https://StrengthThroughDiversity.life
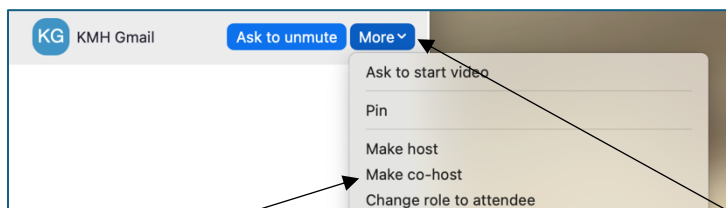
Host/Co-Host Guide

The host is the only one that can start a webinar. The host could share the credentials with another person to start the webinar. Host will need a timer for the timed segments. (See suggested opening remarks on last page.) The (Host) indicates primary responsibility.
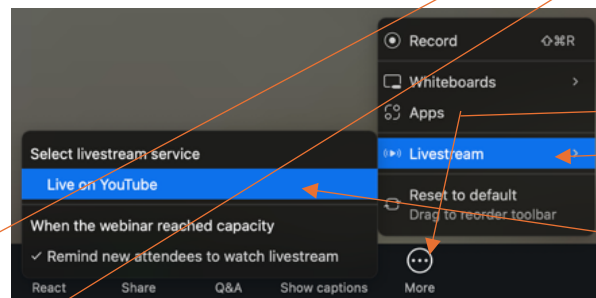
(Host)

The co-host **cannot** be invited as a co-host. Invite the person as a panelist, upon entering the webinar scroll over the panelist name, click on "More" and choose "Make co-host". The Co-Host(s) can observe as a trainee without any responsibilities.

(Host)
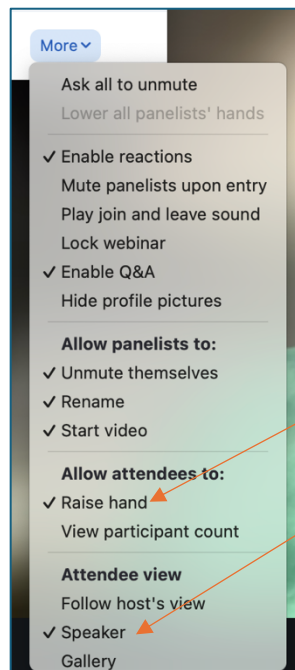
Uncheck "Raise Hand". Click on the "Panelist" icon (bottom bar), Click on the "More" option, scroll down and **uncheck** "Raise Hand". At the same time make sure "Attendee View" - "Speaker" option **is checked**.

Start "Livestream". Click on "More" on the bottom bar. Scroll over "Livestream" and click on "Live on YouTube". Host will enter YouTube credentials, or they will be provided to the person starting the public servant webinar.

(Host)

The host, panelist and co-hosts (if not a trainee) need to check their audio settings (speakers and microphone) and video settings. The co-hosts need to know how to take over for the host if necessary.
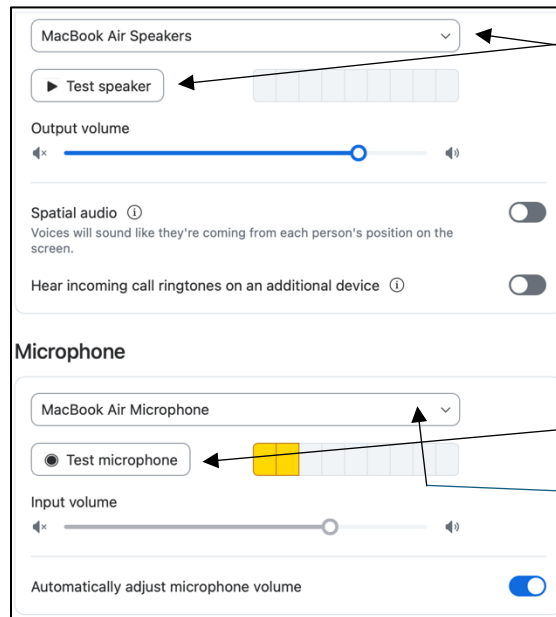
Audio Settings
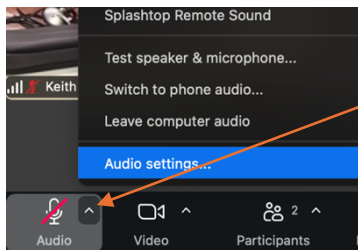
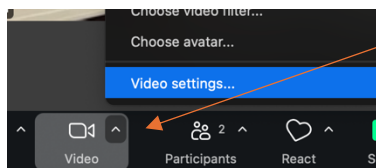Click on the up arrow to the right of "Audio"
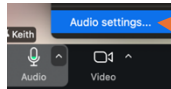
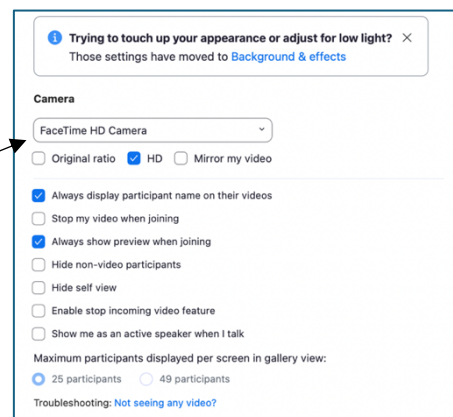Then click on "Audio Settings" and the window below will appear.

"Test Speaker" If no sound is heard change the speakers using the drop-down arrow.

Then "Test" microphone". After talking with the microphone on, it will change to playback mode for the test. No sound. Choose another microphone.
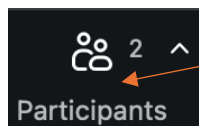
Video Settings

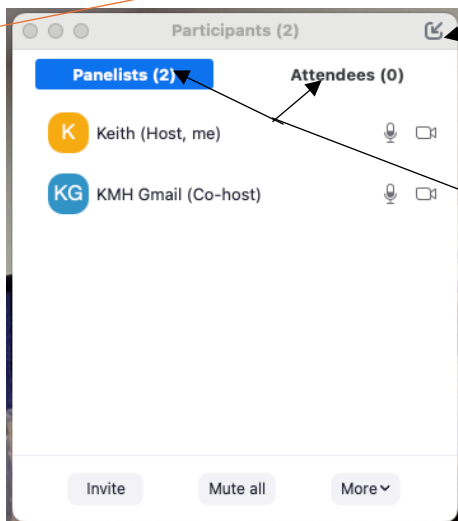Click on the arrow to the right of Video and then video settings.

Choose the camera to be used for the webinar.
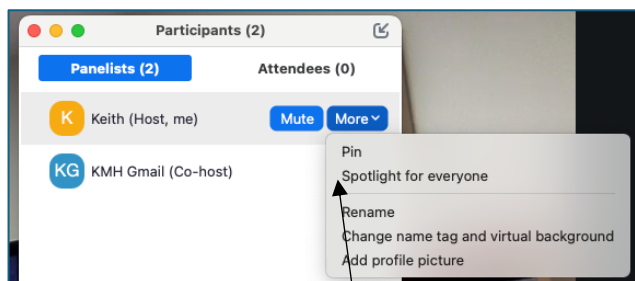
Participants

*Click on the "Participants" icon.* The participants window will appear.

There is a box with an arrow in the top right-hand corner. This will attach or detach the window from the main screen.

There are two tabs at the top of the window for "Panelists" and "Attendees". "Panelists" will include the public servant candidate, host, co-host and any co-host trainees.

Make Sure Panelist, Host or Co-Host is highlighted and in the primary window.

From the "Participants" & "Panelists" tab window right click on "More". From the drop-down-menu choose "Spotlight for everyone".
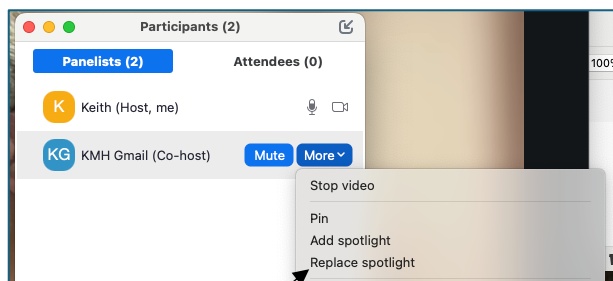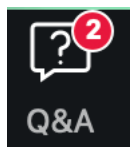
Right click on any of the panelists (Host, Co-Host or public servant candidate) and choose "Replace spotlight".

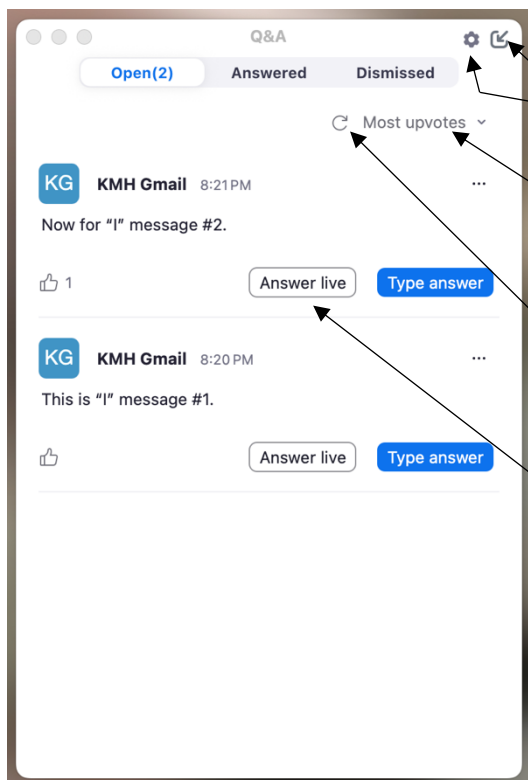**The voter attendees will only see the person that is spotlighted.**

Host & Co-Host leave the microphone on in a distraction free environment. This will eliminate an "I" message accidentally being muted.

Upvoting

Click on the Q&A button to view the "I" messages. In this example it shows two "I" messages have been entered.

Toggle the Attach/Detach window button with the box and arrow. When it is detached the window can be moved.

Click on the gear icon for the Q&A settings. Use the settings in the example.

There are three tabs: 1) Open, 2) Answered & 3) Dismissed. Sort the "I" messages by "Most upvotes". **Toward the end of the public servant candidate speaking refresh the window.** Read the "I" message to the public servant candidate with the most upvotes **IF** the words "You" and "Your" are **NOT** included. (Keep non-confrontational.). Then click "Answer Live". The Q&A "I" messages can be saved after the webinar.

The public servant candidate will have 15 minutes for opening remarks. After that, 5 minutes to respond to selected "I" messages and 10 minutes for closing remarks. There will be a time reminder (verbal or sound) when 30 seconds and 10 seconds remain in the allotted time.

Suggested opening remarks by host. *"Welcome, and thank you for joining this public servant webinar for* **[Candidate's Name]***, running for* **[Office]**. **[Candidate Name]** *will begin with opening remarks. Attendees can enter "I" message during opening remarks and anytime during the webinar. After the opening remarks, we'll move into attendee-submitted* 'I' *messages through the Q&A feature. Messages with the most upvotes will be read for a 5 minute response or less from* **[Candidate Name]***, followed by closing remarks. I'll close the webinar. The full webinar and transcript will be available afterward on our YouTube channel with the link on our web site. Thank you for your participation. Have a good* **[day/evening]**."