How to Access a Live Webinar on ArtsU

Welcome to ArtsU! ArtsU is the Americans for the Arts online education forum for arts professionals to gain new skills, knowledge, and connections to further their personal and organizational goals.

Today, we will be reviewing how to access a Live Webinar on ArtsU.

To access a live event, you must be logged in to ArtsU. To log in, locate and press the red LOG IN button_on the left side of the page. Enter your username and password when prompted. If you do not have an account with Americans for the Arts, please view the "How to Create an Account at Americans for the Arts" user guide.

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RECOMMENDED FOR YOU
WEB EVENT CATALOG -
FAQS

Once logged in, your name will appear on the left-hand navigation bar. To access an event you have already registered for, you can click YOUR LEARNING HISTORY. To learn how to register for an event, please view the "How to Register" user guide.

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On this page, you can see every event you have registered for on ArtsU, including both upcoming and on-demand webinars.



Once you locate the event you wish the view, click on the title to be brought to the event page.





On the event page, locate the box on the right side with the title of the webinar. As you will see here, the box currently has notice saying that "The live event had not started yet. This event doesn't start until [DATE] at [TIME.] Early Login opens 5 minutes before the time above."

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	Includes a Live Event on 04/16/2020 at 3:00 PM (EDT) VERVIEW SPEAKER(S) DISCUSSION RESOURCES About this Webinar April 16, 2020 at 3:00 PM EST Anthony Mevers, an experienced arts leader and Founding Director of Leading ChangeMakers, a

Return to the page five minutes before the event, and you will be invited to join the webinar via a pop-up window. Press the red EARLY LOGIN IS OPEN button and the webinar will open a new window.

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Alternatively, return to the page right when the webinar is scheduled to begin, and there will be a new button that says ENTER LIVE EVENT IN PROGRESS. Click on the button and you will be let into the webinar. The webinar will open in a new window.

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ABOUT ARTSU	About this Webinar April 16, 2020 at 3:00 PM EST	Last PHORE LIVE EVENT IN PRODUCTSS MAINTIMETING E-Learning Survey

For optimal viewing, we recommend using Google Chrome. If you are having trouble hearing or seeing the webinar, please notify the webinar host in the chat box.

To test your browser to ensure it is equipped to view the webinar, you can use these tests:

- Event Center
- Zoom Meeting Browser Test

If you need any assistance, please email us at <u>artsU@artsusa.org</u>. We hope to see you on ArtsU Soon!

