

GO TO TRAINING – SET UP

1. Go To Flight Deck, log in to GTT. www.teamactorbank.co.uk
2. 10 Minutes before the session Create Training, and register the client, using the email address in your acuity booking.
3. 3 Minutes Before the start of the session, click start.
4. Click on 'Launch Application'.
5. Open control panel
6. Click on options to make sure attendees can share webcam.
7. Turn on YOUR camera and microphone.
8. Check framing, HIDE YOUR WEBCAM /GO FULL SCREEN
9. Set up client on arrival (see video demo).
10. Start session with client before starting to 'RECORD'.
11. Share rating form link – in chat box.

STEP 2. 10 Minutes before. Create training and register client using email address in booking.

The image shows two screenshots from the GoToTraining interface. The top screenshot is the 'My Trainings' dashboard, which lists upcoming and past trainings. A red circle highlights the '+ Create a Training' button in the left sidebar. The bottom screenshot is the 'Schedule a Training' form. A red circle highlights the 'Step 2: Share and Track Your Training' section, which includes options to invite attendees, manage registration settings, and track registrants.

My Trainings Dashboard:

Date	Time	Title	Registrants	Start
Jan 10, 2020	5:00 PM GMT	Izzy /Avatarjo Audition	1	Start
Jul 15, 2020	1:03 PM BST	Sample Class Template	1	Start

Schedule a Training Form:

Title: Client First Name/ Your first name/ service name

Description: I am looking forward to working with you. Should you require assistance at the time of the session please contact me on this number xxxxxxxx

Occurs: Once

Start Date: Sat, Jan 11, 2020

Start Time: 2:00 PM End Time: 3:00 PM

Step 2: Share and Track Your Training

Invite Your Attendees
Registration URL: <https://attendee.gototraining.com/r/8261167825315621633>
Training ID: 586-050-508

Email Registration: [Email Registration](#) [Copy Training Information](#)

Registration and Payment Settings
Attendee Limit: 50
Close Registration: Never
Registration Notification: No

Tracking Registrants
Registrants: 0
Automatically Approved

Catalogs
Published: Not published to any catalogs.
[Create a new catalog](#)

Emails
Reply-to: Channel 1, channel1@avatarjo.com

Please register for 'Client First Name/ Your first name/ service name'

I am looking forward to working with you. Should you require assistance at the time of the session please contact me on this number xxxxxxxx

[Contact Organizer](#)

Jan 11 Sat **Sat, Jan 11, 2020**
2:00 PM - 3:00 PM GMT

[Change time zone](#)

* First Name * Last Name

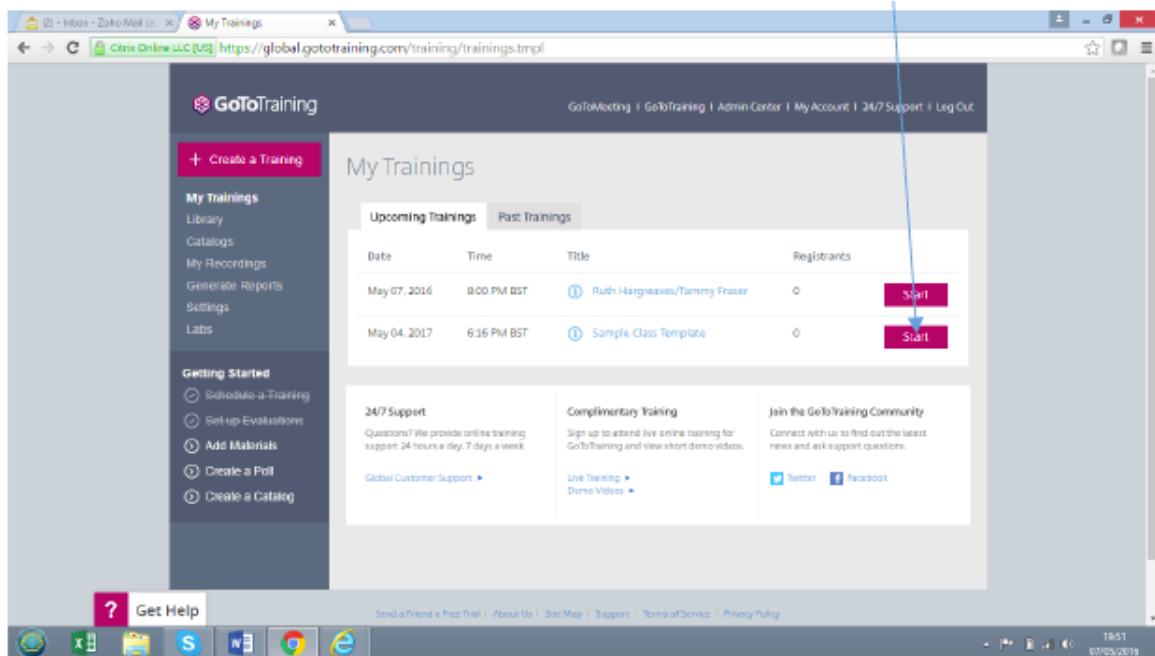
* Email Address

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

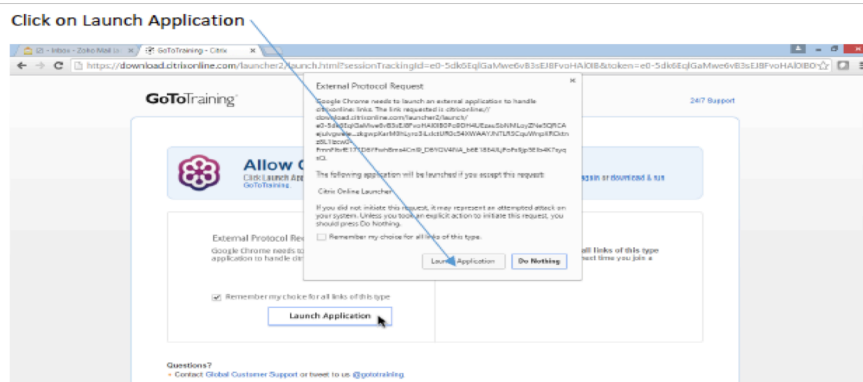
REGISTER

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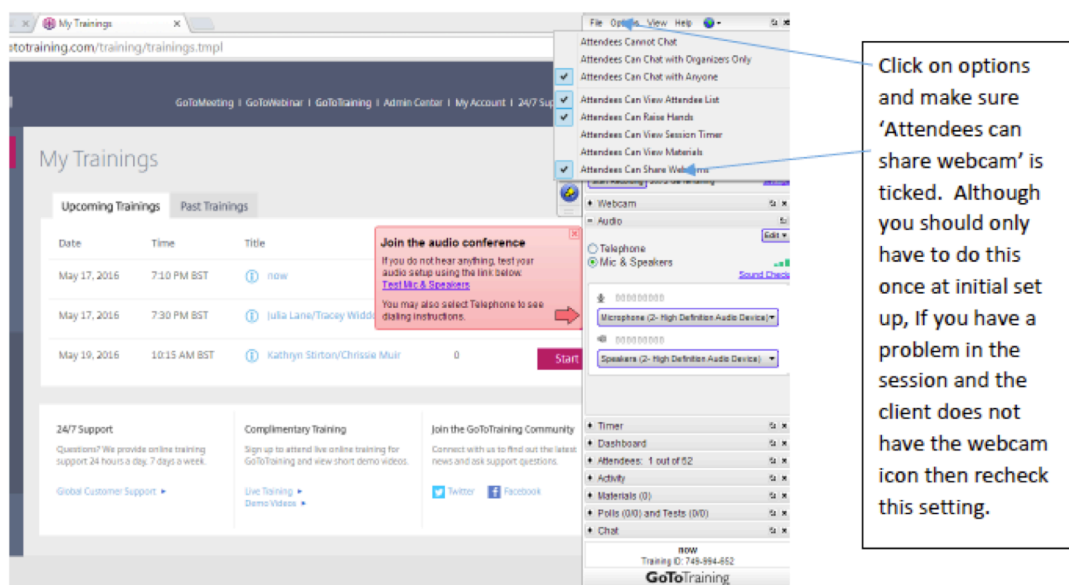
Step: 3 Minutes before the session, click start.

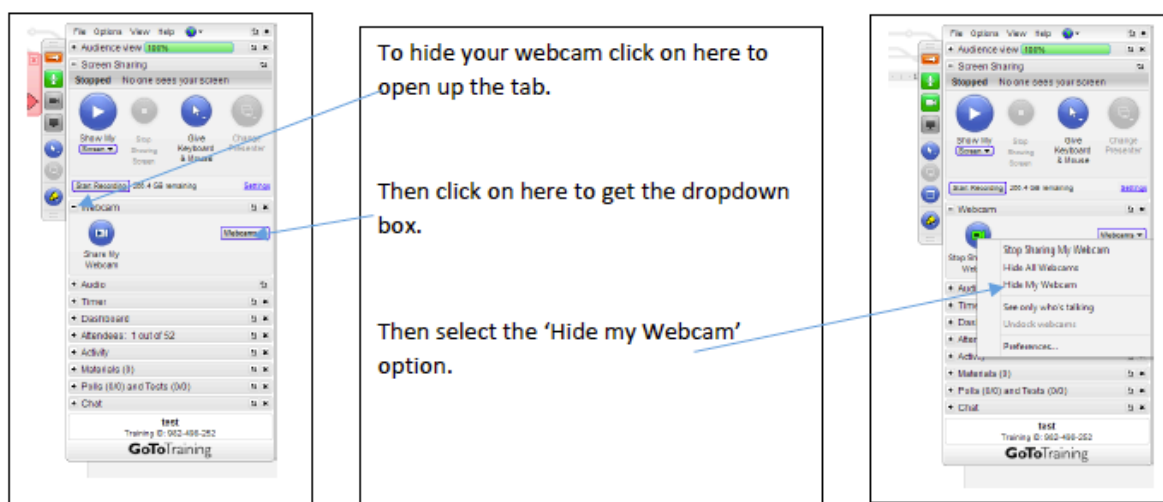


Step4: Click Launch application

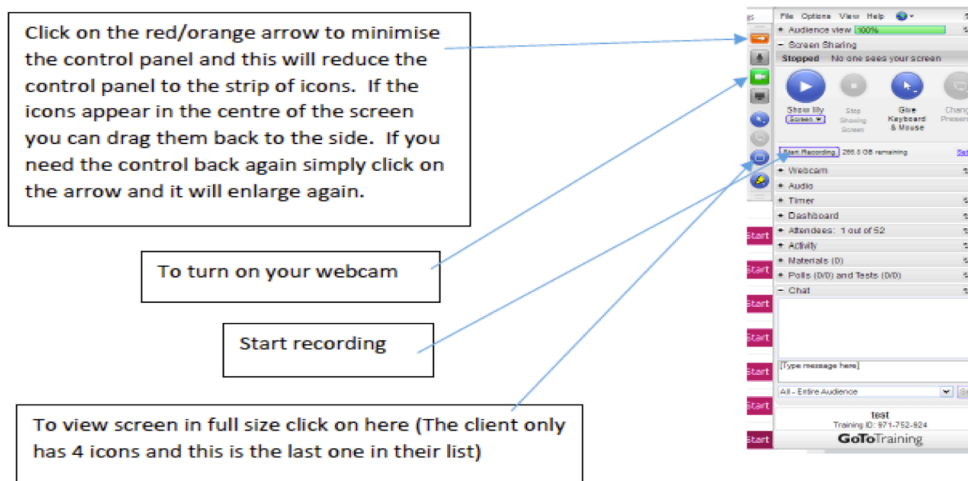


Step 5, 6 & 7: Open control panel to set up.





If your client is using an Ipad they will automatically see you large and themselves small. They have a webcam icon on the top of the page that they need to turn on and they may need to unmute themselves on the microphone if you are unable to hear them. Make sure the client is holding the Ipad the correct way up or the recording will come out upside down! Make sure the home key is on the left hand side.



Step8: Check YOUR framing.

Step 9: Set up client – see webpage resources and video for detail.

Step 10: Start session and then RECORD.

Step 11: Share your rating form link in chat box.



Send your Rating form link here, paste the link in and press return. The client will need to click on the link during the call which will open in a new tab for them.

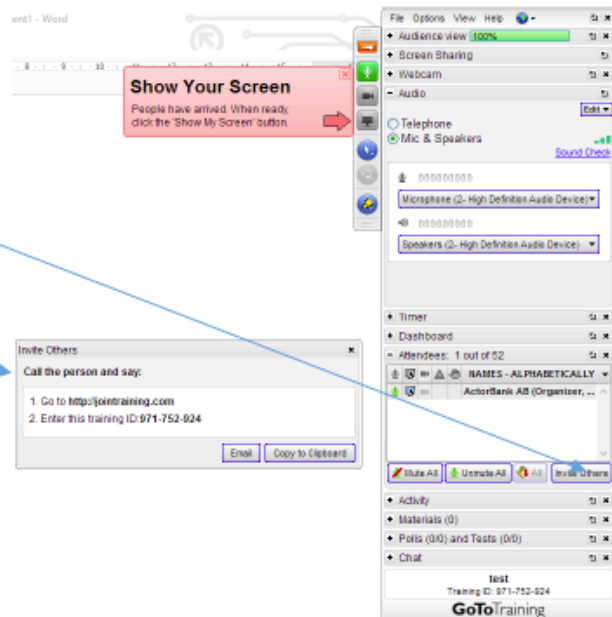
If you are on a Mac please do not save your links to a pages/word document. If you want to have the links ready to copy and paste you have to either copy and paste straight from the source or you can save them into the Notes folder.

When the client receives your link and they click on it they will leave the GTT page and be taken to their web browser, (Please note they will not be able to see you but they will still be able to hear you). If they find it difficult to get back to your image they need to click on the purple or orange flower icon on the bottom toolbar. It is purple for PC and orange for Mac. Sometimes on a Mac it will be on the side of the screen instead of on the bottom.

To end the training session click on the cross in the top right hand corner of the control panel on PC or the red cross on the left hand side of the control panel on a MAC. You will be asked if you want to leave the training or end training for all and you need to select end training for all.

How to invite a client if they are unable to find their link to the session.

If the client is unable to find their join mail you can click on here and this box will come up, all the client needs to do is enter the website address into a browser and they will be asked for the ID code which once entered will join them into your call.



IMPORTANT: You must then LOG OUT of 'GO TO TRAINING'.