

HELP FILE

Schedule from the Web

As an organizer, you have multiple options for scheduling your webinar. Below you can learn how to schedule directly from your online web account.

About webinar types

GoToWebinar offers multiple types of webinars to suit your needs, each of which offers different join experiences for attendees. Each time you schedule a webinar, you'll be able to choose which type you want to use. Learn more. ([http://support.citrixonline.com/Start Schedule and Manage Sessions/Scheduling FAQs/FAQ What's the difference between classic webcast and simulated live webinars.htm](http://support.citrixonline.com/Start%20Schedule%20and%20Manage%20Sessions/Scheduling%20FAQs/FAQ%20What's%20the%20difference%20between%20classic%20webcast%20and%20simulated%20live%20webinars.htm))

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Classic webinars are fully interactive events that are hosted live by the organizer.

- These webinars can be set for a specific time and date, or they can be launched "on the fly" using the Webinar Now (</gotowebinar/help/start-a-webinar-now-g2w020026>) feature.
- Attendees can join these webinars with any device (either with the desktop software, their web browser or a mobile app).

Webcast webinars are also fully interactive events that are hosted live by the organizer. Learn more. (</gotowebinar/help/webcast-webinars-g2w090100>)

- These webinars must be scheduled ahead of time for a specific time and date.
- Attendees will join instantly using a web browser-based experience that doesn't require any software download.

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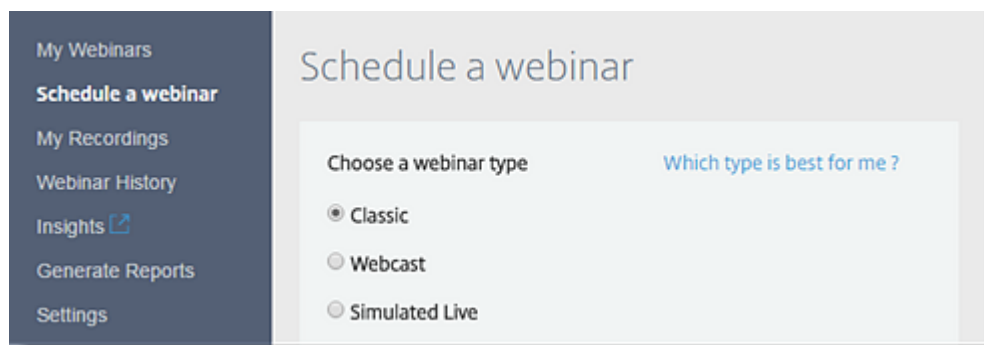
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Simulated Live webinars are semi-interactive, pre-recorded events that start automatically and run on their own, so organizers do not need to be present to host the webinar. Learn more.

(/gotowebinar/help/simulated-live-beta-webinars-g2w090140)

- These webinars can be scheduled to start themselves at a specific time and date, or they can be made as "on demand" webinars that can be watched at any time.
- Organizers can pre-record the event, then select the recording they want to play back in a "simulated live" session.
- Attendees will join instantly using a web browser-based experience that doesn't require any software download.



The features that are available on your account may vary depending on your subscription plan (<https://www.gotomeeting.com/webinar/pricing>).

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Schedule a Classic or Webcast webinar

1. Log in to your account at <https://global.gotowebinar.com> (<https://global.gotowebinar.com/>).
2. Click **Schedule a webinar** (either in the left navigation, or at the top of the My Webinars page (<https://global.gotowebinar.com/webinars.tpl>)). You can also access the scheduling page directly here (<https://global.gotowebinar.com/schedule.tpl>).

3. Use the scheduling page to specify the details of your new webinar, as follows:

- **(a) Copy webinar** – If you already have a scheduled webinar that is set up with polls, surveys, emails, and panelists, you can copy it into a newly scheduled webinar so that all your settings and customizations carry over. Learn more (</gotowebinar/help/schedule-a-similar-webinar-g2w020006>).
- **(b) Webinar title** – Give your webinar a name, which will appear in the invitation and the webinar itself.
- **(c) Description** – If desired, you can tell your attendees what to expect from your webinar using this field. It will appear in the webinar invitation and the registration page.
- **(d) Goal** – What is the goal of your webinar? For now, the data from this field will be available to the GoToWebinar team only.
- **(e) Recurrence** – How often do you want your webinar to occur? Use the drop-down menu to specify your session schedule – it could be on daily, weekly, or even a custom schedule. Just need a single session? Then leave it at "One session."
- **(f) Date/Time** – Select the date and time of the meeting (note that this option will not be available if you selected "Occurs multiple times").
- **(g) Timezone** – The meeting timezone will automatically set to your computer's timezone. You can click the link if you'd like to change it (note that this option will not be available if you selected "Occurs multiple times").
- **(h) Language** – Select the language of your webinar. Options include English, German, Spanish, French, Italian, and Chinese.

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Schedule a webinar

(a) → Copy webinar
Choose a webinar

(b) → Title:
New webinar

(c) → Description:
The description will be used in your webinar invitation email and registration page (Optional).

(d) → What is the goal of your webinar? ⓘ
Select a goal (Optional)

(e) → Occurs
One session

(f) → Start date
Wed, Oct 5, 2016

Start time: 6:00 PM | End time: 7:00 PM

(g) → Webinar time zone
(GMT-07:00) Pacific Time (US and Canada);Tijuana

(h) → Webinar language
English

Schedule

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4. Click **Schedule** when finished. Your webinar will become immediately available from the My Webinars page (<https://global.gotowebinar.com/webinars.tmpl>), where you can access it and customize it to your liking (</gotowebinar/help/customize-your-webinar-g2w020002>).

Schedule a Simulated Live (Beta) webinar

Simulated Live webinars are pre-recorded, which means that you must first host a classic or broadcast webinar and record it using online recording. Note that you are not required to have any attendees in the recorded webinar.

Are you seeing a different dashboard? You've opted in to GoToWebinar's fresh new look! Click here (</gotowebinar/help/recorded-webinars-g2w210027>) for help on the new experience.

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1. First, host a Classic or Webcast webinar using online recording.
 - This webinar can be a live event that you already have scheduled, or you can run and record a webinar with no attendees for the sole purpose of replaying it as a Simulated Live webinar later.
 - Any polls, handouts or surveys that you use during the webinar will also be launched automatically during the Simulated Live session.
2. Log in to the Scheduling page at <https://global.gotowebinar.com/schedule> (<https://global.gotowebinar.com/schedule>), or click **Schedule a webinar** in the left navigation.
3. Under "Choose a webinar type", select **Simulated Live**.
4. Use the drop-down menu to select the webinar that you hosted for Step #1. Note that if your webinar just ended, you will need to allow time for the online recording to fully process.

Schedule a webinar

Choose a webinar type [Which type is best for me ?](#)

Classic

Webcast

Simulated Live ⓘ ←

Copy webinar

Choose a webinar ▼

Title

New webinar

Description

The description will be used in your webinar invitation email and registration page (Optional).

What is the goal of your webinar? ⓘ

Select a goal (Optional) ▼

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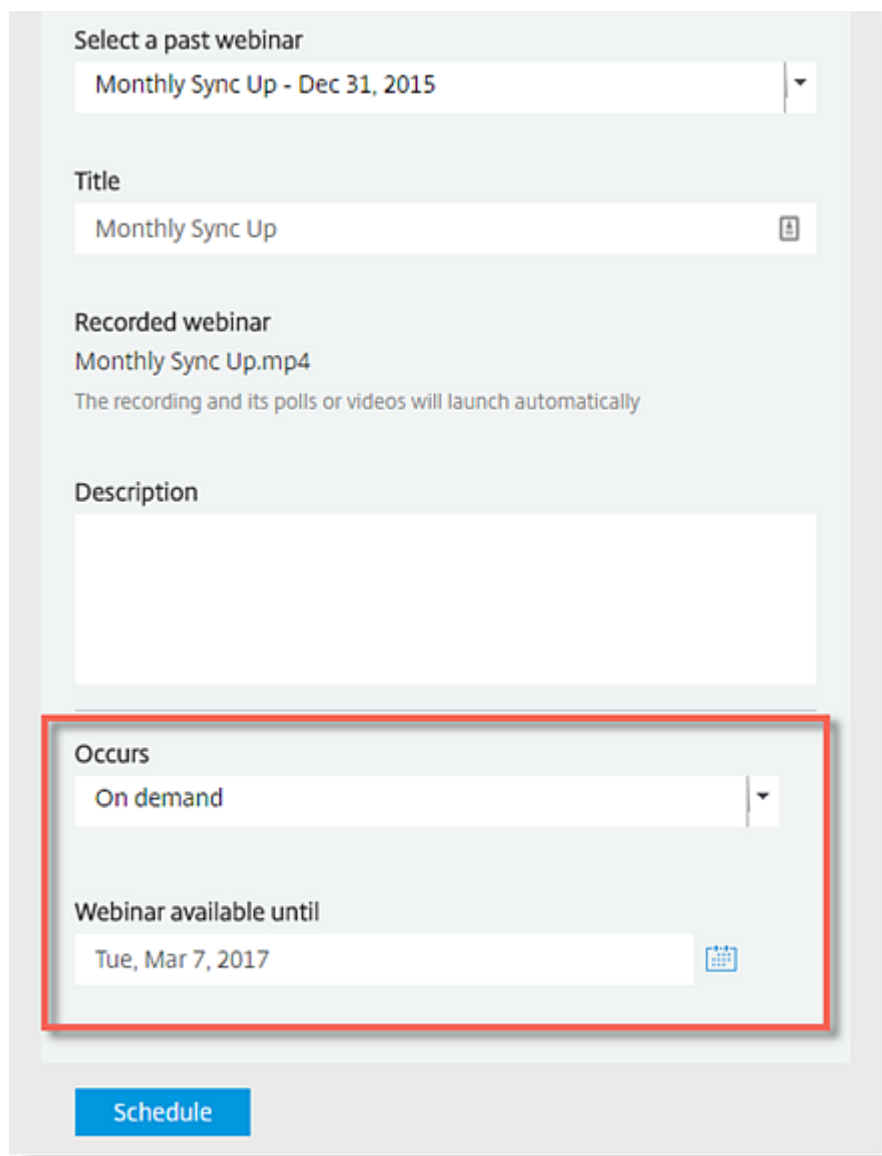


5. Once you select the past webinar, the recording will be automatically attached. You will then see most of the same options that are available when scheduling a Classic or Webcast webinar, including uploading handouts and managing registration settings.

Note that any polls run during the live session will be automatically launched during the Simulated Live playback, so you do not need to manually recreate them for this session. The same goes for any Surveys that were created for the original webinar.

6. The "Occurs" field allows you to select which type of Simulated Live webinar you want to use:

- **To schedule your webinar to automatically start itself**, select the desired date(s) and time.
- **To make your webinar "on demand"** so that attendees can watch it at any time, select "on demand" and then set an end date.



Select a past webinar
Monthly Sync Up - Dec 31, 2015

Title
Monthly Sync Up

Recorded webinar
Monthly Sync Up.mp4
The recording and its polls or videos will launch automatically

Description

Occurs
On demand

Webinar available until
Tue, Mar 7, 2017

Schedule

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6. Click **Schedule** when finished. Your webinar will become immediately available from the My Webinars page (<https://global.gotowebinar.com/webinars.tmpl>), where you can access it and customize it to your liking (</gotowebinar/help/customize-your-webinar-g2w020002>).

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