Teleseminars Transcribed

presents...

How to Set Up a Webinar or a Teleseminar with Instant Teleseminar

Instant Teleseminar is a service that allows you to set up webinars with telephone and online access for a monthly fee. It has some powerful marketing features and this guide will walk you through setting up your first event.

To get started, you can sign up for the 21-day trial at Instant Teleseminar for just $1 (one dollar).

The first thing you will see is important account information including information about your web control panel and dial in information.

Welcome to Instant Teleseminar!

Log in using the “Web-Based Control-Panel” information. Once you're logged in, navigate to “My Events” on the left menu.

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Enter Your Event Details

On this page, you can start entering the details of your event. Choose a title, date, start time and duration. You also need to choose how the recorder will access the call – either through guest mode or host mode. If you choose guest mode, the recording will not start until you enter the call. And finally, choose if you want to do a webcast, phone call or both.

- **Event Name:** My Webinar Rules
- **Event Date:** 01/04/2011
- **Official Start Time:** 12:00 PM U.S. Pacific Time
- **Official Start Time Text:** Tuesday, January 4th at 12:00pm Pacific
- **Select Event Duration:** 60 Minutes
- **Webcast Recorder Dial in Number:** (GUEST MODE) 20-Person Built-In Conference Line + 2067018388
- **Select Listening method:** □ Phone + Webcast □ Phone Only □ Webcast Only

Now you're ready to choose a template and choose some options. If you select a "Modern Template", you can also add slides, chat and password protect your webinar.

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Confirmation of Details

Once you’ve finished with those settings, your event is ready and you will see a screen like the following that includes all your details. This information is also emailed to you.

Congratulations! Your event is ready

Tell your attendees this...

Title: My Webinar Rules
Time: Tuesday, January 4th at 12:00pm Pacific
Listening method: Phone + Web Simulcast
To attend, visit: http://instantTeleseminar.com?eventId=[redacted]

[ ] 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: My Webinar Rules
Time: Tuesday, January 4th at 12:00pm Pacific
Listening method: Phone + Web Simulcast
Dial-in number: [redacted] (co-hosts only)
Conference ID: [redacted] (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.

Customize Your Event

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At the bottom of the confirmation screen, you’ll see a button that says “Next >> Customize Your Event”. Click it to customize. There are tons of things you can do in this section.

**Event Settings**

- 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
- Replay Page Settings

You can edit any of your event details that you already input, but you can also:

- **Add a Photo**: Add your photo or another image. There is also a library of photos you can choose from.
- **Call to Action Button & Web Links:** You can add a call-to-action button to your pre-event, during the event and after even page. You can also add other links and specify the link text.

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Call-To-Action Button

If you are selling a product or promoting a website during your event, you can use the customizable 'Call-To-Action' button to help you get more success.

- Show Call to Action Button on Pre-Event Page
- Show Call to Action Button on During-Event Page
- Show Call to Action Button on Replay Page

Button Caption: Get it NOW  Button URL: http://myste.com/cool-product

Web Links

- Show Web Links on Pre-Event Page
- Show Web Links on During-Event Page
- Show Web Links on Replay Page

<< Back to Event Management  Save
• **Pre-Event Page:** You can customize the page visitors see before the event starts. Modify the look and feel, welcome message, add audio and more.

### Edit Pre-Event Settings

**Headline:**

Return to THIS PAGE to Attend This Event<br/>Tuesday, January 4th at 12:00pm Pacific

Add `<br />` to force the headline to ‘break’ after a certain word

**Font:**

- **Font:** Tahoma
- **Size:** 20
- **Bold:**
- **Italic:**

**Font Color:**

- ...

**Paragraph:**

Welcome to the event page. This page is the page you should return to when the event starts so you can listen in. Please click the “print out this page” link as a reminder for you to return to this page at the correct day and time. See you then!

Use `<br />` to create a blank line between paragraphs.

### Audio Welcome Message:

- Personal Audio (Call 866-372-4894 with PIN to Record)
- No Audio Message

### Question Submission Form:

- Show Question-Submission Form When Page Loads.

### Chat Mode:

- Disabled Chat will be disabled unless moderator enables it when logging in to the live event.
- Enabled chat will always be enabled, even before the moderator arrives to the event.
• **During Event Page:** Make sure your event page is instantly updated once it starts.

<table>
<thead>
<tr>
<th>Headline:</th>
<th>Return to THIS PAGE to Attend This Event&lt;br /&gt;Tuesday, January 4th at 12:00pm Pacific Add <code>&lt;br /&gt;</code> to force the headline to 'break' after a certain word</th>
</tr>
</thead>
<tbody>
<tr>
<td>Font:</td>
<td><strong>Tahoma</strong> ▼ Size: <strong>20</strong> ▼ <strong>Bold</strong> □ <strong>Italic</strong> □</td>
</tr>
<tr>
<td>Font Color:</td>
<td>□ □ □ □ □</td>
</tr>
<tr>
<td>Paragraph:</td>
<td><strong>Welcome to the event page. This page is the page you should return to when the event starts so you can listen in. Please click the “print out this page” link as a reminder for you to return to this page at the correct day and time. See you then!</strong> Use <code>&lt;br /&gt;</code> to create a blank line between paragraphs.</td>
</tr>
<tr>
<td>Audio Welcome Message:</td>
<td></td>
</tr>
<tr>
<td>□ Personal Audio (Call [📞] 866-372-4894 with PIN: [***] to Record)</td>
<td></td>
</tr>
<tr>
<td>□ No Audio Message</td>
<td></td>
</tr>
<tr>
<td>Question Submission Form:</td>
<td></td>
</tr>
<tr>
<td>□ Show Question-Submission Form When Page Loads:</td>
<td></td>
</tr>
<tr>
<td>Chat Mode:</td>
<td></td>
</tr>
<tr>
<td>□ Disabled Chat will be disabled unless moderator enables it when logging in to the live event</td>
<td></td>
</tr>
<tr>
<td>□ Enabled chat will always be enabled, even before the moderator arrives to the event.</td>
<td></td>
</tr>
</tbody>
</table>

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• **Replay Page Settings:** Once your even is over, attendees can access the replay page. You can modify the settings here as well.

- Allow Replay? [Yes] [No]
- Enable Automatic Replay? [Yes] [No]
- Enable Download MP3? [Yes] [No]

**Headline:**

```
Welcome to the Webcast Replay
Add <br /> to force the headline to 'break' after a certain word
```

**Font:**

- **Font:** Tahoma
- **Size:** 20
- **Bold**
- **Italic**

**Font Color:**

[ ]

**Paragraph:**

```
Welcome to the replay! Enjoy the presentation.
```

*Use `<br />` or `<br />` to create a blank line between paragraphs.*

**Audio Welcome Message:**

- [ ] Personal Audio (Call 866-372-4894 with PIN [redacted] to Record)
- [ ] No Audio Message

**Question Submission Form:**

- [ ] Show Question-Submission Form When Page Loads.
Upload Your PowerPoint Slides

If you are going to be showing a PowerPoint presentation, make sure you upload your slides. On the left menu, choose “My Slides”.

Then you can upload your slides.

Your webinar is all ready to go.

Now, all you need to is invite people to join you.

Of course, when you are all done be sure to send your audio to me at TeleseminarsTranscribed.com to order transcripts of the event.