

# Live Webinar Instructions Sheet

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

## LGBTQ+ Students' Mental Health & Well-being: Overcoming Current Barriers

Date: Tuesday, August 11, 2020

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/wellbeing81120>
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: **Persist81120**
4. Click Enter Room
5. You will need the Adobe Connect Application to open the meeting room.
  - If you already have the app installed, you will be prompted to open the webinar meeting room in the app.
  - If you do not already have the app installed, you will be instructed to download it. Follow the instructions to do so — once the app is installed, you will be able to open the webinar meeting room in the app.
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 24 hours prior to the live webinar.*

1. Go to [www.Paper-Clip.com](http://www.Paper-Clip.com)
2. Scroll down and click the highlighted link at the bottom 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: **LGBTQ81120**  
Password: **Persist81120**
4. Click Sign In

### Important Notes

- 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 use the same password above to claim their certificate at [www.paperclipcertificate.com](http://www.paperclipcertificate.com).
- The instructions for accessing the on-demand webinar recording will be available 48 hours after the live event.

## 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 make this experience a successful one for you and your staff, you can:

- Send a reminder to all expected attendees with the time and location of the webinar — keep in mind that our live webinars are promoted on Eastern Time so be sure to make the conversion if appropriate for your location.
- Set up any AV needs you have in advance of the webinar. *(You will find instructions for accessing the webinar on your instructions sheet.)*
- Print out the materials for all of your expected attendees. *(Your materials will be available 24 hours prior to the live webinar.)*
- Have 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.
- Allow 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 24 hours prior to the live webinar.)*
- Claim a certificate of completion after the webinar by visiting [www.paperclipcertificate.com](http://www.paperclipcertificate.com) and following the instructions located in the handouts.

As always, if you have any questions at all, please do not hesitate to contact PaperClip Communications toll free at 866-295-0505 or email [info@paper-clip.com](mailto:info@paper-clip.com).

Sincerely,

The Folks at PaperClip Communications