



Colorado Nonprofit Association ReadyTalk Webinars Frequently Asked Questions

Q: What is a webinar and how can I participate?

A: Short for web-based seminar, a webinar is a presentation, lecture, workshop or seminar that is transmitted over the internet. A key feature of a webinar is its interactive elements -- the ability to give, receive and discuss information. You'll need a telephone, a computer with Java installed on it and a decent internet connection.

Q: How do I test my computer for Java?

A: Prior to the day of the conference, you may test your machine by navigating to <http://test.readytalk.com> Look for an indication on the Web Conferencing Test Page that you can join the conference as a participant. If you get "two red dots", you need to upgrade your Java – click the link provided in that window.

Q: What type of internet connection do I need?

A: The faster the better, but even if you are on dial up you'll be able to join. Please be aware that due to the slower connection speed, your images may come through more slowly than the rest of the group.

Q: Can I have someone join me in my office to participate in the Webinar if I only pay for one registration?

A: Absolutely! You may invite any of your co-workers to your office space to participate in the webinar alongside you. There is no additional fees for this. There are additional fees for additional lines that are used, so if you both wanted to participate separately in your individual offices away from each other, you would need to both register. Another great idea is if you have access to an LCD projector, a laptop with internet connection and a speakerphone, you can invite a larger group to participate together in the webinar for the fee of one. If you do share these webinars, please contact Sarah Walter from the Colorado Nonprofit Association and let her know so we can be sure that we have an accurate count of how many people participate in our webinars. Call 800-333-6554 or email swalter@coloradononprofits.org

Q: How do I see what the presenter wants to show us?

A: ReadyTalk's web conferencing is conducted on the computer, so be sure to log in to the service about 5min. prior to scheduled start time.

Q: How do I join the web conference?

A: Several minutes prior to scheduled start time, please navigate to www.readytalk.com and enter the 7-digit access-code provided by the Colorado Nonprofit Association into the "Participant Login" field.

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Q: How do I listen to the conference?

A: ReadyTalk's audio conferencing is conducted over the telephone, and be sure to dial in about 5 min. prior to scheduled start time using the number provided by your Conference organizer.

Q: Can I join the conference on a Cellular Telephone?

A: Yes, you can join using any land line or cellular telephone.

Q: Will I be able to ask questions?

A: Yes. You can either type questions into the "chat" feature or your Chairperson may open up the lines for live Q&A.

Q: Who do I contact if I have technical questions?

A: Call ReadyTalk Customer Care at 800-843-9166 or email at support@readytalk.com

Q: Who do I contact if I have any questions about registration or the content of the Webinar?

A: Call Sarah Walter at 800-333-6554 or email at swalter@coloradononprofits.org