



GoToWebinar Cheat Sheet





Functionality	Organizer	Panelist	Attendee
Schedules and starts the Webinar	x		
Creates invites and registration	x		
Records	x		
Manages the audio for everyone who joins	x		
Give keyboard and mouse	x	x If presenting	x If presenting
Chat	Chats to Staff or sends a broadcast to everyone	Chats to Staff	
Q&A	Views and answers	Views and answers only if Organizers sends it to them	Sends Q&A to the Organizers
Draw Tools	X	If given by the Organizer or Presenter	If given by the Organizer or Presenter
View Attendee list	X	X	If given by the Organizer
Presents	x	x	x *
Hand raising	x	x	x

*When an Attendee is made the Presenter, they will automatically be made a Panelist for that Webinar and will be given the panelist access code on their control panel to dial in

GoToWebinar Total Audio Cheat Sheet

General Rules of Thumb:

- Organizers can unmute/mute Staff only using the telephone keypad. Attendees join muted and cannot be unmuted using the telephone keypad. **It's just like it was in the old version*
- Total Audio means total control of the audio using the G2W control panel. Mute and un-mute up to 25 total participants at any given time
- The purpose of the audio pin function is so Organizers can manage the audio using the control panel interface. **NOTE:** attendees who do not enter an audio pin cannot be un-muted/muted individually by the Organizer
- We recommend a USB microphone headset for anyone who will speak during a web event

	VoIP Only: 	Telephone Only: 	Blended:  
Organizer	<p>Can mute/un-mute up to 25 participants at a time using the G2W control panel</p> <p>Can click the "mute all" button on the G2W control panel to mute everyone at once</p>	<p>Joins the call using their Organizer access code and an audio pin</p> <p>Can mute/un-mute Staff only using the telephone key pad by pressing *5</p> <p><i>Note: No un-muting of attendees using the phone key pad</i></p> <p>-Or-</p> <p>Can mute/un-mute up to 25 participants at a time using the G2W control panel</p>	<p>Can move between VoIP and the telephone</p> <p>Same rules apply as the VoIP and Telephone</p>
Panelist	<p>Can un-mute them self only using the G2W control panel</p>	<p>Joins the call using their panelist access code and audio pin.</p> <p>Can un-mute their own line by pressing *6 if the organizer lets them do so</p>	<p>Can move between VoIP and the telephone</p> <p>Same rules apply as the VoIP and Telephone</p>
Attendee	<p>Joins muted by default</p> <p>Can be un-muted by the Organizer only</p>	<p>Joins the call using their attendee access code and audio pin muted</p> <p>Attendees can be un-muted by the organizer only using the G2W control panel if audio pin was entered</p>	<p>Can move between VoIP and the telephone</p> <p>Same rules apply as the VoIP and Telephone columns</p>