



### **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/291042240968422670>
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, but will not be able to view the PowerPoint presentations.

As a reminder, MTS requests for all public comments to be submitted to the Clerk of the Budget Development Committee. All public comments received by 4:00 p.m. PST on Friday, April 23<sup>rd</sup> will be recorded in the public record and will be provided to MTS Budget Development Committee Members in advance of the meeting. Please email your public comments to [lucia.mansour@sdmts.com](mailto:lucia.mansour@sdmts.com) . If you would like to make a public comment live during the meeting, staff will also be able to mute/un-mute you during the meeting for public comments. All participants must follow the above registration instructions to participate in the meeting.

## 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

**SAMPLE**

Access Code:

Audio PIN: Shown after joining the webinar

Webinar ID:

**SAMPLE**

### To Cancel this Registration

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