

## Steps to join the Guiding Orientation webinar using a Smart Phone or Tablet

**Step 1.** Well before the time of the webinar download the free **omNovia** app from your app store. This is a web conferencing tool.

Turn off your device then power back up. This will link **omNovia** to your web browser.

Open your normal web browser - *Safari, Google Chrome, Firefox* etc. Go to [www.redbackconferencing.com.au](http://www.redbackconferencing.com.au)

**Step 2.** Select the “**Join a Web Conference**” Button (Find this Button at the top right of the page.)



**Step 3.** This page will open. You will notice the address has changed to [omnovia.redbackconferencing.com.au](http://omnovia.redbackconferencing.com.au)

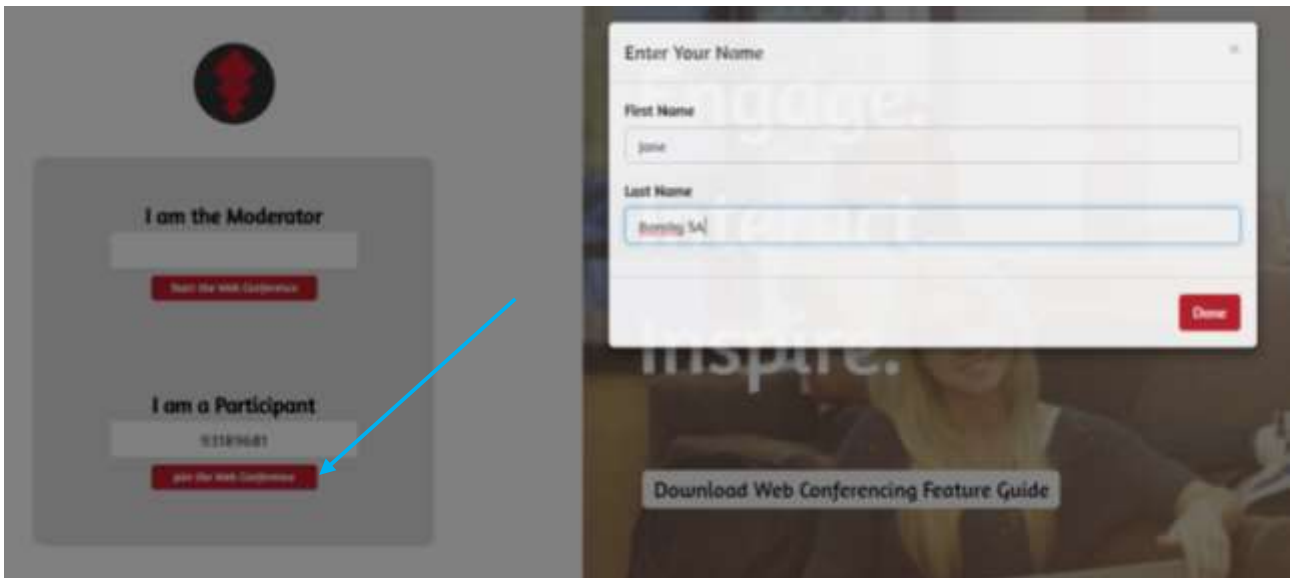
Click in the box under **I am a Participant**.



**Step 4.** Enter the Participant code **77049988**

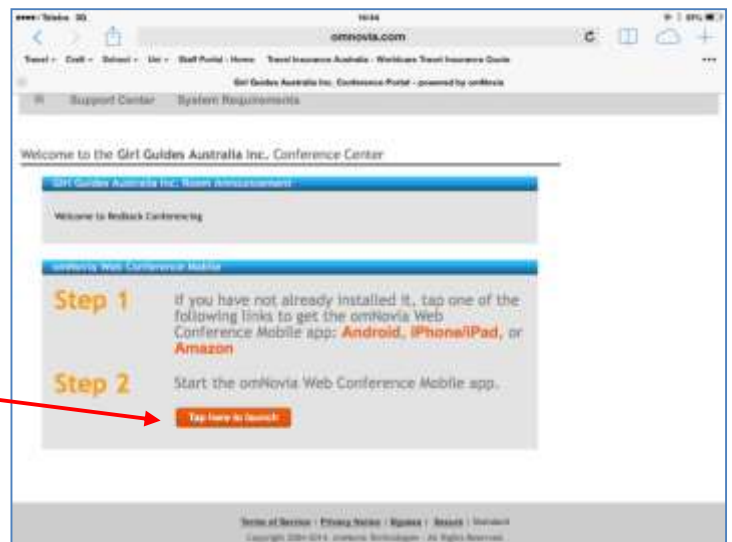


**Step 5.** A new window will open Enter your first name and surname and your State, eg Jane Boroky (SA)  
Then click on **Join the Web Conference**



**Step 6.** You will go to the following screen. (On some devices this only appears the first time you use **omNovia**.)

Tap to launch **omNovia**.



**Note: Your webcam will not work but your speakers will.** This is because Flash player® does not work on many Smart phones and Tablets. Your microphone may work if Java® is enabled. However you will not need it for the webinar.

You can use the Chat Area to ask questions. Use this button to enlarge the Chat Area. *Large* is a good option as it stretches the Chat Area under the presentation and doesn't make the presentation area smaller.



You will be able to participate in the surveys and hear and see any music or video clips.

You will be able to complete in the Survey monkey survey at the end. This is very important as your certificate for attending the webinar is generated by your participation in this survey.

A screenshot of a survey form titled "Guiding Orientation" from a webinar. The form is on a white background with a yellow header. It contains the following text: "Thank you for participating in the Guiding Orientation webinar. So we can email your certificate and record your participation, please complete the following questions." Below this, it says: "If several people participated in the webinar, please list all names. This information will be kept confidential and not be used for any other purpose." There are three numbered questions: "1. What is your full name? (eg Jane Smith)" with a text input field; "2. Please give your Member Number (for notifying State Office of your participation)" with a text input field; and "3. So we can advise the State Office of your participation, please indicate which State." with two radio button options: "WA" and "NSWACT".

If you experience any technical issues please contact Redback Conferencing helpline on **(02) 9037 0330** or **1800 733 416**