

Instructions for IAAM Webinars

Both Free and Paid Webinars

1. To Register For Webinar

You must pre-register for the webinar in order access the webinar. If this is a webinar that costs money, you will have a registration form similar to one we use for our other seminars.

If this is a **free webinar**, the form will look like this:



IAAM Ethics and Tax Preparer Regulation Update

Thursday, December 16, 2010 9:00 AM - 11:00 AM EST

Webinar In Session

Satisfy your annual CPE requirements in professional ethics by attending this FREE and informative webinar for IAAM members only! IAAM Executive Director Jon Hayes will provide an update on the new tax preparer regulations and IAAM President Gary Skop provides coverage of Circular 230 changes and ethics issues.

Thu, Dec 16, 2010 9:00 AM - 11:00 AM EST [Show time in my time zone](#)

* First Name:	<input type="text"/>	* Last Name:	<input type="text"/>
* Email Address:	<input type="text"/>	* Address:	<input type="text"/>
* City:	<input type="text"/>	* State/Province:	Choose one...
* Zip/Postal Code:	<input type="text"/>	* Phone:	<input type="text"/>

* Indicates a required field

You must fill this out and submit this form. **Once you submit this registration, you will receive an email** from Jon Hayes and the subject line will say "Confirmation: (*and then the name of the webinar*)".

If this is a webinar that you paid for, you will also receive the same email.

Save this email! You will need this email to log into the webinar.

In order to receive CPE credits, you must register for the webinar individually and access it from **your link** that is sent to you in an email. This link is specifically coded to have your information in it.

We can only issue CPE for those individuals that log in to the webinar and stay for the entire webinar.

We receive a list at the end of the webinar with names and the length of time the individual was on the webinar. If you leave early, you will only receive credit for that time you were in the webinar.

If more than one person share a computer to watch the webinar, only the person who logged in will receive CPE.

2. To Enter The Webinar

Open the confirmation email you receive after registering for the webinar. You should also receive another reminder email with you link to join the webinar. The email will look like this:



IAAM Ethics and Tax Preparer Regulation Update

[JOIN WEBINAR](#)

Join us on Thursday, December 16, 2010 9:00 AM - 11:00 AM EST

Dear Joanne,

This message is to remind you that the following Webinar will take place Thursday, December 16, 2010 9:00 AM - 11:00 AM EST.

IAAM Ethics and Tax Preparer Regulation Update

1. Click here to join:
<https://www1.gotomeeting.com/join/982448328/106514847>
This link **should not be shared** with others; it is unique to you.
2. You will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

Or, you may select Use Telephone after joining the Webinar.

United States: +1 773 945 1010
Access Code: 541-139-635
Audio PIN: Shown after joining the Webinar

Webinar ID: 982-448-328

When you click the box "Join the Webinar" or the link below you will be logged into the webinar. This may take a couple minutes, depending on your computer. You will get a page that looks like this:

A screenshot of a web browser window showing the GoToWebinar joining page. The browser's address bar shows 'GoToWebinar: Webina...' and 'Independent Accountants...'. The page header includes the GoToWebinar logo and the tagline 'Web Events and Online Meetings Made Easy™'. The main content area is titled 'Joining Webinar...' and contains instructions: 'You don't need to purchase GoToMeeting or sign up for a trial to join a meeting. Please wait a few seconds while GoToMeeting downloads automatically. Then click "Yes" or "Always" to accept the security credentials and follow the prompts for further instructions.' Below this is a box with the text 'Click "Yes" or "Always" if prompted.' and 'Launch successful.' with a progress bar. At the bottom, there is a 'Need Help?' section with instructions: 'If GoToMeeting does not start within one minute, manually download the software and click "Run" or "Open" when prompted. (You may be asked twice.)' The footer contains links for 'Recommend Us', 'About Us', 'Become a Partner', 'Site Map', and 'Anti-Spam Policy', along with copyright information for Citrix Online, LLC and the Citrix Online logo.

Once the meeting ID is confirmed, you should be in the webinar. If the presenters have not entered yet, you will receive a pop up that says something like "Welcome to the meeting, we are still waiting for the presenters."

If the presenters are already logged in, you will receive what they have on the screen.
If you don't see that on your desk top, check the tool bar at the bottom of your screen. You should see a little picture like this:



Click that window and the screen with the webinar will open.

3. Audio

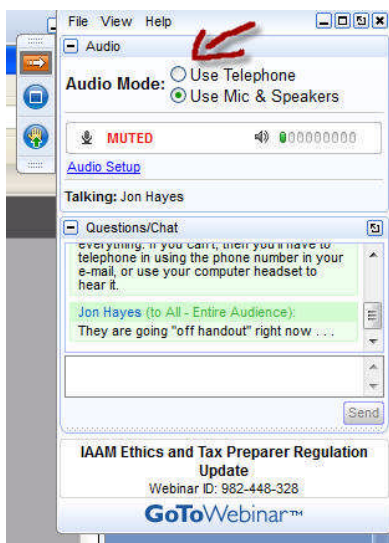
There are three ways to listen to the webinar.

- A. Using the speakers on your computer
- B. Plugging in a headset in your computer
- C. Using your telephone: Dial the phone number provided when you log in and enter the meeting code.

Not hearing anything? Check the following:

- a. Be sure your computer is not muted
- b. Be sure you have your headsets plugged in properly-there are usually two slots, one for microphone and one for headset. Be sure you are using the correct one.
- c. Be sure the correct option is clicked on the control panel for the webinar. The webinar will have the option of using your telephone or mic and speakers. For webinar do not worry about having a mic. You will not be talking, just listening.

You need to choose which one you are using. See below:



And that is it, you should be in the webinar!