FAMILY VOICES ®

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Please save this document for use on the day of the webinar.

Topic: *Starting a Youth Advisory Board, Part 2:* **Creating a**
Foundation for Success
Date: **May 30, 2019, 12:00 PM - 1:00 PM ET**

- *We strongly recommend that you plan to connect (both online and to audio) ten minutes early, as possible, to allow time for getting fully connected before we begin.*

- The following link will verify that your computer is optimally setup for Adobe Connect and contains some troubleshooting tips:
  http://meetingconnect.adobeconnect.com/common/help/en/support/meeting_test.htm

- Contact Will Simpson at wsimpson@familyvoices.org with questions.

- **The following instructions will guide you in joining to 1) the online meeting room via your computer and 2) the audio via a telephone.** *Please note that audio will not be broadcast via the computer; you must connect via telephone for audio.*

TO JOIN THE ONLINE MEETING ROOM:

1.   **Click the following link:**
     https://familyvoices.adobeconnect.com/ncfppfamilyleaders/

2.   **Enter your name** in the space provided, then **click the "Enter Room" button**.

ADOBE® CONNECT™

Family Voices Webinar

◉ Enter as a Guest

Name   [Enter your name here]

       [Enter Room]

○ Enter with your login and password(Required for hosts, recommended
for registered users)

TO CONNECT TO AUDIO
1.   Once in the meeting room, you will be prompted with the following pop-up screen. **For many, the easiest option is to select "Dial-out [Receive a call from the meeting]"**. If you select this option, enter your phone number in the space provided and click the "Join" button. Your phone will be called by the meeting room.

Alternatively, you may select "Dial-in to the Audio Conference via Phone." You will be shown a screen similar to the one below containing the call in number, conference code, and **A UNIQUE CODE TO IDENTIFY YOURSELF**. After connecting to audio, **ENTER THIS CODE AT ANY TIME; you will not be prompted. Include the beginning and ending "#".** This step allows us to make adjustments to audio when lines are open for discussion.

> *Note:* You will receive your own unique code to identify yourself; do not use the code in the screenshot. If you close the audio information box before entering your identity code, you can find it by clicking this icon→ , at the top right of the meeting room screen, then click "View Info", and your unique code to identify yourself will be near the bottom in the format of #xxxxx#.

You should now be connected to the online meeting room as well as the meeting audio.

TROUBLESHOOTING
- **If you successfully join the online meeting room, but have not been prompted with audio connection options,** you can press the phone icon (shown below) on the top menu bar, then see Step 3 above.

- **If you are not able to connect to the online meeting room you may use the following call-in information:** 866-214-9397, conference code: 5058724774

- Further troubleshooting tips can be found at the following link: http://meetingconnect.adobeconnect.com/common/help/en/support/meeting_test.htm.