

OMNI WEBINAR SETUP INSTRUCTIONS

GO TO URL: <http://webi.promotergroup.ro/home.php>

Username: maxfortune **Password:** @Emg.##3

1. How To Create A Webinar

It's easy to create a webinar event with OmniWebinars. Just follow these simple steps:

- * Click on Add An Event icon.
- * On the next screen, you're asked to enter the "Number of movies in this event." To create a basic webinar, simply enter "1". We will explain more about this in the Advanced section. But for now, just enter "1".
- * On the next screen, enter your Event Name, Event Description, and your Event start date and Time. Notice that the Event Time must be in Central Time.
- * Event buffer: Just leave it at default "0"
- * Event allowed views: Specify the number of attendees that can watch your event at the same time. For Lite members, your maximum attendees are capped at 500. For Pro members, you can set this number to any number you want... 1,000... 2,000... 5,000... 10,000. You're not restricted in any way.
- * Display questions form: If you want your attendees to be able to submit questions during your event, check this option.
- * Order Information - Display order button: If you want an "Add to Cart" button to show up near the end of your webinar, check this option.
- * Time To Display Button: This is the time (in seconds) between your Add to cart button shows up and the end of the webinar. For example, if your webinar is 60-minute long, and the button should show up at the 50th minute, then your Time To Display Button is: 10 minutes x 60 = 600 seconds. Enter 600 in this field.
- * Order url: This is the URL to your order link. For example, if you use Clickbank, enter <http://1.clickbankid.pay.clickbank.net>
- * Redirect Information - Enable Redirect: If you want to redirect your viewers to a web page after your webinar is over, check this option and enter your desired Redirect url

* Time To Redirect: This is the time (in seconds) counting from the start of your webinar that you want to redirect your attendees. For example, if you webinar is 60-minute long, and you want to redirect your attendees immediately after the webinar is over, then your Time To Direct is: 60 minutes x 60 = 3600 seconds. Enter 3600 in this field.

* Recurring Information - Repeat this event. If you want to create a recurring webinar, check this option. Then choose your day of the week and time of the webinar.

* Movies Information: Here is where you enter the details of the video you want to present to your audience on the webinar.

* Movie name: Simply enter whatever name you want, for example: Video 1.

* Movie url: Enter the link to your video file. Your video file must be in FLV or MP4 format. We recommend using Amazon S3 to host your video file. For example:
<http://yourbucket.s3.amazonaws.com/filename.mp4> or
<http://yourdomain.com/filename.flv>

IMPORTANT: Please use the "HTTP" instead of "HTTPS" version of your URLs, Omniwebinars won't be able to read the videos otherwise.

* Movie length: Specify the length of your video. For example: If your video is 1 hour 30 minutes long, then enter 1 HH, 30 MM.

* Template Information: Choose the template of your webinar.

* After you have filled in all the information, click "SEND" and your webinar is created.

Once the next screen, you'll see something like this: "Event added successfully. Your event is added successfully.

Your viewers can reach this event following the link <http://webi.promotergroup.ro/show.php?id=xx>."

This is the URL that you can send to your webinar attendees and the URL that your attendees must use to access the webinar.

2. Manage Your Webinars

You can see and manage all of your webinars from your control panel:

* Click on View Your Events icon or Webinar Events on the top menu.

* You will see a list of all of your webinars.

* For each webinar, you can get the webinar link by clicking on the Get webinar Link icon.

* You can also edit, delete, preview, or clone a webinar by clicking the respective icons.

3. See Your Webinar's Statistics

* Click on Event Statistics icon or Webcast Statistics on the top menu.

* For each webinar, you can see the number of attendees participating in your webinar and see the number of questions your attendees send in.

* You can also answer their questions from your control panel.

4. ADVANCED: How to Simulate The Feel of a LIVE Webinar

What's the main factor that contributes to the "live" feel of a webinar? For most viewers, it's the simple fact that if they log-in AFTER the start time of the webinar, they're not shown the entire webinar, but they can only watch the part from that point forward until the end of the webinar.

And it's the basis of how we create the live feel of our automated webinar.

Let me explain how it works and then how you can do it with our platform.

Here's how it works: We first create several "cuts" of our webinar video. For example, if our webinar is 30 minutes long, then in addition to the full-length webinar video, we might choose to create 2 additional versions or "cuts" as we usually call it. The first cut video covers from the 10th minute until the end of the webinar. The second cut video covers from the 20th minute until the end.

Then we set it up on our Omniwebinars platform such that... If an attendee is already in the webinar room before the start time or if he logs in within the first 10 minutes of the webinar, he will watch the entire webinar.

But if he logs in between minute 10-20, he will NOT watch the entire webinar, but only the "cut" that covers from the 10th minute until the end.

And if he logs in after minute 20, he will only watch the "cut" the covers from the 20th minute until the end.

For the majority of attendees, that creates a live feel for your webinar.

Here's how you can simulate the feel of a live webinar with Omniwebinars:

First you need to decide how many "cuts" you want to create... and then create those additional video files. For example, if your webinar is 60 minutes long, you might want to create 2 video "cuts" : from minute 15 to the end, and from minute 30 to the end.

After you've created these video files, then click on Add An Event icon to create a webinar event as usual.

However, on the next screen, in the "Number of movies in this event." field, enter the total number of your video files... that includes your full-length webinar video plus your video "cuts". For the example above, you would enter "3" because you have 2 "cuts" + 1 full-length webinar video.

Hit "Proceed. Then enter all the webinar details as normal... except for the Movie Information fields.

You will now see that a number of Movie Information sections are created depending on the Number of Movies you just specified. For example, if you entered "3", then there are 3 Movie Information sections created.

In the first Movie Information section, enter the details of your full-length webinar video. It should be your LONGEST video that you've created for the webinar.

* Movie name: Simply enter whatever name you want, for example: Video 1.

* Movie url: Enter the link to your video file. Your video file must be in FLV or MP4 format. We recommend using Amazon S3 to host your video file. For example:
<http://yourbucket.s3.amazonaws.com/filename.mp4> or
<http://yourdomain.com/filename.flv>

* Movie length: Specify the length of your video. For example: If your video is 1 hour 30 minutes long, then enter 1 HH, 30 MM.

In the second Movie Information section, enter the details of your first "cut" video. It should be your 2nd LONGEST video that you've created for the webinar (only shorter than the full-length video)

* Movie name: Simply enter whatever name you want, for example: Video 2.

* Movie url: Enter the link to your video file. Your video file must be in FLV or MP4 format.

* Movie length: Specify the length of your video cut. For example: If your video is 1 hour long, then enter 1 HH, 00 MM.

In the third Movie Information section, enter the details of your second "cut" video. It should be your 3rd LONGEST video that you've created for the webinar (shorter than the full-length video and shorter than the first "cut" video)

* Movie name: Simply enter whatever name you want, for example: Video 3.

* Movie url: Enter the link to your video file. Your video file must be in FLV or MP4 format.

* Movie length: Specify the length of your video cut. For example: If your video is 40 minutes long, then enter 00 HH, 40 MM.

And so on for the rest of the Movie Information sections.

Using the example above, you would enter your 60-minute full-length video details in the first Movie Information section. Then enter the "from minute 15 to the end" video in the second Movie Information section. And the "from minute 30 to the end" video in the third Movie Information section.

After you've filled in all the info, click "Send" and you've done.