

## **Go To Webinar Instructions for San Diego Regional Building Authority (SDRBA) Meeting**

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/8260912741144220430>
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](#)
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  - If joining by telephone only, dial the number provided in the confirmation and reminder emails, and enter your unique access code when prompted.

As a reminder, MTS requests for all public comments to be submitted to the SDRBA Clerk by 4:00 p.m. PST on Monday, May 11<sup>th</sup>. All public comments will be recorded in the public record and will be provided to SDRBA Members in advance of the meeting. Please email your public comments to [julia.tuer@sdmts.com](mailto:julia.tuer@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: +1 **SAMPLE**

Access Code: **SAMPLE**

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.