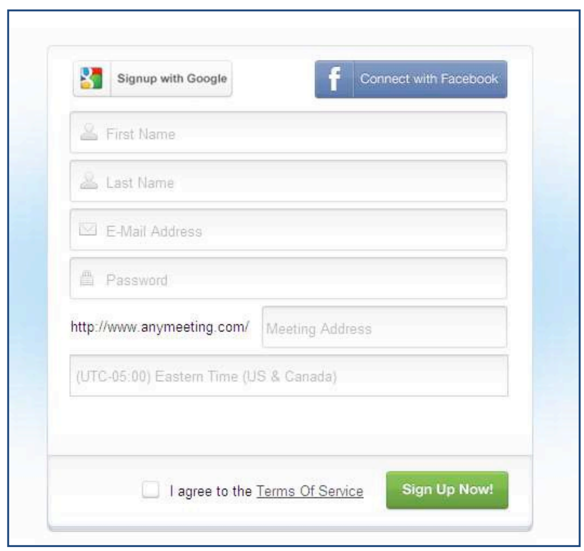
ACN Voice and Video Web Conferencing Powered by

anymeeting

TIPS TO GET YOU READY TO MEET!

How to Set Up Your Account

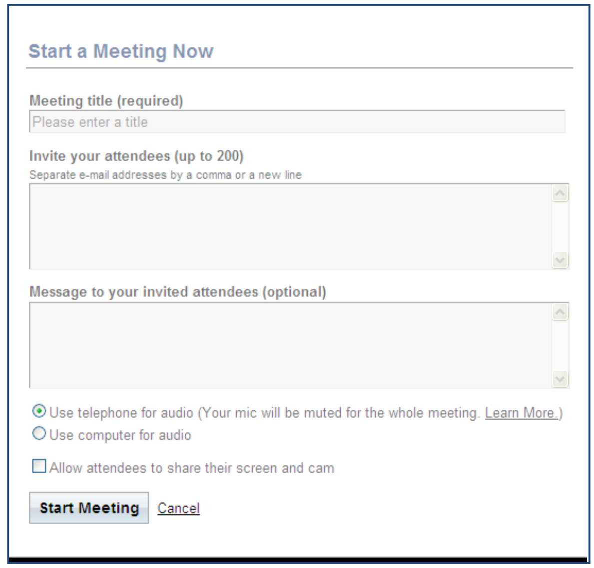
To sign up for your own ACN AnyMeeting account – access the ACN AnyMeeting main page from the Your Business Assistant Management page in your IBO Back Office. You will click on the Sign Up For Free link located at the top of the page.



You will arrive at the sign up box (see the example to the right). You will be asked to enter your first and last name – noting that this is the name that will appear when you are conducting your meetings. AnyMeeting will utilize this email address to communicate with you about your meetings, latest news and more.

You will decide and enter your own password for your account. The next step will be to decide on your meeting address. This address will be used to host ALL of your meetings and your public profile. This address can't be changed once your account has been created. AnyMeeting will also add the number 1 to it for your actual meetings. For example, http://www.anymeeting.com/IBOTraining1.

How to Start a Meeting Immediately



1. Click on the Start a Meeting Now button on the My Meetings page of your Account Manager.
2. A window will pop up asking you to input the Meeting Title, Attendee email addresses and a message to your attendees.
3. You will also need to choose the audio option for your meeting – telephone conference line or computer mic/speakers.
4. Choose whether you would like your attendees to be able to screen share and web cam broadcast.
5. Click the Start Meeting button.

Screen Sharing Setup

When you log into a meeting, you will be shown a prompt that asks you to allow access. The picture below is from a Mac running Safari. Other platforms and browsers may have slightly different screens. Check the box that reads "allow all applets," and then click the “Allow” button. You may also want to click the "Allow All Applets..." checkbox to ensure that you won't receive future prompts.

Certain browsers, such as Google Chrome may also ask that you give the "Java Plug-in" permission to run. Make sure you select "Always allow" in all cases.

The first time you use the plug-in, it may take up to a minute for it to be loaded onto your computer. Subsequent uses will load virtually instantly.

How to Schedule a Future Meeting

1. Click on the Schedule a Meeting button at your AnyMeeting Account Manager page
2. At the Create Email Invites page you will set up the vital statistics of your webinar or meeting
    1. Provide the title/name of your meeting.

    2. Set the date/time and duration of your meeting; you will also set the time zone that you will be conducting your webinar in.
       *IMPORTANT TO NOTE: When you set up the time and duration, this actually has no impact on the mechanics of your webinars – their primary purpose is just to give your attendees a time that you will start the meeting and for about how long you will run it. The actual meeting will start when you want it to start and go for the length of time that you decide.
3. Next, you will put the email addresses of attendees you plan on inviting to your meeting. You don't have to actually invite anyone at this point in the creating and scheduling of your meeting. Skip this step if you aren't ready to send out invites (NOTE: You don't actually have to use the AnyMeeting system to send out invites – although it is recommended)
    1. Here you can choose attendees from past meetings to populate for this new meeting or you can input new addresses.
    2. You can put in the Email Subject and Message that will be sent to any invites you would like to send through the AnyMeeting system.
4. Next, decide how to broadcast your audio during the meeting. You can either use your computer microphone/speaker and all attendees will hear you through their computer speakers or use the conference call number that AnyMeeting assigns (RECOMMENDED). Whatever audio option you choose, your attendees will have to use the same.
    1. Keep in mind that you are not locked into one audio option. Currently, you can change your audio option from computer microphone/speaker audio to the conference call number audio option - even during a live meeting. The option to mix both audio options, in any combination will be announced shortly.
       * It is recommended that you test the quality of your speakers in advance of setting up your meetings – it will help you determine if you need to use the conference call number audio option. To test, you will use the Check Your Computer button – you will be taken to this page showing your System Test results. Scrolling down on the page you will see the link to test your speakers. If you are presenting, it is suggested that you test your microphone and webcam from this page.
5. Upon completion, choose the Schedule Webinar Now button – which will immediately send out invitations to those people whose email addresses you entered.
6. Or you can choose the Next button, which will allow you to set up the Registration and Survey forms. (If you choose the Next button, note that your invitations will not be sent at this point. You will be given the choice to send out the invitations after creating your Registration and Survey forms)

Using the Registration Form

You will be able to create a registration form for your meeting, selecting what information you want to collect from your attendees. Having a registration form is a great idea because it allows you to track who is registered for your upcoming meetings, specific information about them and it will help for following up after the meeting. (If you do not want your attendees to register, you can click the Skip this Step button.)

- The 1st step in creating a registration form will be to set up the Header Text – the text that will appear at the top of your registration form. For instance, you could put "Join us to learn the best practices for launching a new ACN IBO". The toolbar allows you to modify this Header Text in many ways, making it bold, italics, a certain color, adding bullets and etc.

- Next, in the Standard Fields area – you are given the choice of fields that you would like to include in your registration form. You may also make them required by checking the Required column. The Registration Form will automatically require a registrant's name and email address.

- Now in the Custom Fields area, add your own questions to the registration form. Notice a window pops up for the input of your custom questions. For instance, if you would like to know the ACN position level of your attendees, create the question – What is your ACN position level? You can make this a required field by checking the Require an Answer box and click the Add button. This custom question is now added and required on the registration form.

- The Footer Text box will appear at the bottom of your registration form. For instance, "Thank you for registering! We look forward to seeing you on our training!"

- You will have the option to add a Terms of Service section and even a PayPal section to your registration form. These are optional features.

- Finally, the Notifications and Reminders area allows you to decide the best way to remind your registered attendees about the meeting. Typically you may choose to send a notification 1 day before the meeting and 1 hour before the meeting.

- The Next button will take you to the Survey setup page.

Using the Survey Form

At the Survey setup page, you have the option to create a survey for your meeting. You can select what information you want to collect from your attendees after the meeting. If you do not want your attendees to fill out a survey, please click the Skip this Step button.

- In the Header Text section you add, for example: "Thank you for attending, your feedback is very valuable to us."
- Choose the Standard Fields that you would like to include in your Survey
- Custom Fields allows you to ask your own questions – for instance: "What are your best methods for launching a new ACN IBO?"
- In the Footer Text, you could add, for example: "Thank you for your time and feedback."
- Under the Additional Options section, you can choose to receive an email each time an attendee fills out a survey and you can choose to direct people to a specific URL/website after they complete the survey. For instance, if you have your team website with all of your organization information, insert that team website here.

How People Join Your Meetings

There are a few different ways for people to join your meetings. You can send people an invitation through the Schedule a Meeting process, or you may distribute the URL yourself.

Sending Invitations

The easiest way to have someone join a scheduled meeting is to send them an invitation during the scheduling process.

Distributing a URL

You can distribute a direct link to your meeting (or registration form) by including it in your own email invitation or posting it on your website or to your social networking sites. To find the relevant links for your scheduled meeting:

1. Log in to your account and locate the scheduled meeting you wish to invite people to.
2. Click on the View Meeting Details link for this event.
3. Simply copy and paste the appropriate URL(s) where needed.

Viewing Meeting Reports

At the conclusion of a meeting, a number of reports are available to you.

Attendance – Contains the log in information (name and email address) of every attendee.
Chat – Only available if the meeting is recorded.
Poll – Contains the results of any polls or quizzes conducted during your meeting.
Registration – Contains the results of your registration forms (available only if you used a registration form).
Survey – This report contains the results of your survey (available only if you used a registration form).

To view reports for a concluded meeting:

1. Log in to your account and click on the Past Meetings tab.
2. Locate the meeting you wish to view reports for.
3. Click the View Meeting Detail link on the webinar you would like reports for.
4. Click the Reports tab. A list of available reports for that meeting will appear.

Best Practices for Conducting Your Meetings

1. Run the AnyMeeting system test. This is a quick test to verify that your system meets the minimum requirements needed to host a meeting. www.anymeeting.com/systemtest. Remember that this system test can be found in your Account Manager.

2. Use a wired Internet connection when hosting a meeting. Wireless (Wi-Fi) Internet connections often experience dropped connections and interference. A wired connection is much more stable, which will give your attendees a much better experience.

3. Test your upload speed and connection quality. An upload speed of at least 450 Kbps (0.44 Mbps) is recommended for best performance. Poor connection quality can cause packetloss resulting in screen sharing performance issues. To ensure that your meeting attendees are able to view your screen smoothly and without significant lag time, it's important to have a fast, high-grade connection to the internet.

   Test your upload speed: www.speedtest.net
   Test your connection quality: www.pingtest.net

4. Close all programs on your computer that you will not be using during your onlinepresentation. Applications such as Outlook can cause distractions with pop-up indicators and can slow down your computer.

5. Open the files you will be presenting to your audience before you start the meeting. For example, if you are going to be using a PowerPoint slideshow and an Excel file during your presentation, make sure those files are open prior to starting the meeting. It will help you provide a seamless presentation.

6. Launch the meeting and dial into the conference call 5-10 minutes before the scheduled start time. It's also recommended to start screen sharing and to display a PowerPoint slide with a message such as, "The meeting will begin in a few moments." This will provide your attendees the assurance that they are successfully connected to your meeting.

7. Use the mute function to eliminate background noise from the audience during your presentation. There are two conference call access codes, one for the host/presenter and one for guests/attendees. Dialing into the conference call using the presenter access code will give you additional options, such as the ability to mute all attendees. During times when audience interaction is encouraged, a quick un-mute command is available. (NOTE: This is for the conference call number audio option)

8. Move at a methodical pace when presenting and periodically review the audience feedback indicators. It is natural to have the urge to speak quickly when presenting to a large group.

Remember, there can be a short lag from what you see on your screen to what attendees see on theirs. The lag time can range from just a fraction of a second to a few seconds, depending on your Internet upload speed, connection quality and where your audience members are located geographically.

Attendees have the option of using the feedback or the My Mood option located in the attendee window on the meeting control bar. The meeting presenter can view everyone's status in the Attendees window. This provides a good indication of how well attendees are following along. The icon will change in the attendee window based on the feedback option chosen.

9. Click the End Meeting button at the completion of the meeting. Using this button rather than closing the browser window will properly end the onlinemeeting. This will ensure that attendees have a smooth transition out of the meeting room. It will also provide you with more accurate statistics about the meeting duration and attendance, which is available in your account dashboard. Remember that you can choose to send attendees to a specific URL/website, such as your Distributor Website.

10. Send a follow-up email to your attendees within two days. This is a great opportunity to engage your audience after the meeting to build lasting relationships. You may want to send handouts with notes from the meeting, promote future meetings as well as information about your ACN organization. AnyMeeting makes it easy for you to follow up with your attendees. In your "My Meetings" account dashboard, click the Past Meetings tab. This will display all of your previous meetings along with a "Send Follow Up Email" button for each webinar.

FAQs

Let's review just a few FAQs. For a full list of FAQs, please visit the Your Business Assistant Management page.

- Can I conduct or watch a meeting on my iPad or iPhone? The AnyMeeting program requires the use of Adobe Flash to function. AnyMeeting is currently working on the ability to use an iPad/iPhone and will announce the release of this feature soon!

- Can Mac users attend my meetings? Yes, you can attend – or present – any meeting or event with a Mac-based desktop computer using either Safari or Firefox.

- Is there a limit to how long my recordings can be? There is currently no limit as to how long your recordings can be. Feel free to create your recordings for as long as you want.