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New Hampshire Library Association  
*Incorporated 1889*

## **NHLA Online Meetings Using GoToMeeting**

NHLA has a subscription to GoToMeeting for NHLA Sections and Committees to use to host virtual meetings allowing members from all over the state to participate.

### *Guidelines*

- NHLA has one shared account and has a designated administrator.
- The administrative login and password are available to all officers and the chairs of sections and committees. The chair schedules the meetings on GoToMeeting.
- All meetings must be posted to the GTM calendar.
- Meetings are open to all members.
- Training documents and videos are available at <https://global.GoToMeeting.com>. NHLA will not provide technical support, but the administrator may be able to answer questions.
- The conferencing software is available only for NHLA business.
- GoToMeeting has a limit of 25 attendees.
- The designated administrator is Marilyn Borgendale. Contact her for the password and for any assistance. She is happy to help schedule the meeting or record it on the calendar.  
[mborg@gmilcs.org](mailto:mborg@gmilcs.org) 603.485.4286

### **To schedule a webinar**

- Check the GoToMeeting calendar to make sure your meeting time is available. Log into the GTM calendar at [google.com](http://google.com). Login = nhlagtm password = [ ] and add the date for your meeting to the GTM calendar. Verify that the date is being displayed on the master calendar.
- Log in to [global.gotomeeting.com](http://global.gotomeeting.com) using the information below and select Schedule.  
Login: nhlagtm@gmail.com  
Password: [ ]
- Title, describe and set up registration questions for your Webinar.
- After scheduling the Webinar, click on the “invite attendees” icon either immediately or on the start page of [global.gotomeeting.com](http://global.gotomeeting.com).
- Select all and copy the data and include it in an email to your committee members.
- Click on the Start a Test Meeting at the top of the page to practice.

### **Before the meeting**

- Explore the training videos and documents available on the GoToMeeting web site:  
<http://help.citrix.com/meeting>
- Designate someone to run the GoToMeeting software, so the presenter or Chair can focus on the content and not technical troubleshooting.
- Do a practice session.

- Encourage participants to use a USB microphone headset and to use the audio wizard to set up the sound before the meeting. It is key that your meeting participants have prepared their computers for the meeting before the meeting.
- Send out a detailed agenda to meeting participants.

### During the webinar

- Ask participants to mute themselves when they are not speaking.
- Encourage the participants to identify themselves before speaking. When you get to know each other's voices, this may not be as important.
- Clearly state which part of the agenda is under discussion.
- Use GoToMeeting to share documents with participants.
- Have your e-mail open in case someone needs to contact you because they can't get into the meeting.
- Recognize that meeting topics might take longer to discuss in online environment.

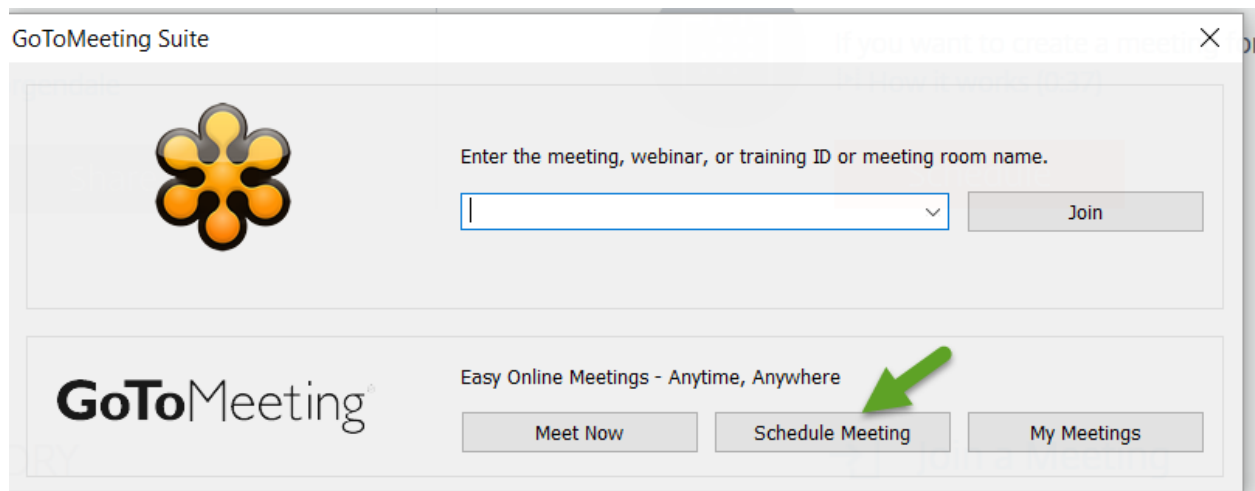
Consider meeting in person for the first meeting to build relationships and then transitioning to online meetings.

### Future Webinars

Once you have set up a meeting on your computer or tablet, you may choose to schedule it from the app. See the online help for instructions.

### Scheduling the meeting in screenshots

Go to <https://global.gotomeeting.com> and log in.



Or you may see this screen. Click on Schedule.

New Meeting | [Edit](#)

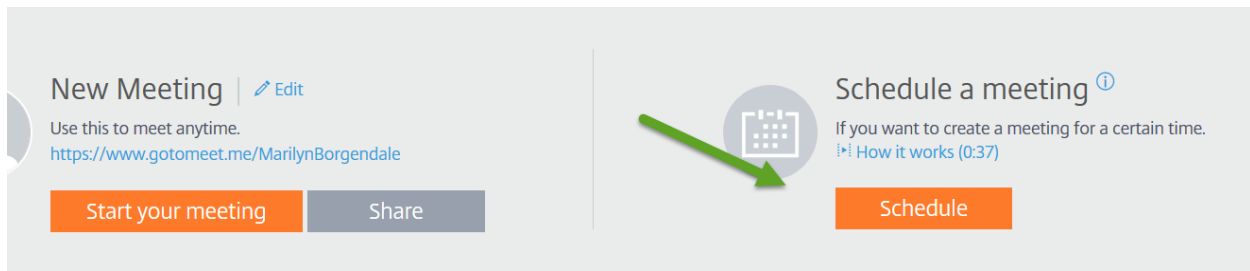
Use this to meet anytime.  
<https://www.gotomeet.me/MarilynBorgendale>

[Start your meeting](#) [Share](#)

Schedule a meeting ⓘ

If you want to create a meeting for a certain time.  
[How it works \(0:37\)](#)

[Schedule](#)




Fill in the subject, date, time, and click provide both. You will be encouraging participants to use the VOIP as that is free of charge. Click schedule.

Schedule a meeting

Marilyn's meeting

Occurs once ▾

Aug 8, 2016  12.00 PM ▾ 30 min ▾

Meeting Time Zone: [\(GMT-05:00\) Eastern Time \(US and Canada\)](#)

**Audio**

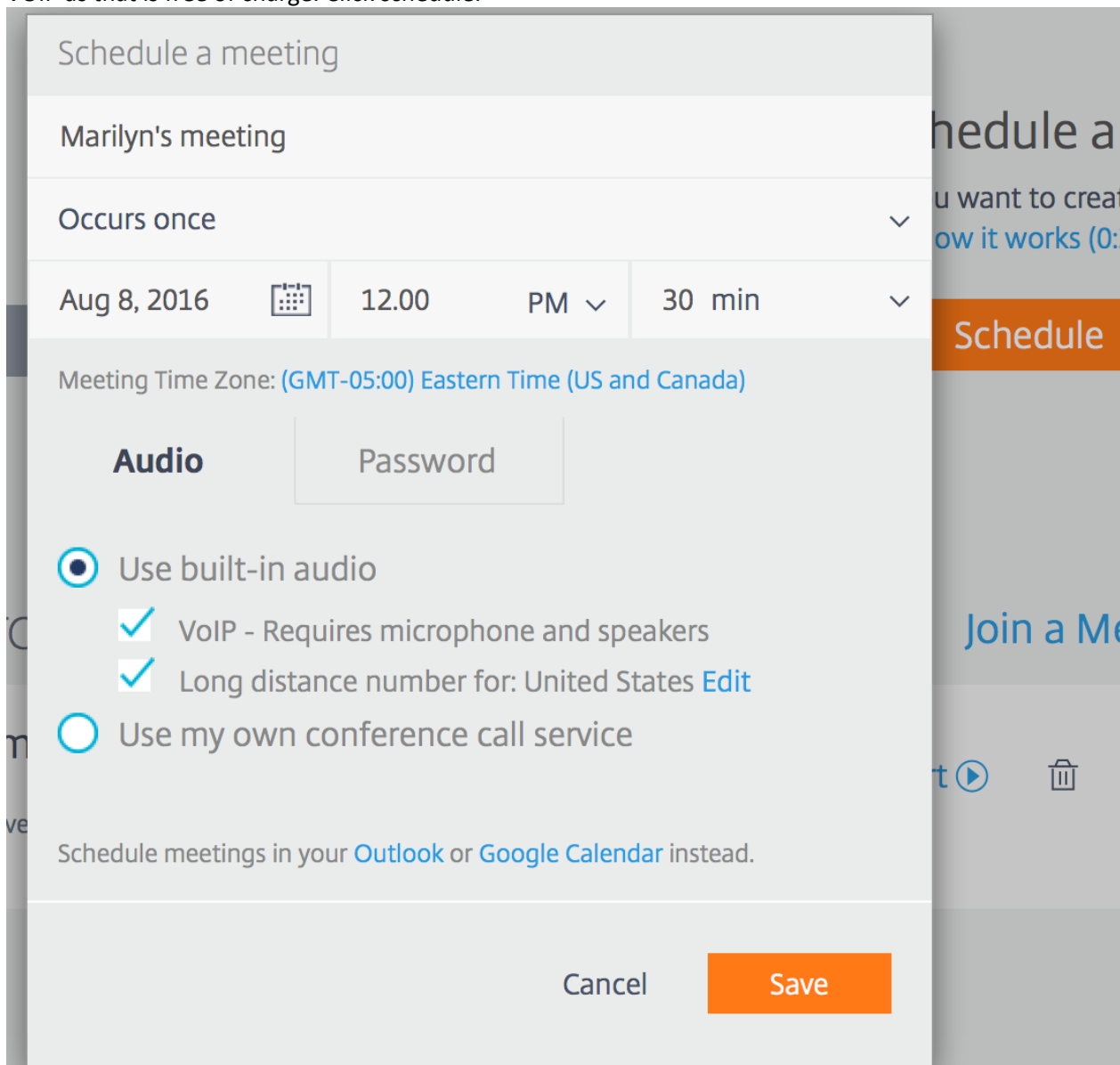
Use built-in audio

- VoIP - Requires microphone and speakers
- Long distance number for: United States [Edit](#)

Use my own conference call service

Schedule meetings in your [Outlook](#) or [Google Calendar](#) instead.

[Cancel](#) [Save](#)



An invitation will be sent to [nhlaexecutive@gmail.com](mailto:nhlaexecutive@gmail.com), but you can invite people from the start page where your scheduled meetings display. Click on the invite participants icon.

MY MEETINGS | MEETING HISTORY Join a Meeting

Tue, Jun 14 2:00 PM	<b>Executive Board</b> 2:00 PM - 4:00 PM Eastern Standard Time Organizers: Marilyn Borgendale	Start
Fri, Jun 17 12:00 PM	<b>Test meeting</b> 12:00 PM - 1:00 PM Eastern Standard Time Organizers: Marilyn Borgendale	Start

The invitation box displays with the meeting connection information. Click Copy and add it to an email to your committee.

✕

## Invite people

**Test meeting**  
Fri, Jun 17, 2016 12:00 PM - 1:00 PM Eastern Standard Time

**Please join my meeting from your computer, tablet or smartphone.**  
<https://global.gotomeeting.com/join/334892789>

**You can also dial in using your phone.**  
United States +1 (408) 650-3123

Access Code: 334-892-789

Skip Copy

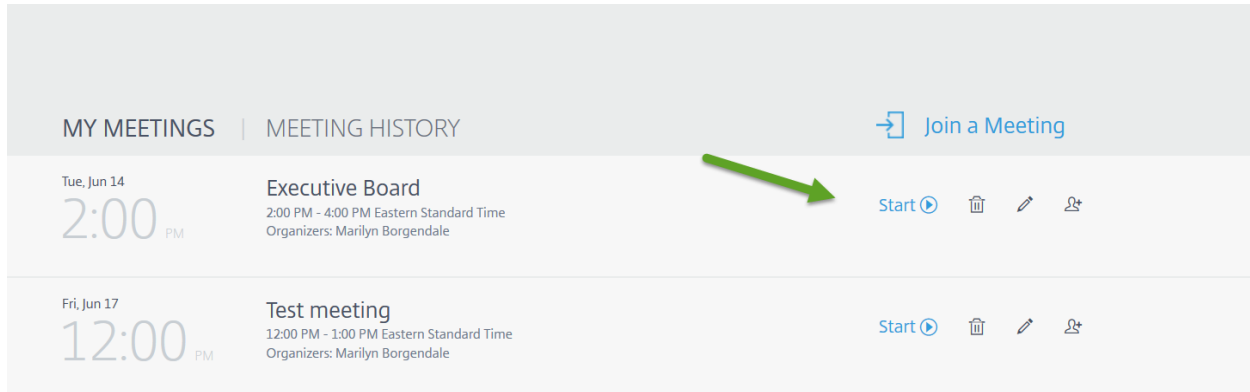
Log in to the account and click Start to begin the meeting.

MY MEETINGS | MEETING HISTORY

Join a Meeting

Tue, Jun 14  
2:00 PM  
Executive Board  
2:00 PM - 4:00 PM Eastern Standard Time  
Organizers: Marilyn Borgendale

Fri, Jun 17  
12:00 PM  
Test meeting  
12:00 PM - 1:00 PM Eastern Standard Time  
Organizers: Marilyn Borgendale

The image shows a screenshot of a meeting management interface. At the top, there are two tabs: 'MY MEETINGS' and 'MEETING HISTORY'. To the right, there is a 'Join a Meeting' button with a blue icon. Below this, there are two meeting entries. The first entry is for 'Executive Board' on 'Tue, Jun 14' at '2:00 PM'. It includes the time range '2:00 PM - 4:00 PM Eastern Standard Time' and the organizer 'Marilyn Borgendale'. To the right of this entry are four icons: a blue 'Start' button with a play icon, a trash can, a pencil, and a person icon. A green arrow points to the 'Start' button. The second entry is for 'Test meeting' on 'Fri, Jun 17' at '12:00 PM', with the time range '12:00 PM - 1:00 PM Eastern Standard Time' and organizer 'Marilyn Borgendale'. It also has the same set of icons to its right.

**If you have any questions or want help with scheduling or updating the calendar, please contact Marilyn Borgendale, [mborg@gmilcs.org](mailto:mborg@gmilcs.org), 603.485.4286.**

August 8, 2016