



Ethics Webinars for Local Elected Officials Preparation Checklist

(Review/complete this checklist 1-2 weeks prior to the LIVE webinar or 3-5 days prior to the On Demand webinar)

If you've been given this form in print version:

- [You must visit the Ethics Webinar site and open this form on your computer to access the web links in this form. These links are necessary to perform the equipment/software testing that will allow you to access the webinar
- [Here is the web address to enter in your browser to access the website: www.sog.unc.edu/node/80851
- [Click on the "Webinar Preparation Checklist" link to open this file on your computer and perform the equipment tests before participating in the webinar

Checklist:

A. What equipment do I need? All you need is a computer and a hard line high-speed internet connection. Wireless connection is not recommended because the speed and sound can be slow. You'll also need the following software: Acrobat Adobe Reader, and Adobe Flash Media Player. If you are showing the webinar to a large group of people you should add a screen or a blank wall, projector and speakers.

How Do I Test the Equipment?

1. Test your software to access the webinar at this link http://admin.adobeconnect.com/common/help/en/support/meeting_test.htm
2. During this 4 part test, you may receive a message that the Adobe Connect add-in is not installed. This is normal and can be safely ignored if the other 3 tests are successful.
3. Verify you have Adobe Acrobat Reader at this link <https://itd.sog.unc.edu/faq/how-can-i-tell-if-adobe-reader-installed-my-computer> This software allows you to open the verification and CLE forms at the end of the webinar



4. Check your sound:

Make sure the volume is turned up on your computer. Check this by playing music or watching a YouTube video via your computer.
(Volume issues are the number one issue the day of the webinar)

Common problems and solutions are addressed in the below link

<http://itd.sog.unc.edu/faq/where-do-i-go-webinar-technical-support>.

B. Do I need materials for these webinars?

Yes. They are located on the course page under overview. You can enter this course page address in your browser:
<http://www.sog.unc.edu/node/80851>

C. How/When do I get the access link for the webinar?

Live Webinar: An email will be sent on May 13, 2015 via email from smhutch@sog.unc.edu. This email will be sent to the person who purchased the email from your unit. Because the email contains a link, it might end up in the spam or junk folder even if you normally receive other emails from the SOG, so you will need to search those folders if the email is not in your inbox. If you still cannot find the email, you'll need to provide an alternate email (Gmail/Yahoo etc...) to Susan at (smhutch@sog.unc.edu) so she can resend the link.

****Adding no-reply@sog.unc.edu and smhutch@sog.unc.edu to your contacts will increase the chance of the email getting through.**

On Demand Webinar: An email will be sent a few hours after purchasing from a no-reply@sog.unc.edu. This email will contain the confirmation of the purchase and the link to the webinar. Check your spam/junk and if you still do not have it, email Susan at smhutch@sog.unc.edu with an alternate email (Gmail/Yahoo etc...) so we can resend the link.

****Adding no-reply@sog.unc.edu and smhutch@sog.unc.edu to your contacts will increase the chance of the email getting through.**



On Demand Webinar that is included with the Live Webinar

purchase: If you purchased the Live webinar, you will automatically receive the link for the on demand webinar via email from no-reply@sog.unc.edu around June 15th. Check your spam/junk and if you still do not have it, email Susan at smhutch@sog.unc.edu with an alternate email (gmail/yahoo etc) so we can regenerate the link.

****Adding no-reply@sog.unc.edu and smhutch@sog.unc.edu to your contacts will increase the chance of the email getting through.**

D. What two forms will the board need to fill out and where do we get them?

Ethics Verification and Attorney CLE Forms:

These forms are only accessible during the webinar. You will receive instructions during the webinar on how to save these forms to your desktop and/or print them. The links to these forms are embedded in the webinar-You must watch the entire webinar to get to the instructions and embedded links. If you exit out of the webinar before saving your forms to your desktop, you will not be able to access them again. The School of Government does not have these forms.

What to do after I save the forms and print them?

- **Ethics Verification Form-** The elected official fills out the top and bottom parts of the form. The elected official is required to give one part to the clerk for record keeping; the official keeps the other part for his/her records. **Do NOT send this form to the School of Government**
- **Attorney CLE Form-**This course has been pre-approved by the State Bar for 2 hours of general CLE credit (not Professional Responsibility credit). Email the **completed form to smhutch@sog.unc.edu within 15 days of watching.** I will reply to your email with a confirmation of receipt. If you do not get a reply from me, then I did not receive your form.



Three-Five Days Prior to the Webinar

- [Make sure you or the person you have purchased this for have performed the recommended tests in the Preparation Checklist above.

Logging in the Webinar

Don't have the access link?

- [See section C above on who has the access link

Live Webinar:

- Access is available 15 minutes before the webinar start time.
- Choose "Enter as Guest"
- If more than one person is watching: Enter the unit of government and the number of people watching (Orange County 6)
- If one person is watching: Enter your last name and County (Hutchinson/Orange County)
- If the webinar is not ready you will see a notice
- When you are in the Webinar room, you should hear; if you don't hear music, check the volume on your computer or speakers.

On Demand Webinar:

- Access the webinar any time June 15th- October 31st.
- Click on the webinar link you received via email
- The webinar will start right away. There is no need to log in. Since this is a recorded version is the Live webinar, the listener cannot participate. .

Having technical difficulties?

- [**Check here first for troubleshooting help-**
<http://itd.sog.unc.edu/faq/where-do-i-go-webinar-technical-support>.

- [**If you are still having trouble-** Call the School of Government helpdesk at 919.962.5487. Please remember that if there is an issue with technology on your end, you may need to contact someone in your organization to assist.