



Cleveland Metroparks Webex Events

Instructions for Attendees

Webex Events – Joining as an Attendee

- Attendees can view and hear the meeting, “raise hand” using a virtual button, and contribute public comments by voice or text.
- Presentation sharing is not available to Attendees.

Requirements

When to use:

- If you are a Metroparks staff member who is not presenting.
- If you are a member of the public.

What you need:

- To join the meeting you must be connected to the internet, running either the Webex software, or an app or browser plugin on a computer, tablet or phone.
- To hear the meeting, you can use the audio function in the software, OR you can call in by phone.

Joining the Event

Meeting Link:

<https://www.clevelandmetroparks.com/about/cleveland-metroparks-organization/board-of-park-commissioners>

Complete the registration and test your computer settings.

The following 3 screen shots show the registration screens and links to test Webex:

The screenshot displays the Cisco Webex registration interface. At the top, the Cisco Webex logo is visible. The main heading is "Event Information: Cleveland Metroparks Board Meeting". Below this, it states "Registration is required to join this event. If you have not registered, please do so now." and provides a link for "English : New York Time".

Event details include:

- Event status:** Not started ([Register](#))
- Date and time:** Thursday, April 10, 2020 8:00 am Eastern Daylight Time (New York, GMT-04:00) [Change time zone](#)
- Duration:** 3 hours
- Description:** (empty field)

Below the event details, there is a "Join Event Now" button and a message: "You cannot join the event now because it has not started." This is followed by a registration form with fields for "First name:", "Last name:", "Email address:", and "Event password:". A "Join Now" button is located below the form, along with a "Join by browser NEW!" link and a "start your event" link for hosts.

At the bottom of the page, there is a "Register" button and a footer note: "Before you join the event, please [click here](#) to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the event." The footer also includes copyright information: "© 2020 Cisco and/or its affiliates. All rights reserved. [Privacy Statement](#) | [Terms of Service](#)".

Register for Cleveland Metroparks Board Meeting

[English](#) | [New York Time](#) 

Please complete this form to register for the event. An asterisk (*) indicates required information.

Please answer the following questions.

* First name:	<input type="text" value="Test"/>	* Last name:	<input type="text" value="User"/>
* Email address:	<input type="text" value="test@gmail.com"/>	Phone number:	<input type="text" value="Country/Region"/> <input type="text" value="Number (with area/city code)"/>
* Confirm email address:	<input type="text" value="test@gmail.com"/>	Title:	<input type="text"/>
Company:	<input type="text"/>	State/province:	<input type="text"/>
Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
City:	<input type="text"/>		
ZIP/postal code:	<input type="text"/>		
Country/region:	<input type="text" value="United States of America"/>		
Number of employees:	<input type="text" value="1-99"/>		
Would you like to receive information about future seminars?:			
<input type="radio"/> Yes <input checked="" type="radio"/> No			

Registration Confirmed

Thank you for registering.

You are now registered for the event: **Cleveland Metroparks Board Meeting**

You will receive a confirmation email message that contains detailed information about joining the event.

The event will start at 8:00 am New York Time on April 16, 2020.

Please join the event on time.

Invite a Friend

To invite a friend to this event, enter your friend's email address.

Set Up Webex Events

To participate in fully interactive events, please click [here](#) for setting up Webex Events on this computer.

The playback of UCF (Universal Communications Format) rich media files requires appropriate players. To view this type of rich media files in the event, please check whether you have the players installed on your computer by going to [Verify Rich Media Players](#).

To view system requirements, go to www.webex.com.

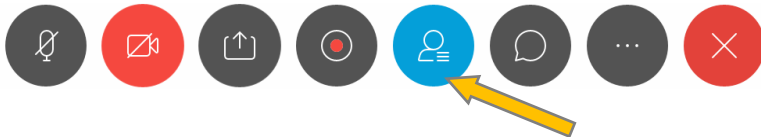
Making Public Comments During the Event

There are several ways to “raise your hand” in the Event, depending on how you are connected. Screen shots from the *Webex desktop app* and the *Join by browser* option are shown below.

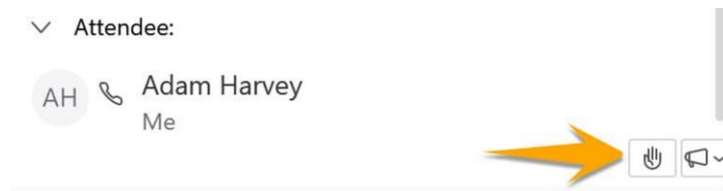
In the Webex desktop app:



To Open the Participant Panel to view list of Panelists and Attendees:



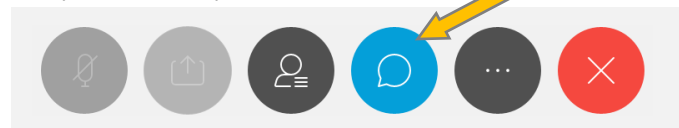
To raise your hand during Public Comments, click the hand icon next to your name in the Attendee list:



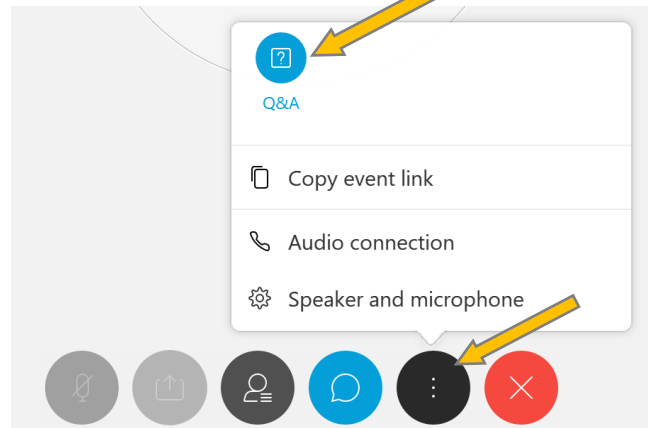
A hand will appear next to your name if your hand is raised:



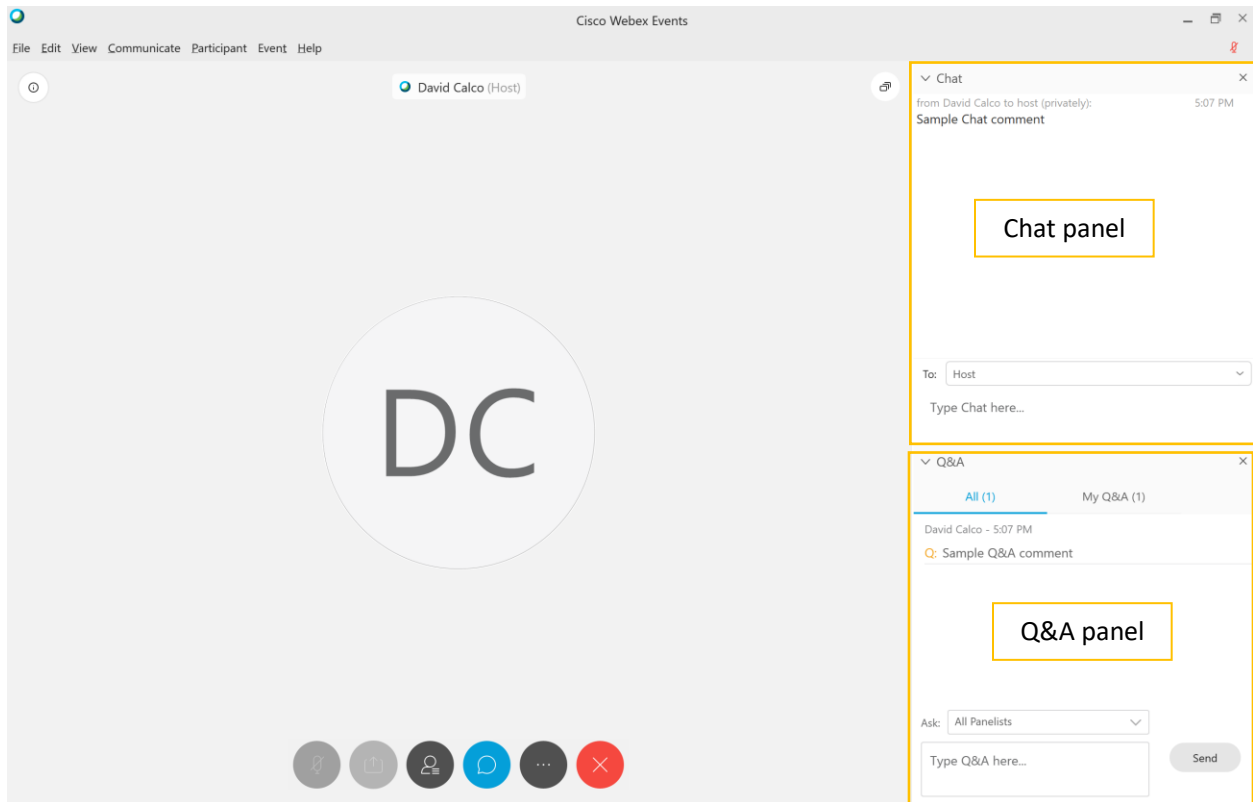
To open the Chat panel:



To open the Q&A panel:



The event host will unmute you, or you may enter your comments in the Q&A Panel or the Chat Panel:



Use the Send button or the Enter key on your keyboard to submit your text comments.

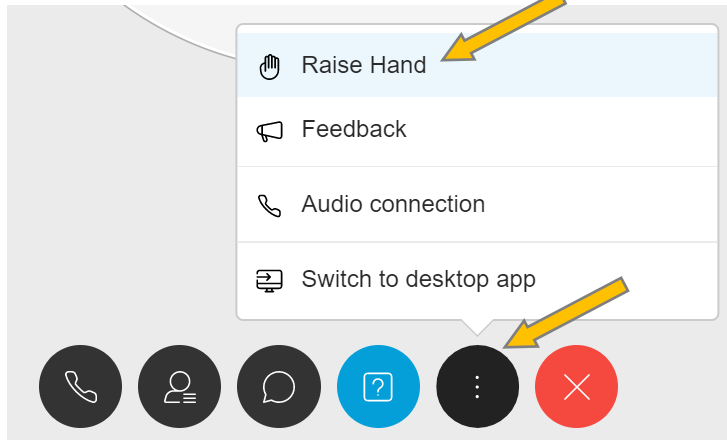
A meeting host will unmute you for voice comments, or will read your comments from the Chat panel or the Q&A panel

In the Webex browser app (*Join by browser*):

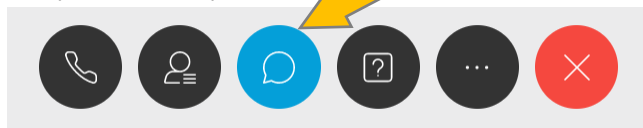
Join Now

☰ *Join by browser* **NEW!** ←

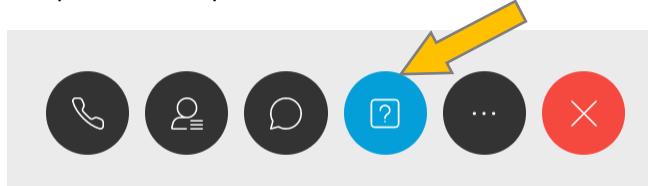
To raise your hand during Public Comments:



To open the Chat panel:



To open the Q&A panel:



In *Join by browser*, only one of the text panels will be visible at a time (Chat OR Q&A).

Use the Send button or the Enter key on your keyboard to submit your text comments.

A meeting host will unmute you for voice comments, or will read your comments from the Chat panel or the Q&A panel