

# Archery GB Online Webinars: Technical Support Guide for Attendees

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This guide helps attendees understand the technical requirements needed to join an online webinar.

## Online Sessions are Recorded

Archery GB's online sessions are usually recorded for quality assurance and training purposes. Recordings are not published through Archery GB channels. Recordings are occasionally shared with Learner's attending the event to support their individual learning needs.

## Internet

### *What internet connectivity do I need?*

All of our online events rely on video streaming, and therefore you need to have good quality internet connection.

Tips for connection;

- ✓ Use a fast internet connection – see this guide from Wired to find out [how to make your internet faster](#).

## Platform

### *What platform does Archery GB use?*

The platforms we currently use to deliver webinars and online learning are:

- Zoom
- GoToMeeting
- Microsoft Teams

Each platform has different advantages and so is selected based on the type of event being delivered.

For example, Zoom is favoured for small classroom sessions because every attendee is visible on the screen and breakout rooms are available, while GoToMeeting is favoured for large scale events.

The platforms operate through your web browser, meaning that you don't have to download an app to access the platform. However, in some instances you may be prompted to.

## Browser

### *What web browser should I use?*

Each platform is compatible with the major web browsers including Google Chrome, Microsoft Edge, Mozilla Firefox and Apple's Safari.

## Device

### *What device should I use?*

We recommend using a laptop or desktop computer where possible, rather than a tablet or mobile phone.

This is because the screen is bigger, making it easier to navigate, view the presenter's shared screen and see other attendees. The camera and microphone on a laptop or desktop computer are also better positioned if you are using video and audio.

You can access the platform using a tablet or mobile phone but you might experience limited functionality which can be a source of frustration.

Tips for which device to use:

- ✓ If you have the option, use a laptop or desktop computer

## Joining

### *How do I join an event?*

Once you have registered to attend an event you will be e-mailed a hyperlink; click on this and it will take you to the online platform.

Tips for joining:

- ✓ Join 10-15 minutes early to give you time to sort out any technical issues. Give yourself longer if you've not used the platform before. Once sorted, you'll have a few minutes spare to make yourself a drink before the session gets underway!

Once you have joined, you can access your microphone and video settings. For small events, we encourage attendees to turn their video on, which makes the experience more personal and enjoyable.

To prevent audio interference and background noises, it's a good idea to mute your microphone unless you are speaking.



## Interaction

### *How can I interact during an online event?*

It's our aim for all online sessions to be interactive where possible. This makes it much more enjoyable for the presenter and attendees, and creates a more personal environment for learning.

Tips for interaction:

- ✓ Use the chat box, whether this is for informal chit chat, to share your thoughts throughout the event, or to answer a specific question
- ✓ Unmute your microphone to speak
- ✓ Be prepared to use other tools introduced by the presenter, such as the breakout room or Google Jamboard

## Breakout Rooms

### *What is a 'breakout room'?*

Breakout rooms replicate situations in a classroom where attendees are asked to get into a small group to discuss a particular topic. When these are delivered virtually, your presenter will organise this for you allowing you to talk to a smaller number of people. The presenter takes care of this for you and will give you simple onscreen instructions to follow.

## Google Jamboard

### *What is Google Jamboard?*

Your presenter may introduce digital tools, such as Google Jamboard. These tools support the delivery of activities during the session.

Google Jamboard, for example, is an interactive whiteboard which allows multiple users to make annotations on the same screen at the same time.

To try it for yourself by go to [jamboard.google.com](https://jamboard.google.com).