

Online Division Meeting Instructions

Online Meetings will take place in October and November. These meetings will be offered a three different times; 9:00am, Noon, or 4:00pm. Register online for the meeting time and date that are best for you.

What you need:

- Computer
- Speakers for or on your computer
- Windows 7 and higher / Mac OSX 10.7 and higher**
- Newest version of Internet Explorer, Mozilla Firefox, Chrome or Safari Web Browser
- Wired (not WiFi) Broadband internet connection with an upload speed of 1 Mbps or more
- Most recent version of Adobe Flash player: <http://get.adobe.com/flashplayer>
- Turn pop up blocker off or put www.anymeeting.com in your allowed list

****Attendees may additionally join a meeting using iPad, Android tablet or iPhone using the AnyMeeting app found in the app store for your mobile device.**

To register for a meeting go to the IESA website.

<http://www.iesa.org/administration/divisions/meetings.asp>

- Click on Online Registration
- Select the date of meeting you wish to view online and click the Blue "Register" Button.
- <http://www.anymeeting.com/IESA>
- Enter all the information required and click on "Complete Registration".
- Following this step you will be giving the opportunity to add the meeting to your outlook calendar.

Following the registration step you will receive an email confirmation from AnyMeeting. Depending on when you sign up for a meeting you will receive email reminders of the meeting from Instant Presenter. You will receive reminders one week before, one day before and one hour before the meeting you registered.

During the Meeting:

Questions can be typed into the computer during the presentation to be answered by the IESA administrators.

Technical Difficulties

In the rare case that you have any technical difficulties viewing the meeting, please e-mail support at support@anymeeting.com

NOTE:

The IESA encourages Athletic Directors to make these online meetings work for you. Schedule meetings with all your coaches during one of the online division meeting times and have your coaches view the presentation by connecting your computer to an LCD projector and speakers, you can then project the meeting to the whole room. Now all your coaches will be receiving the same information at the same time. Questions can be typed into the computer during the presentation to be answered by the IESA administrators.