iSIFT USER MANUAL

Webinars

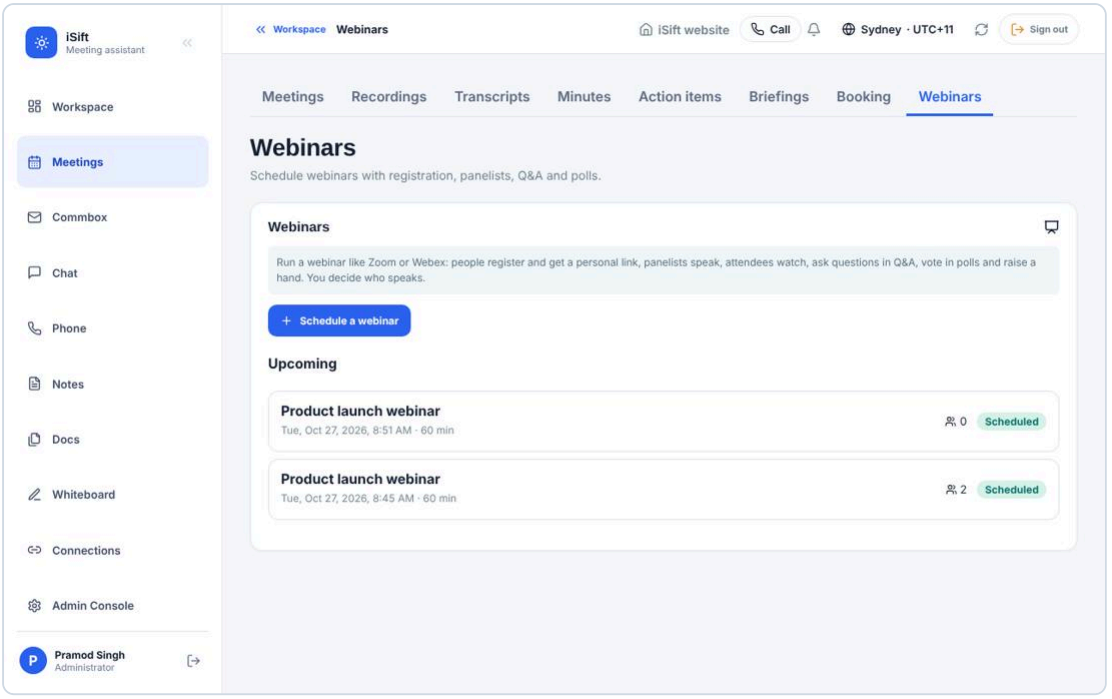
Run a webinar like Zoom or Webex: registration, panelists, a practice session, private questions, polls, letting people speak and reports.

1. Open Webinars
2. Schedule the webinar
3. Share the registration page
4. Prepare polls
5. People register
6. Attendees get their link
7. Practice session
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15. Reports and follow-up

1 Open Webinars

Go to Meetings and choose the Webinars tab. Your webinars are listed under Upcoming and Past. Press Schedule a webinar.

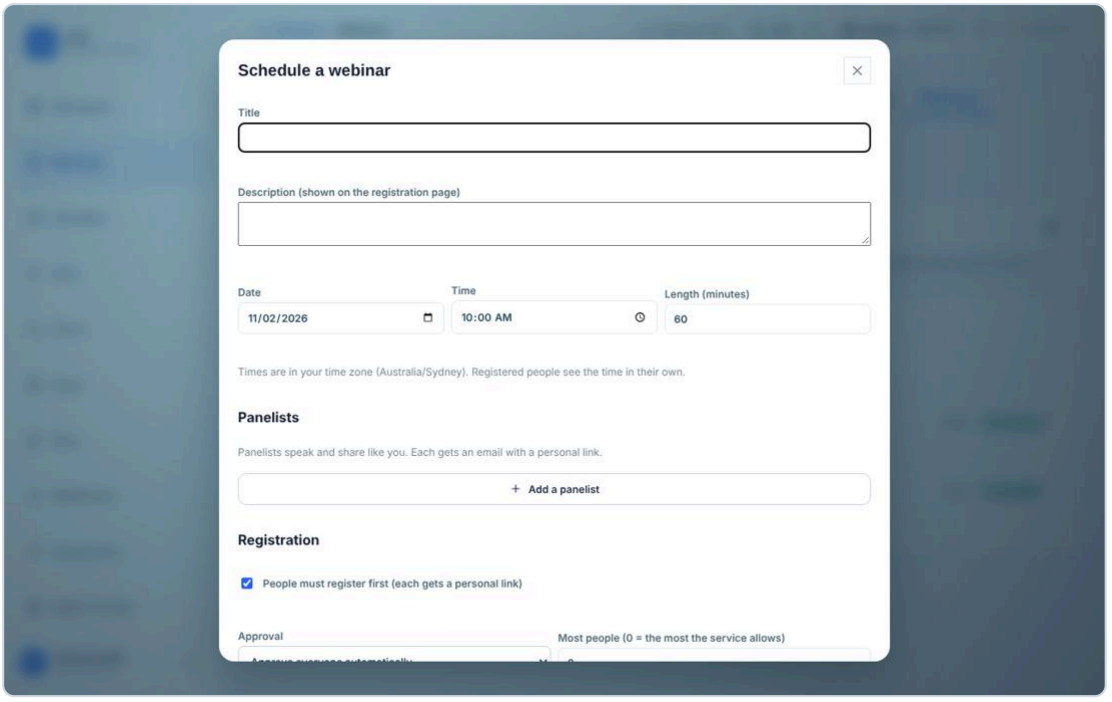
> **Good to know:** Webinars must be switched on in Admin Console, Customers, Modules, and allowed for your plan.



2 Schedule the webinar

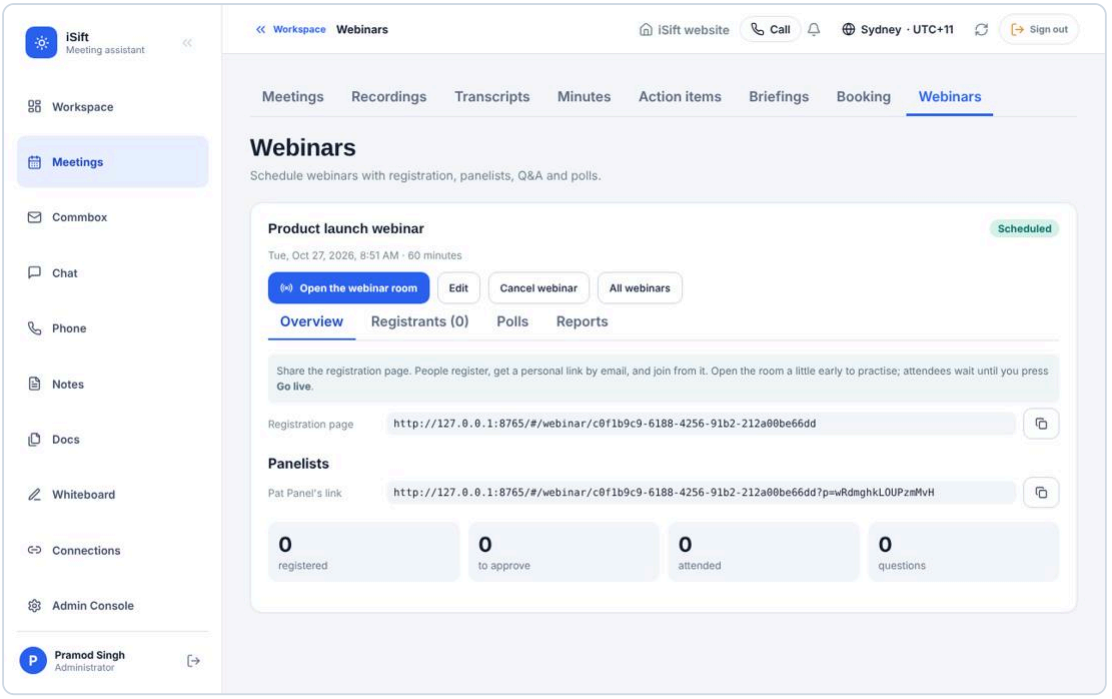
Give it a title and description, a date, time and length. Add panelists (they speak and share like you). Choose whether people must register, whether you approve each one, and add extra questions. Set chat to go to you only, Q&A, raise hand, reminders and follow-up emails.

> **Good to know:** The chat default Goes to me only keeps attendee questions private.



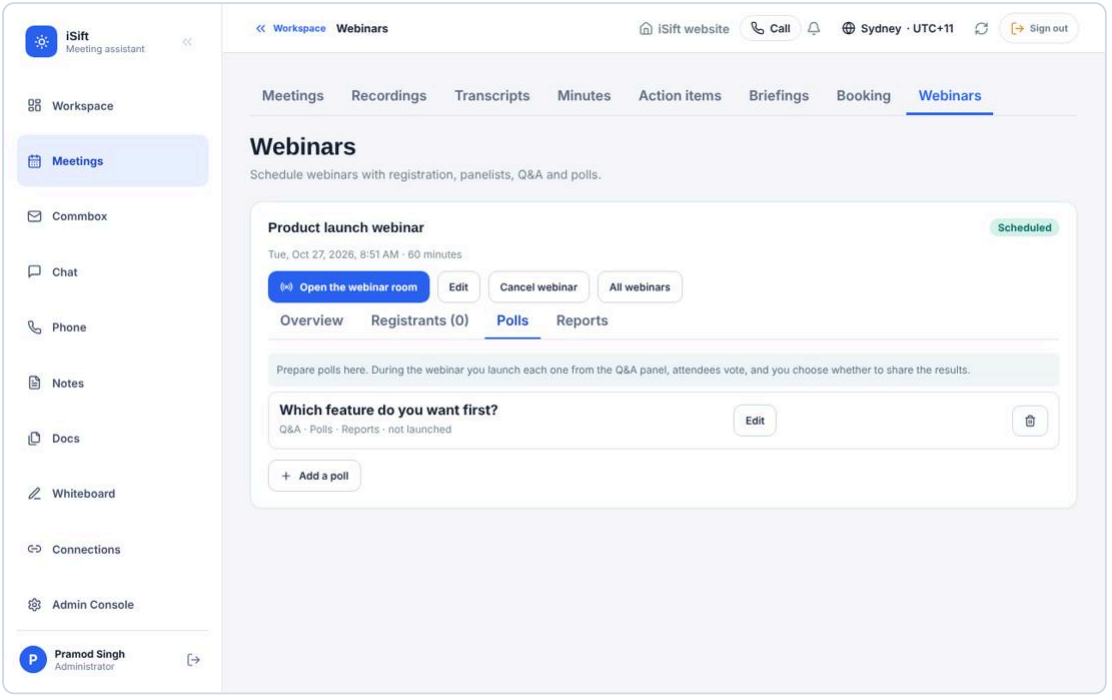
3 Share the registration page

The webinar page shows the registration link and a personal link for each panelist. Copy the registration link and share it anywhere. Registered people and panelists are emailed their own links.



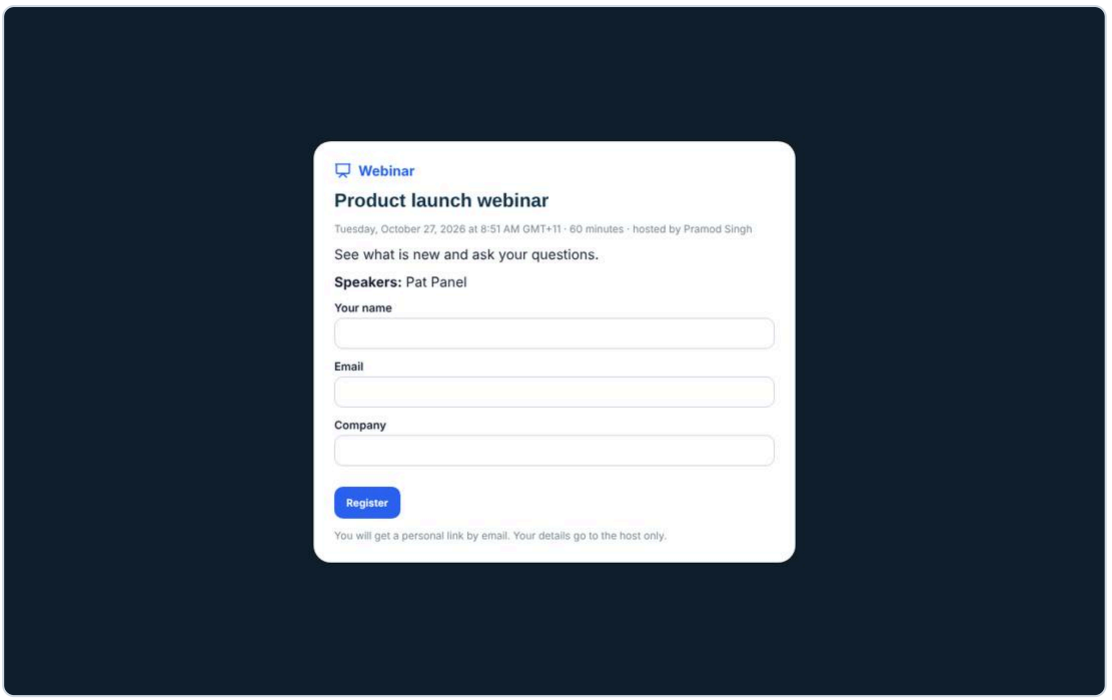
4 Prepare polls

Open the Polls tab and add questions with up to ten answers. You launch each poll from the room during the webinar.



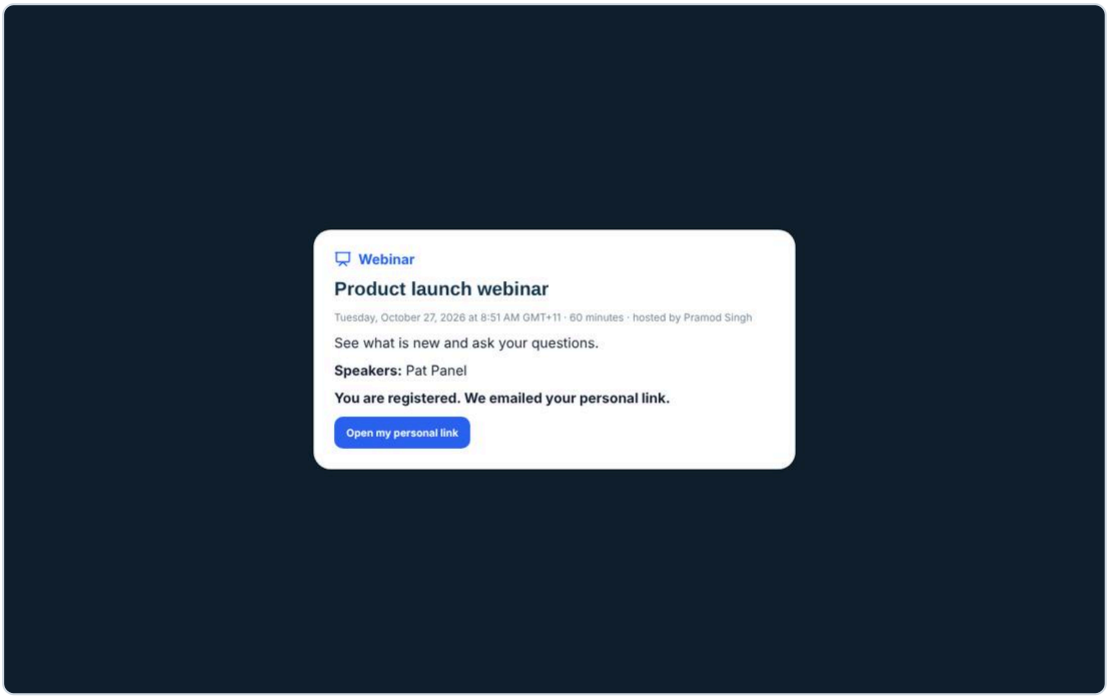
5 People register

Attendees open your registration link, enter name and email (and any questions you added) and press Register. They receive a personal link by email.



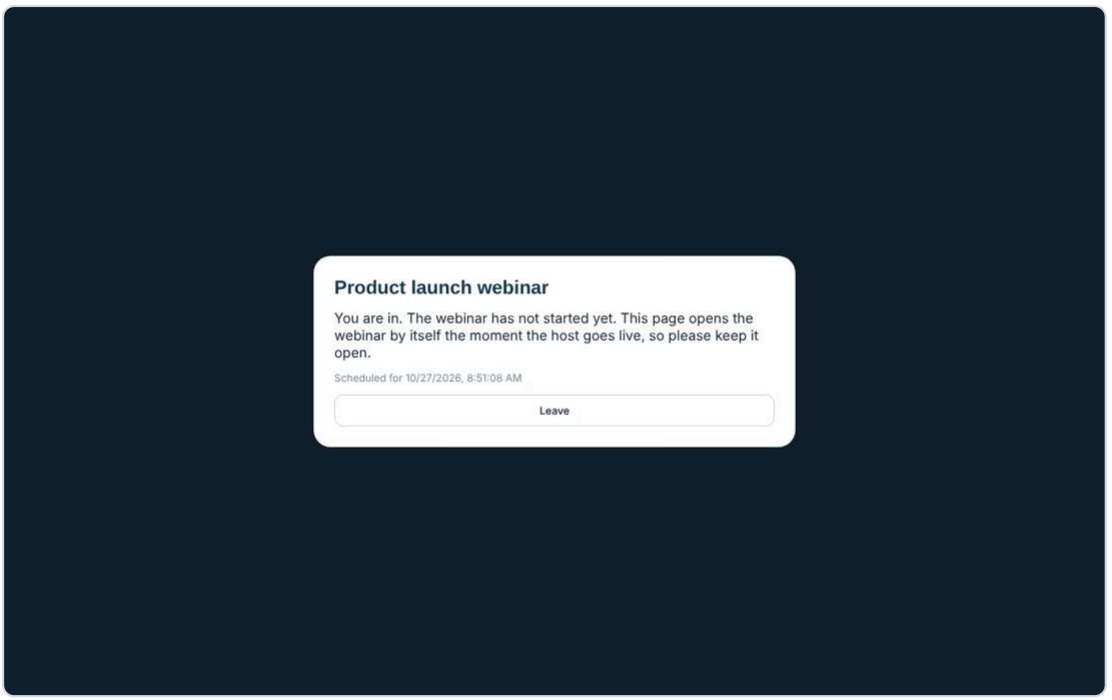
6 Attendees get their link

After registering, an attendee can press Open my personal link, then Join the webinar. They can also add it to their calendar from that page.



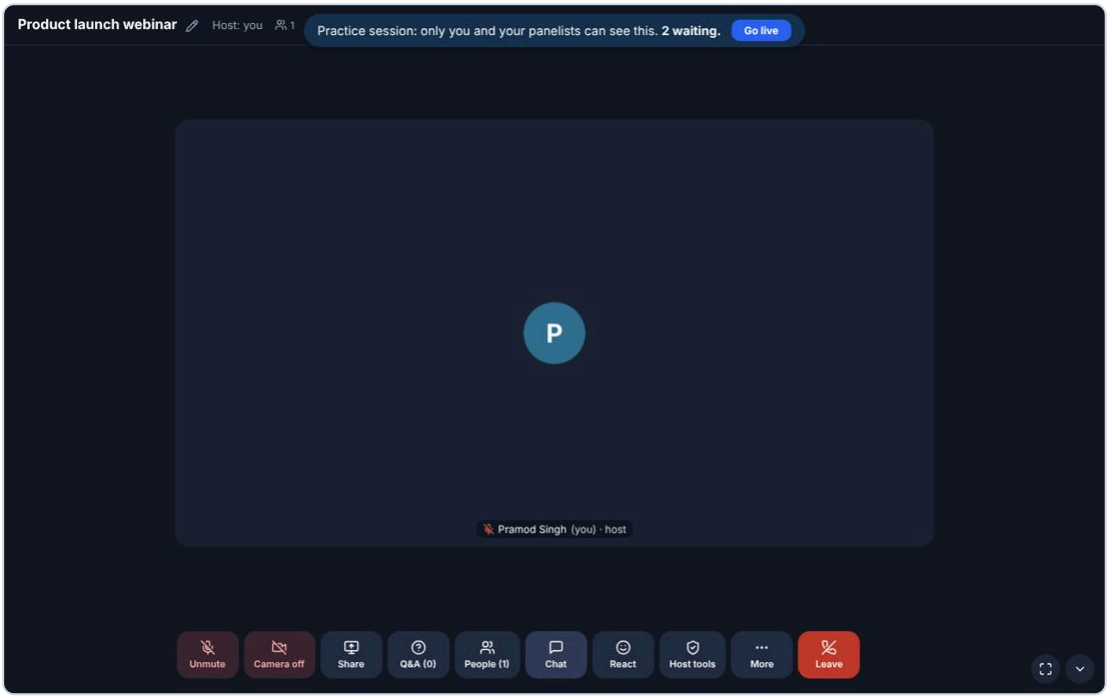
7 Practice session

With Practice session on, attendees wait on a holding screen until you press Go live. They can only watch: their microphone, camera and screen are always off.



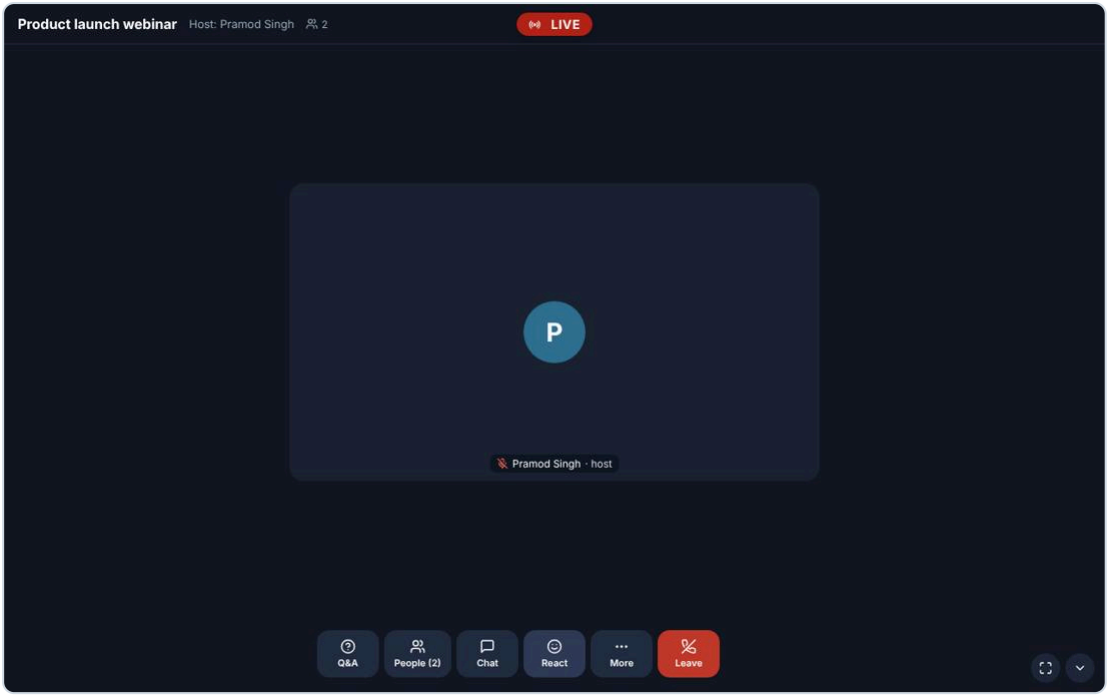
8 Host view before going live

Open the webinar room. A banner shows the practice session and how many are waiting. Check your sound and camera with your panelists, then press Go live.



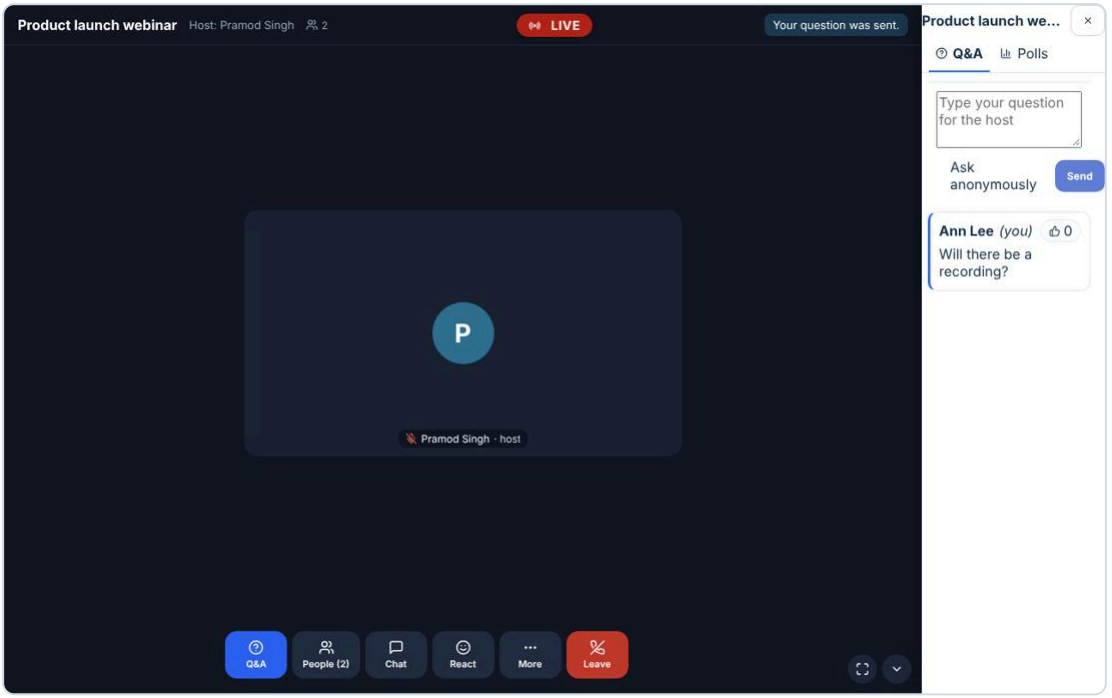
9 Going live

Attendees are let in automatically. They see the host and speakers and a LIVE badge. They can use Q&A, Polls, React and Raise hand.



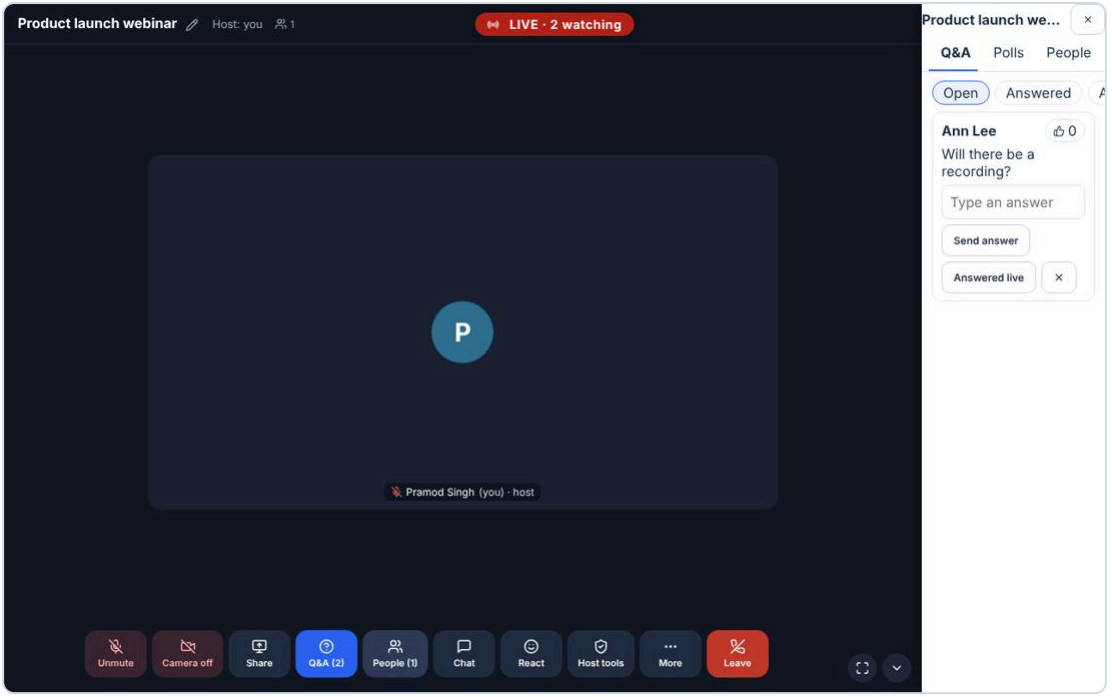
10 Attendees ask questions

In Q&A an attendee types a question and can ask anonymously. Questions go to the host and panelists, not to other attendees. Attendees can upvote public questions.



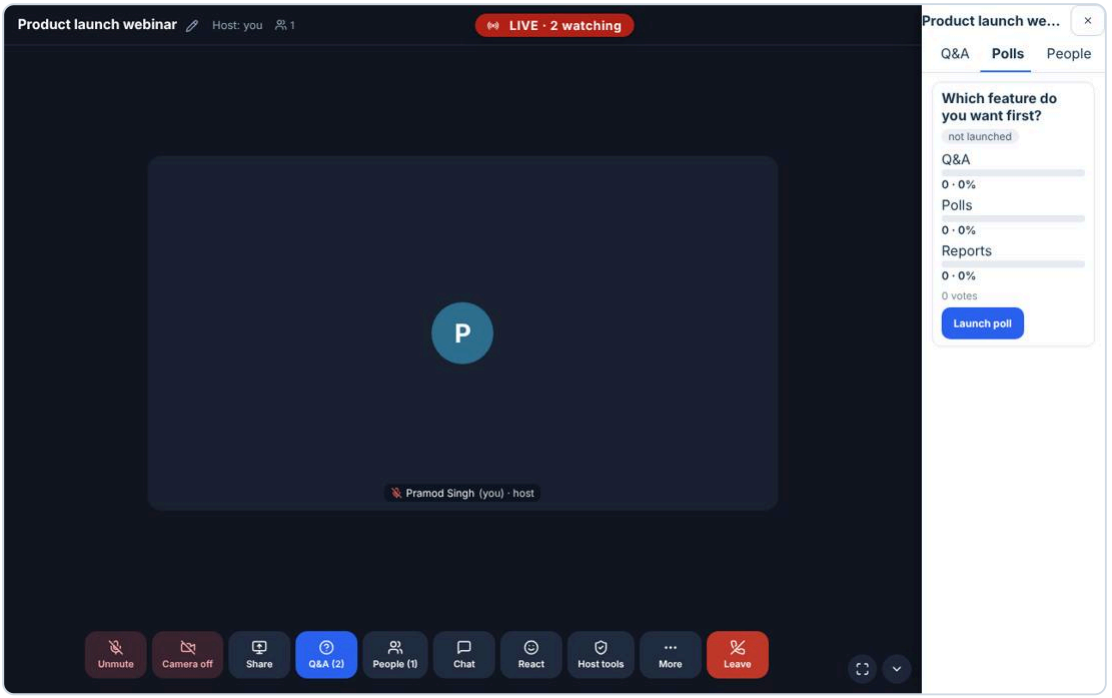
11 Answer questions

In your Q&A panel, type an answer, press Answered live, dismiss or reopen. Filters show Open, Answered and All.



12 Run a poll

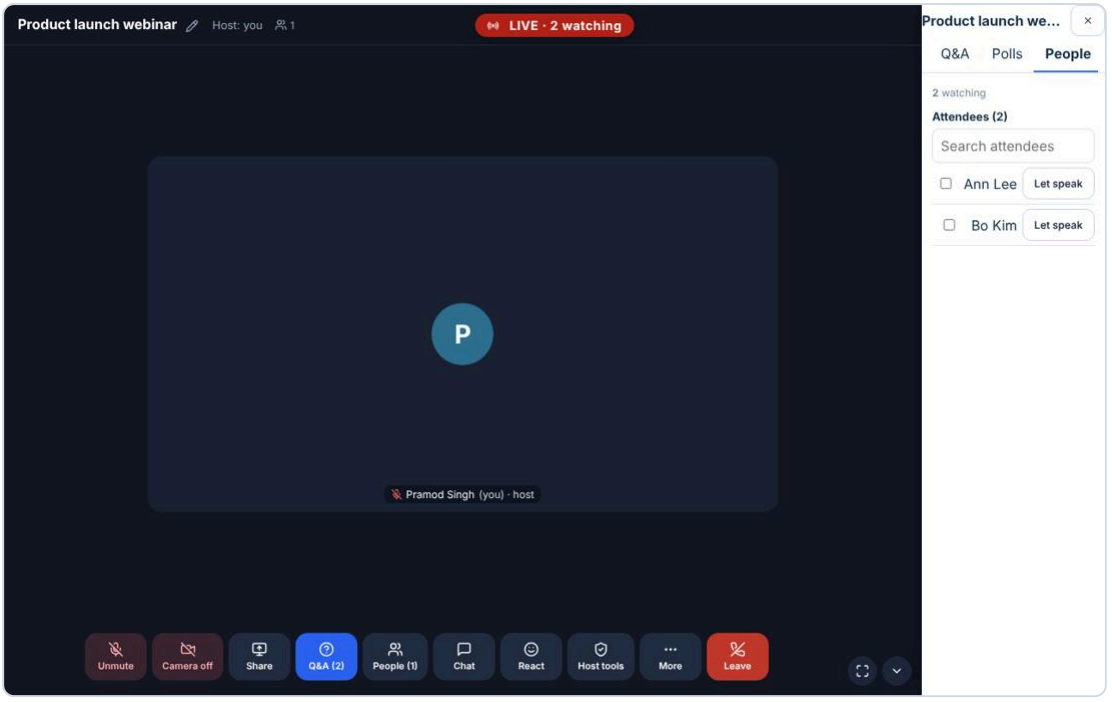
Open Polls, press Launch poll, watch the votes arrive and choose whether to share the results with attendees.



13 Let people speak

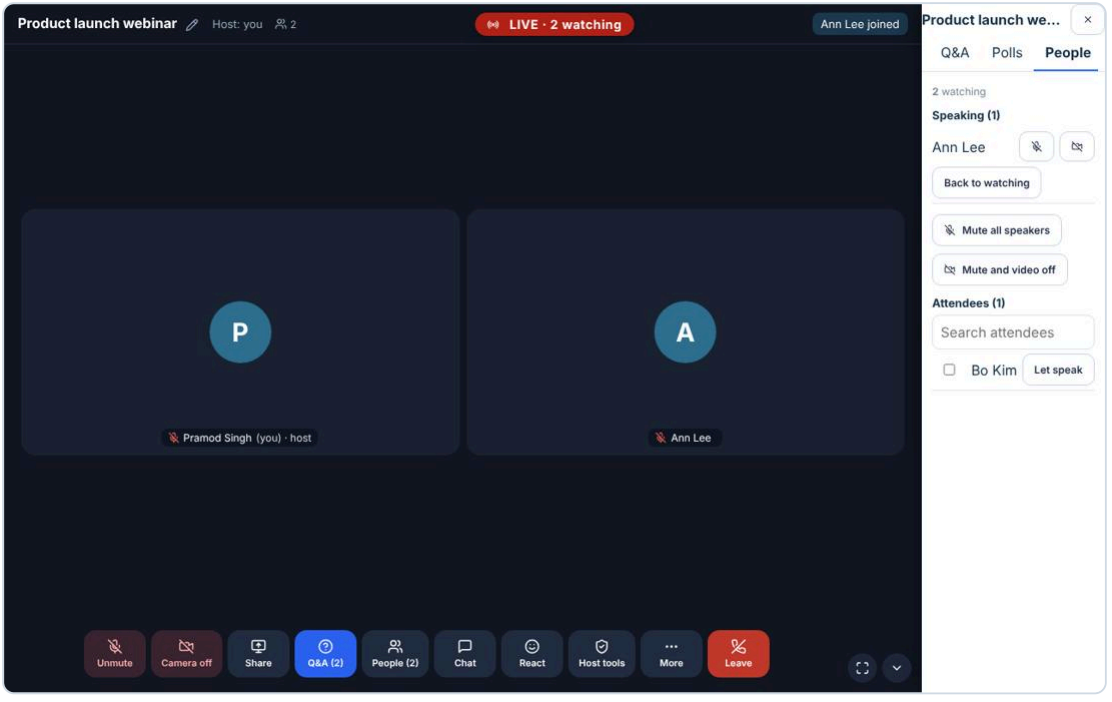
Open People. Tick one or several attendees and press Let N speak, or use Let speak on one person. They join the stage muted and unmute themselves. You can mute them, turn their video off, mute all speakers or move them back to watching.

> **Good to know:** Attendees who raised a hand appear at the top of the list.



14 A speaker on the stage

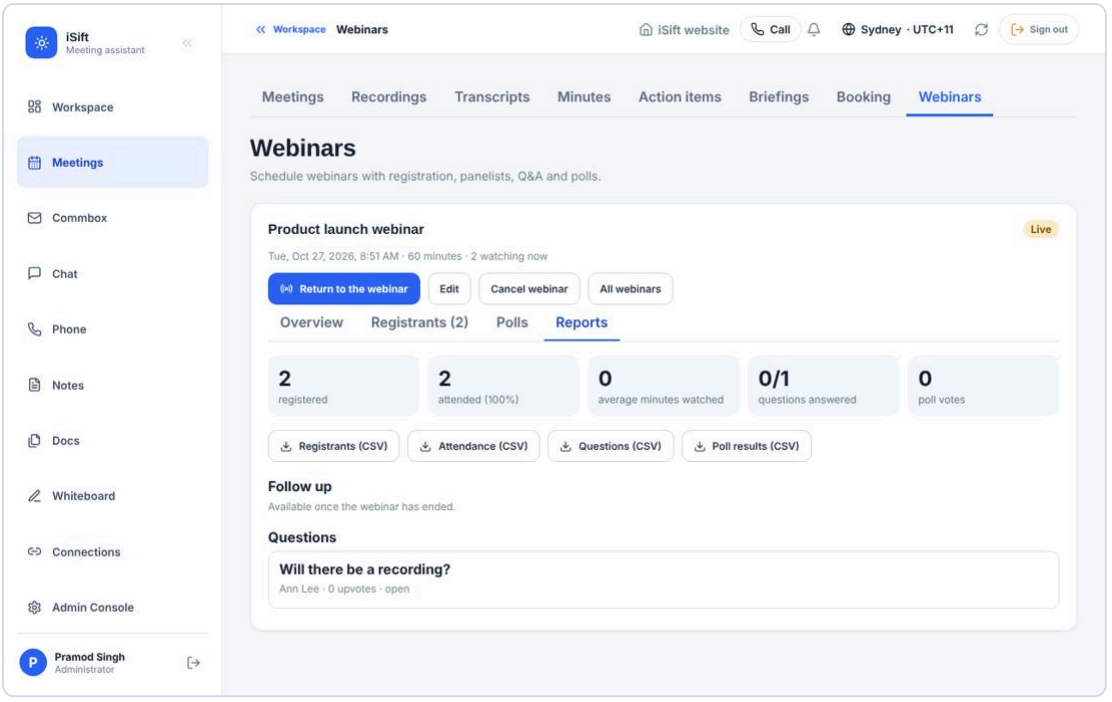
The invited person now appears in the Speaking list with their mute, video-off and Back to watching buttons.



15 Reports and follow-up

After the webinar open Reports: registered, attended, watch time, questions answered and poll votes. Download CSV files and send a thank-you to those who came or a note to those who missed it.

> **Good to know:** Follow-up emails go once to each person.



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