

GoToWebinar Instructions

BIG VALLEY GROUNDWATER BASIN ADVISORY COMMITTEE (BVAC)

May 6, 2020 at 4:00 p.m. (via webinar or conference call)

Due to Covid-19 social distancing requirements and restrictions on public gatherings, **THIS MEETING WILL BE OPEN TO THE PUBLIC ONLINE OR BY TELEPHONE ONLY.** Please see the following instructions.

NOTE: The last page includes options to join a **PRACTICE SESSION.**

PHONE ONLY: You can call into the meeting without using a computer or Audio PIN. If using this option, you will be in “**listen-only mode**” (you will not be able to comment via the conference call). Note: You can still submit comments in writing via email at: landuse@co.lassen.ca.us.

1. Call the phone number: **(213) 929-4232**
2. You will be asked for your Access Code.
Enter the following Access Code: **718 875 787, then press #.**
3. You will be asked to enter your Audio PIN. You will not have an Audio pin, so just **press #.**

JOINING THE WEBINAR THROUGH YOUR COMPUTER will allow you to view PowerPoint presentation slides in real time – as well as listen to audio through your computer speakers and use your computer microphone if you have one. Register for the meeting at: <https://attendee.gotowebinar.com/register/5232841225288092430>

1. You will see this screen, where you enter your name and email address.



BVAC Meeting

Wed, May 6, 2020 4:00 PM - 6:00 PM PDT
[Show in My Time Zone](#)

Meeting of the Big Valley Advisory Committee for the Groundwater Sustainability Plan

*Required field

First Name* Last Name*

Email Address*

By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services.

2. After you hit “register” you will see a screen that says “You’re registered!” There will be an option to save the meeting to your calendar or to cancel the registration.



You're Registered!

BVAC Meeting

Wed, May 6, 2020 4:00 PM - 6:00 PM PDT

At the time above, [join the webinar.](#)

Before joining, be sure to [check system requirements](#) to avoid any connection issues.

A confirmation email with information on how to join the webinar has been sent to you.

Questions or Comments? Contact: talbotjudie@gmail.com

To Cancel this Registration
You may [cancel your registration](#) at any time.

3. You will also receive an email from “Judie Talbot” with the subject line “BVAC Meeting Confirmation.” The email looks like this and contains a link to join the BVAC meeting. (It may take a few minutes to receive the email.)



How To Join The Webinar

Wed, May 6, 2020 4:00 PM - 6:00 PM PDT

Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#)

1. Click the link to join the webinar at the specified time and date:

Note: This link should not be shared with others; it is unique to you.

Before joining, be sure to [check system requirements](#) to avoid any connection issues.

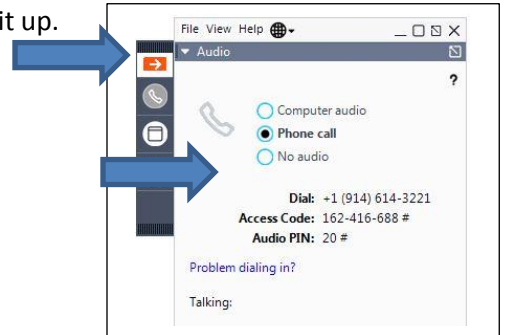
When it’s time for the meeting to start, go back to this email and click on “Join Webinar.” (You may be prompted to “save and run” Go-to-Webinar if it doesn’t load automatically.)

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NOTE: If the webinar opens and you can only see the webinar screen, hit the “Esc” key in the upper-left corner of your keyboard. This will get you out of full-screen mode.

- After logging in, if you have weak internet, **problems with the audio**, or if your computer does not have speakers and/or a microphone, you can keep the webinar running on your computer (so that you can see the presentation) and **use your phone to call in** to the number below.

1. Click on the triangle on the gray bar called “Audio” to open it up. You’ll see the screen on the right.
2. Click the circle for “Phone Call.”
3. Call the phone number: **(213) 929-4232**
4. You will be asked for your Access Code. Enter the following Access Code: **718 875 787**, then press #.
5. You will be asked for your Audio PIN. Enter your **Audio PIN**, then press #.

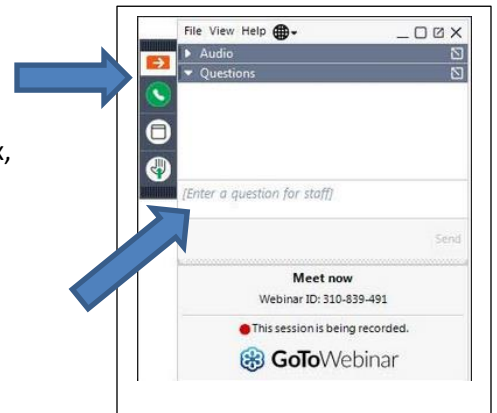


- For those joining the meeting on a computer, you can **ask questions and provide comments during the meeting** by clicking on the tab called “Questions.”




(If you don’t see the “Questions” tab, you probably see a small box, like the one on the left. Click the orange arrow and it will open up, allowing you to see the boxes shown on the right.)

- Clicking the gray “Questions” tab will open the text box. Please type your questions or comments in the area that says: “(Enter a question for staff.)”



We will try to read and respond to comments as time allows.

- If you prefer to say your comment directly, click the “raise hand” button and – at the appropriate time in the agenda - we will unmute your microphone. The button looks like this 

If we are not able to hear you, we will ask you to submit your question or comment using the “Question” tab.

This is new for all of us. We apologize in advance for any technical “glitches.” We look forward to a successful meeting and we thank you for your patience.

NOTE #1: If you have a problem calling or logging into the meeting, call (775) 720-0214 and we will try to get you connected.

NOTE #2: If the system disconnects at any time during the meeting, repeat the instructions above to get back into the meeting.

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Practice Sessions

Would you like to have a chance to test this out before the BVAC meeting? If so, join us for a practice session. **It will take only a few minutes** to log in. (Each session is scheduled for an hour and you can log in at any time during that hour.) Choose from these dates and times:

Saturday, May 2nd

- 10 a.m.
- 2 p.m.

Monday, May 4th

- 2 p.m.
- 7 p.m.

To register for any of the practice sessions, go to <https://attendee.gotowebinar.com/rt/885122659922655246>

You will see a screen like the one here. When you click the date (where the arrow is pointing to), all the dates and times will appear. You can select whichever session works best for you.

Fill in the information and click “Register.”



- After clicking the “Register” button, you will see a screen that says “You’re Registered!”

You can add the meeting to your calendar.

You can also cancel the registration.

- You will then receive an email from “Judie Talbot.” (It make take a couple of minutes to receive it.)

The email will contain a link to the practice session webinar. When it’s time for the practice session, open the email that you received and click on the “Join Webinar” link.

Also: you can join by **phone only**, during any of the practice session times.

1. Dial **(562) 247-8321**
2. When asked for access code enter **348 993 712**, then press #.
3. If asked for an audio pin, just press #.

***** If you need help connecting during the practice session, call (775) 730-0214 *****