

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!

Important: [Print this page](#) so you can always find your login information, conference IDs, and passwords.  

Your Web-Based Control-Panel Member ID: [REDACTED] Password: [REDACTED] Location: http://InstantTeleseminar.com/Control/	Dialing Instructions For Guests Conference ID: [REDACTED] Primary Number: (206) 701-8388 Backup Number: (323) 476-3672 Local Numbers: http://InstantTeleseminar.com/Local/
Dialing Instructions For Hosts Conference ID: [REDACTED] Primary Number: (206) 701-8388 Backup Number: (323) 476-3672 Local Numbers: http://InstantTeleseminar.com/Local/	Emergency Backup Number (Host Only) Your Emergency Backup Number (Alarm will sound): (503) 205-8988

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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> Phone Control



> Phone Control v2
Beta

> My Events

> My Slides

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:	<input type="text" value="My Webinar Rules"/>
Event Date:	<input type="text" value="01/04/2011"/> 
Official Start Time:	<input type="text" value="12"/> <input type="text" value="00"/> <input type="text" value="PM"/> <input type="text" value="U.S. Pacific Time"/> timezone converter.
Official Start Time Text:	<input type="text" value="Tuesday, January 4th at 12:00pm Pacific"/> 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:	<input type="text" value="60 Minutes"/>
Webcast Recorder Dial in Number:	<input type="text" value="(GUEST MODE) 20-Person Built-In Conference Line + 2067018388"/>  Add/Remove Phonebook Entries
Select Listening method:	<input checked="" type="radio"/> Phone + Webcast <input type="radio"/> Phone Only <input type="radio"/> 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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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?	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Do you want to enable the 50-person chat?	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Display email address field on question submission form	<input type="radio"/> Yes <input checked="" type="radio"/> No
Security:	<input checked="" type="radio"/> Public Anyone can attend	
	<input type="radio"/> Private Password protect this event	
	Desired Password:	<input type="text"/>
Make sure you tell attendees about the password BEFORE the event begins!		

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=\[REDACTED\]](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: (206) 701-8388
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.

Hide Photo Show Photo
You can select an image from our database by clicking on it.



< [] >

Or, upload a photo:

Or, specify the location of a photo on the web:

- **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: Button URL:

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:
Add
 to force the headline to 'break' after a certain word

Font: Size: Bold Italic

Font Color: ...

Paragraph:
Use

 to create a blank line between paragraphs.

Audio Welcome Message:

Personal Audio (Call 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.

Headline:
Add
 to force the headline to 'break' after a certain word

Font: Size: Bold Italic



Font Color: ...

Paragraph:

Use

 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.

- **Replay Page Settings:** Once your event 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:
Add
 to force the headline to 'break' after a certain word

Font: Size: Bold Italic



Font Color: ...

Paragraph:

Use

 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.

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”.

- > My Events
- > My Slides
- > My Audios
- > Phonebook

Then you can upload your slides.

Upload Powerpoint File

Select a PPT or PPTX file from your computer to upload:

Presentation Name:

Author:

Powerpoint File:

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.