

GlobalMeet Webinar

Intro Guide

Document	Intro Guide
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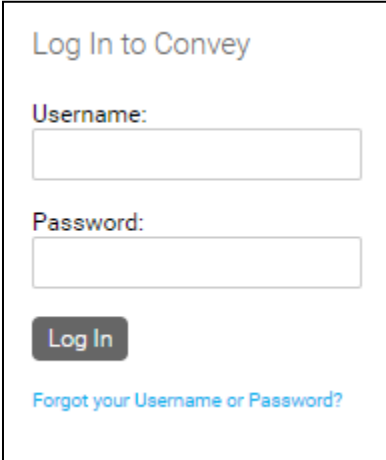
Account Access

Welcome to GlobalMeet Webinar!

After your account has been created, you will receive a Welcome Email containing your login credentials, along with other helpful information to get you started on the platform. Save this email as it contains important links related to your new account.

This Welcome Email will be sent from support@webcasts.com. Please check your Spam/Junk folder if the email is not received.

- To access your account, visit the administrative portal link from the Welcome Email: <https://globalmeetwebinar.admin.webcasts.com/admin/index.jsp>
- Enter the **Username** and **Password** from your Welcome Email in the login form.
 - You will be prompted to choose a new password after your first login.



Log In to Convey

Username:

Password:

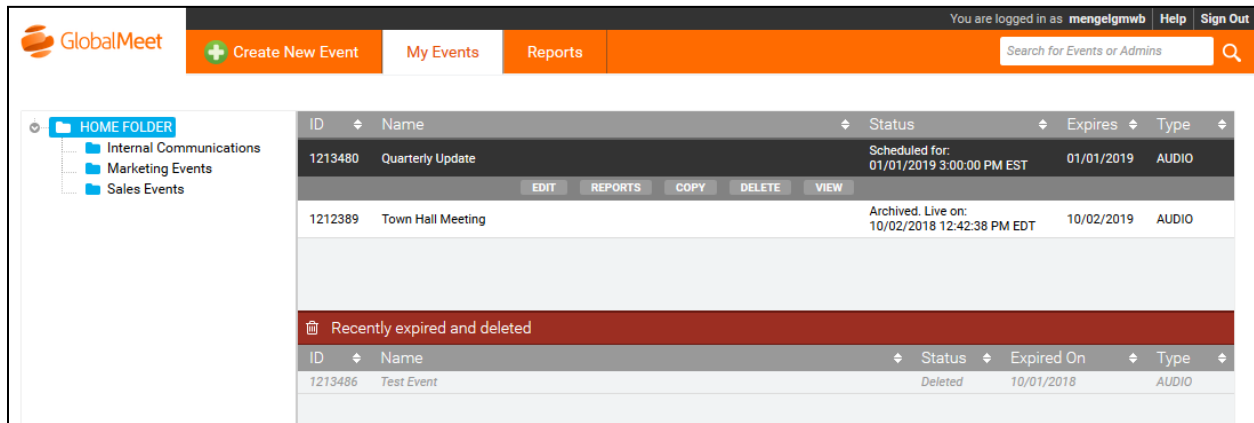
Log In

[Forgot your Username or Password?](#)

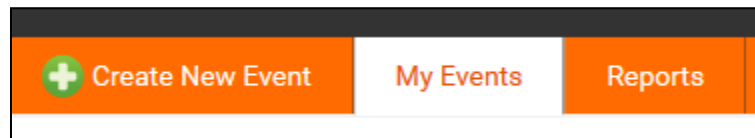
- If you have trouble accessing your account, click **Forgot your Username or Password?** below the login form.
 - Under **Forgot Username?**, enter your email address to retrieve your account's Username.
 - Under **Forgot Password?**, enter your account's username to setup a new temporary password.

Platform Overview

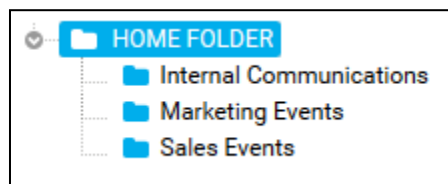
After logging into your account, you will be taken to the **My Events** page of your account. The **My Events** page can be used to create and manage your presentations. Refer to the instructions below for additional details on available options.



- Use the **My Events** button at the top of the interface to return to your event library at any time.



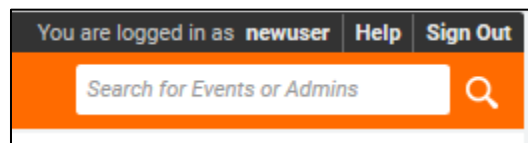
- Click **+ Create New Event** to build a new event from scratch.
 - To expedite the setup process, select an existing event in your library and click **Copy** to replicate the setup for another presentation.
- Click **Reports** to access the reporting interface.
 - Select your event(s) and create customized event reports.
- The left column contains the folders available in your account. Select a folder to display available events in the center of the screen.



- The “HOME FOLDER” will be the default folder for your account. Right-click on a folder to create (or rename) sub-folders to organize and managed your events.
- The center of the interface will display the events available in the selected folder. This will contain any upcoming and archived events. Select an event in your folder to display the available controls.

ID	Name	Status	Expires	Type
1213480	Quarterly Update	Scheduled for: 01/01/2019 3:00:00 PM EST	01/01/2019	AUDIO
EDIT REPORTS COPY DELETE VIEW				
1212389	Town Hall Meeting	Archived. Live on: 10/02/2018 12:42:38 PM EDT	10/02/2019	AUDIO

- Click **Edit** to access the Event Summary page for the event. Use this button to edit and manage an event once it is created.
- Click **Reports** to access the reporting interface for the event.
- Click **Copy** to create a copy of an existing event.
- Click **Delete** to delete an event that is no longer needed.
 - Deleted (and expired) events will appear at the bottom of your **My Events** library.
- Click **View** to access the audience link. Use this button to review and register for the event you have created.
- Refer to the top right of the interface for additional controls.



- Click on your Username next to “You are logged in as” to access your account information.
- Click **Help** to access a Knowledge Base of information and a ticket form to submit a support ticket.
- Click **Sign Out** to logout of your account.