



Your Teleseminar Instructions

The TeleSeminar consists of two simultaneous parts – you must be connected to both

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

CONNECTING TO THE TELESEMINAR

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

Ipad/Iphone/Itouch Users ONLY: Please see specific instructions on the last page of this document.

- A. Login to www.ChiroCredit.com On your personal homepage, scroll down to user tools and click on the link for Access Teleseminar Meeting Room

USER TOOLS
Update My Account
Print Certificates of Completion
Review Completed Courses
Print My Transcripts
View My Purchases/Invoices
Access TeleSeminar Meeting Room

- B. After clicking on the link, a login screen comes up. **YOU MUST LOGIN AS A GUEST.** Please enter your first and last name in the guest box and click enter room. If a box comes up telling you to load/update a plugin, allow it and follow prompts. If you run into any problems, a screen comes up with a link for troubleshooting.

Enter as a Guest

Name

John Sample

By entering a Guest Name and clicking "Enter Room", you agree that you have read and accept the [Terms of Use](#) and [Privacy Policy](#)

Enter Room

- C. Approximately 10 minutes before the start of the Teleseminar a dialogue box that says “Join Audio Conference” will appear in the center of your screen.

D. There are two ways to connect to the audio portion of the Teleseminar: VoIP or Dial-In

1. **To Connect by VoIP** so you can listen to the TeleSeminar through your computer speakers, simply click on “Listen Only” in the right lower corner of the dialogue box



- i. You should automatically hear music or the moderator talking through your speakers. If you do not:
 1. Be sure the volume on your computer is on and turned up
 2. There is small speaker icon at the top of your screen. If it is not green, click on the dropdown and click on ‘unmute my speakers’.
- ii. Once Connected, you won’t have verbal communication with the instructor/moderator and will need to use the Q & A pod for real time, direct communication.
- iii. **If you cannot resolve connecting with VoIP, you will need to immediately call into the Teleseminar at 1-866-910-4857 and when prompted enter Participant Code 350400#**

2. To Connect by Phone

- i. Click on the circle next to “Dial Out (Receive a call from the meeting)”. Enter your area code and phone number in the box and click on the button for “Join”. Your phone should ring within 10 or 15 seconds. Answer and follow the prompts to join the call.
- ii. You should automatically hear music or the moderator talking.
- iii. **If you have any problem connecting to the call, you will need to immediately call into the Teleseminar at 1-866-910-4857 and when prompted enter Participant Code 350400#.**

AFTER CONNECTING TO THE TELESEMINAR

- A. While waiting for the start of the TeleSeminar, there is a box, in the upper left corner of the meeting room that contains one or more files. Click on one of the files to highlight it, then click on the button that says “download file” You can either save the file to your computer or print it out. Repeat if there is more than one file in this area.
- B. If you run into any problems, please call ChiroCredit.com at 860-463-1792

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 your 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 answer 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.

Using an Ipad/Iphone/Itouch to take a Teleseminar:

You will need to download a free app to participate in the teleseminars using an Ipad/Iphone/Itouch

Go to app store and enter: adobe connect mobile (free) – the current version is Adobe Connect Mobile 1.7

Open the app and it will ask you for the meeting url. Login to ChiroCredit.com and scroll down to User Tools. On the right, there is a link for Meeting Room – the url is listed there. Enter the url into the Connect App.

Select to Enter As Guest. Type in your name and then click enter

In the upper left corner, there are four icons:

1. The first one is square the main view we recommend using for the teleseminar
2. The second one is a circle and provides a full screen view of the presentation pod
3. The third one is a page view – we don't recommend using this one.
4. Question icon – this opens a chat window with moderator.

IMPORTANT – when a polling question is announced and brought up in the meeting room, a fifth icon appears (a tilted square with a check). **YOU MUST CLICK ON THIS ICON** in order to answer the required polling question.

If a video is played, you will see “tap to view” on your screen. Please tap so the video will play. After the video closes, you may need to click on the first icon on the left to return to the PowerPoint.

If you want the file share file(s) for the teleseminar, you will need to provide your email address to the moderator in the chat pod