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## Your Webinar/Teleseminar Instructions

### Download the Adobe Connect Application:

For Windows: <http://www.adobe.com/go/Connectsetup>

For Mac: <http://www.adobe.com/go/ConnectSetupMac>

For Iphone Users: Go to the App Store and download Adobe Connect App

For Android Users: Go to the Playstore and download Adobe Connect App

### Connecting to the Webinar/Teleseminar:

Login to [www.ChiroCredit.com](http://www.ChiroCredit.com)

Scroll down to bottom of page to User Tools and copy the URL for the Webinar/TeleSeminar you are going to attend (note: the meeting room link is different for every event)



Open the Adobe Application you downloaded, paste or enter in the URL you copied and click continue. Here is what it look like:

### **Welcome to Adobe Connect!**

Enter the Adobe Connect meeting, seminar or content URL to join.

Continue

Continue

A login screen comes up. **YOU MUST LOGIN AS A GUEST** (make sure Guest is underlined as below) Please enter your first and last name and click enter room.

The screenshot shows a login interface. At the top, there are two radio buttons: 'Guest' and 'User'. A red arrow points to the 'Guest' button. Below this is a text input field labeled 'Name' with the placeholder text 'Type here'. A red arrow points to this input field. At the bottom, there is a blue button labeled 'Enter Room'. A red arrow points to this button. Below the input field, there is a line of text: 'By entering a Name & clicking "Enter Room", you agree that you have read and accept the [Terms of Use](#) & [Privacy Policy](#)'.

If a grey “Tips for Using Adobe Connect for Participants” box comes up, you can close that by clicking the X in the upper right corner of the grey box.

**Connect by VoIP and if you can't, there is a dial in option.**

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

1. **Connect by VoIP** so you can listen to the event through your computer/phone speaker - simply click on “Listen Only” in the right lower corner of the dialogue box

The screenshot shows a dialog box titled 'Join Audio Conference'. The question is 'How would you like to join the meeting's audio conference?'. There are two radio button options: 'Dial-out [Receive a call from the meeting]' and 'Dial-in to the Audio Conference via Phone'. The 'Dial-out' option is selected. Below it, there is a dropdown menu showing '+1 (USA)' and a text input field containing '8604639003'. At the bottom right, there are two buttons: 'Join' and 'Listen Only'.

- 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 connect with VoIP, call into the Teleseminar at 605-475-5604 or 866-398-2885 and when prompted enter Participant Code 253070#**
- iv. International Callers use 605-475-5604 and when prompted enter Participant Code 253070#

### **AFTER CONNECTING TO THE WEBINAR/TELESEMINAR**

- A. While waiting for the start, 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 Webinar/TeleSeminar – **Very Important to get proper credit****

1. We ask 1 or more interactive polling questions during each hour. These will popup on your screen during the seminar. You must answer them as verification of your attendance. We recommend you jot down you answer as well. 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.

NOTE to Ipad/Iphone Mobile device users: 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.

2. The second pod down on the left side is the Q & A pod - enter any questions/comments you have, and we will reply.

NOTE to Mobile device users: click on the Question icon to open a chat window with moderator.

3. Be sure to write down the PIN code when we announce it during the seminar.

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

1. Before midnight on the day of the Webinar/TeleSeminar, go to [www.chirocredit.com](http://www.chirocredit.com). On your personal homepage, the name of the event is listed under incomplete courses. If you do not see it, please refresh your page, or click on the link for "my personal homepage. If it still does not appear, let us know via the Q & A chat.
2. Click on the start button next to the name of the event and the system will ask you for the PIN code. 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 and you will need to answer the incorrect ones again.