

# “ONE WILPF” ALL MEMBER CALL — INSTRUCTIONS

Next call, Wednesday, July 13, 2016 (6pm pacific, 9pm eastern).

## 1. HOW DO I SIGN UP?

- Preregistration is again required to be on the July 13, 2016, “ONE WILPF” CALL.

Follow THIS link,, then enter your email, name, location, branch/at-large status.

**CLICK HERE...to PRE-REGISTER**

<http://myaccount.maestroconference.com/conference/register/418WA2WJTL328PEN>

- When you preregister, you will be given the **CALL-IN PHONE NUMBER** and a **PIN #** to access the **phone portion** of the call. You don't need to remember this. You will be reminded of it.
- When you preregister, you will also get a **LINK** to click to open the **SOCIAL WEBINAR on your computer**, at the time of the call. You don't need to remember this. You will get a reminder.
- **You'll receive an immediate confirming email** if you preregister correctly. If you don't receive the confirmation email, try again. *It doesn't matter if you register twice. You can't make a mistake.*
- **REMINDERS:** Once registered, you will get a reminder email the day before the call, and a second reminder an hour before the call. *Each reminder email will repeat the calling information, and the link to the Social Webinar.*

## 2. USING THE TECHNOLOGY

### Once on the call:

Everyone's mic will be muted during the GENERAL MEETING portion of the call.

**To raise your hand**, or get your name on a “**Stack**,” hit the Number **1** (on your phone) to raise your hand.

**To ask a technical question**, hit the Number **5** (on your phone)

**To express your approval** (“Twinkles”) hit Number **2** (on your phone).

**To express disapproval** (“Booooo”) hit Number **3**.

**If taking a poll**, listen carefully to the choices, then **hit the number** (phone) that corresponds to your selection. *(We'll try to type them onto the **text pad** so you can review them.)*

**Entering Break-Out Rooms** is the best part of the call, where the real work happens! *During the Break-Out Room segments, all mics will be open. Designate ONE person to facilitate* the Break-Out Room using stacks. Designate **another person to take NOTES** and to report back when we all return to the full meeting.

**You can view who else is on the call** by looking at the list of names in the right column of your computer screen.

**Complete your profile**, so we get to know you:

- When you see your name listed on the right column of participants, click on the **PENCIL across from your name** to edit a profile.
- You can even **upload a photo of yourself** or just fill in your contact information.
- Be sure to hit **SHARE** so we can all view your profile information.

The more we all know you, the better we can communicate!

**YOU CAN CHAT DURING THE CALL** with anyone listed by clicking on the **EYE** across from that person's name. *You can have a brief private chat with anyone while the call is in progress!*

**Learn about one another.** Click on the name of any participant listed on the right column. If a participant has completed their profile (by clicking on the PENCIL, completing info, and checking the SHARE box), you can see all their contact information, and maybe even a photo!