

Webinar Instructions Sheet

Thank you for registering for the upcoming webinar hosted by PaperClip Communications:

Manage Esports on Your Campus: Increase Revenue, Recruitment and Engagement Opportunities

Date: Thursday, November 14, 2019

Time: 2:00 – 3:30 p.m. ET

Please save this page for your instructions for accessing the webinar.



How to Log In

Note: Please log into the webinar at least five minutes prior to the scheduled start time.

- 1) Go to <https://paperclipcomm.adobeconnect.com/esports1119>
- 2) You will be entering the meeting as a guest. Type your first and last name into the Name field
- 3) Type in the Room Passcode: **Esports111419**
- 4) Click Enter Room
- 5) You need the Adobe Connect Add-in to join the webinar.
 - a. If you already have the Add-in installed, you will be connected to the webinar meeting room.
 - b. If you do not already have the Add-in, you will be prompted to download it. Click the button to download and follow the installer prompts to install the Add-in.
 - c. Once the Add-in is installed, you will be connected to the webinar meeting room.
- 6) If the webinar has not yet started, you will see a screen indicating the start time and date.

Note: Be sure your computer volume is on and/or speakers are connected.

How to Access Materials

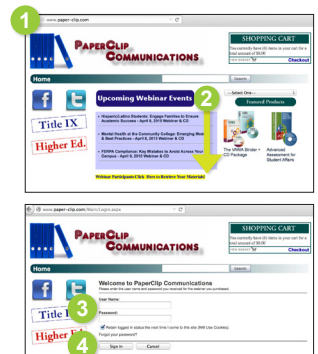
Note: Your materials will be available 48 hours prior to the conference.

- 1) Go to www.Paper-Clip.com
- 2) Scroll down and click the highlighted link in the center of the page, under the Upcoming Webinar Events section: “Webinar Participants Click Here to Retrieve Your Materials”
- 3) Enter the following user name and password to access and download your materials:

User Name: **Sports111419**

Password: **Esports111419**

- 4) Click Sign In



Important Notes

- Your registration permits one connection. If you need additional connections please contact PaperClip Communications so we may offer you a discount on multiple connections.
- This webinar runs on Adobe Connect, a flash-based application. Please make sure your flash player is up to date and your browser has flash enabled.
- The person that registers does not need to be the person who logs in to the webinar.
- Participants who would like a certificate of completion for attending this webinar will need the same password used to access the webinar meeting room and webinar materials.

Welcome to the PaperClip Webinar Experience!

Thank you for purchasing a webinar from us. We hope you find the content provided valuable for your institutional efforts. Our goal is to provide you with practical, current and transferable information that you can apply to the work you do in your campus community. To that end, you can make this experience a successful one for you and your staff by:

- Sending a reminder to all expected attendees with the time and location of the webinar—keep in mind that our webinars are promoted on Eastern Time so be sure to make the conversion if appropriate for your location.
- Setting up any AV needs you have in advance of the webinar date. You will find instructions for setting up the Adobe Connect Add-in on the webinar instructions sheet.
- Printing out the materials handouts for all of your expected attendees. *(Your materials will be available 48 hours prior to the conference.)*
- Having water and snacks available – 90 minutes might not seem like a long time, but candy and healthy snacks sure make the experience sweeter. Your participants will thank you.
- Allotting for extra time after the webinar to discuss what was learned and how you might move forward on your campus. We want to help you begin that discussion, so we work with our presenters to provide you with debriefing questions you can have on hand to get the conversation started. *(Debriefing questions will be available 48 hours prior to the conference.)*

After the webinar you will receive an evaluation link so your attendees can tell us about their experience. Keep in mind that your attendees can also print a certificate for attending the webinar. The instructions for how to obtain the certificate are located in the PowerPoint handouts. As always, if you have any questions at all, please do not hesitate to contact PaperClip Communications at 866-295-0505.

Sincerely,

The Folks at PaperClip Communications

Dear Valued Customer,

Thank you for your order! Participating in a PaperClip Communications webinar helps you stay ahead of the curve and solve the complex challenges you face daily working in higher education.

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- 10 Webinars ~~Regular Price \$3,890~~
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- 15 Webinars ~~Regular Price \$5,835~~
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I'd be happy to set you up with a Webinar Value Package so you can get more expert guidance on the topics that matter to you. Please call me toll free at 866-295-0505 (ext. 202) or email doris@paper-clip.com to order now or with any questions.

Sincerely,

Doris McLaughlin
Publisher