



Instant  
Teleseminar 2.0

QuickStart Guide

# How to Test Your WebCast and Conferencing System

# Add a new event to your event queue



- Enter a name for the event, and choose whatever date and time it is now.
- Select a duration of 30 minutes
- Have the webcast recorder dial in on GUEST mode.
- Choose the Phone + Webcast listening method
- Choose the Modern Template
- Select “yes” for “Share This”
- Slides: If you have a deck of slides ready to upload, upload them NOW under the My Slides tab in the vertical left menu. Otherwise, select “no.”
- When you are ready to continue, hit “next” at the bottom of this page.

**Phone Control**

- > Phone Control v2 Beta
- > **My Events**
- > My Slides
- > My Audios
- > Phonebook
- > Call Logs
- > Account
- > Training & Coaching
- > Contact Us
- > Suggestions
- > Sign Out
- > Welcome Video

Logged In As:  
Rick (1131670)

### Add New Event

Event Name:

Event Date:

Official Start Time:     [timezone converter.](#)

Official Start Time Text:   
This text is displayed on your event page.  
Feel free to rephrase it or adjust the time zone to match your audience.

Select Event Duration:

Webcast Recorder Dial in Number:  [Add/Remove Phonebook Entries](#)

Select Listening method:

- Phone (Including Skype) + Webcast
- Phone Only (Includes Skype)
- Webcast Only

Publishing Method:

- Modern Template [Select your template...](#)
- Classic Template [Select your template...](#)
- Custom Publishing (Webmaster Required)

Will this event use "Share this"?  Yes  No

Modern-Template Options *(These options are enabled only if you select a Modern template above)*

Settings:

- Will this event use slides?  Yes  No
- Do you want to enable the 50-person chat?  Yes  No
- Display email address field on question submission form  Yes  No

Security:

- Public Anyone can attend
- Private Password protect this event

Desired Password:

**Make sure you tell attendees about the password BEFORE the event begins!**

# Inform Attendees and Co-Hosts

This page gives you the instructions to send to your attendees as well as your co-hosts.

Hit "next" again to customize your event.

- > Phone Control
- > Phone Control v2 Beta
- > **My Events**
- > My Slides
- > My Audios
- > Phonebook
- > Call Logs
- > Account
- > Training & Coaching
- > Contact Us
- > Suggestions
- > Sign Out
- > Welcome Video

Logged In As:  
Rick (1131670)

## Add New Event

### Congratulations! Your event is ready.

#### Tell your attendees this...

*Title:* Test Event  
*Time:* Monday, January 10th at 12:25pm Mountain  
*Listening method:* Phone + Web Simulcast  
*To attend, visit:*  
<http://InstantTeleseminar.com/?eventID=16990815>

*Include Phone Number and Pin*

**WARNING:** Not recommended if you're trying to drive people to the event page

#### Tell your co-hosts this...

*Event:* Test Event  
*Time:* Monday, January 10th at 12:25pm Mountain  
*Listening method:* Phone + Web Simulcast  
*Dial-in number:* (503) 290-5016  
*Conference ID:* 422633# (co-hosts only!)  
*Or, check for a local dial-in number...*  
<http://InstantTeleseminar.com/Local/>

*Note: If you want a co-host to have access to your event control panel, you will need to share your member ID and password with them.*



A courtesy-email with this information will be sent to your inbox after this step. You can update the email address we have on file in the "Account" side-menu.

<< Back to My Events

Next >> Customize Your Event



# Customize Event Page Templates or Change Settings

You can click around on the different settings options to see what you can customize. Or, if this is your first test event, just ignore the options for now and click on the event link.

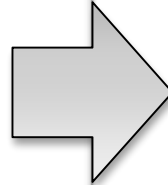
The screenshot displays the 'Event Management' interface for a 'Test Event'. On the left is a navigation menu with options like 'Phone Control', 'My Events', and 'Account'. The main content area is divided into sections: 'Event Settings' (with links for Event Date, Event Name, Photo, Call-To-Action, Pre-Event Page, During-Event Page, and Replay Page), 'Pre-Event Promotion and Testing Tools' (with links for Test Phone-Conference & Webcast and View Live Event Page), 'Get the Link to Your Event Page' (with a link to 'Get the Link to Your Event Page'), 'Control Panel (Use during live event)' (with a link to 'Control Panel'), and 'After Your Event' (with links to 'Get the Link to Your Replay Page' and 'Event Recordings'). A 'Back to My Events' button is at the bottom. On the right, a callout box highlights the event link: 'Here's the Link for your Guests: <http://InstantTeleseminar.com/?eventId=16990815>'. Below this, it provides dialing instructions: 'Tell Hosts/Co-Hosts to dial: (503) 290-5016 Pin/ConferenceID: 422633#'.



# Test The Event Page

On the event page, click to listen in, and choose the “listen in via Web” option.

*Note: the event page should be in “during event” mode. If it is still in the pre-event mode, you chose a date or time that isn’t happening right NOW. If you see the pre-event page, go back to the event management area, click on event date, time, & conference line to change the date and/or time.*



# Test The Event Page



Click on "play" to start the web broadcast. You should hear on-hold music, since no hosts have dialed into the conference yet.

A screenshot of a form titled "Submit Your Question For the Event Here:". The form has a text area with the placeholder text "Enter a Question for the event here so that you can see what it looks like from the host control panel". Below the text area are two input fields: "Name: Joel" and "City: Boulder". At the bottom right is a "Submit" button with a mouse cursor pointing to it.

Submit a question into the question form so that you can see what it looks like from the host control panel.



# Access the Control Panel for the Event

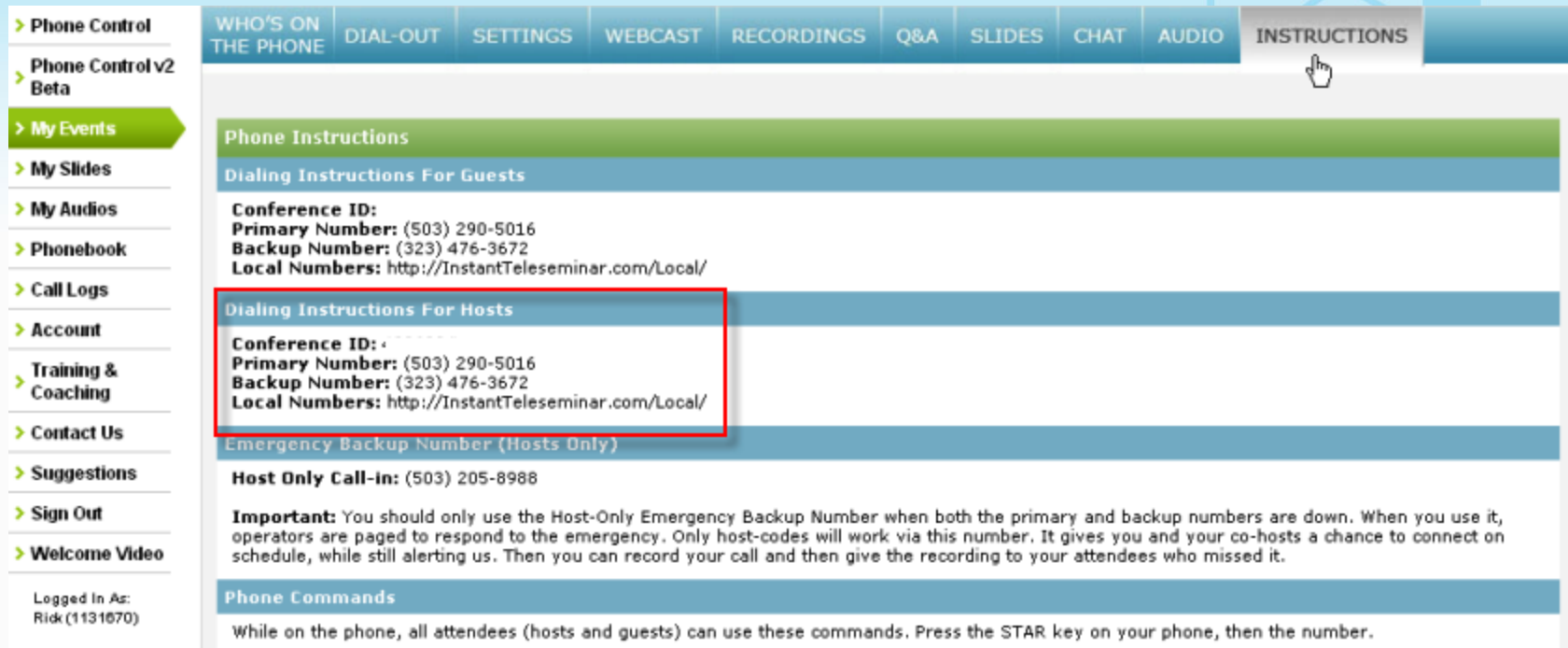
Click back to the Event Management Screen to access the Control Panel. You can reach the Control Panel from two different places.

The screenshot displays the 'Event Management' interface. On the left is a navigation sidebar with the following items: Phone Control (highlighted with a red box), Phone Control v2 Beta, My Events (highlighted with a green arrow), My Slides, My Audios, Phonebook, Call Logs, Account, Training & Coaching, Contact Us, Suggestions, Sign Out, and Welcome Video. Below the sidebar, it shows 'Logged In As: Rick (1131670)'. The main content area is titled 'Event Management' and contains several sections: 'Test event', 'Event Settings' (with links for Event Date, Time & Conference Line; Event Name, Listening Options & Template Options; Photo; Call-To-Action Button & Web Links; Pre-Event Page Settings; During-Event Page Settings; and Replay Page Settings), 'Pre-Event Promotion and Testing Tools' (with links for Test Phone-Conference & Webcast and View Live Event Page), 'Get the Link to Your Event Page' (with a link to Get the Link to Your Event Page), 'Control Panel (Use during live event)' (with a link to Control Panel (formerly Moderator Tools) highlighted by a red box and a mouse cursor), and 'After Your Event' (with links for Get the Link to Your Replay Page and Event Recordings). At the bottom is a '<< Back to My Events' button. On the right side of the interface, there are two yellow callout boxes: the top one says 'Here's the Link for your Guests: http://InstantTeleseminar.com/?eventid=16991382' and the bottom one says 'Tell Hosts/Co-Hosts to dial: (503) 290-5016 Pin/ConferenceID: 422633#'.

# Dial Into the Conference

Dial into the conference using the dialing instructions you received when you signed up. You can also click on the instructions tab for the dialing information.

Be sure to dial into the call as a HOST.



The screenshot displays a conference control interface with a navigation menu on the left and a main content area. The navigation menu includes options like Phone Control, My Events, My Slides, My Audios, Phonebook, Call Logs, Account, Training & Coaching, Contact Us, Suggestions, Sign Out, and Welcome Video. The main content area has a top navigation bar with tabs: WHO'S ON THE PHONE, DIAL-OUT, SETTINGS, WEBCAST, RECORDINGS, Q&A, SLIDES, CHAT, AUDIO, and INSTRUCTIONS. The INSTRUCTIONS tab is selected and highlighted with a mouse cursor. Below the tabs, the content is organized into sections: Phone Instructions, Dialing Instructions For Guests, Dialing Instructions For Hosts (highlighted with a red box), Emergency Backup Number (Hosts Only), and Phone Commands. The Dialing Instructions For Hosts section contains the following information:

**Dialing Instructions For Hosts**

**Conference ID:** .....  
**Primary Number:** (503) 290-5016  
**Backup Number:** (323) 476-3672  
**Local Numbers:** <http://InstantTeleseminar.com/Local/>

**Emergency Backup Number (Hosts Only)**

**Host Only Call-in:** (503) 205-8988

**Important:** You should only use the Host-Only Emergency Backup Number when both the primary and backup numbers are down. When you use it, operators are paged to respond to the emergency. Only host-codes will work via this number. It gives you and your co-hosts a chance to connect on schedule, while still alerting us. Then you can record your call and then give the recording to your attendees who missed it.

**Phone Commands**

While on the phone, all attendees (hosts and guests) can use these commands. Press the STAR key on your phone, then the number.





# Who's on the Phone Controls

Click to the "Who's On the Phone" Tab and begin speaking.

Notice how the line you are speaking on turns blue.\* This allows you to always know who is speaking during a call. It also allows you to mute lines where unwanted noise may be coming from (such as a crying baby, a barking dog, wind, or other noise).

Your voice will be broadcast over the web event page with a 15-second delay. This is intentional. It ensures that the sound packets stream at the highest-possible sound quality for everyone listening in, no matter where they are in the world or their connection speed.

WHO'S ON THE PHONE | DIAL-OUT | SETTINGS | WEBCAST | RECORDINGS | Q&A | SLIDES | CHAT | AUDIO | INSTRUCTIONS

PHONE CONTROL  
Phone Control v2 Beta  
My Events  
My Slides  
My Audios  
Phonebook  
Call Logs  
Account  
Training & Coaching  
Contact Us  
Suggestions

CONFERENCE MODE — active conference only

- INTERACTIVE - All guests can talk (guests press \*6 to mute)
- LECTURE - All guests are muted (guests press \*2 to raise hand)
- Q&A - All guests are muted (guests press \*7 to talk)
- PARTY - All guests can talk; no host required

Hold all Guests | Drop All | Lower Hands

Conference unlocked

2 Callers | Refresh | Legacy Refresh Mode | Disable Dynamic Updates | Hide Muted Guests | Last page reload 00:00:35 ago

Type	Caller	Name	City, ST	Hand	Mute	Volume	Duration	Hold	Drop
Host	30549	Joel Sanders	Miami, FL			- Auto +	0m	Hold	X
Webcast	<Recorder>	322361				- Auto +	71m	Hold	

\* You may need to change your settings to the new "dynamic control panel," first. To select the dynamic control panel, click on the "Settings" tab and turn the dynamic control panel switch to "on."



# Who's on the Phone Controls

Press \*2 on your phone dial to raise your hand, then click on it to lower it.

Click on the microphone under the Mute column to test the mute/unmute function

Click on the "hold" button, volume controls, and any other functions you'd like to try.

WHO'S ON THE PHONE | DIAL-OUT | SETTINGS | WEBCAST | RECORDINGS | Q&A | SLIDES | CHAT | AUDIO | INSTRUCTIONS

PHONE CONTROL

- Phone Control v2 Beta
- My Events
- My Slides
- My Audios
- Phonebook
- Call Logs
- Account
- Training & Coaching
- Contact Us
- Suggestions
- Sign Out
- Welcome Video

Logged In As: Rick (1131670)

CONFERENCE MODE — active conference only

- INTERACTIVE - All guests can talk (guests press \*6 to mute)
- LECTURE - All guests are muted (guests press \*2 to raise hand)
- Q&A - All guests are muted (guests press \*7 to talk)
- PARTY - All guests can talk; no host required

Hold all Guests | Drop All

Lower Hands

Conference unlocked

2 Callers | Refresh | Legacy Refresh Mode | Disable Dynamic Updates | Last page reload 00:05:53 ago | Hide Muted Guests

Type	Caller	Name	City, ST	Hand	Mute	Volume	Duration	Hold	Drop
Host	3054900458 ✓	Joel Sanders	Miami, FL	1		- Auto +	6m	Hold	X
Webcast	<Recorder>	322361				- Auto +	76m	Hold	



# Dial-Out

Enter one of your phone lines or the phone of a friend or colleague into the phone book.

Then, click on “dial-out” to connect the 2<sup>nd</sup> line to the call. (Note: dial-out includes an extra charge of 2.9 cents per line per minute)

> Phone Control  
> Phone Control v2 Beta  
> My Events  
> My Slides  
> My Audios  
> Phonebook  
> Call Logs  
> Account  
> Training & Coaching  
> Contact Us  
> Suggestions  
> Sign Out  
> Welcome Video

Logged In As:  
Rick (1131870)

WHO'S ON THE PHONE | **DIAL-OUT** | SETTINGS | WEBCAST | RECORDINGS | Q&A | SLIDES | CHAT | AUDIO | INSTRUCTIONS

Name	Tel# or SkypeID	Talk Vol	Add to Phonebook	
Joel - Home Phone	303-468-xxxx	+0 db		

Name	Tel# or SkypeID	Talk Vol	Location	Phonebook Entry Controls
Gab	303.835	+0 dB	Brighton, CO	<a href="#">DialAsHost</a> <a href="#">DialAsGuest</a> <a href="#">Edit</a> <a href="#">Delete</a>
Rick Cell	303.720	+0 dB	Fort Lupton, CO	<a href="#">DialAsHost</a> <a href="#">DialAsGuest</a> <a href="#">Edit</a> <a href="#">Delete</a>
Rick Home Office	303.949	+0 dB	Denver, CO	<a href="#">DialAsHost</a> <a href="#">DialAsGuest</a> <a href="#">Edit</a> <a href="#">Delete</a>
Marc Home	503.292	+0 dB	Portland, OR	<a href="#">DialAsHost</a> <a href="#">DialAsGuest</a> <a href="#">Edit</a> <a href="#">Delete</a>
Nina-Customer	403.257	+0 dB	Calgary, AB	<a href="#">DialAsHost</a> <a href="#">DialAsGuest</a> <a href="#">Edit</a> <a href="#">Delete</a>
test	111.222	+12 dB		<a href="#">DialAsHost</a> <a href="#">DialAsGuest</a> <a href="#">Edit</a> <a href="#">Delete</a>
Lou DAlo	928.328	+0 dB	Yuma, AZ	<a href="#">DialAsHost</a> <a href="#">DialAsGuest</a> <a href="#">Edit</a> <a href="#">Delete</a>
Amanda	303.949	+0 dB	Denver, CO	<a href="#">DialAsHost</a> <a href="#">DialAsGuest</a> <a href="#">Edit</a> <a href="#">Delete</a>
Joel Sanders	305.490	+0 dB	Miami, FL	<a href="#">DialAsHost</a> <a href="#">DialAsGuest</a> <a href="#">Edit</a> <a href="#">Delete</a>
Conf Call Dial-in	503.205	+0 dB	Portland, OR	<a href="#">DialAsHost</a> <a href="#">DialAsGuest</a> <a href="#">Edit</a> <a href="#">Delete</a>

**HOW TO USE THE PHONEBOOK:**

- First, add the names & numbers of people you want to conference with.
- Click on a 'DialAsHost' or 'DialAsGuest' link to have the conference dial them.
- If you get their voicemail or busy signal, drop them using the "Who's On" tab.
- To dial an extension, use commas to add a pause. For example "212-555-1000,,123". Each comma is 2 seconds of delay.
- The cost for the dial-out service to U.S. phone numbers is **2.9 cents** per minute for each dial-out call. Calls to Skype IDs are free.
- At this time, dial-out is available for U.S. phone numbers and Skype only. No date yet for dial-out to international phone numbers.

**SUGGESTED USES:**

- Do meetings quicker and easier.
- Someone missing? Get them on the call instantly.
- Connect with groups of friends and family without a lot of pre-planning.

<< Back to Event Management

# Webcast

- **IMPORTANT!**

If you need to extend the webcast, click to add 15 more minutes. This is important during a live event, otherwise the webcast will end at the scheduled time and anyone listening in live will be cut off from the conference.

To end your event, just click on the End The Event button (but don't do that right now so that you can continue testing your webcast service).

The screenshot shows a webcast control interface with a top navigation bar containing: WHO'S ON THE PHONE, DIAL-OUT, SETTINGS, WEBCAST, RECORDINGS, Q&A, SLIDES, CHAT, AUDIO, and INSTRUCTIONS. On the left is a sidebar menu with options: Phone Control, Phone Control v2 Beta, My Events (highlighted), My Slides, My Audios, Phonebook, Call Logs, Account, Training & Coaching, Contact Us, Suggestions, Sign Out, and Welcome Video. Below the sidebar, it says 'Logged In As: Rick (1131670)'. The main content area is split into two panels: 'Manage Webcast' and 'Test Your Webcast'. The 'Manage Webcast' panel shows 'There are currently 0 Webcast Attendees' with a 'Refresh' button, and a countdown timer 'Webcast ends in 00 Hrs 23 Mins 41 Secs' with buttons for 'Add 15 more minutes' and 'End The Event'. The 'Test Your Webcast' panel contains instructions on how to test the webcast, a 'STOPPED' control bar, and a link to 'InstantTeleseminar.com'. At the bottom of the interface is a '<< Back to Event Management' button.

# Recordings

Click to start or stop a recording. The replay page ONLY plays what you decide to record and publish. So if you have chitter-chatter at the beginning of a call that you don't want to keep, don't record that part, or if you've already started recording, just stop the recording and then start it again when you're ready. Afterwards, you can choose which portions you would like to publish.

Note that we also create a backup recording for every event. It's available for 30 days after the event ends, so if you forget to record here, you can always use the backup. Also note that the backup records the ENTIRE event, so it is often necessary to manually edit the backup recording prior to publication.

The screenshot shows a web application interface for managing recordings. At the top, there is a navigation bar with tabs: WHO'S ON THE PHONE, DIAL-OUT, SETTINGS, WEBCAST, RECORDINGS (selected), Q&A, SLIDES, CHAT, AUDIO, and INSTRUCTIONS. On the left side, there is a sidebar menu with options: Phone Control, Phone Control v2 Beta, My Events (highlighted), My Slides, My Audios, Phonebook, Call Logs, Account, Training & Coaching, Contact Us, Suggestions, Sign Out, and Welcome Video. Below the sidebar, it says "Logged In As: Rick (1131670)".

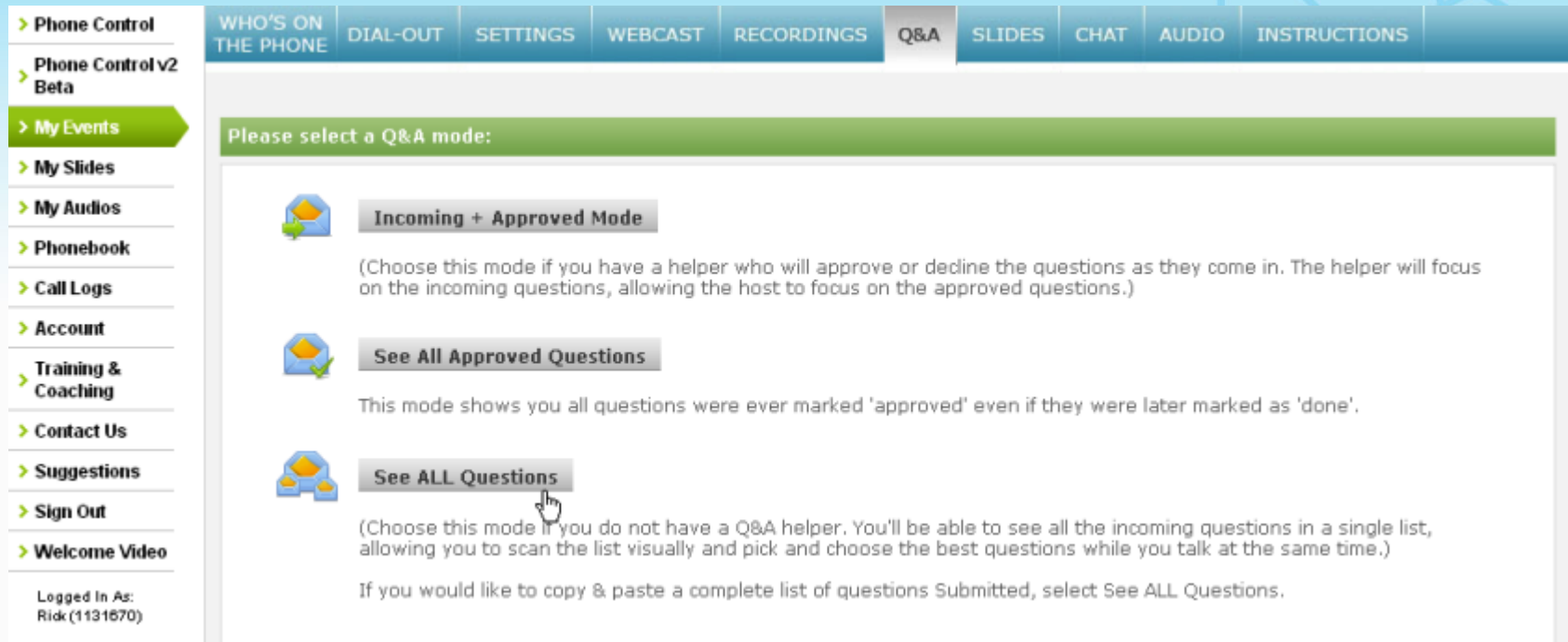
The main content area is titled "Manage Recordings". It features a "Start Recording" button with a mouse cursor hovering over it, and a "Recording Status: Stopped" indicator. To the right of the status is a "Refresh" button. Below this is a "Publish?" section with a table of recordings:

Publish?	
<input checked="" type="checkbox"/>	Recording 001
<input checked="" type="checkbox"/>	Recording 002
<input checked="" type="checkbox"/>	Recording 003

At the bottom of the interface, there is a button labeled "<< Back to Event Management".

# Q&A

Click on the Q&A tab to see the question you submitted earlier from the event page. Note that there are 3 methods for looking at questions, so just click on “see all questions” for now. You should see the question you submitted from the event page earlier.



The screenshot shows a web interface for a Q&A session. On the left is a vertical navigation menu with the following items: Phone Control, Phone Control v2 Beta, My Events (highlighted in green), My Slides, My Audios, Phonebook, Call Logs, Account, Training & Coaching, Contact Us, Suggestions, Sign Out, and Welcome Video. At the bottom of the menu, it says "Logged In As: Rick (1131670)".

The main content area has a top navigation bar with tabs: WHO'S ON THE PHONE, DIAL-OUT, SETTINGS, WEBCAST, RECORDINGS, Q&A (selected), SLIDES, CHAT, AUDIO, and INSTRUCTIONS. Below the tabs is a green header that says "Please select a Q&A mode:". There are three options listed:

- Incoming + Approved Mode**: (Choose this mode if you have a helper who will approve or decline the questions as they come in. The helper will focus on the incoming questions, allowing the host to focus on the approved questions.)
- See All Approved Questions**: This mode shows you all questions were ever marked 'approved' even if they were later marked as 'done'.
- See ALL Questions**: (Choose this mode if you do not have a Q&A helper. You'll be able to see all the incoming questions in a single list, allowing you to scan the list visually and pick and choose the best questions while you talk at the same time.) If you would like to copy & paste a complete list of questions Submitted, select See ALL Questions.

# End the Webcast

That's it for the basics. Click back on the "Webcast" tab to end the event.

The screenshot shows a webcast control interface with a navigation menu on the left and a main content area with two panels. The navigation menu includes: Phone Control, Phone Control v2 Beta, My Events (highlighted), My Slides, My Audios, Phonebook, Call Logs, Account, Training & Coaching, Contact Us, Suggestions, Sign Out, and Welcome Video. The main content area has a top navigation bar with tabs: WHO'S ON THE PHONE, DIAL-OUT, SETTINGS, WEBCAST (active), RECORDINGS, Q&A, SLIDES, CHAT, AUDIO, and INSTRUCTIONS. The 'Manage Webcast' panel shows 0 attendees, a refresh button, a timer for 00 Hrs 23 Mins 41 Secs, and buttons for 'Add 15 more minutes' and 'End The Event' (highlighted with a mouse cursor). The 'Test Your Webcast' panel contains instructions, a 'STOPPED' control bar, and a 'Back to Event Management' button at the bottom.

> Phone Control

> Phone Control v2 Beta

> My Events

> My Slides

> My Audios

> Phonebook

> Call Logs

> Account

> Training & Coaching

> Contact Us

> Suggestions

> Sign Out

> Welcome Video

Logged In As:  
Rick (1131670)

WHO'S ON THE PHONE | DIAL-OUT | SETTINGS | **WEBCAST** | RECORDINGS | Q&A | SLIDES | CHAT | AUDIO | INSTRUCTIONS

### Manage Webcast

There are currently 0 Webcast Attendees

Refresh

Webcast ends in

## 00 Hrs 23 Mins 41 Secs

Add 15 more minutes

**End The Event**

### Test Your Webcast

Before your conference begins, it is a good idea to make sure the webcast is working. Use the play button below to confirm.

If you hear silence, you may need to call in via the phone and make a noise of some kind (e.g. a cough or tapping the phone) to confirm. There is an 18 second delay, so be patient when you make the test.

▶ || ■ **STOPPED**

Webcast available 15 minutes before official start time.

Powered By [InstantTeleseminar.com](http://InstantTeleseminar.com)

If you hear a busy signal, or other problem on the webcast, click [HERE](#) to make the webcast machine re-connect.

Again, there is an 18 second delay, so if you restart the webcast, you may still hear a busy signal (etc) for 18 seconds.

<< Back to Event Management





# Test the Event Replay Page

After ending your event, wait a few seconds, then click back on the event page and refresh your web browser. You should see the replay page.

A screenshot of a web browser displaying an event replay page. The page has a dark blue background with a subtle pattern of light blue squares and lines. On the left side, there is a navigation menu with three items: 'Welcome' with a right-pointing arrow, 'Listen-In' with a right-pointing arrow, and 'Powered By InstantTeleseminar.com'. The main content area is white and features a 'Featured Presentation' section. This section has a title 'Featured Presentation' in a large, bold, black font. Below the title is a green globe icon. Underneath the globe is a 'Listen Live via Web' section with a title bar. This section contains a 'Replay:' label followed by three icons: a play button, a pause button, and a stop button. Below these icons is a link that says 'Download audio only MP3 file [Here](#)'. At the bottom of this section, there is a heading 'To download a recording file...' followed by two lines of instructions: 'Firefox or Safari users: Alt+Option-click the link' and 'Internet Explorer users: Right-click the link, and select 'Save-as''.





# Upload a Power Point Deck

If you would like to try an event with slides, click on the “My Slides” tab on the left vertical menu and follow the instructions to upload a Power Point file from your computer.

> Phone Control

> Phone Control v2  
Beta

> My Events

> My Slides

> My Audios

> Phonebook

> Call Logs

> Account

Upload a New Presentation

View Disabled Presentations

## Powerpoint Slide Library

Use this page to organize Presentations and Slides that you want to play during your scheduled events. Uploads must be in PPT or PPTX format. Use these Presentations during scheduled events using buttons on the Moderator Tools page.

You have not yet uploaded a Powerpoint slide presentation. Click the button above to begin.



# Clone Your Event

Navigate back to the “My Events” tab, and “clone” your last event by clicking on the clone event icon under the Action column. The “Clone” function copies all of the settings, except the date and time, into a new event.



## InstantTeleseminar 2.0







- > Phone Control
- > Phone Control v2 Beta
- > My Events
- > My Slides
- > My Audios
- > Phonebook
- > Call Logs
- > Account
- > Training & Coaching
- > Contact Us
- > Suggestions
- > Sign Out
- > Welcome Video

Logged In As:  
Joel (3502356)

Add New Event

When you schedule an event, we give you a web page to help you promote it. This web page is where people can listen in live, view slides, chat, submit questions, and listen to the replay.

### My Events

Event Title	Event Date and Time	Status	Action
<a href="#">Meet Romi Neudstat</a>	01/10/2011 11:25PM Mountain	Replaying	
<a href="#">Test event</a>	01/08/2011 2:00AM Mountain	Replaying	
<a href="#">Test event</a>	01/07/2011 11:20PM Mountain	Event is Over	
<a href="#">Test event</a>	01/07/2011 11:20PM Mountain	Event is Over	
<a href="#">Test event</a>	01/07/2011 11:20PM Mountain	Event is Over	
<a href="#">My Test Event</a>	01/03/2011 2:20PM Mountain	Event is Over	

Automatically hide events that have been over for 30 days or longer

Clone Event



# Select Options for Power Point

Set the event date and time to whatever time it is you're setting this up, set the slides setting to "yes," and set up a new event page just as you did before.

**> Phone Control**

**> Phone Control v2 Beta**

**> My Events**

**> My Slides**

**> My Audios**

**> Phonebook**

**> Call Logs**

**> Account**

**> Training & Coaching**

**> Contact Us**

**> Suggestions**

**> Sign Out**

**> Welcome Video**

Logged In As:  
Joel (3502356)

## Clone Event

Event Name:

Event Date:

Official Start Time:

Official Start Time Text:   
This text is displayed on your event page.  
Feel free to rephrase it or adjust the time zone to match your audience.

Select Event Duration:

Webcast Recorder Dial in Number:   
[Add/Remove Phonebook Entries](#)

Select Listening method:

- Phone (including Skype) + Webcast
- Phone Only (includes Skype)
- Webcast Only

Publishing Method:

- Modern Template [Select your template...](#)
- Classic Template [Select your template...](#)
- Custom Publishing (Webmaster Required)

Will this event use "Share this"?

- Yes
- No

Modern-Template Options *(These options are enabled only if you select a Modern template above)*

Settings:

- Will this event use slides? Yes  No
- Do you want to enable the 50-person chat? Yes  No
- Display email address field on question submission form Yes  No



# Open the Event URL in a New Window and Access the Control Panel

Open the event URL, and then access the control panel again from the event management area and dial into the conference line again.

The screenshot displays the 'Event Management' interface for a 'Test Event'. On the left is a navigation sidebar with the following items: Phone Control, Phone Control v2 Beta, My Events (highlighted), My Slides, My Audios, Phonebook, Call Logs, Account, Training & Coaching, Contact Us, Suggestions, Sign Out, and Welcome Video. Below the sidebar, it shows 'Logged In As: Rick (1131070)'. The main content area is titled 'Event Management' and 'Test Event'. It contains several sections: 'Event Settings' with links for Event Date, Time & Conference Line; Event Name, Listening Options & Template Options; Photo; Call-To-Action Button & Web Links; Pre-Event Page Settings; During-Event Page Settings; and Replay Page Settings. 'Pre-Event Promotion and Testing Tools' includes Test Phone-Conference & Webcast and View Live Event Page. 'Get the Link to Your Event Page' has a link to Get the Link to Your Event Page. 'Control Panel (Use during live event)' has a link to Control Panel (formerly Moderator Tools), which is highlighted with a red box. Below this is the 'After Your Event' section with links for Get the Link to Your Replay Page and Event Recordings. At the bottom is a '<< Back to My Events' button. On the right side, there are two yellow callout boxes: the top one says 'Here's the Link for your Guests: <http://InstantTeleseminar.com/?eventId=16990815>' (the link is also highlighted with a red box), and the bottom one says 'Tell Hosts/Co-Hosts to dial: (503) 290-5016 Pin/ConferenceID: 422633#'.



## Click on the “Slides” tab

Click on the Slides tab to see the Power Point deck that you uploaded. Click on it to select it. Note that you can upload as many presentations as you want, and during a meeting, you can choose to change presentations at any time. Just make sure that your presentations are uploaded to the presentation manager on the My Slides tab beforehand.

WHO'S ON THE PHONE | DIAL-OUT | SETTINGS | WEBCAST | RECORDINGS | Q&A | **SLIDES** | CHAT | AUDIO | INSTRUCTIONS

### Your Presentations

Title	Created
7 Ways to Build Your Business with Teleseminars	11/16/2010 6:41:00 PM

- Slide 1
- Slide 2
- Slide 3
- Slide 4
- Slide 5
- Slide 6
- Slide 7
- Slide 8
- Slide 9
- Slide 10
- Slide 11
- Slide 12
- Slide 13
- Slide 14
- Slide 15
- Slide 16
- Slide 17
- Slide 18
- Slide 19
- Slide 20
- Slide 21
- Slide 22
- Slide 23
- Slide 24
- Slide 25
- Slide 26

change presentation | < << >> > | clear

<< Back to Event Management



# Preview and Show Slides

Run your mouse pointer over the slide selections to preview slides. When you find the slide you want to display, click to select it.

The screenshot shows a teleseminar control interface. At the top, there is a navigation bar with tabs: WHO'S ON THE PHONE, DIAL-OUT, SETTINGS, WEBCAST, RECORDINGS, Q&A, SLIDES, CHAT, AUDIO, and INSTRUCTIONS. The 'SLIDES' tab is active. The main area is divided into two sections. On the left, a slide titled 'Why Teleseminars?' is displayed, enclosed in an orange border. The slide content is as follows:

- Easy
- Affordable
- Convenient
- Global reach
- Marketing Intimacy
- Create at the speed of thought
- Supports 7 core business growth strategies

On the right, there is a vertical list of 26 slides, labeled 'Slide 1' through 'Slide 26'. 'Slide 3' is currently selected and highlighted in blue, with a mouse cursor pointing to it. Below the slide list, there is a control bar with a 'change presentation' button, navigation arrows (back, forward, stop), and a 'clear' button. At the bottom left of the interface, there is a button labeled '<< Back to Event Management'.



## View Slides from the Audience Side

Click back to the event URL to see how slides are displayed to the audience. The webcast recorder records your slides and the event audio together and publishes them to the replay page automatically when the event ends.

**Welcome to the Conference!**

- Welcome ▶
- Listen-In ▶
- Slides ▶
- Ask a Question ▶

Powered By  
InstantTeleseminar.com

Submit Your Question For the Event Here:

Name:

City:

**Turn The Telescope Around**

From:  
"How should I market my Teleseminar?"

To:  
"How can teleseminars support my marketing?"

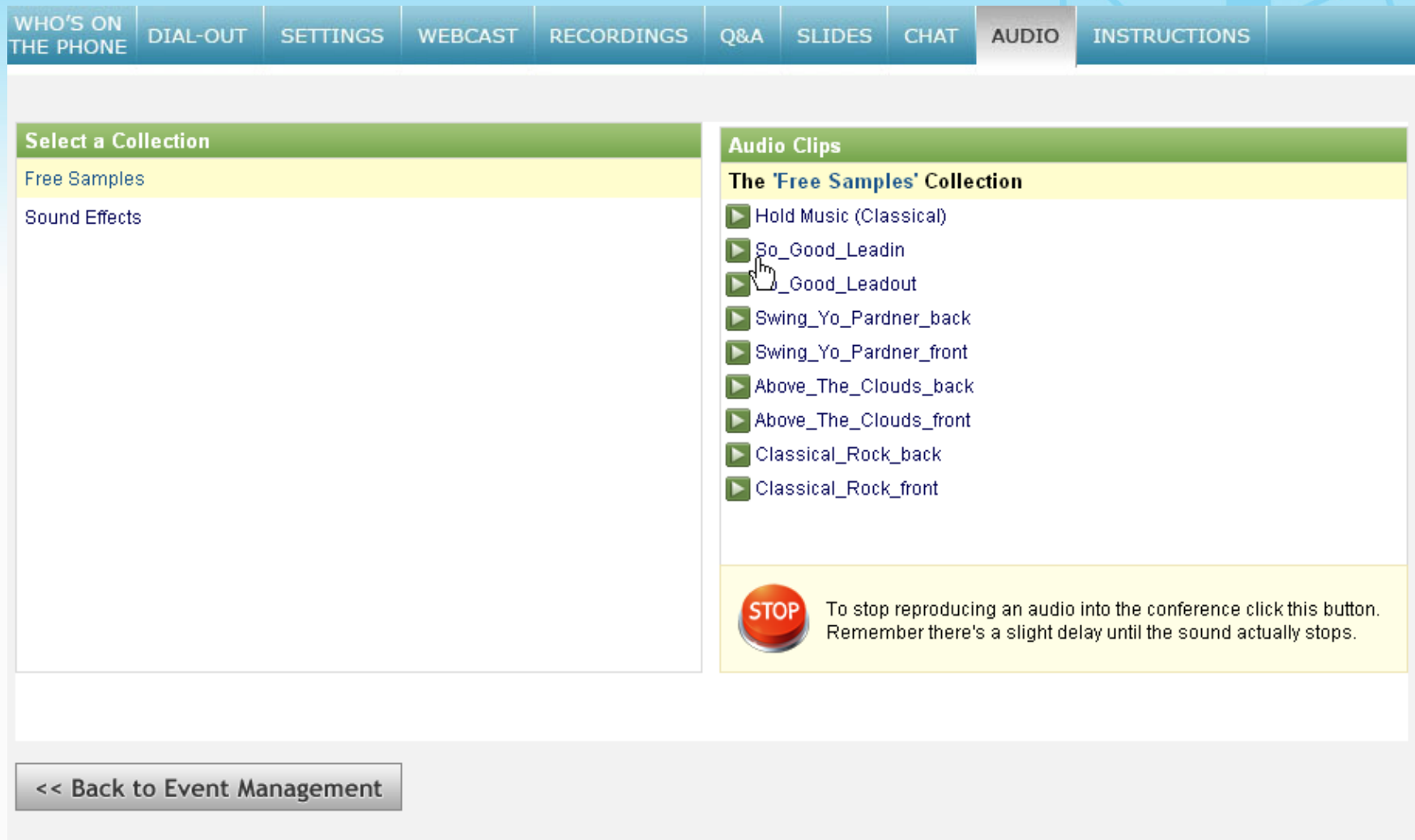
Synchronize Slides w/ Phone  
 Synchronize Slides w/ Webcast Audio

PLAYING

Webcast Audio Control

# Play Audios into the Conference

From the Control Panel, click on Audio, and then play a few of the clips into the conference from the two collections that come with your service.



The screenshot shows a conference control panel with a navigation bar at the top containing the following tabs: WHO'S ON THE PHONE, DIAL-OUT, SETTINGS, WEBCAST, RECORDINGS, Q&A, SLIDES, CHAT, AUDIO (highlighted), and INSTRUCTIONS. Below the navigation bar, there are two main panels. The left panel, titled 'Select a Collection', has a green header and contains two items: 'Free Samples' (highlighted in yellow) and 'Sound Effects'. The right panel, titled 'Audio Clips', has a green header and a yellow sub-header 'The 'Free Samples' Collection'. It lists ten audio clips, each with a green play button icon: 'Hold Music (Classical)', 'So\_Good\_Leadin', '\_Good\_Leadout' (with a mouse cursor over it), 'Swing\_Yo\_Pardner\_back', 'Swing\_Yo\_Pardner\_front', 'Above\_The\_Clouds\_back', 'Above\_The\_Clouds\_front', 'Classical\_Rock\_back', and 'Classical\_Rock\_front'. At the bottom of the right panel, there is a red 'STOP' button icon and a text box that reads: 'To stop reproducing an audio into the conference click this button. Remember there's a slight delay until the sound actually stops.' At the bottom left of the control panel, there is a button labeled '<< Back to Event Management'.





# My Audios

To upload your own audios to play into a conference, access the “My Audios” manager in the left vertical menu, click on “Create a New Collection,” then upload the audio files. Once they are uploaded, they are available for you to play into the conference...whether it’s a 5-second clip, a 2-minute story, or an entire pre-recorded call.

The screenshot displays the 'My Audios' interface. On the left is a vertical sidebar menu with the following items: Phone Control, Phone Control v2 Beta, My Events, My Slides, My Audios (highlighted), Phonebook, Call Logs, Account, Training & Coaching, Contact Us, Suggestions, Sign Out, and Welcome Video. Below the menu, it shows 'Logged In As: Rick (1131870)'. The main content area features a 'Create a New Collection' button at the top. Below it is the 'Audio Clip Library' header. A yellow box contains instructions: 'Use this page to upload and organize audio clips that you want to play during your live events. Uploads must be in MP3 format (any compression level). Use these audio clips during live events using buttons on the Moderator Tools page. You can upload intro-music, commercials, interviews, testimonials, sound-effects and more.' Below the instructions is a 'Select a Collection' dropdown menu with 'Free Samples' selected. The list of collections includes: Sound Effects, The Mike Stewart Collection, The Alex Torres Collection, My Collection 22 4, My Collection test, My Collection, My Collection test 2222, My Collection, test large files 3, gund and roses, My Collection 2 33, and My Collection. To the right of the collection list is the 'Audio Clips' section for 'The 'Free Samples' Collection', which lists several clips with play buttons: Hold Music (Classical), So\_Good\_Leadin, So\_Good\_Leadout, Swing\_Yo\_Pardner\_back, Swing\_Yo\_Pardner\_front, Above\_The\_Clouds\_back, Above\_The\_Clouds\_front, Classical\_Rock\_back, and Classical\_Rock\_front.