Registering to host the Woodland Steward Webinar Series

You will need to register as a group host for each of the four webinars. Please follow the following steps to set up a group viewing event. You will need to do this for each of the four webinars being offered as the Woodland Stewards Webinar Series.

1. **Select the webinar URL from the table below.**

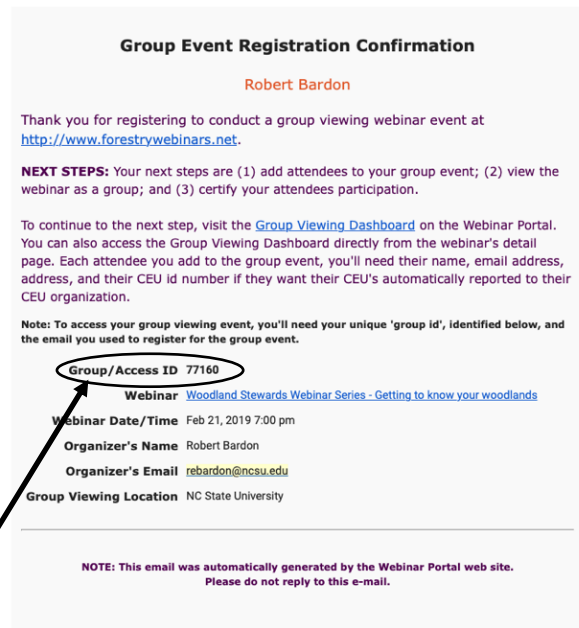| Session Date	URL
2/6/20	http://www.forestrywebinars.net/webinars/woodland-stewards-webinar-series-woodland-management-what-is-right-for-you-and-your-woodland/
2/13/20	http://www.forestrywebinars.net/webinars/woodland-stewards-webinar-series-understanding-the-financial-aspects-of-woodland-management/
2/20/20	http://www.forestrywebinars.net/webinars/woodland-stewards-webinar-series-more-than-timber-income-opportunities-from-non-timber-forest-products/
2/27/20	http://www.forestrywebinars.net/webinars/woodland-stewards-webinar-series-launching-your-woodland-legacy-intact-in-forest-and-in-family-ownership/

2. **Begin the Registration process to conduct a group viewing**
   Click on "Register Now!" under the "Group Viewing Available:" located on the right at the bottom of the Webinar Details section on the webinar's detail page.

3. **Register for the Group Viewing as the Organizer of the event**
    Once you begin the "Register Now!" process, you'll be taken to the Group Viewing Dashboard where you will complete the registration form required to register your group viewing event. To register, you'll enter the information where the event will be conducted and you'll also enter your information as the organizer. Since you, as the organizer, will also be an attendee, you'll also enter your personal information and CEU information (if applicable). You will also enter a security question and answer that you will need later to access your Group registration. Make sure to record your security question answer for later use. Note, all required fields are indicated with a red dot next to the field name. After saving the registration information, you will receive an email as confirmation of your registration. On your registration form and on your confirmation email, you are issued a group/access id that you will need to record for later to access your group registration to add attendees and to view the webinar as a group.

    Record your group access id

Session Date	Group Access ID
2/6/20	
2/13/20	
2/20/20	
2/27/20	

FORESTRY AND NATURAL RESOURCES **WEBINAR PORTAL**

Group Event Registration Confirmation

Robert Bardon

Thank you for registering to conduct a group viewing webinar event at http://www.forestrywebinars.net.

NEXT STEPS: Your next steps are (1) add attendees to your group event; (2) view the webinar as a group; and (3) certify your attendees participation.

To continue to the next step, visit the Group Viewing Dashboard on the Webinar Portal. You can also access the Group Viewing Dashboard directly from the webinar's detail page. Each attendee you add to the group event, you'll need their name, email address, address, and their CEU id number if they want their CEU's automatically reported to their CEU organization.

Note: To access your group viewing event, you'll need your unique 'group id', identified below, and the email you used to register for the group event.

Group/Access ID	77160
Webinar	Woodland Stewards Webinar Series - Getting to know your woodlands
Webinar Date/Time	Feb 21, 2019 7:00 pm
Organizer's Name	Robert Bardon
Organizer's Email	rebardon@ncsu.edu
Group Viewing Location	NC State University

NOTE: This email was automatically generated by the Webinar Portal web site. Please do not reply to this e-mail.

4. **Add attendees to your group viewing event**
   Now that you have successfully registered for the group viewing event, you need to register attendees to your event. You can either register attendees prior to the event or immediately after the event. To begin the process of adding attendees to your group viewing event, return to the Confirmation email you received when you registered as a group for the event. In this email click on the Group Viewing Dashboard link. That will take you to the Group Viewing Dashboard where you can find your event. You can also access the Group Viewing Dashboard from the Webinar Detail page for the webinar you want to host. Under the "Conduct Group Event" logo click on the "Already Registered?" Link. Once you are on the Group View Dashboard you can find your group event by entering your Group ID and organizer email. After entering the Group ID and email you will be asked for the answer to your security question that you had entered in when you registered for the group event.

   Once you are in your group viewing event registration page, you can add an attendee by clicking the '+ Add Attendee' button or you can upload an excel file with all of the attendees at one time by clicking on the 'Upload Attendees++'. For each attendee you add, you'll need their First Name, Last Name, Email address, and the Attendee category that best represents them.

   *Attendee category that best represents you
   1. Academic (Student/Educator/Instructor)
   2. Landowner
   3. Extension (Agent/Associate/Specialist)
   4. Forester/Master Forester
   5. Farmer/Master Farmer
   6. Master Naturalist
   7. Land Manager/ Natural Resource Consultant
   8. Logger/Timber Employee or Consultant
   9. Private Industry Employee
   10. Non-Government Organization Employee (e.g. Nature Conservancy)
   11. State Agency Employee
   12. Federal Agency Employee
   13. City/County/Local Agency Employee
   14. Other

   If you plan on uploading an excel file with the list of attendees you will need to download the "Attendee Registration spreadsheet" (excel file) and fill in the First Name, Last Name, Email Address, and Attendee Category for each attendee. To download the spreadsheet click on "UPLOAD ATTENDEES++" where you will find the link to download the spreadsheet.

Mass Attendee Registration (via spreadsheet)

Register multiple attendees to this group event by following the instructions below.

1. Download this **Attendee Registration Spreadsheet (.xls)** to your computer.
2. Using Microsoft Excel, open the Attendee Registration Spreadsheet (.xls) you downloaded above and add your attendees. Save the spreadsheet when done - you must save the spreadsheet as a Microsoft Excel 97-2003 Workbook (.xls) file.
   Note: you can only add new attendees using this upload method. You can not change or delete attendees that have already been registered for this webinar event.
3. Upload you updated Attendee Spreadsheet (.xls) by selecting the spreadsheet file below and then click **Upload >>**.

File: [Choose File] no file selected

CANCEL   UPLOAD >>

Once you have downloaded the spreadsheet to your computer, you can enter the information for each attendee into the file. After entering the information and saving the file you are now ready to upload the file by returning to the group viewing event registration page. From the group registration page click on "UPLOAD ATTENDEE++."

My Group Event (Group ID: 83745) — Event Status: **Group Registered**

Add attendees to your group event, manage existing attendees and view the webinar:

Webinar Details

Title: **Woodland Stewards Webinar Series - Getting to know your woodlands**

Live webinar event date/time: **Feb 21, 2019 7:00 pm** US/Eastern *
* You can Join the Live Webinar up to 15 minutes prior to the event's start date/time.
Webinar Live Hosting Format: **Collaborate**
This is a **LIVE** webinar event - make sure you allow enough time before the webinar's start date/time to add your attendees. At the end of the webinar, you'll also be able to add and manage your attendees one last time. Once you certify that the group has completed viewing the webinar and you've generate certificate's, you will NOT be able to add or modify your group attendees.

How to join this LIVE webinar?
To view this webinar as a group, you MUST join this live webinar event directly from this page (the Group Viewing Dashboard) up to 15 minutes prior its scheduled date/time. Prior to joining the webinar, make sure your computer is setup correctly for the webinar presentation interface by following the instructions under the FAQ section of this website.

Available Credits / Certificate

   Certificate of Participation

Group Organizer

Organizer: Bob Bardon
Email: **robert.bardon@gmail.com**

Click "UPLOAD ATTENDEE++" to upload a list of attendees

Attendee List

To edit attendee information, click the attendee's name below. A unique email address is required for each attendee. If an attendee does not have a unique email address, contact us and we will provide an override for the attendee.

   BOB BARDON   robert.bardon@gmail.com   <== Group Organizer

JOIN LIVE WEBINAR >>   ADD ATTENDEE +   UPLOAD ATTENDEES ++

Note: Once you complete the webinar viewing, you'll be asked to certify the attendance of each attendee. At that time, you will be able to review and/or edit attendee information one last time. Once certificates are generated, you will NOT be able to add or edit attendees.

Once you are in the mass attendee registration page you will click on choose file to select the file for upload from your computer. After selecting the file to upload you will then click on "UPLOAD>>"

Mass Attendee Registration (via spreadsheet)

Register multiple attendees to this group event by following the instructions below.

1. Download this **Attendee Registration Spreadsheet (.xls)** to your computer.
2. Using Microsoft Excel, open the Attendee Registration Spreadsheet (.xls) you downloaded above and add your attendees. Save the spreadsheet when done - you must save the spreadsheet as a Microsoft Excel 97-2003 Workbook (.xls) file.
   Note: you can only add new attendees using this upload method. You can not change or delete attendees that have already been registered for this webinar event.
3. Upload you updated Attendee Spreadsheet (.xls) by selecting the spreadsheet file below and then click **Upload >>**.

File: [Choose File] no file selected

CANCEL   UPLOAD >>

Once the file has uploaded you will have the opportunity to check the data that was uploaded prior to final submission. To finalize the submission, click on "ADD ATTENDEES>>." This will then upload the attendees into the group viewing event registration page, where you will be able to edit attendee information if need be.

Attendee Registration Review

Review / Edit the attendee information below and then click the Add Attendees >> button to register the selected attendees to this group event.

INFO: Fields with a red asterisk denote required fields. If an applicant absolutely does not have a unique email address, enter **None** for their email address - you should note that attendees without a unique email address will NOT be emailed a Certificate of Attendance.

	First Name *	Last Name *	Email (enter unique email or enter None) *	Address Line	City	State	Zip	Which category best represents this attendee? *
☑	Bill	Smith	bsmith@forestry.net			⇕		Landowner ⇕
☑	Rose	Smith	None			⇕		Landowner ⇕
☑	Red	Witt	wittr@google.info			⇕		City / County / Local Agency Employee ⇕
☑	Jane	Doe	None			⇕		Landowner ⇕
☑	John	Doe	Doe2@Tree.info			⇕		Other ⇕

CANCEL   ADD ATTENDEES >>