

Hertfordshire FA



WebEx Joining Instructions

Introduction

The instructions below will assist you in joining a WebEx meeting.

Registration

Step 1

- You will be required to Register in order to join the meeting. This must be done in advance to ensure you are permitted attendance.
- Click on the WebEx link provided within the email from Rob Smith to Register for the meeting

To register for this training session

Go to <https://thefa.webex.com/thefa/k2/j.php?MTID=td5e5cfe93f3ecf1146a557318caa8480> and register.

Once you are approved by the host, you will receive a confirmation email with instructions for joining the session.

Step 2

- Complete the Name and Email address of the individual who will be joining the AGM on Tuesday 11 August 2020
- Enter your Club name, League name or if you are a Council member
(if Registering from a smartphone/tablet the screen may look different)

Session Information

Topic:	Hertfordshire FA AGM 2020
Session status:	Not Started
Session dates:	Tuesday, August 11, 2020
Starting time:	7:00 pm, GMT Summer Time (London, GMT+01:00)
Duration:	1 hour 30 minutes
Presenters:	Rob Smith
Description:	
Host's name:	Rob Smith
Host's email:	rob.smith@hertfordshirefa.com

Registration Information

First name:	<input type="text" value="Rob"/> (Required)
Last name:	<input type="text" value="Smith"/> (Required)
Email address:	<input type="text" value="rob.smith@hertfordshirefa.com"/> (Required)
Club//League/Council:	<input type="text" value="HFA FC"/> (Required)

Step 3

- Click Register – You are now registered for the Hertfordshire FA AGM 2020

Description:

Host's name: Rob Smith
Host's email: rob.smith@hertfordshirefa.com

Registration Information

First name: (Required)
Last name: (Required)
Email address: (Required)
Club//League/Council: (Required)

Step 4

- You will receive an email confirming Registration is complete and providing a new link that you must use in order to join the meeting on Tuesday 11 August 2020
- Keep this email safe – you will need it when you join the meeting on Tuesday 11 August 2020

Day of the meeting

Step 5

- It is advisable to join the meeting 10minutes prior to the start time
- Go to the email from Step 4 which you received after the Registration
- Click on the link (*if joining with a Phone/Tablet you will need to install the Cisco WebEx App*)

Step 6 (*if joining from a Computer*)

- You may be asked to Install Active X. Please click 'Yes' or 'Run' in order to proceed
- The alert may appear as a yellow tool bar across the top of the screen
- After you have clicked 'Yes' or 'Run' after a couple of times you will be placed into the meeting – this may take around one minute

Step 7

- When you have joined the meeting, you will automatically be muted
- Only the Host will be able to unmute you in order to speak
- The host will explain how WebEx works at 7pm, prior to the meeting starting