

ChiroCredit.com Teleseminar Instructions – Participants

The TeleSeminar consists of two simultaneous parts:

1. A web based meeting room to view presentation materials.
2. A live telephone conference call

You must begin by accessing our web based meeting room – DO NOT CALL IN FIRST

1. If you have never attended a teleseminar before, lets start by loading a simple plugin to your computer (you won't need to do this on a Mac)
 - o Click on the following link: <http://chirocredit.com/links/setup.exe>
 - o Click on Run. When the setup wizard opens, click on Next, Install and finally Finish.
2. Please access our website at www.chirocredit.com and login with your username and password. On your personal homepage, under user tools, click on the link for Meeting Room (you may need to scroll down to see this).
3. A login screen comes up. **You will login as a guest.** Please enter your name in the guest box (eg. Dr. Smith) and enter. You must enter your last name. You can either put Dr. or your first name in front of your last name.
4. If you run into any problems, a screen comes up with a link for troubleshooting.
5. Wait for the “Connect My Audio” window to open in the center of your screen. This will occur approximately 10 minutes before the start of the seminar. Click on the circle next to “Receive a Call from the Meeting (dial out). Enter your area code and phone number in the box and click on the button for “connect”. Your phone should ring within 10 or 15 seconds. Answer and follow the prompts to enter the call.
6. While waiting for the start of the TeleSeminar, there is a pod, or box, in the upper left corner of the meeting room that contains one or more files. Click on one of the files and the “save to my computer” button becomes active. Press on that and follow onscreen instructions to download/print the file. The files are generally in color. If you want to save on ink, use your printer utility to print in black and white. Repeat if there is more than one file in this area.
7. Only use the following instructions if the system does not call you:
 - o If your phone does not ring, check the number you entered again. If it still does not work, you can dial directly into the call. **ONLY** dial in direct if the system does not call you.
 - o The call in number is 1-866-910-4857 and the Participant code is 350400#
 - o NOTE: Enter the PIN slowly and deliberately and end with the pound sign. If you enter the wrong PIN 3 times, you can access an operator for assistance.
 - o If you call in using this method
 - o If you run into any problems, please call ChiroCredit.com at 860-463-9003
8. When you successfully enter the call, you will hear nothing until the Teleseminar begins. Please stand by for the start of the call.

NOTE: If you want to access a TeleSeminar with an Ipad, please click on the link in the side navigation panel of ChiroCredit.com for “Continuing Education FAQ’s” and see specific instructions for Ipad access.

During the TeleSeminar – Very Important to get proper credit

1. We ask 2 interactive polling questions during each seminar hour. These will popup on your screen during the teleseminars. Your selections are anonymous to everyone in the meeting room, but you must answer them as they are verification of your attendance. If you do not answer them

for any reason, it is your responsibility to immediately contact us via the Q & A pod or you may not get credit for the seminar.

2. The second pod down on the left side is the Q & A pod - enter any questions/comments you have and we will reply.
3. Be sure to write down the PIN code when we announce it during the TeleSeminar.

The TeleSeminar Ends– Do not disconnect until you read this and see the post seminar questions

1. Before midnight on the day of the TeleSeminar, you must go to www.chirocredit.com. On your personal homepage, the name of the teleseminar is listed under incomplete courses. If you do not see it, please refresh you page, or click on the link for "my personal homepage" which is on the upper corner of that page. If it still does not appear, unmute yourself and ask the moderator for assistance.
2. Click on the start/continue button next to the name of the teleseminar and the system will ask you for the PIN code announced during the teleseminar. When the page opens, scroll down and ansewr the post seminar quiz questions. Answer them all and submit your answers. If you get them all correct you will see a congratulations message and you can submit an optional survey form. If you do not see the congratulations message, you did not get all the answers correct. Review the answers you chose and the system will tell you which are wrong so you can try again.