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EVENT SET UP

LOG IN

Go to maestroconference.com click **My Account** and login. (Call or email support if you need further assistance.)

CREATE CONFERENCE

1. Click **Conference** at the top of the page.
2. Click **Create Conference** and fill in the Conference Name.
3. Contact Email: this is the email that participants will see when they register for the event.

Select:

- **Scheduled Event:** One time event where you set the Start Date, Start Time, and Duration (all times are in PST.) Enter the Estimated number of callers
- **Reservationless:** can happen anytime, so it's good to use for impromptu, ad-hoc conferences. A reservationless conference will always use the same PINs and is limited to 25 people.

CONFERENCE SETTINGS

Once you have completed the above steps, click **Create Conference** at the bottom of the page. This will bring you to the View and Edit page for your conference. From here you will be able to customize your conference even more.


ADD PARTICIPANTS

In order to invite participants to your meeting you will need to select one of the following options:

- **Option 1:** Copy/paste the Caller Registration Link into an email or share via social media, this allows participants to self-register and obtain their call-in information.

Get started with this conference now!

Call in number: [Your Dial-in Phone Numbers](#)

Caller Registration Link 

This link directs participants to the registration form for this conference. Customize the form, and the confirmation email, in the Registration Settings below.

Manually add Presenters and Assistants (Participants too) in the Callers & PINs section below.

Conference UID: RIUV630PFI9LWEP3

- **Option 2:** As the host, manually add participants by visiting the Callers & PINs section, click **Add Participant**, this will generate the participant's 6-digit PIN. Then click on name and email to enter personalized information. Press **Save** after you complete each entry.
- **Option 3:** You may also enter participant information by uploading a spreadsheet or CSV file. Please click **Upload Registrants** and follow instructions to upload your file. For more comprehensive directions, please [click here](#).

Note: As the host, you can return to the Callers & PINs section at any time, click **Download Registrants** and export a spreadsheet with participant information.

PARTICIPANT WEB EXPERIENCE

Here you will specify the type of event you would like to host. We recommend using Social Webinar for all your events! The system defaults to Audio Only. If you would like to use Social Webinar or Screenshare, please make your selection before you share the registration link with your participants. After you make your selection, scroll down to the bottom of the page and click **Save Changes**.

Participant Web Experience: Screenshare Social Webinar Audio Only

After registration, participants receive a confirmation email that can include either the Screenshare or Participant Dashboard link, based on your choice above. To launch screenshare, see below for link and instructions.

OTHER OPTIONS FOR FURTHER ENHANCING YOUR CONFERENCE

CONFERENCE VISIBILITY

If you opt to make your event “public” MaestroConference will display a list of public available events on our website, which will help you get the word out about your work!

REGISTRATION SETTINGS

This is another place to see the registration URL. You can also customize the message for all confirmation and reminder emails. This is also where you can find any registration comments.

CREATE CUSTOM FIELDS

Custom fields are used to allow advanced sorting of participants when they are in the event. You can sort your participants in the event into breakout rooms. These are limited to simple values, which must be pre-determined by the host.

OUTBOUND CALLING

When Outbound Calling is activated, the person trying to get in will receive a call which will let them join the conference. This feature is available to Presenters, Assistants and Participants. Outbound Calling is currently available to reach callers with US numbers only.

SURVEY SETTINGS & RESULTS

This is where you can enable/disable the Participant Survey and where survey results are displayed once submitted.

ADVANCED SETTINGS

This section is where you will find the actual URL of the Conductor Interface for sharing with other presenters. (The Large Call Conductor Interface is only used by our Event Technicians, who will use this special tool to run large calls.)

CALL HISTORY

Here you find historical data about the event. Call recordings, list of participants who attended, or did not attend, list of registrants, Caller ID information of all callers, duration of the call and more.

SCREENSHARE

The Screenshare section is where you will find all the URLs and links to start the Screenshare tool. Only one person can use the link “Launch the Presenter” at a time. Other conductors who will be conducting a Screenshare session must use the co-presenter URL listed here. The Viewer URL is for participants’ use and is sent out with all confirmation and reminder emails.

SOCIAL WEBINAR

The area where basic permissions and settings for Social Webinar are located.

PREMIUM RECORDING

If you look through this section, you will find the complete instructions on the premium recording feature. This is also where you manage the Premium Recordings setting.

EVENT TIME

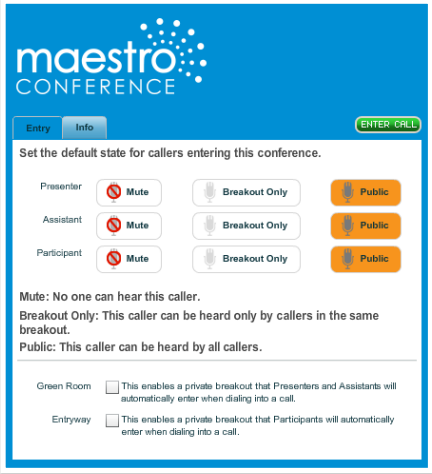
DIALING IN—FOR HOSTS AND PARTICIPANTS

Whether you are a Host, Assistant, or Participant, there are several ways to access an event. Help for these is available at the [Getting In page](#) and is referenced in both the email and confirmation page.

- **Use assigned phone/PIN:** Dial into the number assigned to you at the time of registration using phone or VOIP and enter the PIN. A complete list of access numbers including international calling can be found here.
- **MC Dialer:** Please install the MC Dialer by clicking this box. Once installed, enter assigned PIN.
- **Skype to Skype:** Add mcdirect1 or maestro4294 to your Skype contacts (it is recommended that this is done at least a day or more before the conference.)
 - When you are ready to login to the conference, “call” the Skype contact you added for MaestroConference.
 - To input your PIN, you need to left click with your mouse on the **Call** button on the dashboard at the top of your Skype screen (not the green button under the contact), scroll down and click on **Show Dial Pad**.
- **Skype:** Use your SkypeOut credit and call 530-216-4294.
- **WebRTC Webphone:** Coming Soon!

HOSTING AN EVENT

- You must dial in, before attempting to conduct your event.
- At the time of the event, click **Conduct Now** which will launch the conductor interface.
- A settings window will open where you can select the default mic setting for callers entering the conference.
- To assign a mic setting for a caller type, just click on the mic buttons **Mute**, **Breakout Only** or **Public**.



The screenshot shows the Maestro Conference interface with a settings window open. The window title is "maestro CONFERENCE" and it has tabs for "Entry" and "Info". A green "ENTER CALL" button is in the top right. The main heading is "Set the default state for callers entering this conference." Below this are three rows of settings for "Presenter", "Assistant", and "Participant". Each row has three buttons: "Mute" (with a red microphone icon), "Breakout Only" (with a grey microphone icon), and "Public" (with an orange microphone icon). Below the buttons are three explanatory text blocks: "Mute: No one can hear this caller.", "Breakout Only: This caller can be heard only by callers in the same breakout.", and "Public: This caller can be heard by all callers." At the bottom, there are two unchecked checkboxes: "Green Room" (with text: "This enables a private breakout that Presenters and Assistants will automatically enter when dialing into a call.") and "Entryway" (with text: "This enables a private breakout that Participants will automatically enter when dialing into a call.>").

- After you have checked and/or modified initial mic settings, click **Enter Call**.

Note: If you need to access the default mic setting page during the conference, click **Settings**.

- During the conference, you may modify individual mic settings by clicking on participant(s) name, and by clicking the Mute, Breakout Only or Public buttons located on the right side of the conductor interface (detail panel) or by clicking on the microphone next to the participant name in the caller panel.
- Participants may mute/unmute themselves by pressing "0" on their telephone keypad.
- As participants dial in, their names will appear in the center column (caller panel). Summary information appears on the left side (summary panel), with a chat box underneath. Detailed information for selected callers will appear on the right side of the screen (detail panel).

PARTICIPATION: HANDS

- Participants can raise their "hands" using the 1-5 keys on their telephone keypad; by using the Skype keypad or in Social Webinar, by clicking on the numbered hands.
- Results are displayed next to individual callers in the center or caller panel and aggregated in the summary panel.
- Results are also displayed in the detail panel for selected callers.
- Conductors can lower all hands by clicking the "Down" button in the Hands section of the summary panel.

USING SOCIAL WEBINAR

It runs itself and gives you many options!

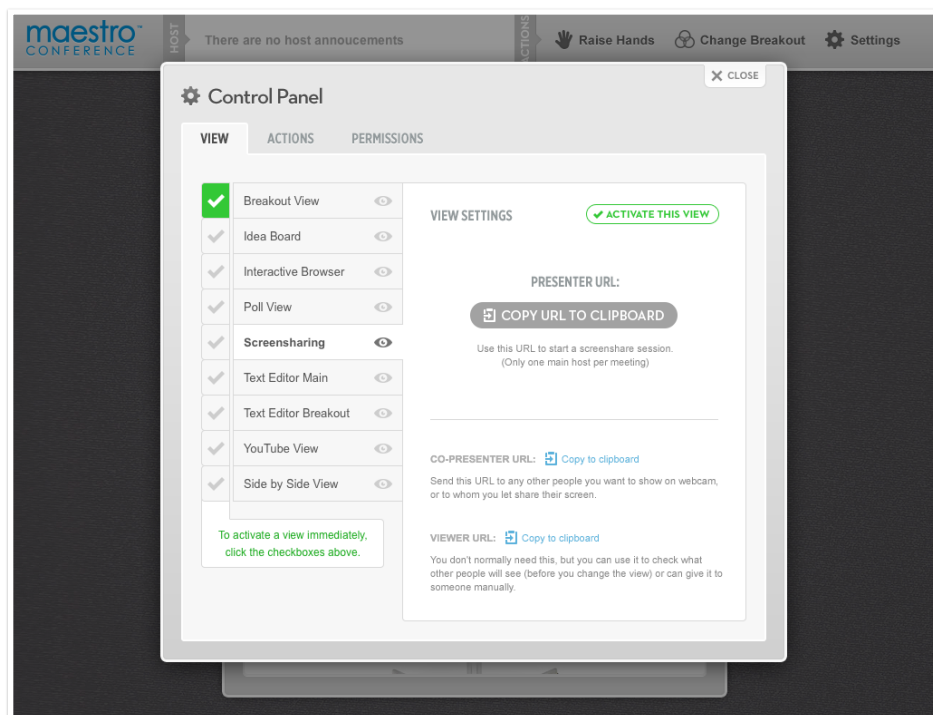
1. When you are ready to launch the event, dial in as you normally would and launch the conductor interface.
2. To launch the Social Webinar, Participants simply click the link in the confirmation or reminder email. Hosts need to go to <http://social.maestroconference.com> (or use the conductor interface method outlined in step 5.)
3. Hosts need to enter their email address and PIN for the call. Alternatively, hosts can simply click their name in the conductor interface, and go to the info tab in the details box on the right, then click **Login This Caller**.
4. Follow prompts to create a profile (participants will do the same). Upload a photo, contact information, and optionally link to your social media accounts such as Facebook, Twitter, Google, and LinkedIn.

To link the Social Webinar to the Conductor Interface you will need to:

- If you have not done so already, click **Conduct Now** from your list of scheduled conferences.
- Go to the address bar, and copy the entire website address (this is the conductor link.)
- In Social Webinar, Click **Settings, Control Panel**, and paste in the copied conductor link.

Click **Login** and **Save**.

- Once you have linked the conductor interface, you can manage what participants see on their end.
- Access this by clicking **Settings** and **Control Panel**.



POLL VIEW

This allows participants to see the results of polls taken during the call. Simply ask a question, allow time for participants to respond using 1-5 on the telephone keypad, and share the data using Poll View.

SCREENSHARE

Allows hosts to share their screen with participants or have an assistant take over and share their screen. Please view the [detailed directions](#) on how to utilize Screenshare.

BREAKOUT ROOMS

Allows hosts to divide call participants into groups of two or more, based on almost any criteria. See the [step by step instructions](#) on how to create Breakout Rooms.

Note: Be sure to sign up for our [Customer Success Clinics](#).