



# Online Training by KRWA – How to Use GoToWebinar

As a result of the COVID-19 pandemic, the Kansas Department of Health and Environment (KDHE) has allowed water and wastewater operators to participate in online training to maintain operator certification. The Kansas Rural Water Association (KRWA) researched many online training platforms to find a system that would be easy for operators to register and participate, easy for presenters to keep participants engaged, and easy for KRWA to keep track of participants. The online training platform that KRWA selected is called GoToWebinar. Online training and the GoToWebinar platform are new to us, so here are a few tips for using GoToWebinar.

## 1. Registration

Visit <https://krwa.net/TRAINING/Schedule-Register/c/training> for the most up-to-date training schedule. To register for an online training session, do not click on “Add to Cart.” Click on “**view details**” which will open the training brochure.

The training brochure will include a registration link. Click on the link, which leads to the GoToWebinar registration page. Enter the required information and click “Register.”



Date	Topic	Location	Cost	Registration
February 17, 2021	Distribution Tools and Practices (ONLINE)	ONLINE TRAINING	No Charge	view details
February 23, 2021	Safety Matters - Training for Water and Wastewater Operators (ONLINE) REGISTER THROUGH LINK ON "VIEW DETAILS"	ONLINE	No Charge	view details
February 23 - 24, 2021	Cross Connection - Backflow Prevention (information only)	Topeka (Garfield Community Center)	No Charge	view details
February 23 - 26, 2021	Cross Connection - Backflow Prevention (full certification)	Topeka (Garfield Community Center)	\$225.00	view details
February 24, 2021	Activated Sludge (ONLINE) REGISTER THROUGH LINK ON "VIEW DETAILS"	ONLINE	No Charge	view details
February 25 - 26, 2021	Cross Connection - Backflow Prevention (recertification)	Topeka (Garfield Community Center)	\$150.00	view details
March 2, 2021	Water and Wastewater Utility Preventative Maintenance (Garden City)	Garden City (Finnup Center)	No Charge	view details
March 4, 2021	Water and Wastewater Utility Preventative Maintenance (Hutchinson)	Hutchinson (Kansas State Fairgrounds-Morris Bldg)	No Charge	view details
March 10, 2021	Chemical Feed and Disinfection (ONLINE Session - Register through link on brochure)	ONLINE	No Charge	view details
March 16, 2021	Water and Wastewater Operator Certification Training (Great Bend)	Great Bend (Convention Center)	No Charge	view details
March 17, 2021	Math Made Easy (ONLINE)	ONLINE TRAINING	No Charge	view details
March 24, 2021	Distribution Tools and Practices (ONLINE)	ONLINE TRAINING	No Charge	view details

Many operators have expressed an appreciation for the convenience of online training - no travel, no masks, and the ability to check on their system during breaks.



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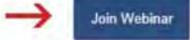
Thank you for registering for "Water Treatment and Distribution".  
Please send your questions, comments and feedback to: [monica@krwa.net](mailto:monica@krwa.net)

### How To Join The Webinar

Tue, Jan 26, 2021 8:30 AM - 3:30 PM CST

Add to Calendar: [Outlook®](#) [Calendar](#) | [Google Calendar™](#) | [iCal®](#)

1. Click the link to join the webinar at the specified time and date:
 



*Note: This link should not be shared with others; it is unique to you.*  
Before joining, be sure to [check system requirements](#) to avoid any connection issues.
2. Choose one of the following audio options:
 

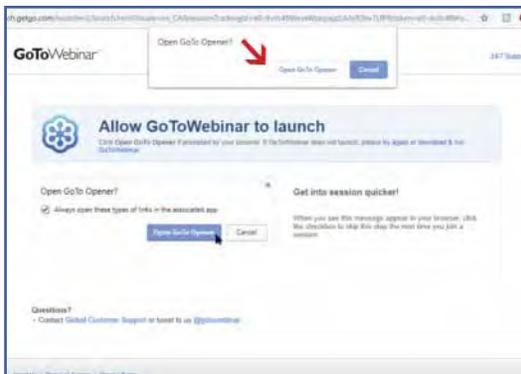
**TO USE YOUR COMPUTER'S AUDIO:**  
If you prefer to use your phone, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

—OR—

**TO USE YOUR TELEPHONE:**  
If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below.  
United States: +1 (914) 614-3221  
Access Code: 886-887-500  
Audio PIN: Shown after joining the webinar  
Webinar ID: 349-439-907

## 2. Join the Webinar

Immediately after submitting registration through GoToWebinar, each participant will receive an email with instructions for how to join the webinar. On the day of the training (webinar), simply click on "Join Webinar" in the email.

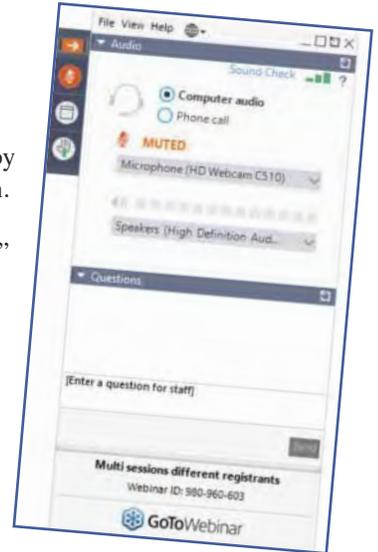


Next, click on the pop-up message that says, "Open GoTo Opener" and the webinar will launch.

## 3. Participating in the Webinar

When the webinar begins, each participant will see the presenters' slides in the main window and a control panel in the upper right-hand side of the screen. Attendees do not need a webcam to participate in the class, and all attendees will be placed on mute to avoid having background noise while the presenter is speaking. Attendees can listen to the audio through their computer speakers or they can call in with a telephone (not a toll free number). For the phone call option, click the "Phone call" button in the control panel and the call in number

will be displayed. The control panel can be collapsed to the right by clicking the orange arrow and it can be re-opened by clicking the orange arrow again. Handouts will be available for download under the "Handouts" tab. Simply click on the file to begin the download. Questions and/or comments can be submitted to the presenters by typing in the box under the "Questions" tab and click "Send." KRWA staff monitor the question box throughout each session and they ask presenters to address the questions as they are submitted/received.



## 4. How to Receive Operator Credit

When a participant registers for a webinar through GoToWebinar and receives the confirmation email with the link to join, that link is unique to each participant. When a participant joins with their link, KRWA staff can see the participant's name as active. Participants must remain active throughout the webinar in order to receive operator credit. A common question received by KRWA regarding online training is, "Can more than one participant view the webinar on one computer or device?" This situation isn't preferred, but the answer is, yes. KRWA must be notified of the names of the participants that are viewing in a group.

After the session, KRWA will submit the list of attendees to KDHE for operators to receive credit towards certification renewal. KRWA will also mail an attendance certificate to each participant.

While online training may not be everyone's preferred method of training, it definitely has its advantages. Many operators have expressed an appreciation for the convenience of online training - no travel, no masks, and the ability to check on their system during breaks. For a list of upcoming online training sessions offered by KRWA, check the training calendar at [www.krwa.net](http://www.krwa.net).

Incidentally, KRWA will also be using the GoToWebinar platform for the 2021 Annual Meeting of Membership on March 25. Attendance at that session will also allow those who have been designated by the member cities and water districts, etc. as "delegates" to vote on nominees to the Association board.

*Monica Wurtz began work with KRWA in October 2013. She previously worked at the Kansas Department of Health and Environment and also worked at US EPA Region 7 for four years. Monica is considered a national expert on various drinking water regulations.*

