

# How to book a webinar

## Manual how to participate in a webinar

You received an invitation for a webinar and now you want to know how to enter the webinar? The following manual will give you a step-by-step-instruction for booking a webinar. For further information please contact us at [support@edudip.com](mailto:support@edudip.com). We are looking forward to help you.

### Step 1:

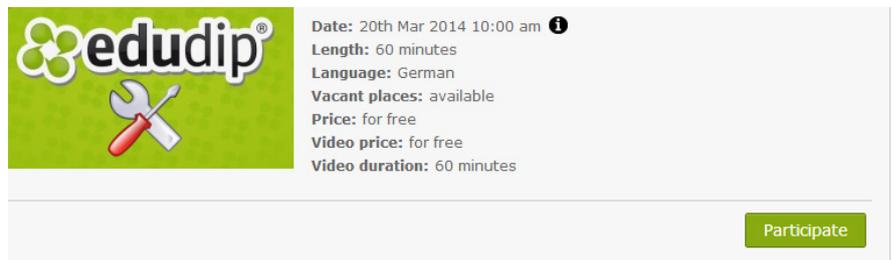
Please open the invitation link you received with the invitation e-mail. You will get directly to the event page of the webinar.

### Step 2:

Click on the "participate" button or the "book" button if it's a paid webinar.



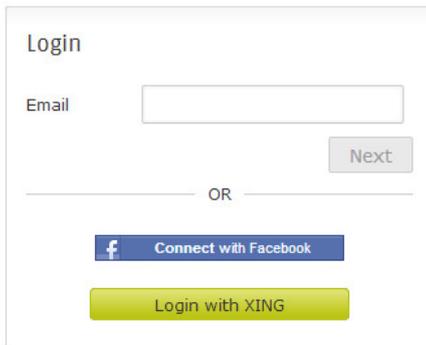
*This button leads you to the registration of a free webinar.*



*\* In this picture you see the "Participate" button.*

**Are you new at edudip?** Please enter your name and e-mail address. The password will be sent to you via e-mail.

**You already use edudip?** Simply enter your e-mail address and password to login.



Login

Email

OR

*Enter your e-mail address  
and all necessary data*

You can also register with your **Facebook or Xing account**. For this option please click on the corresponding button and enter your e-mail address and your password of the chosen social media network.

### Step 3:

If you like you can upload a picture to have your personal avatar. Use the button "Select image" to choose an image on your computer (.JPG, .PNG), then confirm your selection. You also can skip this part.

### Step 4:

Now you see the summary of your information and of the webinar. To book a paid webinar you have to choose a payment option and enter your payment data in the form. Please check your data carefully, then click on "book (with costs)" to finally book the webinar.

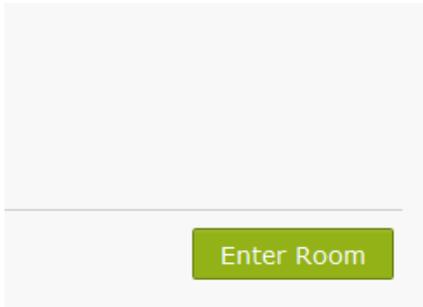
#### Billing address

Salutation *	<input type="text" value="Please select"/>
Title	<input type="text"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Company	<input type="text"/>
Street, House number *	<input type="text"/>
Zip code/place *	<input type="text"/>
Country *	<input type="text" value="Germany"/>

#### Payment Data



\* In this picture you see the form for your payment data.



*After booking the webinar the "Enter Room" button is shown on the event page.*

### Step 5:

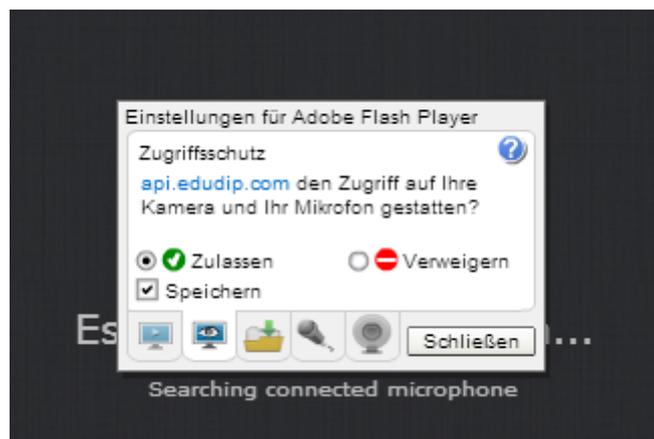
After booking the webinar you will receive a confirmation e-mail with the link to the webinar. This link will also be directly shown in your browser window after you have booked the webinar. Just click the link to get to the webinar. As soon as your booking has been confirmed by the presenter, you can join the virtual classroom by clicking the "Enter Room" button on the detailed view of the webinar. Please do not forget to connect your headset so you can listen to the moderator.

### Step 6:

We recommend viewing our system check before entering a webinar: [www.edudip.com/selftest](http://www.edudip.com/selftest)

### Step 7:

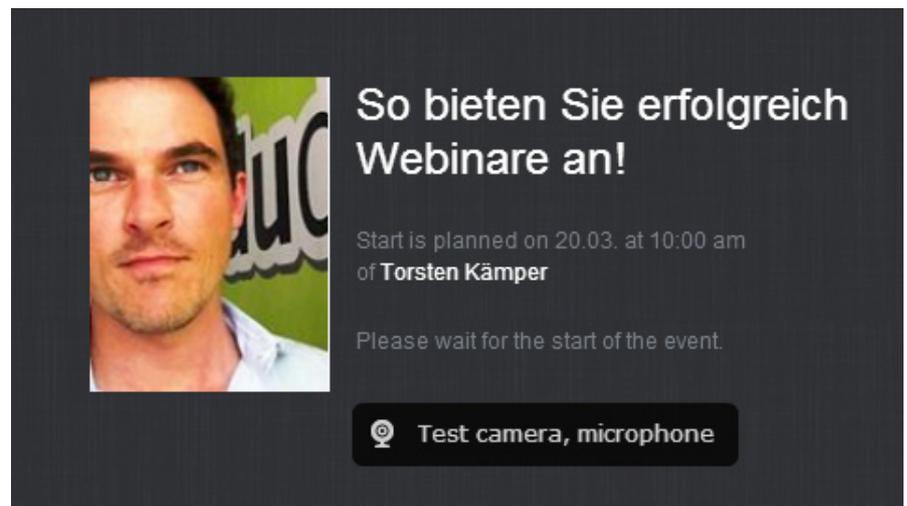
The Adobe Flash Player has to be enabled for your microphone and camera in order to enter the virtual classroom. Please check the appropriate field.



*\* Very important: Allow the Adobe Flash Player the access! If you deny the access interactions won't be possible.*

## Step 8:

You will find yourself in the lobby prior to the start of a webinar. You can take the opportunity to test your camera and microphone. You can also contact other members via the chat.



\* In the lobby you can test your microphone and camera.

## Step 9:

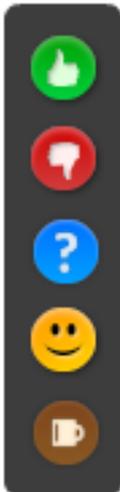
All the participants are automatically entered into the virtual classroom when the moderator starts the webinar.

## Step 10:

Questions you may have can be answered by using the chat function or the hand signal. If you want to pose your question live, you can use the questionmark icon. You are away from the keyboard for a short time? - No problem! You can show your absence with the "coffee cup".

## Step 11:

The moderator may activate you once he has seen that you have a question. Thus, the other participants can also hear and see you if you have enabled your camera and microphone.



You can use the hand signal to communicate with the trainer.

Now you should be perfectly prepared for your first webinar. For further information and additional settings for Mac OS, Linux and Windows 8 please check the pages **"FAQ"** and **"Questions & Answers"** in our Help Centre. If you have any further questions please contact us at [support@edudip.com](mailto:support@edudip.com)  
We hope you enjoyed this manual and have fun on edudip!

## Your edudip team

**Anna Buchty**  
**Marketing**  
**edudip GmbH**