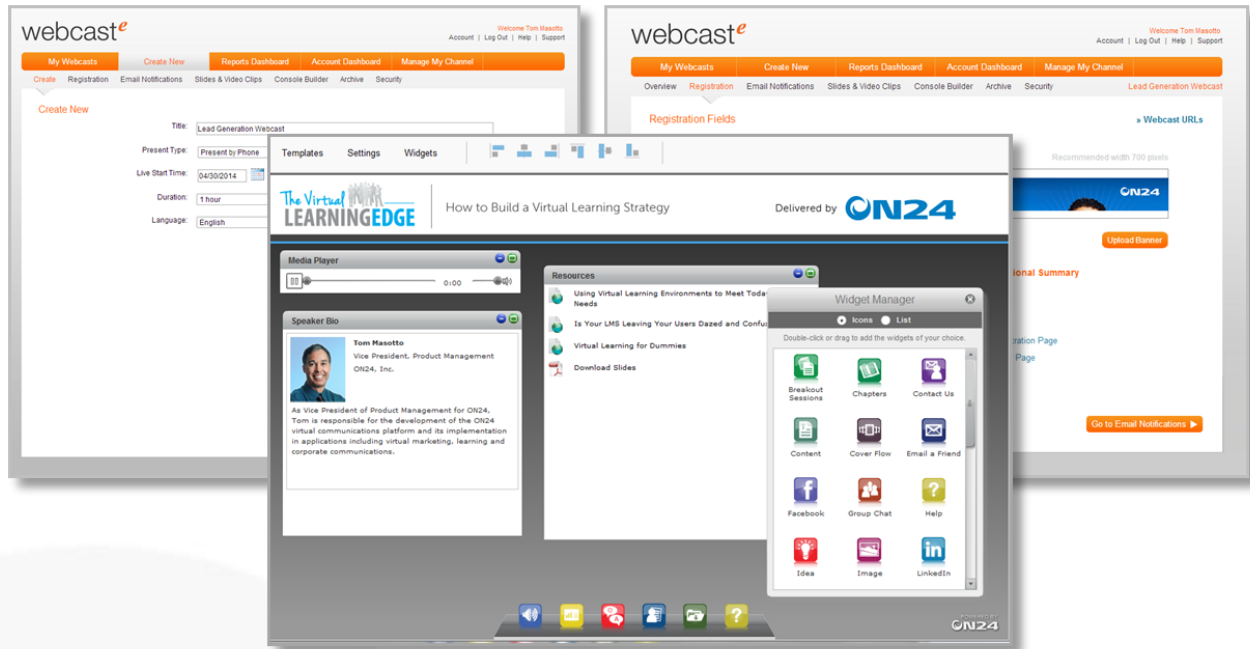


Webcast Elite Training Packages

Recommendations and best practices for basic and advanced webinars



Elite Training Benefits

- Optimize your webinar delivery by receiving in-depth training on the Webcast Elite platform.
- Kick-start the creation of your first Elite event by requesting a personalized training session from ON24.
- The training sessions provide recommendations and best practices for both webcast managers and webinar presenters.
- ON24 training can be scheduled at your convenience and are private sessions.
- Up to ten individuals from your organization can participate in any or all of the training sessions.

ON24 Webcast Elite offers step-by-step tools to lead you through the process of designing, creating, and configuring your webcast. To best leverage the capabilities of Webcast Elite, ON24 offers two training programs that provide guidance and best practices on topics ranging from basic features to advanced capabilities.

The Webcast Elite training packages are:

- ***Standard Elite Training Package:*** This training program, comprised of three one-hour sessions, includes a complete review of all Webcast Elite features for both creating and presenting a webcast (see more details on next page).
- ***Express Elite Training Package:*** This 90-minute session focuses on your specific needs for your first event. Based on your event requirements, ON24 will build a custom training session that will cover exactly what you need to know.

ON24's training programs will enable you to best use the capabilities of Webcast Elite, which will allow you to deliver more effective, more engaging webinars – while reducing the amount time necessary to create them. To request a training package, contact your customer support manager or submit an ON24 support ticket.

Standard Webcast Elite Training Package

The following topics are covered in the Standard Webcast Elite Training Package. Note that each session is one (1) hour in length.

Session #1: Webcast Elite Basics

- Creating a new webcast
- Review the Webcast URLs and Create-a-Copy functionality
- Registration page setup and design
- Overview of Lobby page functionality
- Customizing the email notifications and reminders
- Designing and branding the Audience Console (dimensions, branding, widgets, etc.)
- Archiving process
- Review Elite Help Center, Support Center and how to submit a case

Session #2: Elite Live (Presenter Training)

- Logging into Presentation Manager XD (PMXD)
- Overview of presenter information
- User roles
- Uploading content (PowerPoint, video clips, setting up polls, etc.)
- Storyboard and Storyboard Organizer
- Managing the Q&A session
- Live View and Preview windows
- Team chat
- Attendee list
- PowerPoint best practices
- Presenter best practices

Session #3: Advanced Features

- Building a Registration Page template
- Tracking registrants using Partner Ref
- Advanced tips for customizing the audience console (changing widget icons, alignment shortcuts, etc.)
- Adding audience security
- Archiving your webcast (e.g., creating chapters and a single file archive)