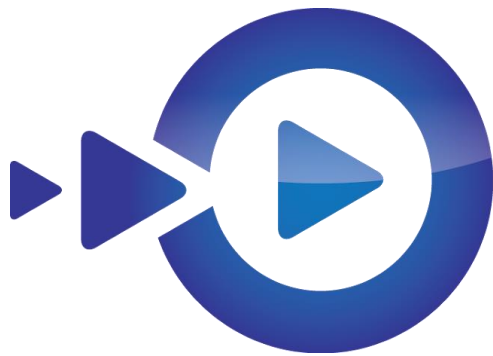


## RunClick Webinar and Video Conferencing Software

### User Manual



# RunClick

Webinar and Video Conferencing Software



Visit [RunClick.com](http://RunClick.com) for more details

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## **RunClick User Manual**

<http://runclick.com>

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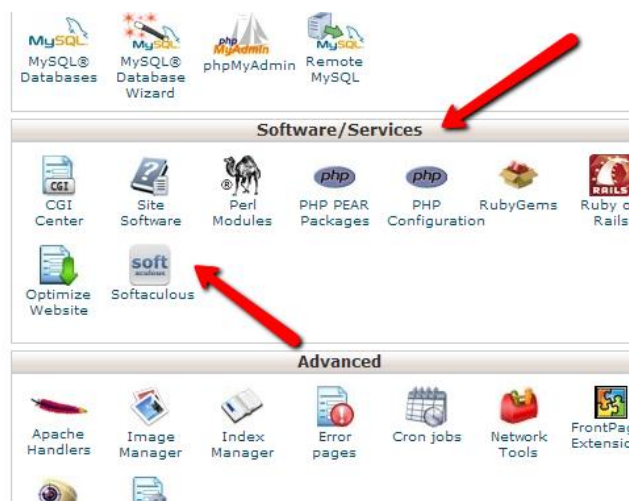
[Setting Up Interaction, Live Voting and Buy Buttons During an Event with RunClick](#)

## Installation and Activation of RunClick

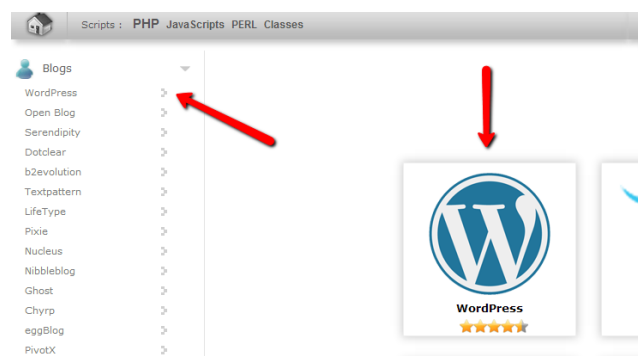
RunClick can be used on any domain, but it needs WordPress to run. Don't worry if your website isn't on WordPress. Regardless of the platform you're using, we recommend setting up RunClick on a fresh installation of WordPress on a subdomain or subfolder of your website. Although it's not a requirement, it's the best way to separate RunClick and its pages from your main website.

### Part 1: WordPress Fresh Installation Process

- I. Log in to **Cpanel**
- II. Scroll down to **Software/Services**
- III. Click on **Softaculous** (a popular WordPress one-step installer)  
*Note: Other one-step installers may be used depending on your host.*



- IV. Find **WordPress** and **click Install**. WordPress is often displayed as the first script on Softaculous' Dashboard, but you can also find it under **Blog** that's listed on the left sidebar.



## RunClick User Manual

<http://runclick.com>

- V. Specify the installation settings
- Choose Domain** – Select the domain where you want to install RunClick (Ex. steph.hangouttheme.com)
  - In Directory** – Set the folder name you want to use (Ex. webinar)
  - Site Name** – Change the Site Name (Ex. Steph's RunClick Webinars)
  - Site Description** – Add a short description (Ex. Webinars and Video Conferences)
  - Admin Username**
  - Admin Password**

almedia-online.com:2083/cpsess232383183/frontend/x3/softaculous/index.live.php?act=software&soft=26&tab=install

**Install** Overview Features Screenshots Demo Rat

**Software Setup**

**Choose Protocol**  
If your site has SSL, then please choose the HTTPS protocol.

**Choose Domain**  
Please choose the domain to install the software.

**In Directory**  
The directory is relative to your domain and **should not exist**. e.g. To install at http://mydomain/dir/ just type **dir**. To install only in http://mydomain/ leave this empty.

**Database Name**  
Type the name of the database to be created for the installation

**Database Settings**

**Table Prefix**

**Site Settings**

**Site Name**

**Site Description**

**Enable Multisite (WPMU)**  
This feature will Enable Multisite option for your WordPress blog.  
Your server must support Apache mod\_rewrite to use this feature.

**Admin Account**

**Admin Username**

**Admin Password**  
Strong (56/100)

- VI. Scroll down and click on the **Install** button

no. magazine style websites

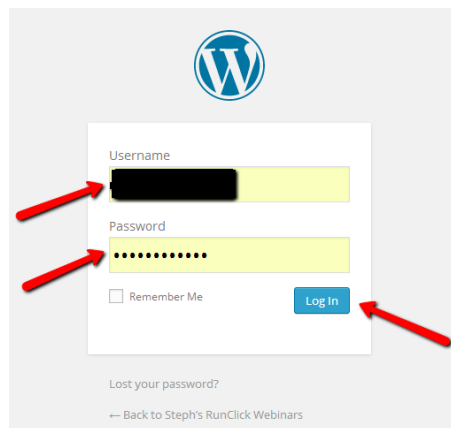
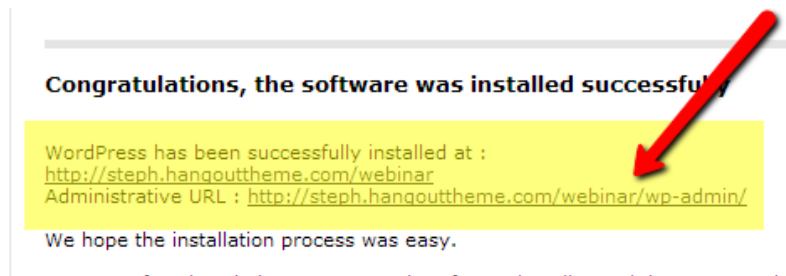
SELECT YOUR BEST FAVE

Select Select

**Install**

Email installation details to :

- VII. Once installation is done, click on the **administrative URL** and log in to your new WordPress blog using the Admin Username and Password

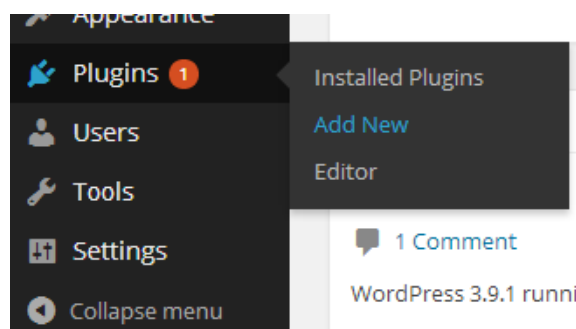


## Part 2: RunClick Installation on WordPress Blog

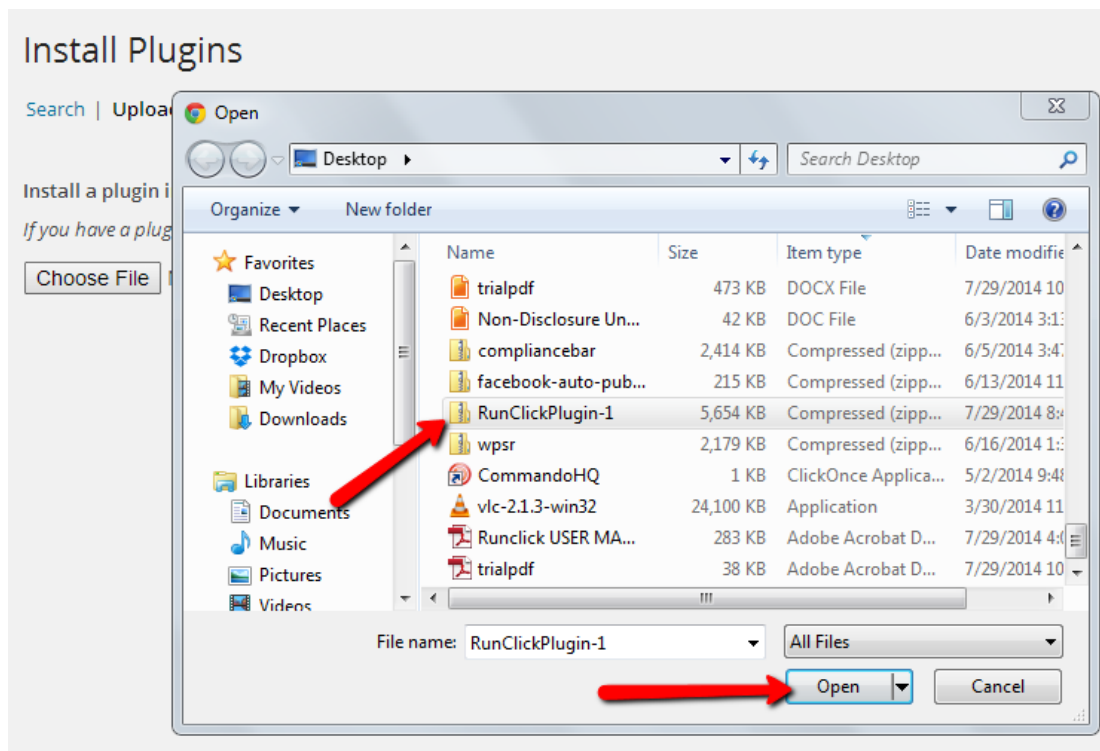
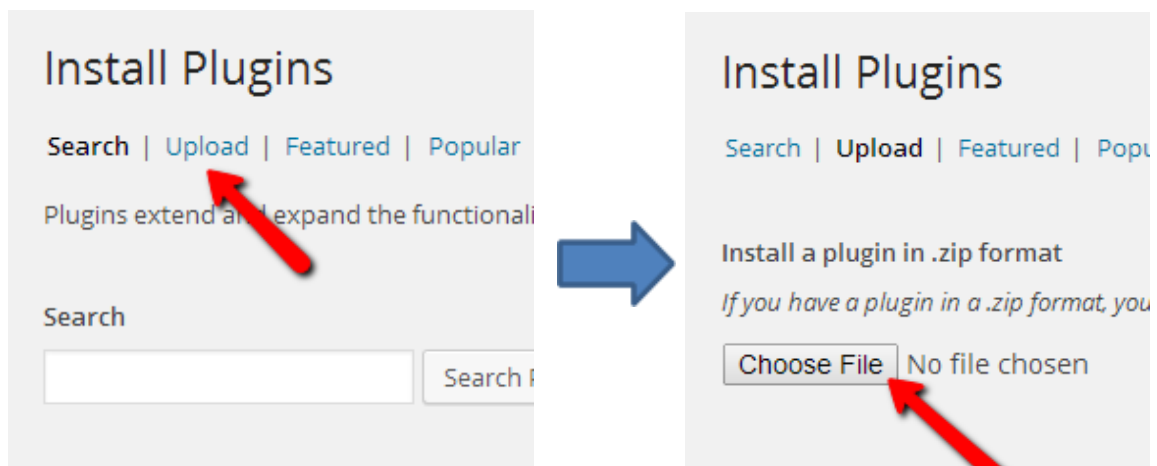
There are two methods you can use to install RunClick. Method 1 is via the WordPress Dashboard; Method 2 is via FTP.

### Method 1: Upload RunClick via the WordPress Dashboard

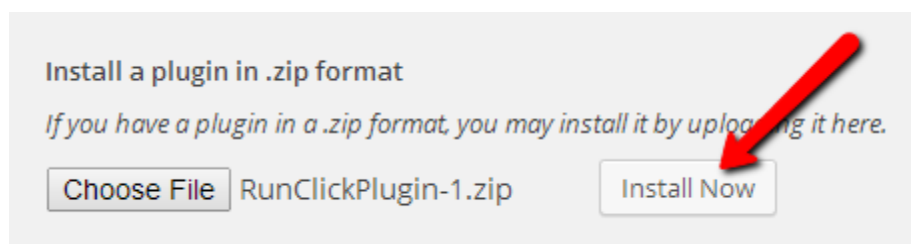
- I. On your WordPress dashboard, hover your mouse on **Plugins** and click on **Add New**



- II. Click on **Upload** and then **Choose File**. Find your **RunClick Plugin Zip File** and click **Open**



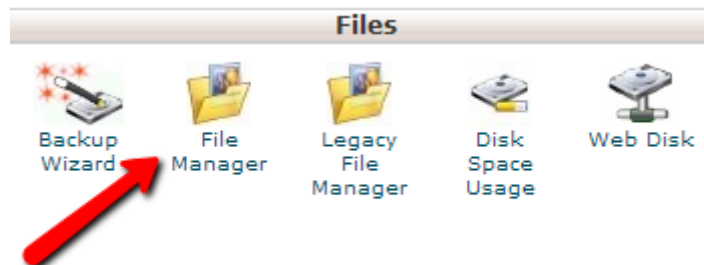
- III. Click **Install Now**



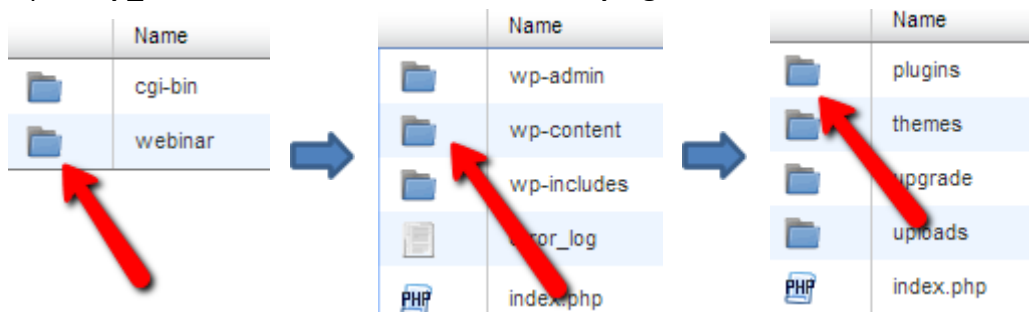
## Method 2: Upload RunClick via FTP

This method is for users who aren't able to install RunClick via the WordPress Dashboard due to file size limit.

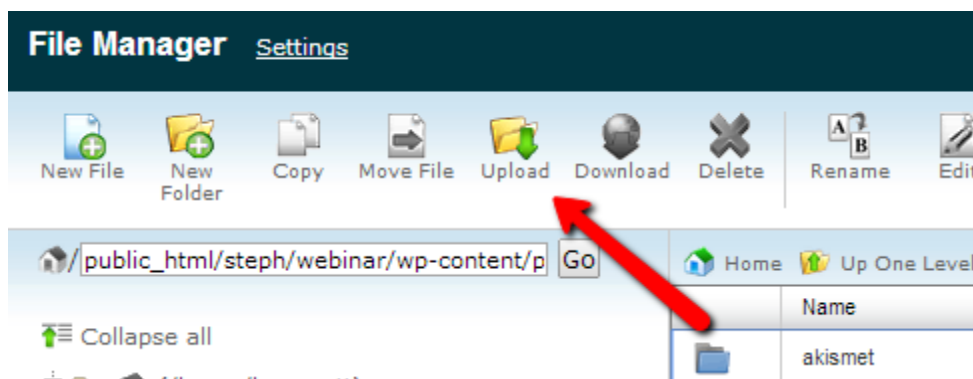
- I. Log in to **Cpanel**
- II. Click on **File Manager**



- III. Find and open your domain folder (Ex. steph)
- IV. Open the directory folder you specified during Wordpress Installation (Ex. webinar)
- V. Open **wp\_content** folder and double-click on **plugins**



- VI. Click the Upload button located on the header of your FTP window



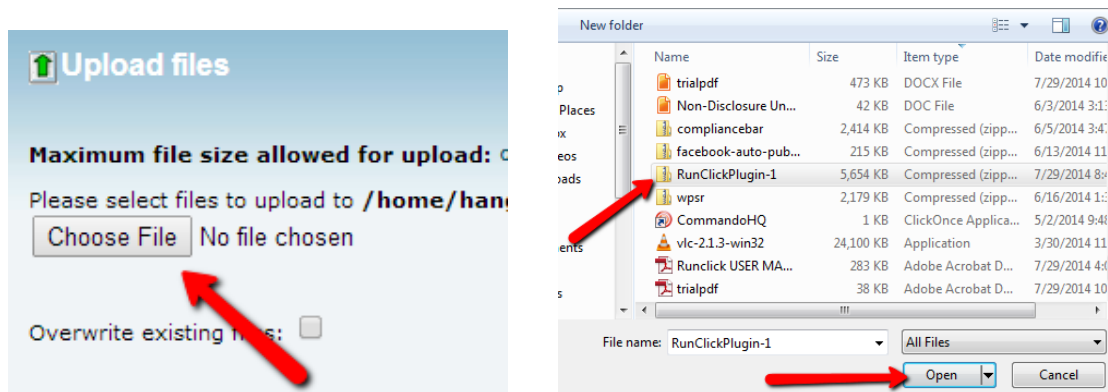


## RunClick User Manual

<http://runclick.com>

- VII. Click on Choose File and open RunClick ZIP folder

*Note: This will immediately start the upload process.*

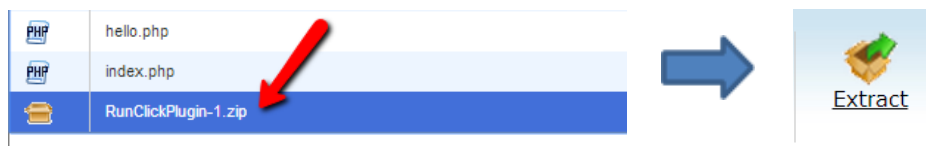


- VIII. Once the uploading process is done, go back to the plugins directory

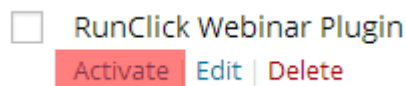
[Back to /home/hangoutt/public\\_html/steph/webinar/wp-content/plugins](#)

- IX. Click on the **RunClick Zip Folder** to highlight it and click on the **Extract** button

*Note: Refresh the folder and delete the ZIP folder of RunClick to save space.*



- X. Go back to your WordPress Dashboard, refresh the Plugins list, find RunClick and click on **Activate**



### Part 3: Activating RunClick Plugin

- I. Click GRunClick on your WordPress Menu
- II. Enter your **email and activation key** and click **Submit**

Webinar PLUGIN [Version 1.0.5] Deactivated

### WEBINAR ACTIVATION

Please enter your email id and Activation Key to Activate Webinar [Get A License Reminder. CLICK HERE](#)

Email

Activation Key

- III. Refresh your page or click on GRunClick on the Wordpress Menu again and you'll see that your plugin is now **Activated**

RunClick Webinar and Video-conferencing Software [Version 3.0.7] Activated

WEBINARS EMAIL SETTINGS EXPORT SUBSCRIBERS WEBINARS SETTINGS

### WEBINARS

List of existing Webinars. Click to modify Or Make Live [Create New Webinar](#)

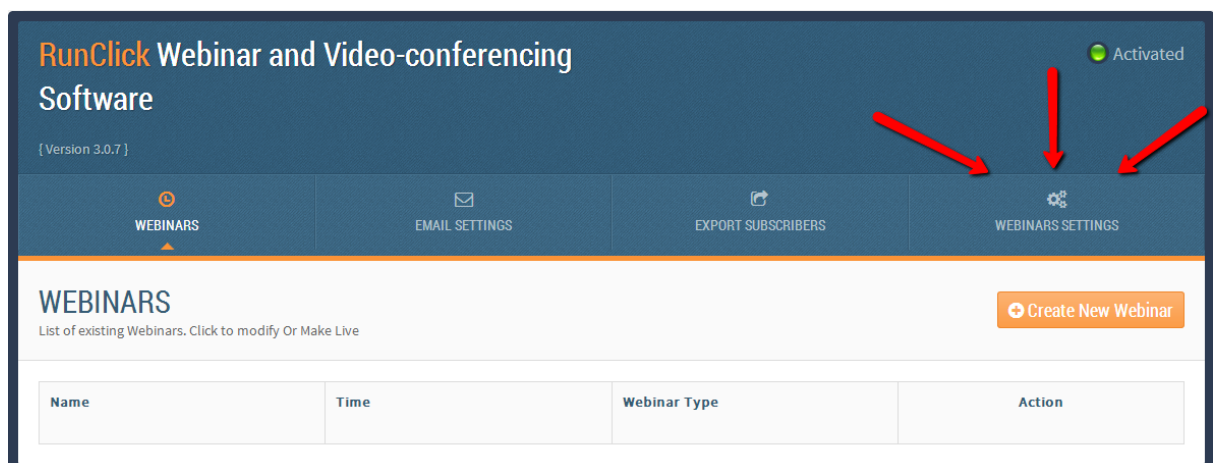
Name	Time	Webinar Type	Action
------	------	--------------	--------

*There you go! RunClick is now ready for use!*

## Settings

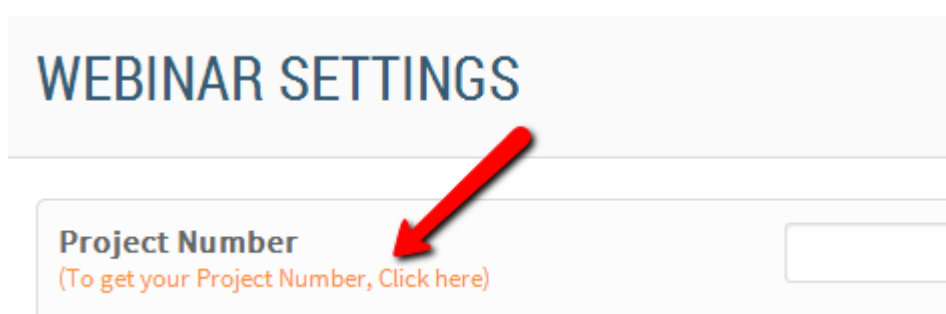
After installing and activating RunClick, the second step is to configure the Settings. You need to go through each step before you can create your first ever webinar.

- I. Click on **Webinar Settings**, the fourth tab on RunClick's interface. It will open to the settings page which includes the following sections:
  - a. Project Number
  - b. YouTube User ID
  - c. Upload theme
  - d. Include Attribution Link
  - e. Affiliate Link
  - f. Set Cron
  - g. Webinar Chat

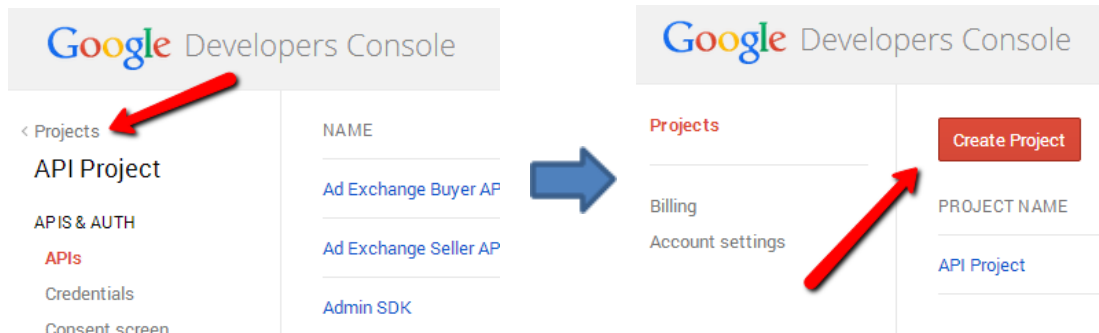


### Project Number

- I. You'll need a Gmail account for this. If you don't have one yet, sign up for a Gmail account first. Click on the link that says "(To get your project number, Click here)" underneath **Project Number**



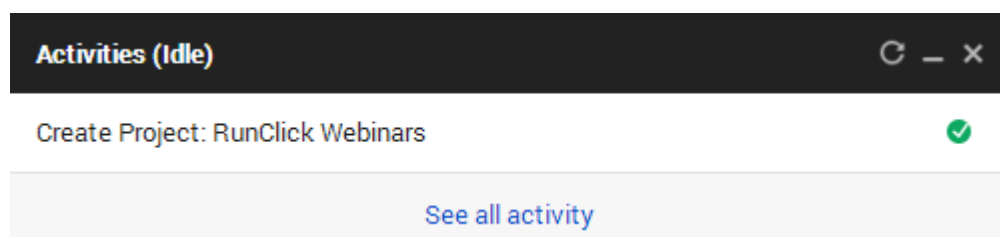
- II. The link will take you to **Google Developers Console**. Click on **<Projects** found on the upper right corner and **Create Project**



- III. Type in your PROJECT NAME (Ex. RunClick Webinars), copy the PROJECT ID generated by Google (Ex. beaming-key-657), tick the Terms of Services, and click Create.

The image shows the 'New Project' form in the Google Developers Console. Red arrows point to the 'PROJECT NAME' field (containing 'RunClick Webinars'), the 'PROJECT ID' field (containing 'beaming-key-657'), the 'I have read and agree to all Terms of Service' checkbox, and the 'Create' button.

- IV. Wait for a few moments until the creation process is done.



- V. Go back to **RunClick Settings Page**, paste your **Project ID**

*Note: You can choose to save settings at this time.*



<b>Project Number</b> (To get your Project Number, Click here)	beaming-key-657
---	-----------------

## YouTube User ID

- I. Click on the orange link beneath it

<b>Youtube User Id</b> (To Know your youtube Id, Click here )	
--	--

- II. It will take you to your **YouTube Account Settings Page**. At the Overview Section, copy your **YouTube User Id** and paste it to **the YouTube User Id field** found on your RunClick Webinar Settings page

**ACCOUNT SETTINGS**  
**Overview**  
Connected accounts  
Privacy  
Email  
Playback  
Connected TVs

### Advanced

#### Channel settings

Channel URL: [http://www.youtube.com/channel/UCL\\_aFr8upmbJz8YorPAff1A](http://www.youtube.com/channel/UCL_aFr8upmbJz8YorPAff1A)

#### Account information

YouTube User ID: [L\\_aFr8upmbJz8YorPAff1A](#)  
YouTube Channel ID: UCL\_aFr8upmbJz8YorPAff1A

[Authorized sites to your Google Account](#)  
[Sign out of all YouTube sessions](#)

## Include Attribution Link

- I. If you choose “Yes”, every time you run a webinar a tag that says, “**Powered by RunClick**” will be displayed at the bottom of your screen. Although you can choose not to show the tag, we strongly encourage you to tick YES. We will pay you for every sale you bring in through that tag.

*Note: Upload Theme will be discussed in a separate section.*


A form with the title "Include Attribution Link" on the left and two radio buttons on the right. The "Yes" radio button is selected, and the "No" radio button is unselected.

## Upload Theme

*Note: Upload Theme will be discussed in a separate section.*

## Affiliate Link

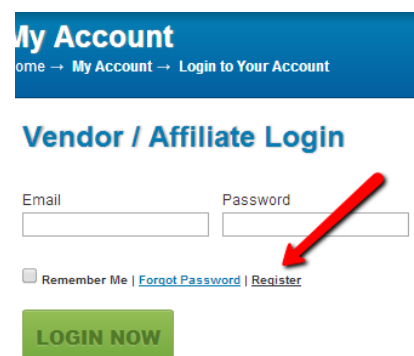
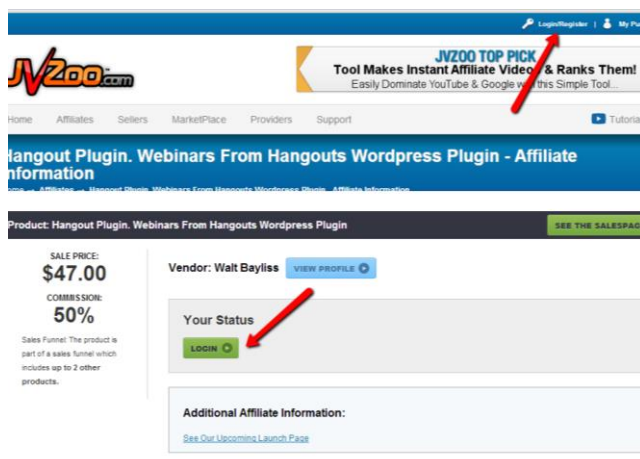
- I. This is optional. If you choose to get one, click **Receive Your Affiliate Link Here**. It will take you to the **JVZOO Affiliate Link** area.

A form with the title "Affiliate Link" on the left and a text input field on the right. Below the input field is a red arrow pointing to the text "Receive Your Affiliate Link Here".

**IMPORTANT!**

You'll get **50%** of every sale that you bring in if you choose to be our affiliate partner!

- II. Click on the green **LOGIN** button or the **Login/Register** link on the top right corner of the page. It will take you to the Login page where you'll have the option to register.

A screenshot of the "My Account" page. The page has a blue header with the text "My Account" and "Home → My Account → Login to Your Account". Below the header is a section titled "Vendor / Affiliate Login". It contains two input fields for "Email" and "Password". A red arrow points to the "Password" field. Below the input fields are links for "Remember Me", "Forgot Password", and "Register". At the bottom is a green button labeled "LOGIN NOW".

- III. Complete all information on the registration form and **Register**. Your request will be approved within 24hours. Once you have your login credentials, go back to JVZOO page, login, get you affiliate link, and paste it back to RunClick Webinar Settings page.

### My Account

Home → My Account → Register For an Account

Register for an Account	
Full Name	<input type="text"/>
Email Address	<input type="text"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>
Country	<div>UNITED STATES ▼ <small>* You declare you are a citizen of the country selected above.</small></div>
Phone Verification	<input type="text"/> <small>Input country code and phone number without any spaces or hyphens. Example: 18435551234</small>
<small>In order to be a participating member of JVZoo.com you must agree to the terms and policies of both JVZoo.com and PayPal</small>	
<input type="checkbox"/> I accept and agree to JVZoo.com's <a href="#">Terms of Use</a> , <a href="#">Affiliate Agreement</a> , <a href="#">Vendor Agreement</a> , <a href="#">Refund Policy</a> and <a href="#">Privacy Policy</a> . I also understand the <a href="#">Earnings Disclaimer</a>	
<input type="checkbox"/> I accept and agree to comply with <a href="#">PayPal Terms of Use</a> .	
<small><b>Notice:</b> You are going to be called as soon as you submit this form in order to verify you phone. You will NOT be able to use our account until your phone is verified.</small>	
<div>REGISTER</div>	

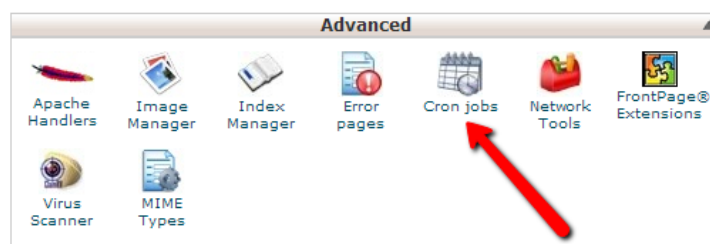
## Set Cron

This section is specifically for sending out reminder emails to attendees of your event or webinar. You have to options: **WP-cron** or **External Cron**. If you're using WP-Cron, you don't have to change anything. However, if you choose to use **External Cron** for higher accuracy in sending out emails, you'll have to set it up first:

- I. Select **External Cron**. The panel will display the THREE COMMANDS you'll need to copy and paste into your Cpanel. The first one has a time interval of 5minutes the last two, 15minutes.
- II. Copy the FIRST command. Make sure that there's no extra character at the end. The highlighted portion should start with the "w" and end with the "l"

```
1. wget -O /dev/null http://steph.hangouttheme.com/webinar/wp-content/plugins/RunClickPlugin/cron.php 2>/dev/null  
(enter "*" /5" to minute field)
```

- III. Go back to **Cpanel** and find **Cron Jobs** under the **Advanced** section.



- IV. Select **Every 5 Minutes** for **Common Settings** and paste the FIRST command on the **command field** and click on **Add New Cron Job**

The image shows two versions of the 'Add New Cron Job' form. The left form shows the default state where 'Common Settings' is set to '-- Common Settings --'. Red arrows point to this dropdown and the 'Command' field. A blue arrow points to the right form, which shows the 'Common Settings' dropdown set to 'Every 5 minutes (\*/\*5 \* \* \* \*)'. The 'Minute' field is set to '\*/\*5' and the 'Hour' field is set to '\*'. The 'Command' field contains the text 'wget -O /dev/null http://steph.hangouttheme.com/we'.

- V. Do the same for the SECOND and THIRD commands. Select Every 5 Minutes from the Common Settings dropdown menu, but this time change the value of the minute field into **\*/15**


**Add New Cron Job**

This screenshot shows the 'Add New Cron Job' form with the 'Common Settings' dropdown set to '-- Common Settings --'. The 'Minute' field is highlighted with a red box and set to '\*/15'. The 'Hour' field is set to '\*'. The 'Day' field is set to '\*'. The 'Month' field is set to '\*'. The 'Weekday' field is set to '\*'. The 'Command' field contains the text 'wget -O /dev/null http://steph.hangouttheme.com/we'. The 'Add New Cron Job' button is at the bottom.

## Webinar Chat

*Note: Webinar Chat will be discussed in a separate section.*

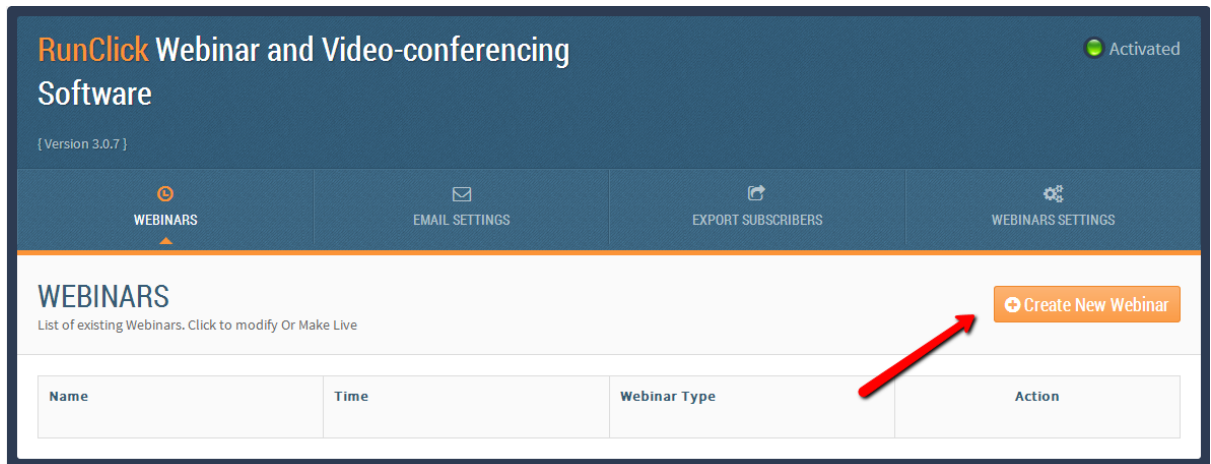
**Remember:** Don't forget to hit this button every time you make changes on the Webinar Settings page.

 Save Settings

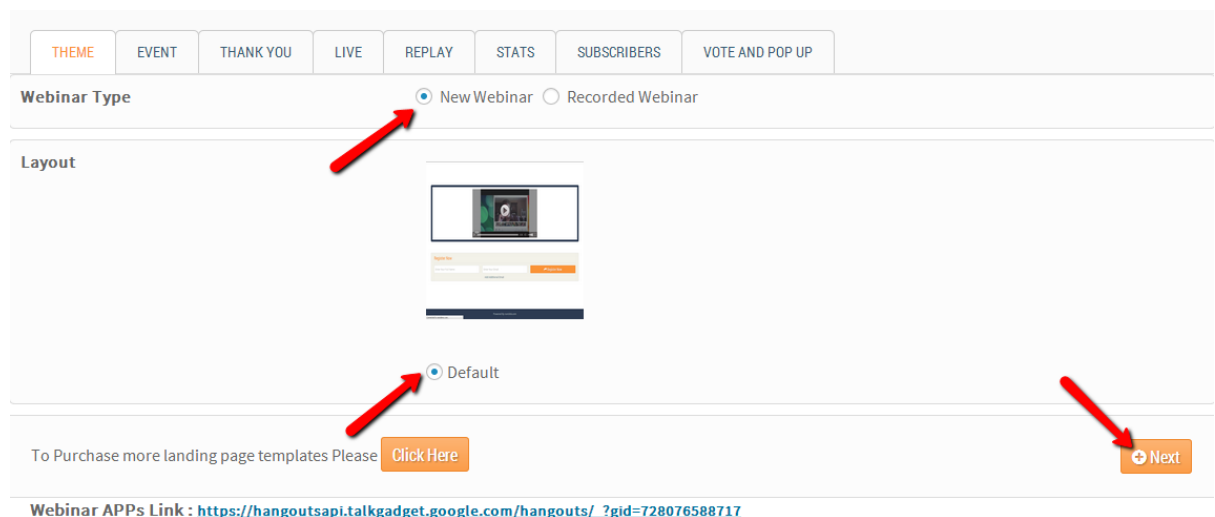


## Running a Fast Start Webinar

- I. On the G RunClick Plugin page on WordPress Dashboard, click on **Create New Webinar**



- II. Select **New Webinar**, choose the **Default layout**, and click on **Next**



- III. Under the Events tab, type in your **webinar's title**, select **date and time**, choose the **timezone**, **take registrations**, use the **default registration system**, enable **sending notifications** and make the webinar **public**.

**EVENT DETAILS**

Google Webinar Event Title

Fast Start Webinar

Date & Time

08/06/2014 12:00 am

Time Zone (start typing City name)

New York (United States)

Take Registrations

☒ Yes ☐ No

Registration System

Default

Send Notifications

☒ Yes ☐ No

Turn On Chat On Registration Page?

☐ Yes ☒ No

Make Webinar Public Or Private

☒ Public ☐ Private

IV. Choose from the three available clock designs

**CLOCK DESIGN**

Clock Design

☒

☐

☐

V. Add a Headline Text (Optional)

**Headline Text**  
*Enter text for your headline. Click "Enter" to add a new line.*  
Running a Fast Track Webinar

- VI. **Enable Social Sharing** under Header Settings and click on **Add Webinar Event**

**HEADER SETTINGS**

**Logo / Social Sharing**☐ Enable Logo ☒ Enable Social Sharing

- VII. To view your registration page, click on the View icon and it will open a new tab displaying your registration page



## Running a Fast Track Webinar

**Your Webinar will begin in:**

2

DAYS

12

HOURS

7

MINUTES

33

SECONDS

08/06/2014 10:00 am -04:00 usa/new-york Check Time Zone Here

**Register Now**

**Register Now**

## Detailed Instructions on Event setup, Live Page, Thank you Page & Replay Page

### Event Setup

Under Event Setup, there are four panels: Event Details, Clock Design, Page Design, and Header Settings.

THEME	EVENT	THANK YOU	LIVE	REPLAY	STATS	SUBSCRIBERS	VOTE AND POP UP
-------	-------	-----------	------	--------	-------	-------------	-----------------

EVENT DETAILS

CLOCK DESIGN

PAGE DESIGN

HEADER SETTINGS

Add Webinar Event

#### Event Details:

EVENT DETAILS

Google Webinar Event Title

Date & Time

Time Zone (start typing City name)

Abidjan (Cote d'Ivoire)

Take Registrations

☒ Yes ☐ No

Registration System

Default

Send Notifications

☒ Yes ☐ No

Turn On Chat On Registration Page?

☐ Yes ☒ No

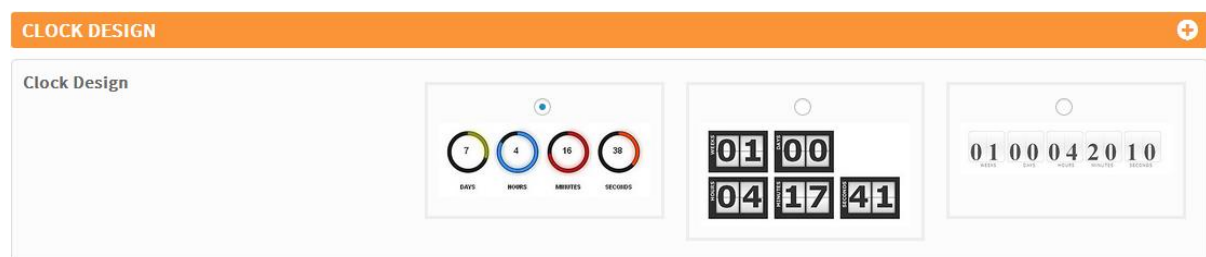
Make Webinar Public Or Private

☒ Public ☐ Private

- Google Webinar Event Title:** This will form part of the URL. Make it specific for your attendees.
- Date & Time:** Set the date and time of the webinar.
- Time Zone:** Specify the time zone depending on where the webinar event is based. To quickly select the time zone, type in the city name.
- Take Registrations:** By selecting "Yes," attendees are required to sign up by leaving an email address. This will allow the software to send them notification or reminder emails for the webinar.]

- E. **Registration System:** RunClick has its own built-in registration system. Choose “Default” if you want to use it. However, RunClick allows the use of other auto-responders such as Aweber, InfusionSoft, Sendreach, and many more.
- F. **Send Notifications:** If you choose “Yes,” the system will send reminder emails to all registered attendees. You can set the timing in your email settings on the Dashboard.
- G. **Turn on Chat on the Registration Page:** Although this is not a common setting for the registration page, you have the option to use this and receive questions through chat before the event.
- H. **Make Webinar Public or Private:** For regular webinars that involve a huge number of attendees, make the webinar public. On the other hand, for video chats between you and a few people, you can choose to make it private and bypass registration.

### Clock Design



- A. You have three clock designs to choose from: **Coloured Circles**, **Flip Calendar**, and the **Digital Timer**

### Page Design



- A. **Design Your Registration Page:** You can input your own headline and sub-headline and specify their font style and size. You can also add images or videos to your registration page.

The screenshot shows the RunClick banner editor interface. It includes sections for 'Headline Settings' and 'Sub-Headline Settings'. Each section has a text input field, a 'Click Here For A Color Chart' link, and a 'Style' section with dropdowns for font family, font size, font weight, text shadow, line height, letter spacing, and color. A red arrow points to the 'Headline Text' input field, another red arrow points to the 'Sub-Headline Text' input field, and a third red arrow points to the 'Add Media' button. Blue arrows point to the 'Style' dropdowns for both the headline and sub-headline sections. Below the text input fields is a rich text editor with a toolbar containing icons for bold, italic, text color, background color, bulleted list, numbered list, link, unlink, and more options. The editor contains placeholder text: '[ghangout\_timer]' and '[ghangout\_reg\_form]'.

- B. **Pre-Set Registration Page:** You can choose to upload your own background image and set the timer's position.

The screenshot shows the 'Pre-Set Registration Page' settings. It includes a 'Full Banner Image' section with a 'Choose File' button and 'No file chosen' text. Below it is a 'Timer Position' section with two radio buttons: 'Top' (selected) and 'Bottom'.

## Header Settings

The screenshot shows the 'Header Settings' form. It has an orange header bar with the text 'HEADER SETTINGS' and a plus icon. Below the header bar are four sections: 'Logo / Social Sharing' with checkboxes for 'Enable Logo' and 'Enable Social Sharing'; 'Logo Image (optional)' with a 'Choose File' button and 'No file chosen' text; 'Logo Text (optional)' with a text input field and a note: 'If you don't have a logo image, we can create one for you. Just enter the text below.'; and 'Logo Style' with dropdowns for font family, font size, font weight, text shadow, line height, letter spacing, and color. A 'Click Here For A Color Chart' link is also present.

- A. **Logo/Social Sharing:** You can choose to **Enable Logo** and **Enable Social Sharing**.  
B. **Logo Image (optional):** You can upload a saved image file of your logo.  
C. **Logo Text (optional)**  
D. **Logo Style**

## Thank You Page

The Thank You Page has three drop-down panels: **Thank You Page Settings**, **Sidebar Box Setting**, and **Header Settings**.

The screenshot shows a dashboard with a top navigation bar containing tabs: THEME, EVENT, **THANK YOU**, LIVE, REPLAY, STATS, SUBSCRIBERS, and VOTE AND POP UP. Below the navigation bar are three dark blue expandable panels: **THANKYOU PAGE SETTINGS**, **SIDEBAR BOX SETTING**, and **HEADER SETTINGS**, each with a plus icon on the right. At the bottom right of the dashboard are two orange buttons: **+ Save & Update Thankyou page** and **+ Save & Preview Thankyou page**.

### Thank You Page Settings

The screenshot shows the **THANKYOU PAGE SETTINGS** panel, which is highlighted in orange. It contains three main sections: 1. **Title**: A text input field with the placeholder text "Thankyou for registering, Please check your email for details". 2. **Thankyou Page Design**: A rich text editor with a toolbar including icons for bold, italic, text color, background color, bulleted list, numbered list, quote, link, unlink, table, and image. Below the toolbar is a large text area with the letter 'p' at the bottom. 3. **Turn On Chat On Thankyou Page?**: A toggle switch with radio buttons for "Yes" and "No", where "No" is currently selected.

- A. **Title:** You can change the default text, "Thank you for registering. Please check your email for details."
- B. **Thank You Page Design:** You can type in additional information, add an image, or embed a YouTube video.
- C. **Turn On Chat on Thank You Page**

## Sidebar Box Setting

**SIDEBAR BOX SETTING**

Sidebar Box Title

Sidebar Title

Sidebar Heading Color

#A52A2A

[Click Here For A Color Chart](#)

Sidebar Heading Box Color

#C0C0C0

[Click Here For A Color Chart](#)

- A. **Sidebar Box Title:** Add the sidebar title.
- B. **Sidebar Heading Color:** You can set a different color for your heading text. Click the orange link below, copy the color code of your choice, and paste it on the text box.
- C. **Sidebar Heading Box Color:** You can set a different color for your heading box. Click the orange link below, copy the color code of your choice, and paste it on the text box.

## Live Page

THEME

EVENT

THANK YOU

LIVE

REPLAY

STATS

SUBSCRIBERS

VOTE AND POP UP

LIVE EVENT SETTINGS

+

PAGE DESIGN

+

LIVE WEBINAR HEADER SETTINGS

+

[Save & Preview Live Webinar](#)

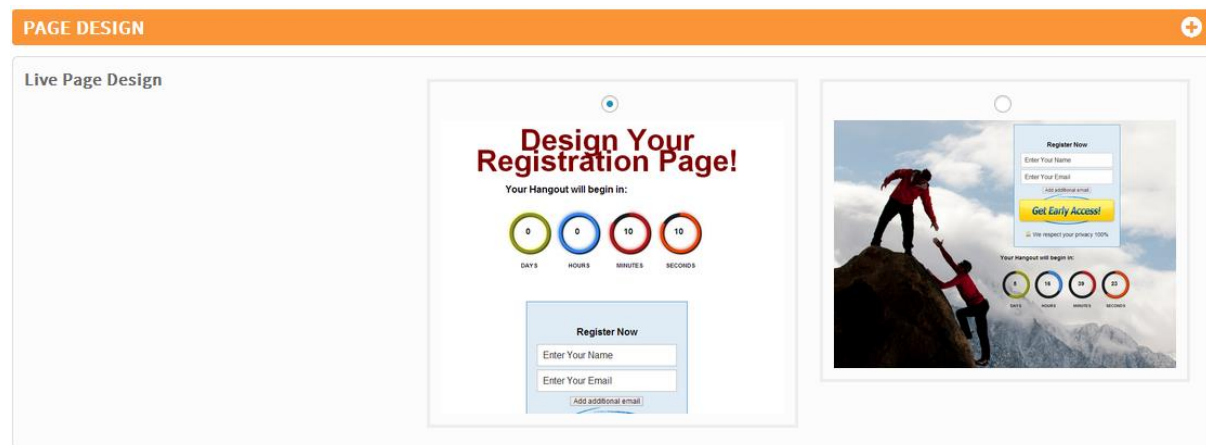
[Update Live Webinar](#)

## Live Event Settings

*Note: This will be covered in a different section.*



## Page Design



- A. **Live Page Design:** Choose between designing your own registration page or RunClick's Pre-set Registration Page.

## Live Webinar Header Settings

**LIVE WEBINAR HEADER SETTINGS**

**Logo / Social Sharing** ☐ Enable Logo ☐ Enable Social Sharing

**Logo Image (optional)**  
suggested image size 468x60  No file chosen

**Logo Text (optional)**  
If you don't have a logo image, we can create one for you. Just enter the text below.

**Logo Style**  
Select font family, font size, font weight, text shadow, line height, letter spacing, and color.  
Arial  48px  Normal  None  80%  -3

[Click Here For A Color Chart](#)

- A. **Logo/Social Sharing:** You can choose to enable log and social sharing.
- B. **Logo Image (optional):** Upload a logo image.
- C. **Logo Text (optional):** If you don't have a logo image, you can use a text-based logo.
- D. **Logo Style:** Format your text-based logo.

**IMPORTANT!**

Complete the design before the event goes live. That way, everything is all set and your live page looks as good as you need it to.

## Replay Page

The Replay Page has 3 drop-down settings: Replay Settings, Page Design, and Replay Header Settings.

The screenshot shows a navigation bar with tabs: THEME, EVENT, THANK YOU, LIVE, REPLAY (highlighted in orange), STATS, SUBSCRIBERS, and VOTE AND POP UP. Below the tabs are three dark blue expanders with white plus icons: REPLAY SETTINGS, PAGE DESIGN, and REPLAY HEADER SETTINGS. At the bottom right, there are two orange buttons: 'Save & Preview Re Play Webinar' and 'Update Re Play Webinar'.

### Replay Settings

The screenshot shows the 'REPLAY SETTINGS' form with an orange header. It contains three settings:

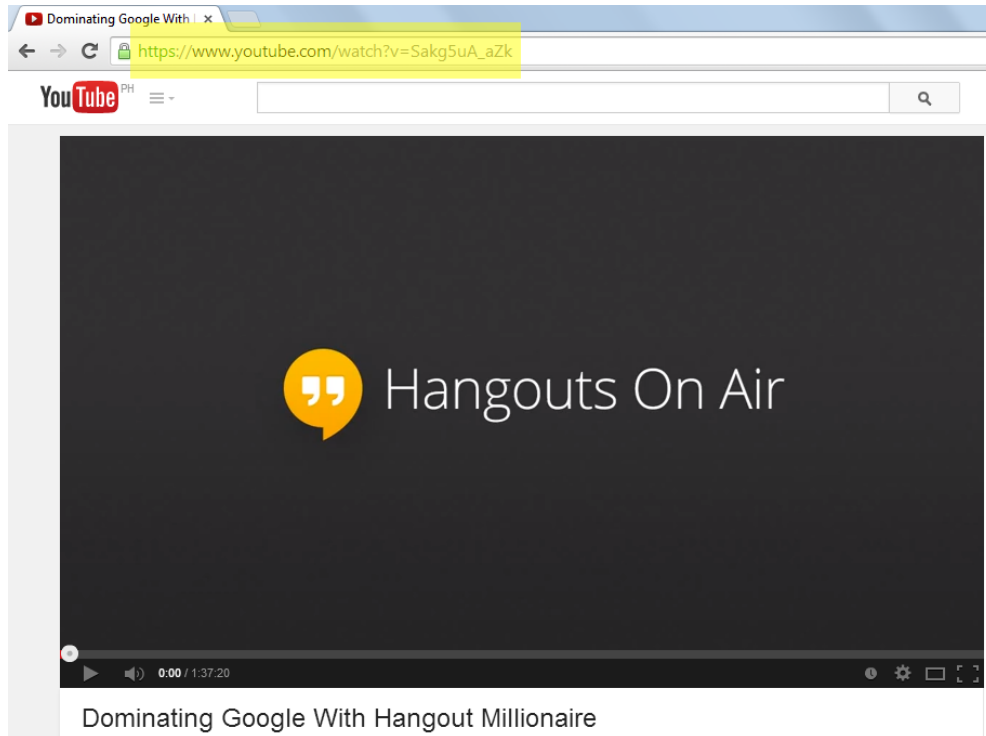
- Lock Replay**: Radio buttons for Yes (selected) and No.
- Registration System**: A dropdown menu currently showing 'Default'.
- Show Pop-Up Form On Replay Page**: Radio buttons for Yes and No (selected).

- A. Lock Replay: Choose Yes if you want people to opt-in before they can view the replay. If not, choose no and drop in the embed code of the replay and it will automatically show.
- B. Registration System: You can choose "Default" and use RunClick's built-in registration system. But if you want to use a different autoresponder, you can choose from the drop-down menu.
- C. Show Pop-Up Form On Replay Page: If you want to display a pop-up, either to gather votes or give attendees the option to "Buy Now," choose Yes. If not, choose "No."  
*Note: The settings for the Pop-Up form will be discussed in a different section.*

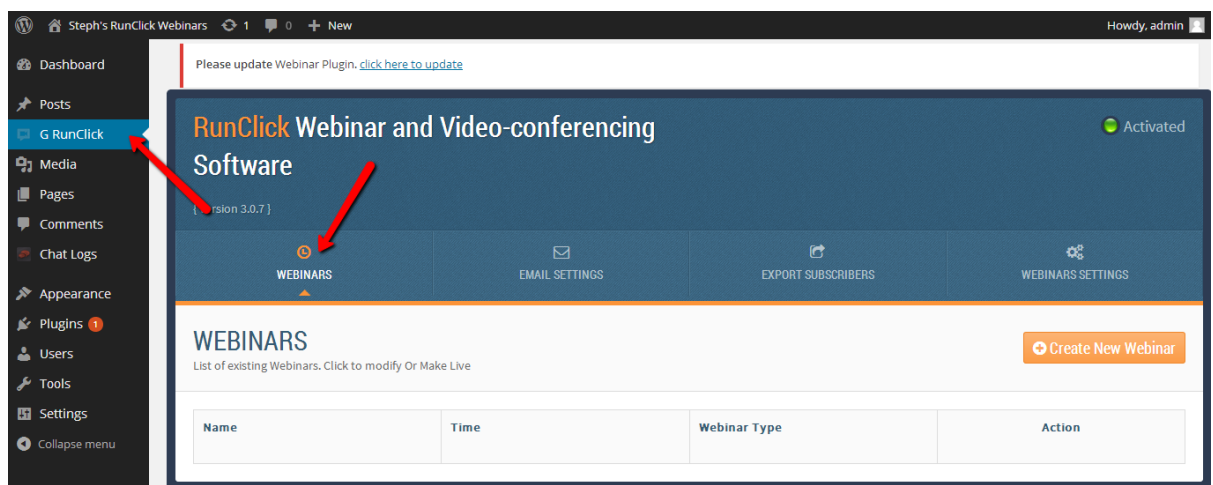
## Setting Up an Evergreen Webinar

An Evergreen Webinar is a pre-recorded webinar that viewers can watch as if it were live. It's easy to set up and it will help you drive traffic and increase sales.

- I. Copy the **complete YouTube URL** of your webinar



- II. Go to RunClick Plugin in your WordPress Dashboard and make sure you're on the Webinars tab. Click on Create New Webinar



III. Select **Recorded Webinar** and click on **Next**. You'll be taken to the **Event** tab.

The screenshot shows the RunClick interface with several tabs at the top: COUNTDOWN, LIVE, REPLAY, CLOSED, THEME, EVENT, THANK YOU, LIVE, REPLAY, STATS, SUBSCRIBERS, and VOTE AND POP UP. Below these, there's a 'Webinar Type' section with two radio buttons: 'New Webinar' and 'Recorded Webinar'. The 'Recorded Webinar' option is selected, and a red arrow points to it. Below this is a 'Layout' section showing a preview of a webinar layout and a 'Default' radio button. At the bottom right, there's a 'Next' button with a plus icon, and a red arrow points to it. Below the 'Next' button, there's a link: 'Webinar APPs Link : <https://hangoutsapi.talkgadget.google.com/hangouts/?gid=728076588717>'.

IV. Under the Events tab, there are **FOUR (4) drop-down Panels**: Event Details, Clock Design, Page Design, and Header Settings. Each has their own group of settings you'll need to configure. Click on **Event Details**.

The screenshot shows the RunClick interface with the 'EVENT' tab selected. Below the tabs, there are four panels: 'EVENT DETAILS', 'CLOCK DESIGN', 'PAGE DESIGN', and 'HEADER SETTINGS'. Each panel has a plus icon on the right. Red arrows point to each of these four panels. At the bottom right, there's a button: 'Add Webinar Event'. Below the button, there's a link: 'Webinar APPs Link : <https://hangoutsapi.talkgadget.google.com/hangouts/?gid=728076588717>'.

a. **Event Details**

- i. Type in the title of your Evergreen webinar

Google Webinar Event Title	Peter Drew Hangout Millionaire
----------------------------	--------------------------------

- ii. Paste the complete YouTube URL of your webinar

Event Video Url	<a href="https://www.youtube.com/watch?v=Sakg5uA_aZk">https://www.youtube.com/watch?v=Sakg5uA_aZk</a>
-----------------	---

- iii. Select the event video size you want from the dropdown menu

Event Video Size	640 x 480 ▼
	420 x 315
	480 x 360
	640 x 480
	915 x 600
Enable Watch Now	

- iv. Choose **Yes** if you want your attendees to have the “**Watch Now**” option. If not, select **No**.

Enable Watch Now	<input checked="" type="radio"/> Yes <input type="radio"/> No
------------------	---

- v. RunClick has three (3) scheduling options: **3 Day System**, **Calendar**, and **Days**. It also allows you to select timeslots when the webinar would be available to your viewers. (Ex. 7AM, 3PM, and 7PM)

Date System on Registrations Page	<input checked="" type="radio"/> 3 Day System <input type="radio"/> Calendar <input type="radio"/> Days																														
Select Webinar Replay Time	<table border="1"><tr><td><input type="checkbox"/></td><td>06.00AM</td></tr><tr><td><input checked="" type="checkbox"/></td><td>07.00AM</td></tr><tr><td><input type="checkbox"/></td><td>08.00AM</td></tr><tr><td><input type="checkbox"/></td><td>09.00AM</td></tr><tr><td><input type="checkbox"/></td><td>10.00AM</td></tr><tr><td><input type="checkbox"/></td><td>11.00AM</td></tr><tr><td><input type="checkbox"/></td><td>12.00PM</td></tr><tr><td><input type="checkbox"/></td><td>01.00PM</td></tr><tr><td><input type="checkbox"/></td><td>02.00PM</td></tr><tr><td><input checked="" type="checkbox"/></td><td>03.00PM</td></tr><tr><td><input type="checkbox"/></td><td>04.00PM</td></tr><tr><td><input type="checkbox"/></td><td>05.00PM</td></tr><tr><td><input type="checkbox"/></td><td>06.00PM</td></tr><tr><td><input checked="" type="checkbox"/></td><td>07.00PM</td></tr><tr><td><input type="checkbox"/></td><td>08.00PM</td></tr></table>	<input type="checkbox"/>	06.00AM	<input checked="" type="checkbox"/>	07.00AM	<input type="checkbox"/>	08.00AM	<input type="checkbox"/>	09.00AM	<input type="checkbox"/>	10.00AM	<input type="checkbox"/>	11.00AM	<input type="checkbox"/>	12.00PM	<input type="checkbox"/>	01.00PM	<input type="checkbox"/>	02.00PM	<input checked="" type="checkbox"/>	03.00PM	<input type="checkbox"/>	04.00PM	<input type="checkbox"/>	05.00PM	<input type="checkbox"/>	06.00PM	<input checked="" type="checkbox"/>	07.00PM	<input type="checkbox"/>	08.00PM
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<input type="checkbox"/>	04.00PM																														
<input type="checkbox"/>	05.00PM																														
<input type="checkbox"/>	06.00PM																														
<input checked="" type="checkbox"/>	07.00PM																														
<input type="checkbox"/>	08.00PM																														

1. **3 Day System:** The webinar will be available for three consecutive days. For example, if an attendee registers on a Friday, the webinar will be available on Friday, Saturday, and Sunday.
2. **Calendar:** A Calendar menu will appear on the registration page and the attendee will be able to select a specific date when to watch the webinar.
3. **Days:** As the webinar host, you'll be able to select the day or days when your Evergreen webinar should be available, e.g. Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday.

- vi. Select whether you want to show pop-up on video

Note: This will be covered in more detail in a separate section.

**Show Pop-Up On Video** ☒ Yes ☐ No

- vii. Take Registrations: Yes or No. We recommend enabling this option. That way you'll be able to collect the email addresses of attendees.

**Take Registrations** ☒ Yes ☐ No

- viii. You can choose Default (RunClick's Built-In Registration System) or select a different registration system and set it up.

**Registration System** Default ▼

**Send Notifications**

**Turn On Chat On Registration Page?**

**Registration System**

- Default
- Aweber
- InfusionSoft
- Sendreach
- ImnicaMail
- Mailchimp
- Icontact
- GetResponse
- Other

- ix. If you want to send reminder emails to attendees, choose **Yes**

**Send Notifications** ☒ Yes ☐ No

- x. For an Evergreen webinar, select **No**. This option is best enabled for live webinars.

Turn On Chat On Registration Page? ☐ Yes ☒ No

- b. Clock Design: Skip for Evergreen webinars


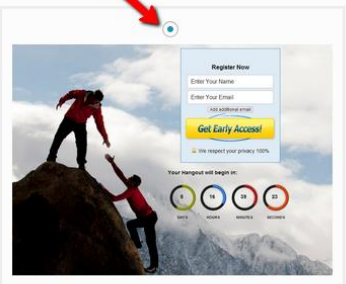
- c. Page Design

You have two options: Design your own or use the pre-set web design.

- i. Using the Pre-Set Page Design is quicker. It also gives you the option to upload an image and use as a banner. You can also set the timer's position.

**PAGE DESIGN**

Registration Page Design

Full Banner Image  No file chosen

Timer Position ☒ Top ☐ Bottom

- ii. If you choose to design your registration page, you'll have to configure every element on your registration page.

**Design Your Registration Page!**

Your Hangout will begin in:

0 DAYS 0 HOURS 10 MINUTES 10 SECONDS

**Register Now**

Enter Your Name

Enter Your Email

[Add additional email](#)

#### Headline Text

Enter text for your headline. Click "Enter" to add a new line.

#### Headline Style

Select font family, font size, font weight, text shadow, line height, letter spacing, and color.

Arial 48px Normal None 80% -3

[Click Here For A Color Chart](#)

#### Sub-Headline Text

Enter text for your sub-headline. Click "Enter" to add a new line.

#### Sub-Headline Style

Select font family, font size, font weight, text shadow, line height, letter spacing, and color.

Arial 28px Normal None 80% -3

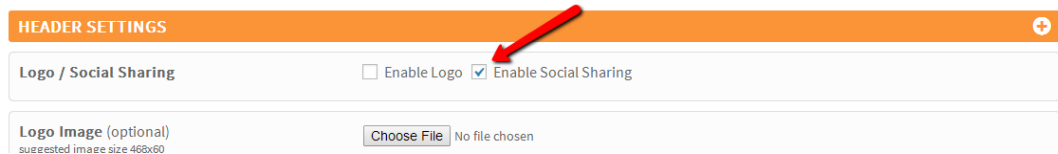
[Click Here For A Color Chart](#)

[Add Media](#)

**B** *I* ABC

d. Header Settings

i. **Enable social sharing**



HEADER SETTINGS

Logo / Social Sharing ☐ Enable Logo ☒ Enable Social Sharing

Logo Image (optional)  
suggested image size 400x60

Choose File No file chosen

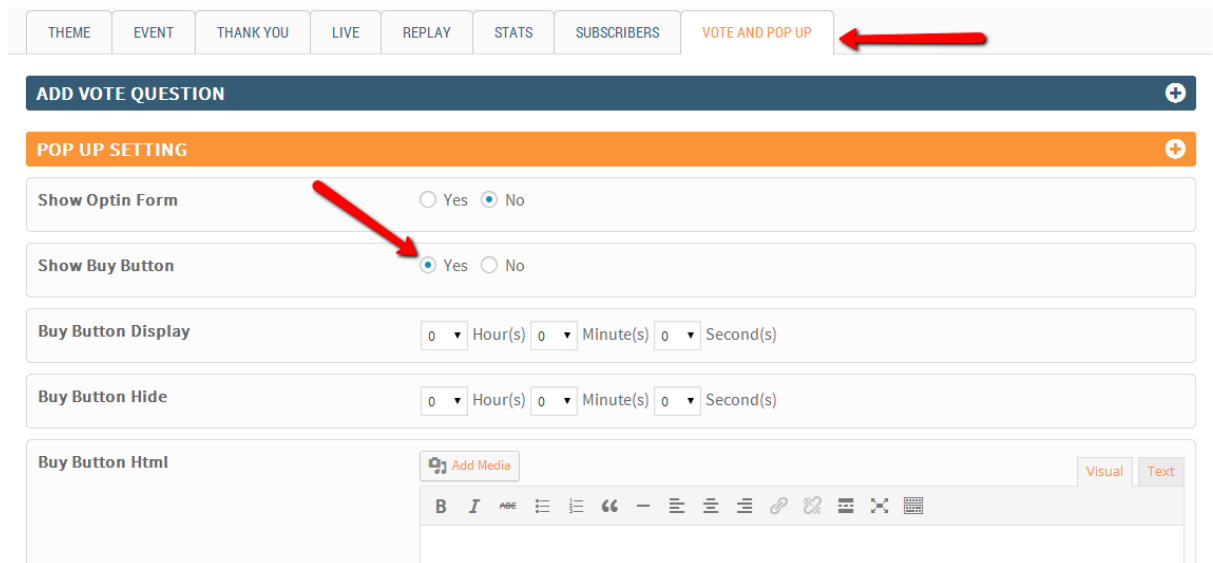
V. Click **Add Webinar**

 The button is orange with a white plus icon and the text 'Add Webinar Event'.



## Setting A Call To Action Or Floating BUY Button On Your Webinar

- I. Go to the **Vote and Pop Up** tab and select “**Yes**” for the Show Buy Button. Three new panels will appear: **Buy Button Display**, **Buy Button Hide**, **Buy Button HTML**.



THEME EVENT THANK YOU LIVE REPLAY STATS SUBSCRIBERS **VOTE AND POP UP**

**ADD VOTE QUESTION**

**POP UP SETTING**

Show Optin Form ☐ Yes ☒ No

Show Buy Button ☒ Yes ☐ No

Buy Button Display 0 Hour(s) 0 Minute(s) 0 Second(s)

Buy Button Hide 0 Hour(s) 0 Minute(s) 0 Second(s)

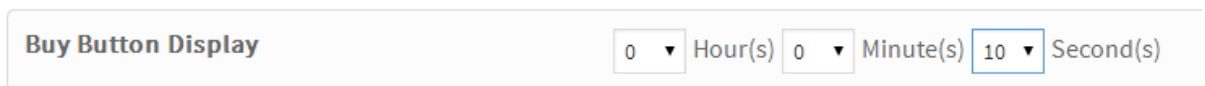
Buy Button Html

Add Media

Visual Text

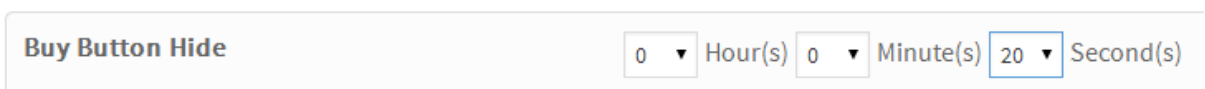
B I ADE

- II. Set your **Buy Button Display** time. This will tell RunClick when to display your Buy Now button during the webinar. For example you set it to 0 Hours, 0 Minutes, 10 Seconds. The Buy Now button will appear during the 10th second of your video.



**Buy Button Display** 0 Hour(s) 0 Minute(s) 10 Second(s)

- III. Set your **Buy Button Hide** time. This will tell RunClick when to hide your Buy Now Button during the webinar. For example you set it to 0 Hours, 0 Minutes, 20 Seconds. The Buy Now button will disappear during the 20th second of your video.



**Buy Button Hide** 0 Hour(s) 0 Minute(s) 20 Second(s)

- IV. Upload your Buy Now image. It should be a PNG file and the image should have a transparent background.



Buy Button Html

Add Media

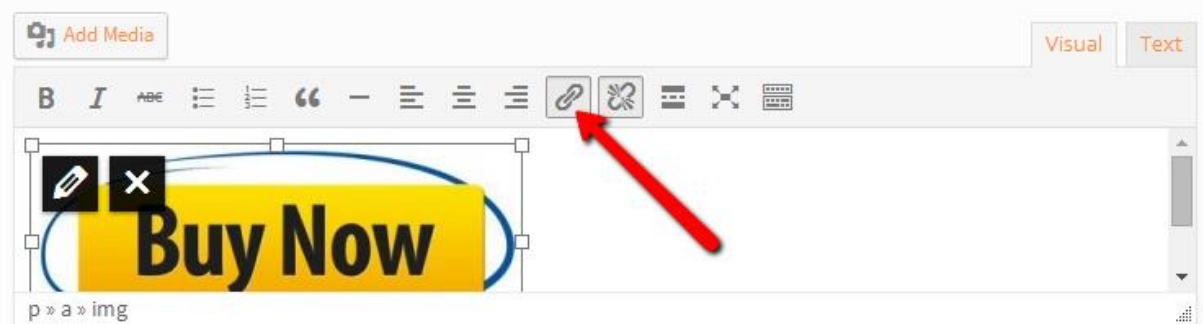
Visual Text

B I ADE

PNG image with transparent background

Buy Now

- V. Link your Buy Now image to your sales page. Click the **Paper Clip icon** and paste your sales page URL. Click **Update** and then save your new RunClick settings.



### Insert/edit link

Enter the destination URL

URL

Title

☐ Open link in a new window/tab

Or link to existing content ▼

Cancel

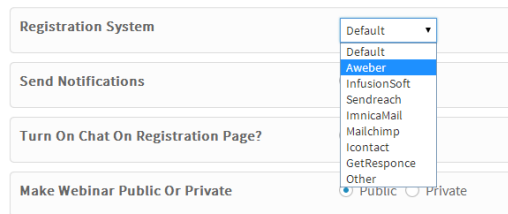
Update

## Integrating Autoresponders To RunClick For Lead Capture

### Aweber

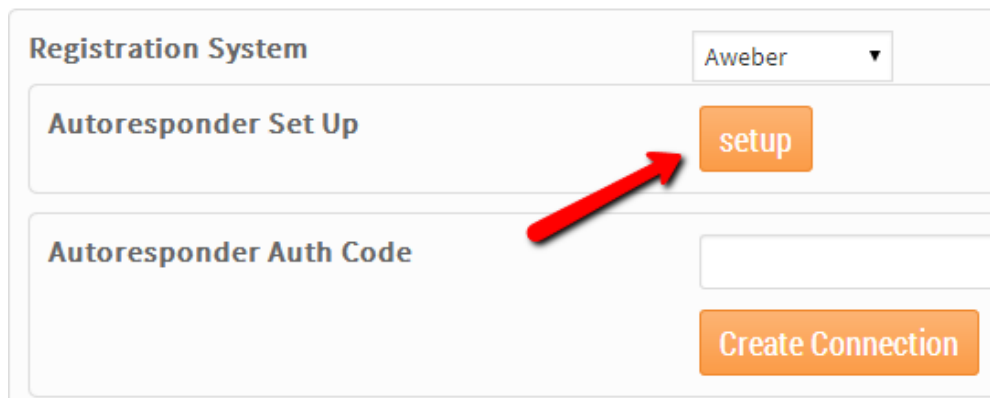
RunClick allows the integration of other autoresponders. Here's the step-by-step process in using Aweber as your registration system. Aweber

- I. Under the Event Details panel in RunClick's Event tab, select **Aweber** from the dropdown menu



The screenshot shows a form with four sections: 'Registration System', 'Send Notifications', 'Turn On Chat On Registration Page?', and 'Make Webinar Public Or Private'. The 'Registration System' dropdown menu is open, showing a list of options: Default, Aweber (highlighted), InfusionSoft, Sendreach, ImnicaMail, Mailchimp, Icontact, GetResponse, and Other. The 'Make Webinar Public Or Private' section has radio buttons for 'PUBLIC' (selected) and 'Private'.

- II. Click Setup. It will take you to Aweber's authorization page.



The screenshot shows the 'Registration System' dropdown menu set to 'Aweber'. Below it, there are two sections: 'Autoresponder Set Up' and 'Autoresponder Auth Code'. The 'Autoresponder Set Up' section has a red arrow pointing to an orange 'setup' button. The 'Autoresponder Auth Code' section has a text input field and an orange 'Create Connection' button.



A blue arrow points down from the 'setup' button to a browser address bar showing the URL: [https://auth.aweber.com/1.0/oauth/authorize\\_app/abc9dca2](https://auth.aweber.com/1.0/oauth/authorize_app/abc9dca2)



New app1258 by Thatsingh wants to access and update your account.

This application requires access to your subscribers' personal information, such as name and email address.

Be sure you trust this application before allowing it to access your data.

Login Name:

Password:

or

- III. Enter your Login Name and password and click on Allow Access
- IV. Copy the **authorization code** and paste it in RunClick and hit **Create Connection**. It will automatically configure your autoresponder settings.

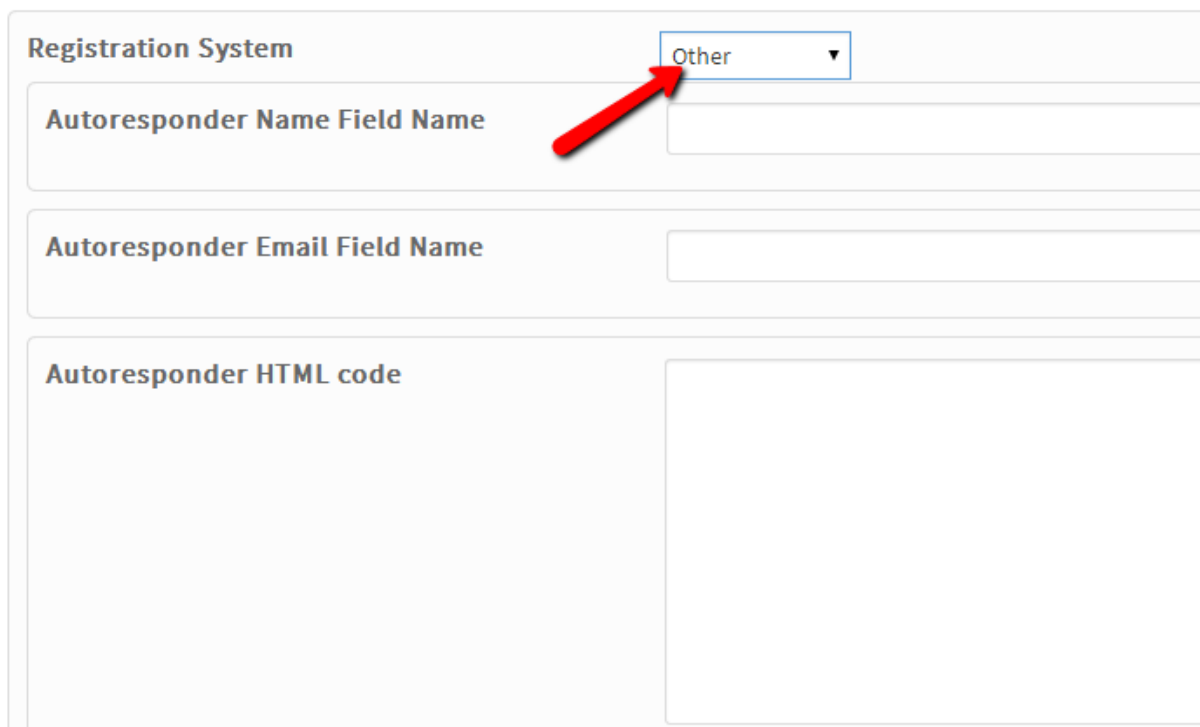


Autoresponder Auth Code

Create Connection

**Settings for Other Autoresponders that are not included in the dropdown:**

- I. Choose "Other" from the Registration System dropdown menu.
- II. Fill out the required fields: **Autoresponder Name Field Name**, **Autoresponder Email Field Name**, and **Autoresponder HTML Code**. Save settings.



Registration System

Other

Autoresponder Name Field Name

Autoresponder Email Field Name

Autoresponder HTML code

## Uploading the Template Packages

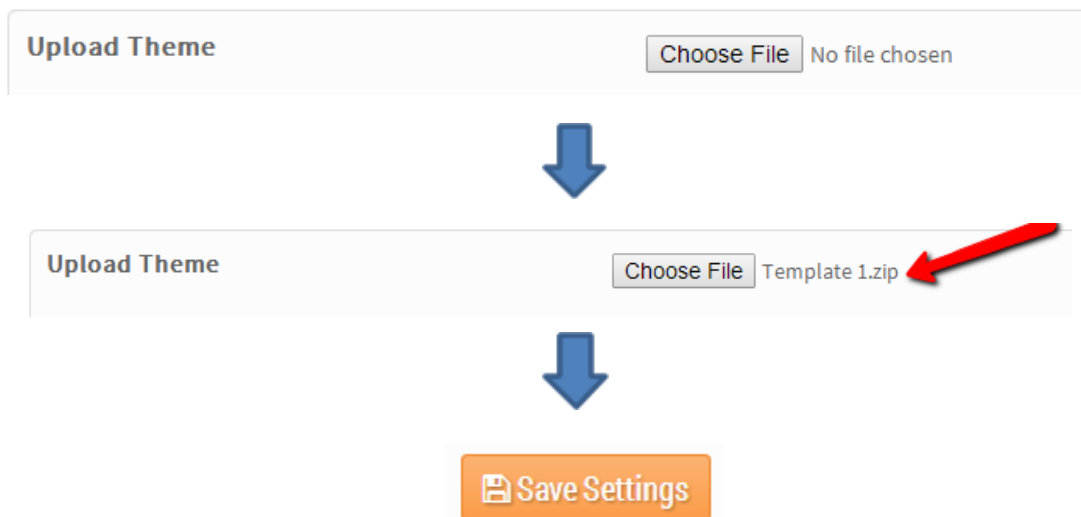
Template packages or themes are optional upgrades of RunClick. You can have as much as 10 landing page packages or themes in your RunClick System.

### Uploading a Template Package via the WordPress Dashboard

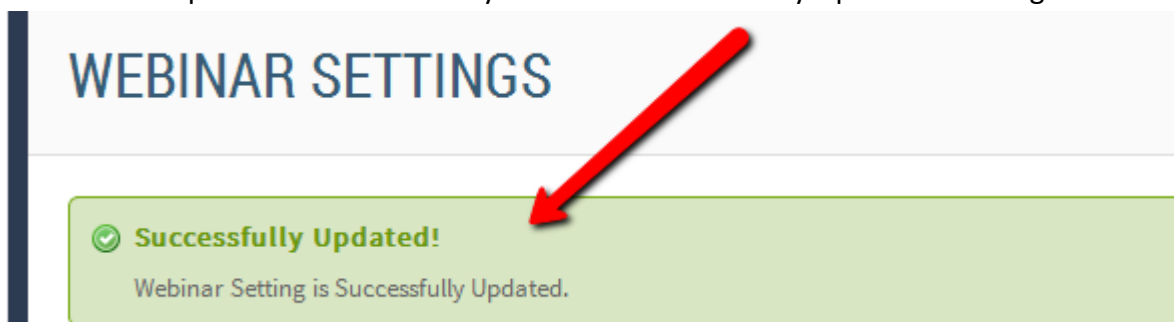
- I. In RunClick, go to **Webinar Settings**



- II. Scroll down to **Upload Theme**, click on **Choose File**, and find your template zip file. Click on **Save Settings**.

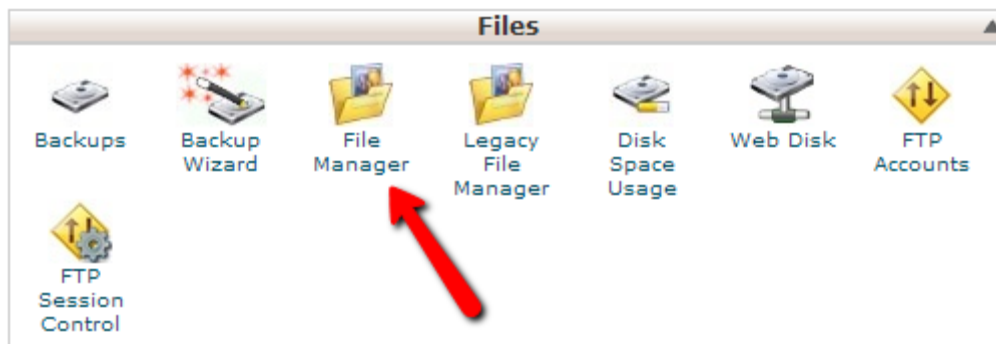


- III. Wait for the upload to finish or until you see the “Successfully Updated” message

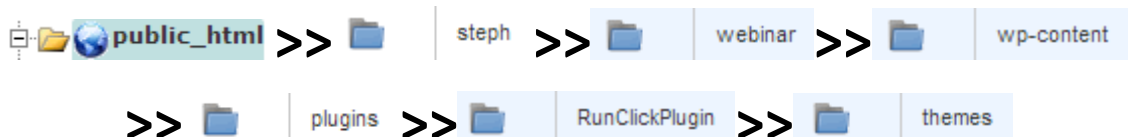


## Uploading a Template Package via CPanel (FTP)

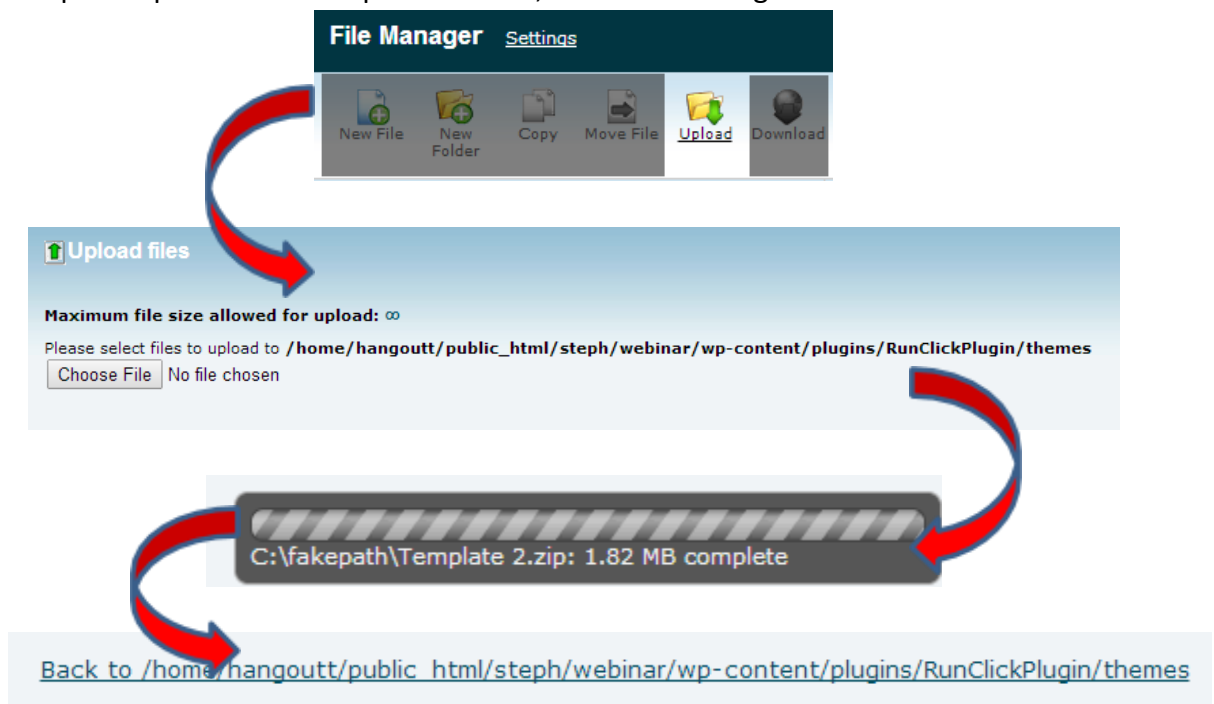
- I. Log in to **Cpanel** and open **File Manager**



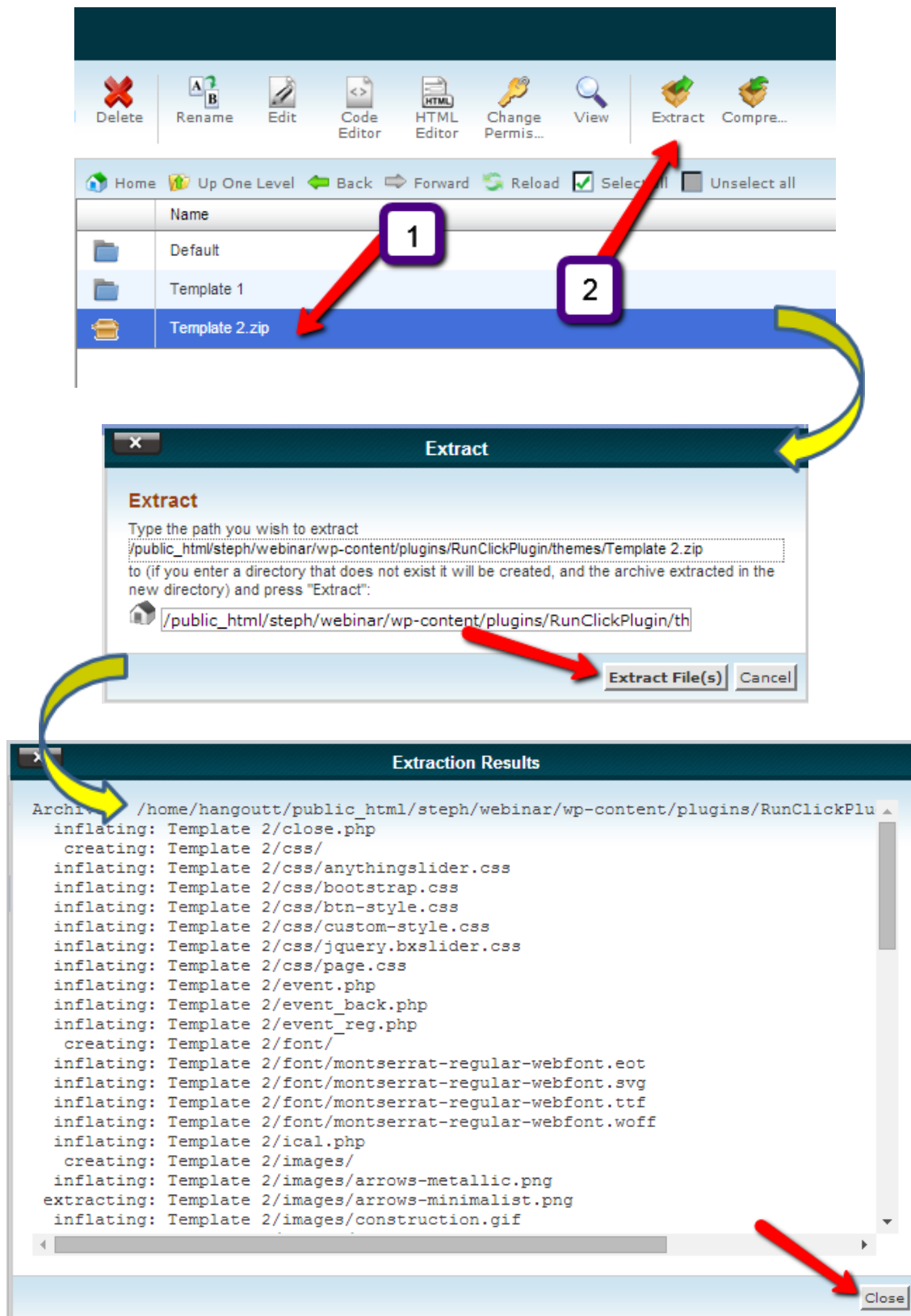
- II. Under the public\_html, find the folder where you installed RunClick Plugin. (Ex. Steph>Webinar)
- III. Double-click the wp\_content folder and go to plugins
- IV. Open the RunClick Plugin and go to themes



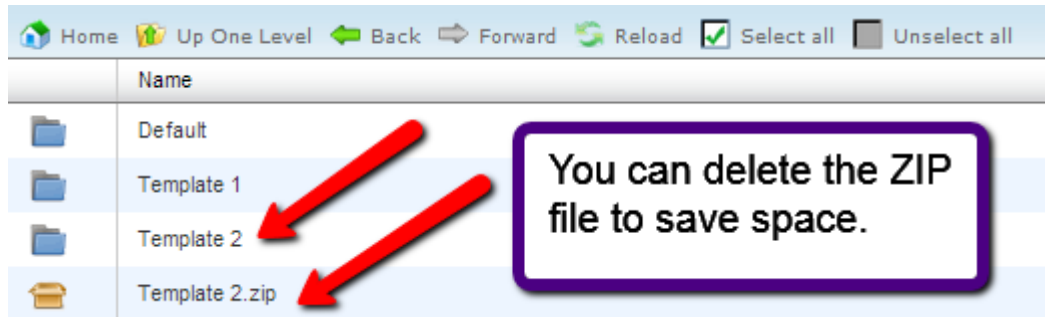
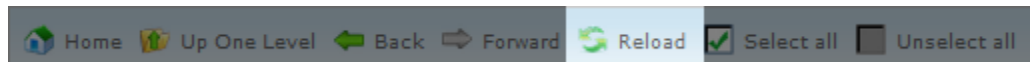
- V. Once you're in the themes folder, click on Upload, then Choose File, and select the template zip folder. Once upload is done, click the link to go back to the themes folder.



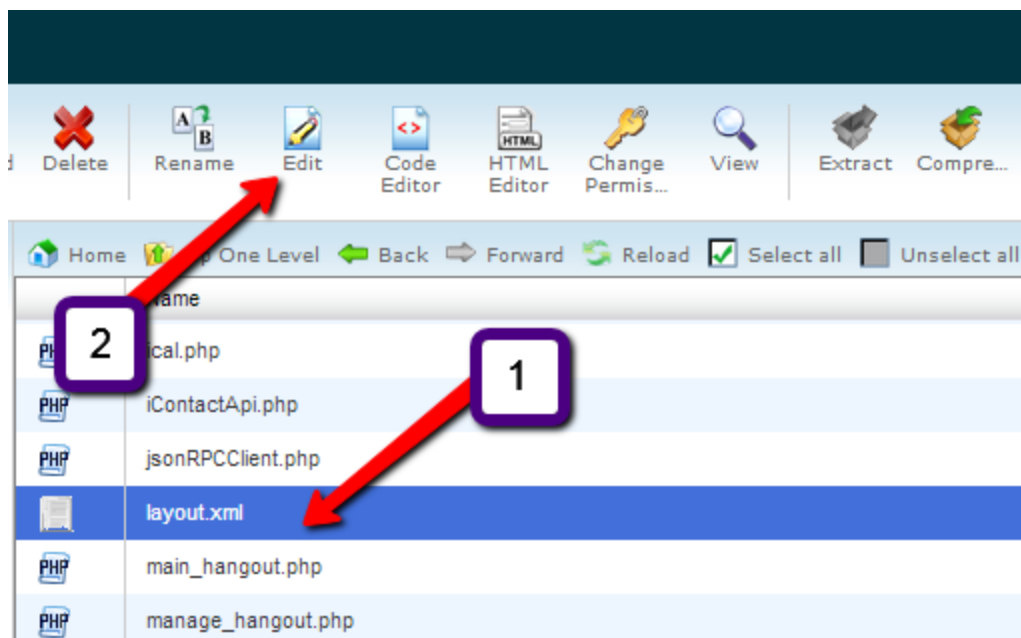
- VI. Click the template zip folder once to highlight it and hit **Extract**



- VII. Hit **Reload** to refresh the folder and display the unzipped folder of the template package

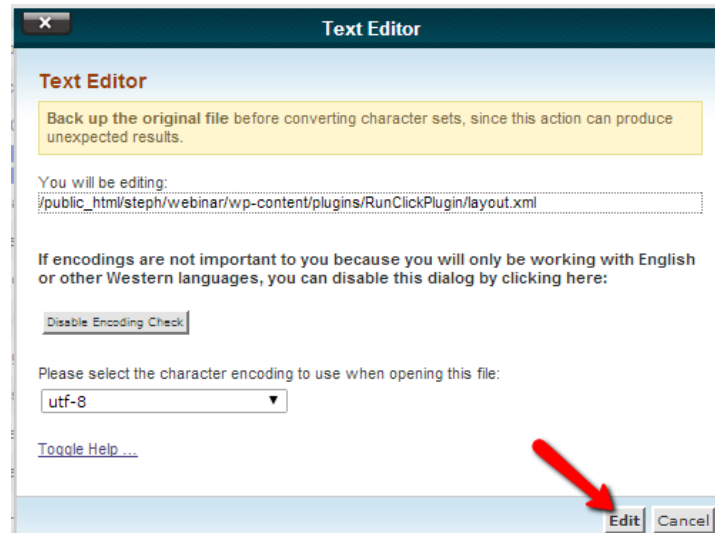


- VIII. Click **Up One Level** to go back and scroll down to find the **layout.xml** file
- IX. Select **layout.xml** and click on **Edit**





- X. Click the **Edit button** on the **Text Editor prompt**. This will open a different tab where you can edit the codes inside the xml file.

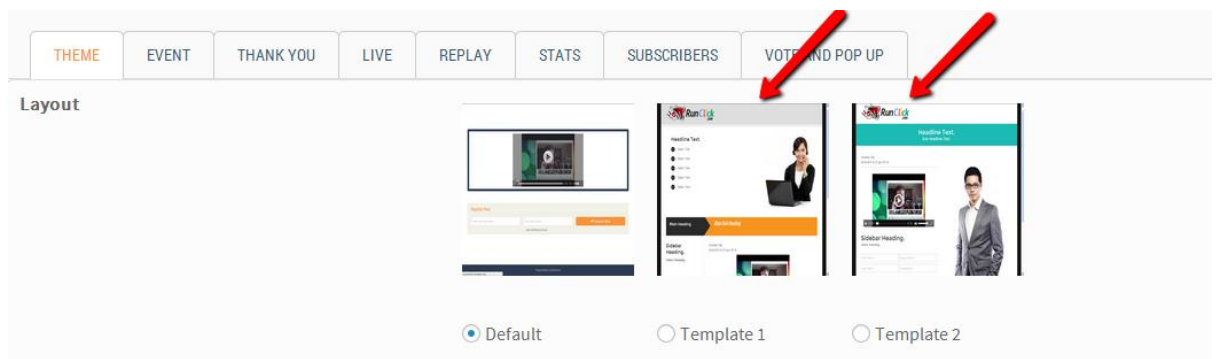


- XI. Add the code **<item>Template 2</item>** and **Save Changes**

*Note: If you have more templates, keep adding this code until you have each for every template you uploaded. Always stick to the format.*



- XII. To check if you've successfully uploaded and installed those templates, go back to **RunClick on the Wordpress Dashboard**, click on **Create a New Webinar**, and check out if the template thumbnails appeared under the **Theme Tab**.



## Taking a Webinar and Hangout LIVE With RunClick


- I. Click the **globe icon** of your webinar. It will take you to the **Live tab**.

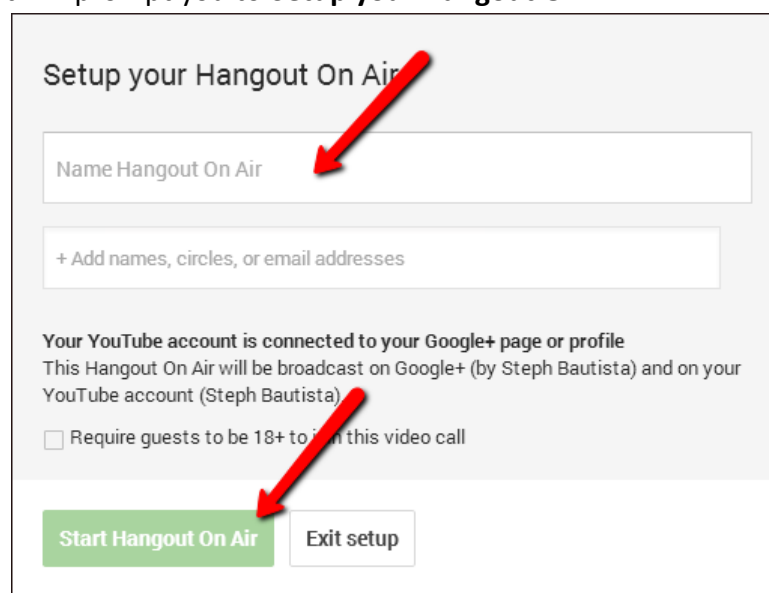


- II. Under the **Live Event Settings** panel, **select the video size** and set whether you want to **turn on chat or not** during the live webinar.

*Note: The Page Design and Header Settings are also under the Live tab. However, it's best to configure this settings beforehand, not when you're about to go live.*

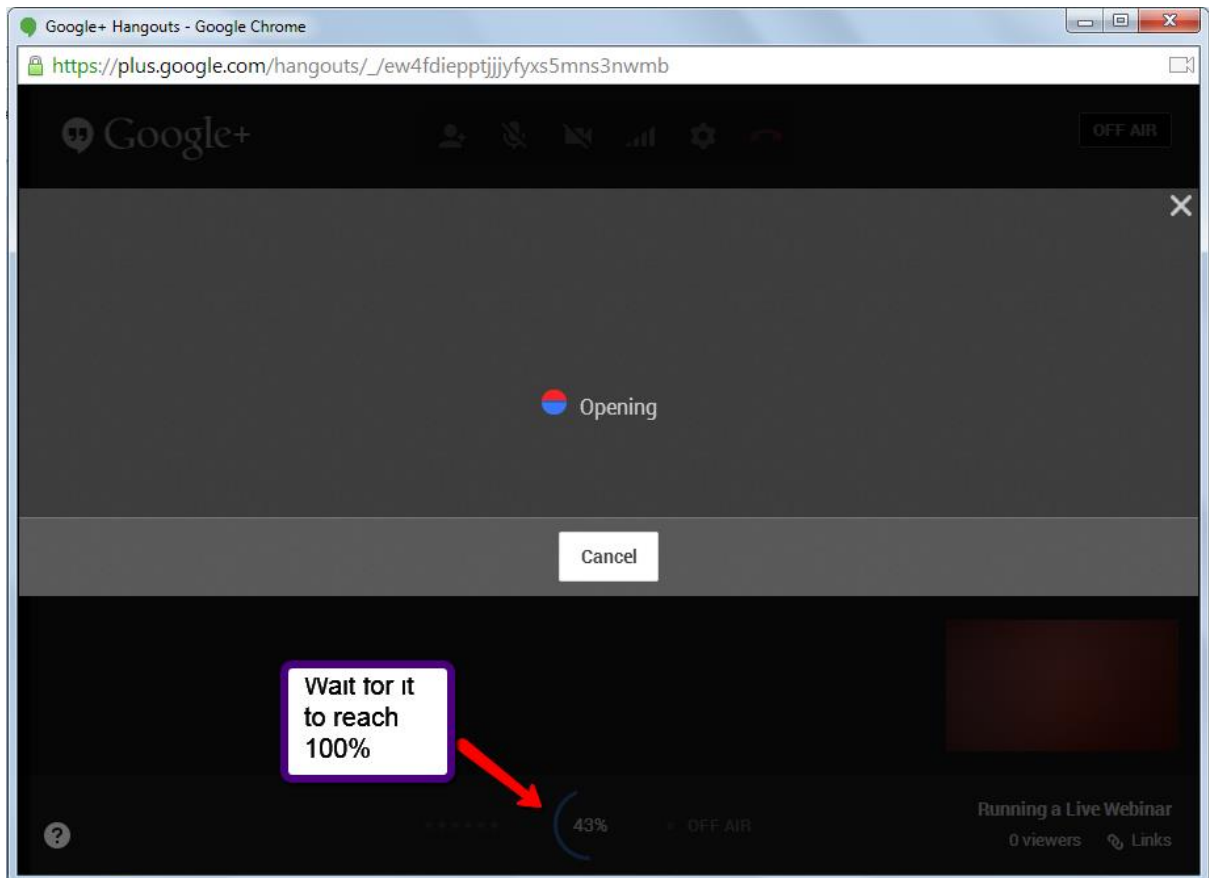


- III. Click on the red **G+ Hangout button** . It will open a Google Hangouts window and it will prompt you to **Setup your Hangout On Air**.



- IV. Enter your webinar's title and click **Start Hangout on Air**.  
*Note: This will NOT automatically start the broadcast.*

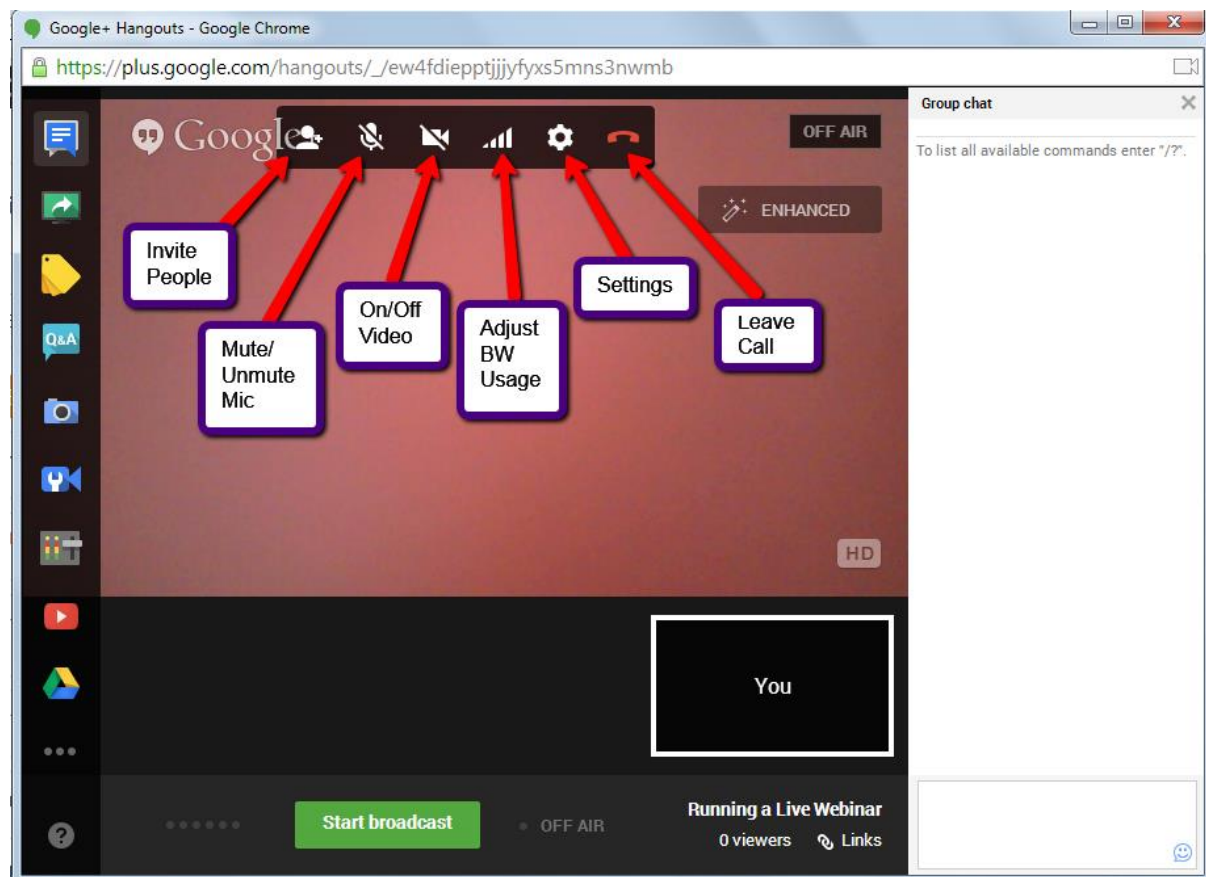
V. **WAIT FOR THE LOADING PROCESS TO REACH 100%.**



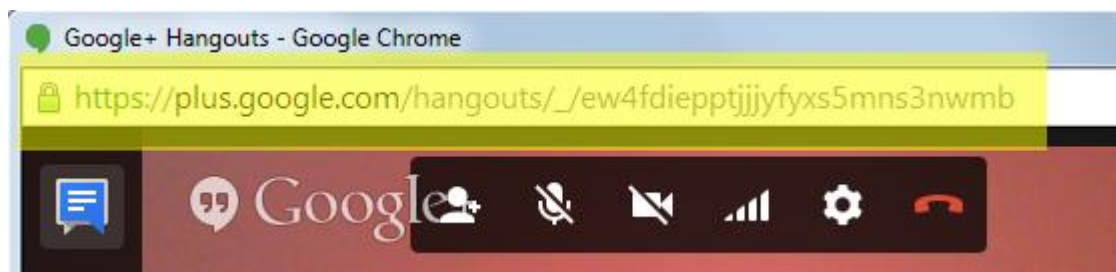
VI. Once it reaches 100%, the **Start Broadcast button** will take its place. Unless you click

on **Start broadcast**, your webinar will stay offline.

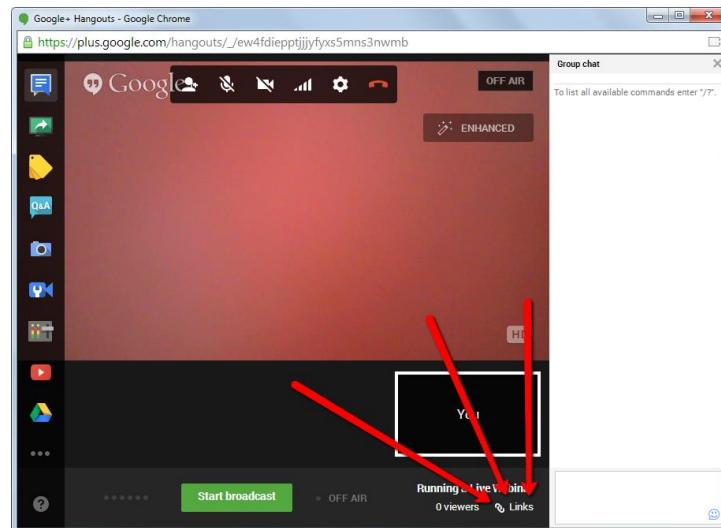
VII. Familiarize yourself with the Google Hangout interface and buttons



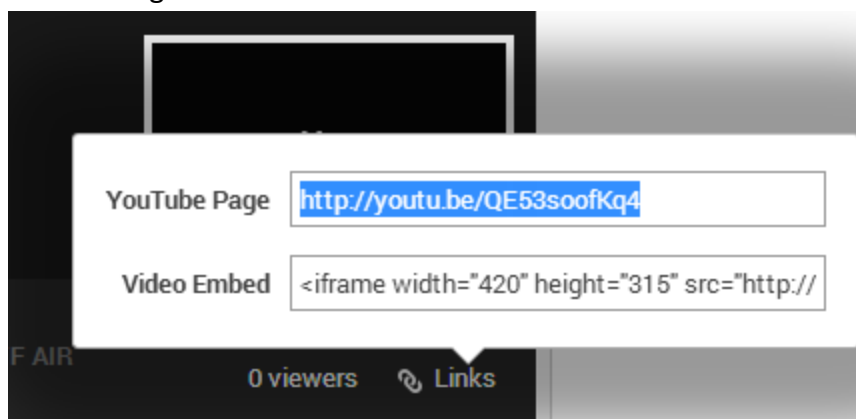
- VIII. Before hitting the **Start Broadcast** button, **copy the link of the webinar** and paste in a text editor or somewhere you can easily get to in case Google Hangouts drops the call unexpectedly. You can immediately use the link to go back to your webinar.



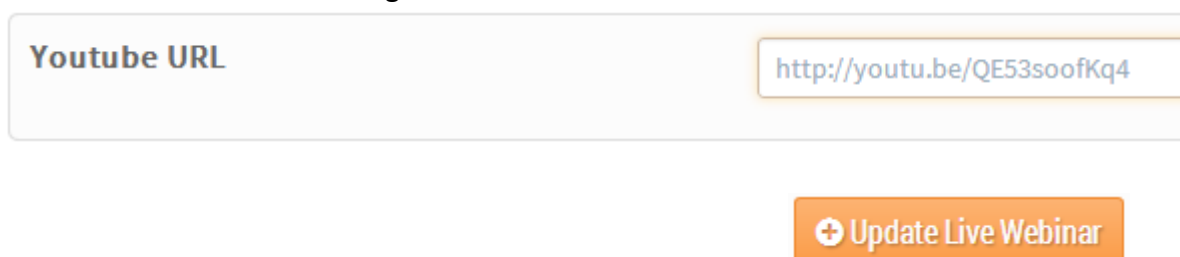
- IX. Click on Links found near the lower right corner of the window



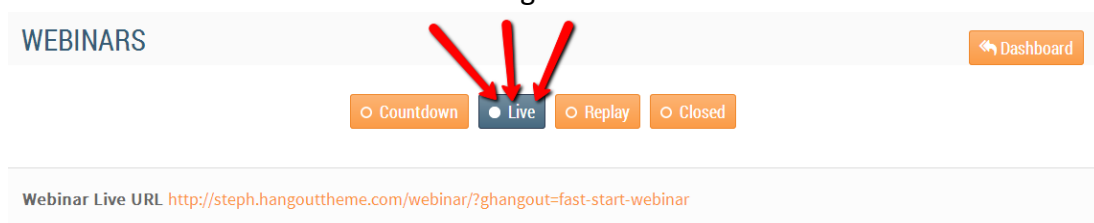
- X. Copy the YouTube Page link. Take note that it's the

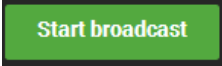


- XI. Paste the YouTube Page link to RunClick Plugin in WordPress and click on Update Live Webinar found at the lower right corner of RunClick



- XII. Click on the Live button on RunClick Plugin

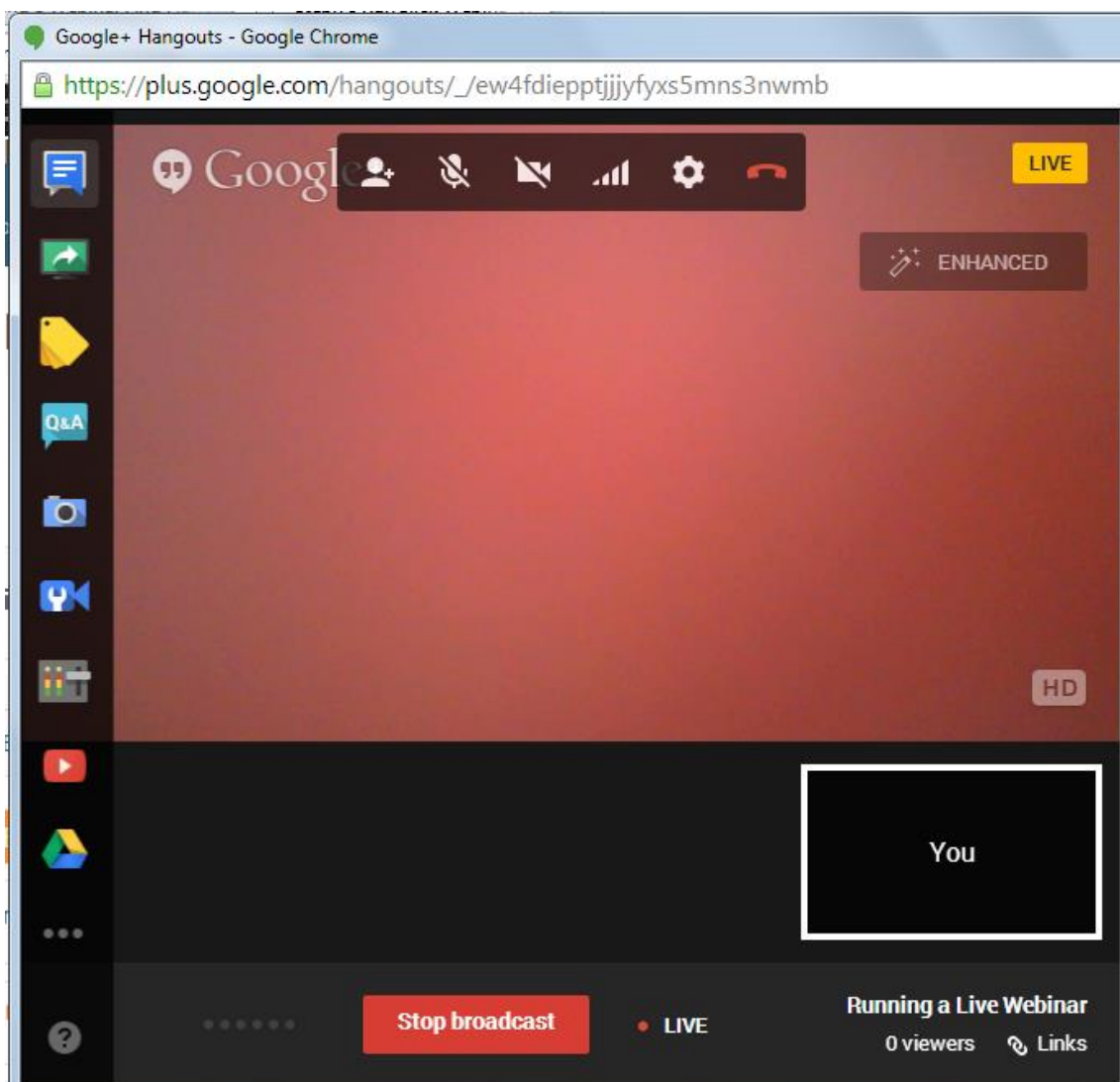


- XIII. Go back to your Google Hangouts window, hit  and click on OK when Hangouts prompts you that you're **Broadcasting Publicly**

## Broadcasting Publicly

Your Hangout On Air will now be broadcast publicly on Google+ and YouTube. You can broadcast for up to 8 hours.

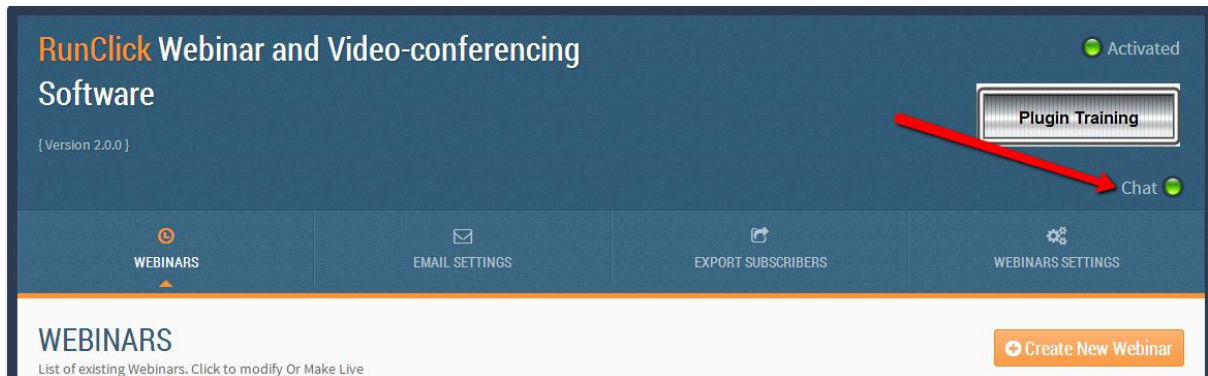
Once your broadcast is over, a recording of the broadcast will automatically replace the live player so that people who miss the live broadcast can still view it.



And now your webinar is LIVE!

## Using the CHAT System with RunClick Software To run Live Q and A During a Webinar Event

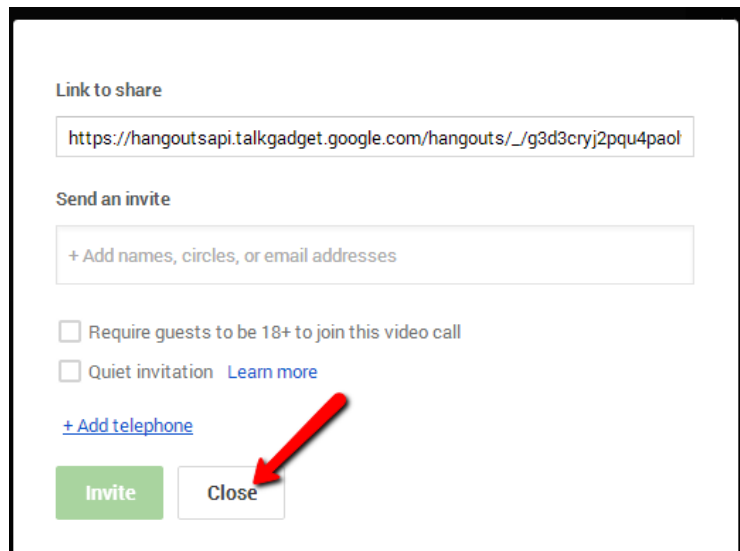
- I. Check if your Chat is turned on or not. If the light is green, it's ON. But if it's red, you'll need to activate it.



- II. Go to Webinar Settings and scroll down to Webinar Chat. Tick YES and the Webinar Apps Link will appear. Save settings.

The screenshot shows the 'Webinar Settings' form. The 'Webinar Chat' section has a 'Yes' radio button selected, indicated by a red arrow. Below this, the 'Webinar APPs Link' is shown as a Google Hangout link: 'https://hangoutsapi.talkgadget.google.com/hangouts/\_?gid=728076588717'. At the bottom right, there is a 'Save Settings' button.

- III. Click on the Webinar Apps Link and it will open a new Google Hangout tab or window. An invite popup will appear. Just close it and let the plugin load and install.



You may now use Hangout Plugin Chat App for all your webinar events!

## Setting Up Interaction, Live Voting and Buy Buttons During an Event with RunClick

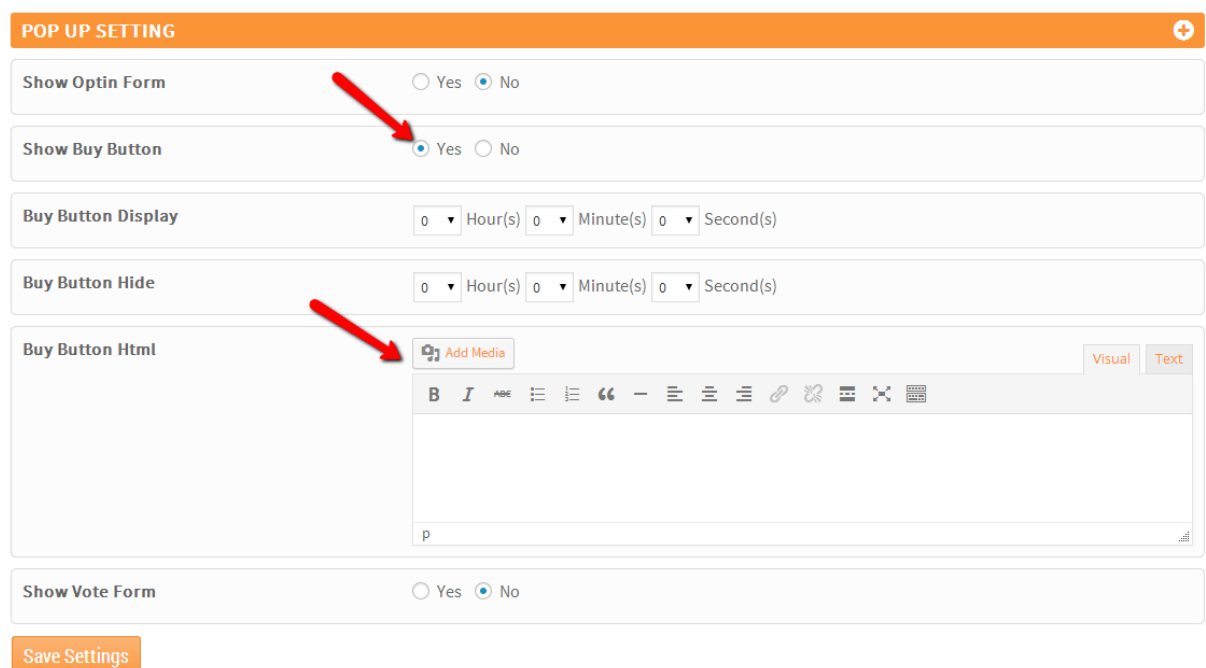
- I. Go through all the steps of creating a new webinar (New Webinar >> Event Settings >> Create New Webinar)
- II. Hover your mouse pointer on the view button, right-click and open in a new tab. It will open your Webinar Event Page.



- III. Go back to RunClick and this time click the Edit button



- IV. Go to the Vote and Pop Up tab and click on the Pop Up Setting panel
- V. Select Yes to Show the Buy Button and click on Add Media to choose or upload your Buy Button icon

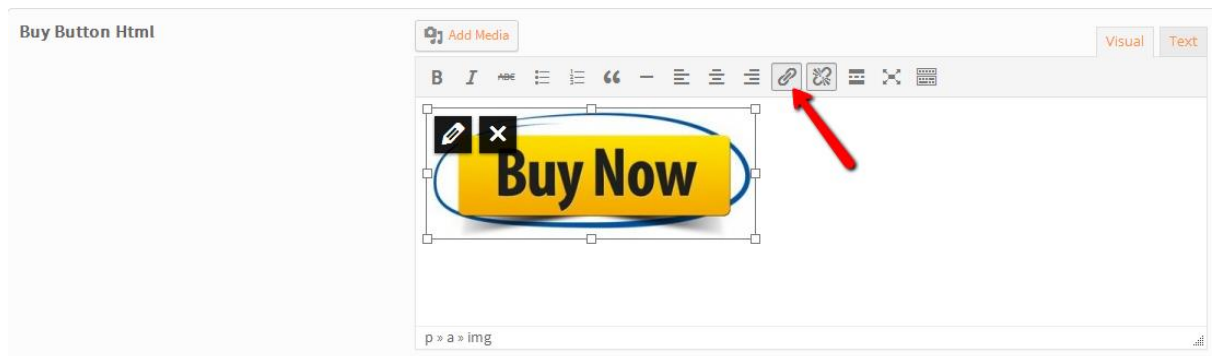




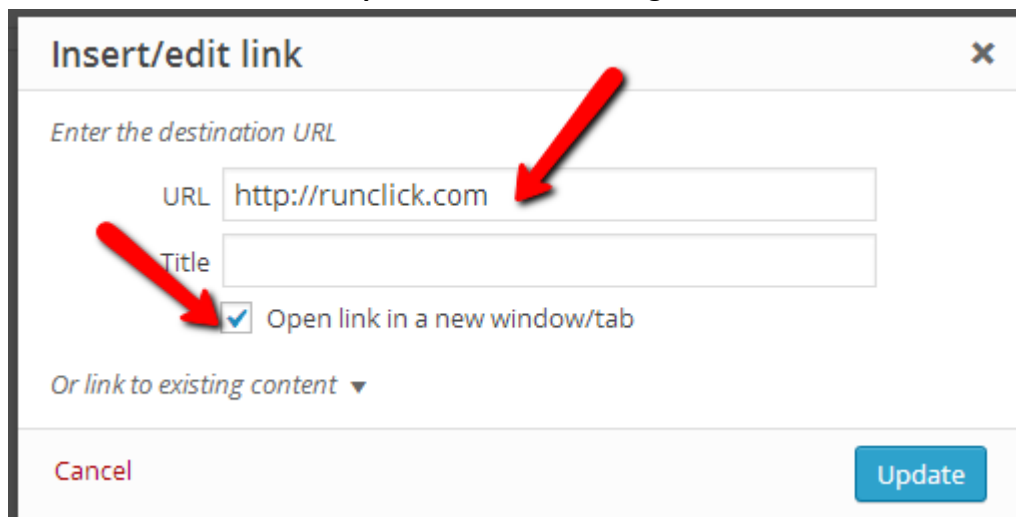
- VI. Upload a new icon (should have a transparent background) or select from the icons you've previously uploaded to your Media Gallery and click on Insert Post



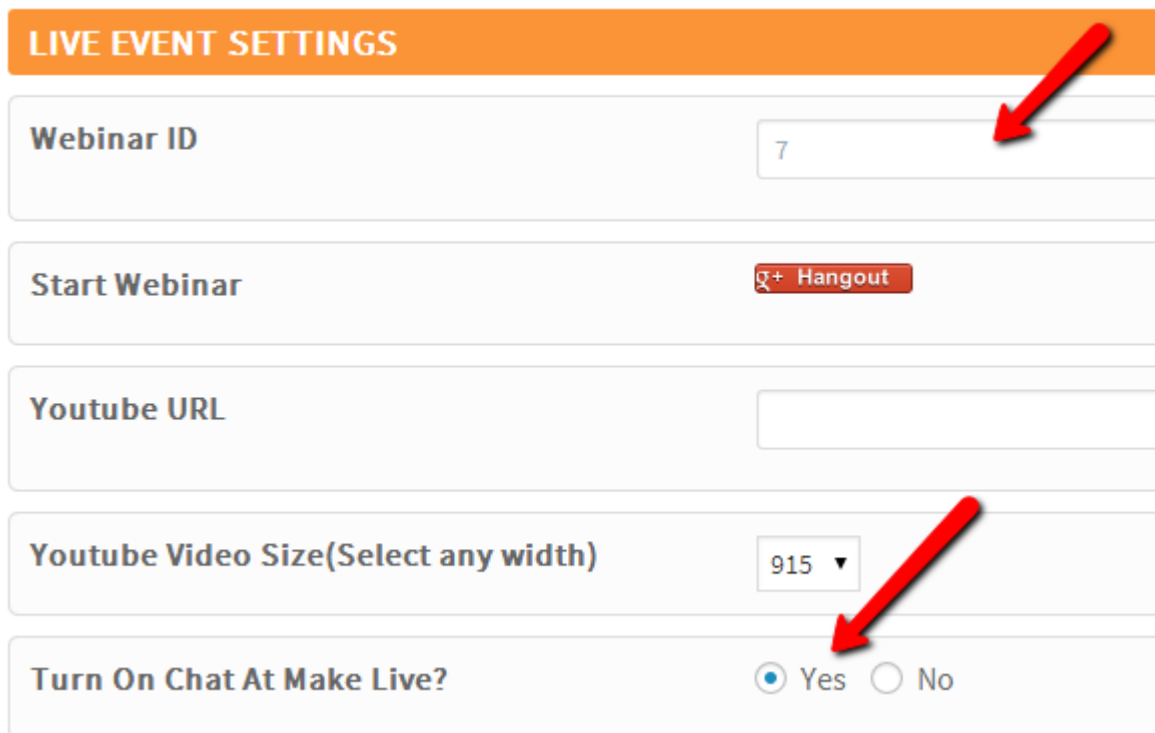
- VII. Turn your image into a link by selecting the image inserted into the editor and clicking the link button



- VIII. Paste the destination URL you want your buy button to link to, tick **Open link in a new window/tab** and click on **Update**. Hit **Save Settings**.



- IX. Go to the **Live tab** and configure the **Live Event Settings**
- X. Take note of your Webinar Id Number, select your video size and turn on chat



**LIVE EVENT SETTINGS**

Webinar ID

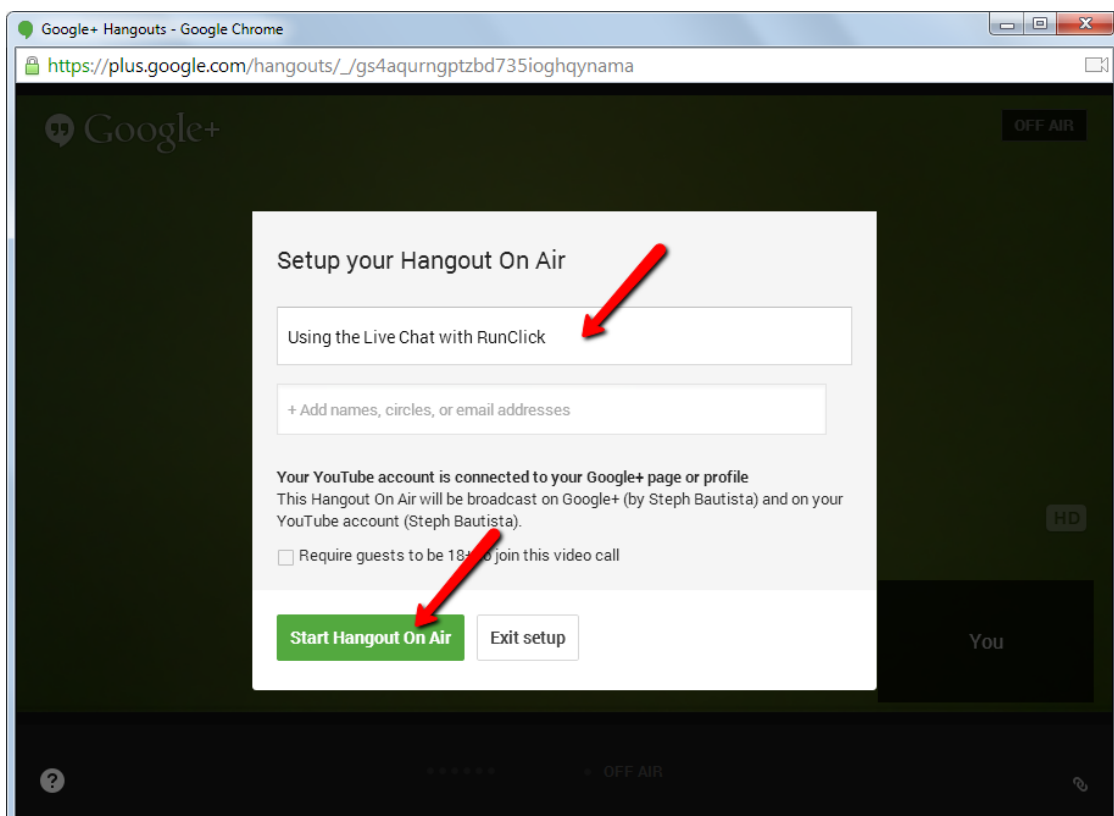
Start Webinar g+ Hangout

Youtube URL

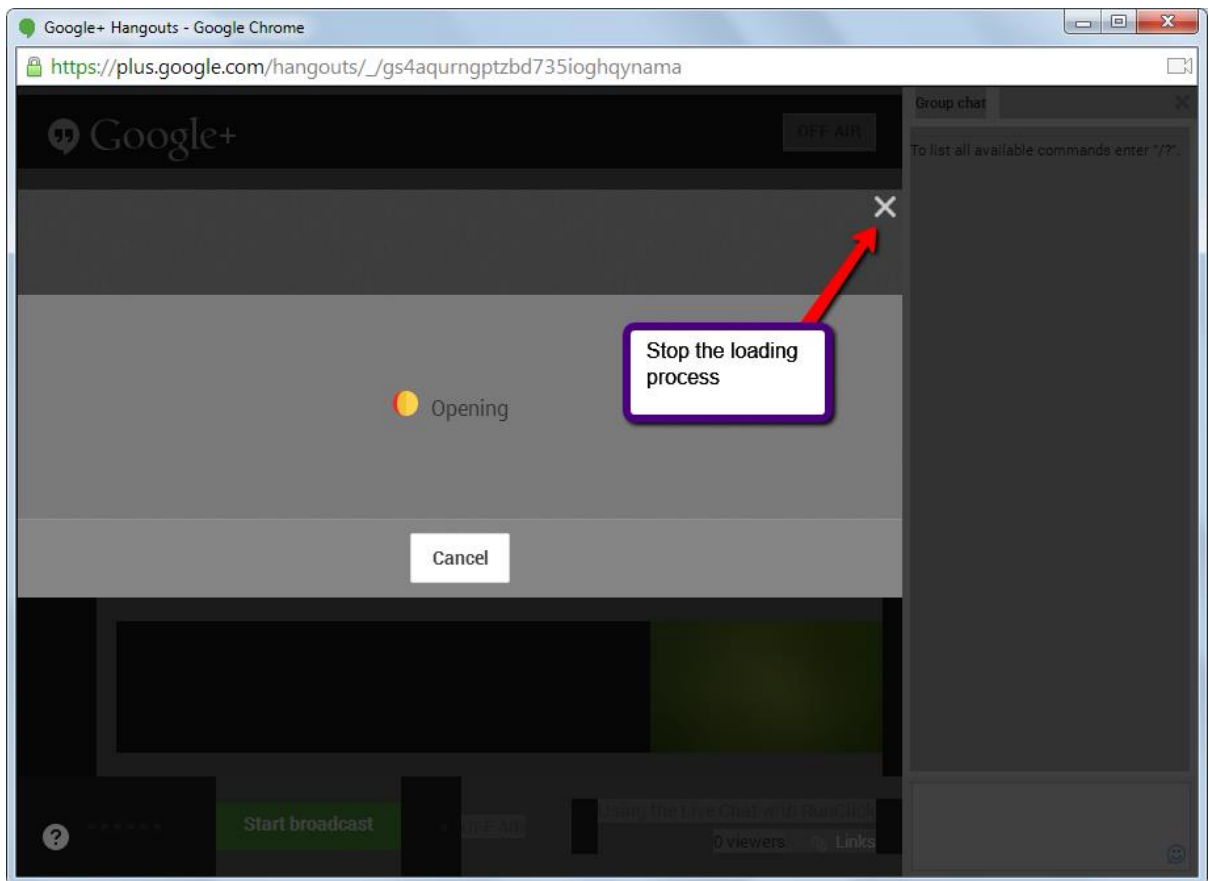
Youtube Video Size(Select any width)

Turn On Chat At Make Live? ☒ Yes ☐ No

- XI. To get your YouTube URL, click on the red g+ Hangout button. It will open your Google+ Hangout Window. Type in your Hangout name and click on Start Hangout on Air



**XII. Stop the initial loading process of the plugins**

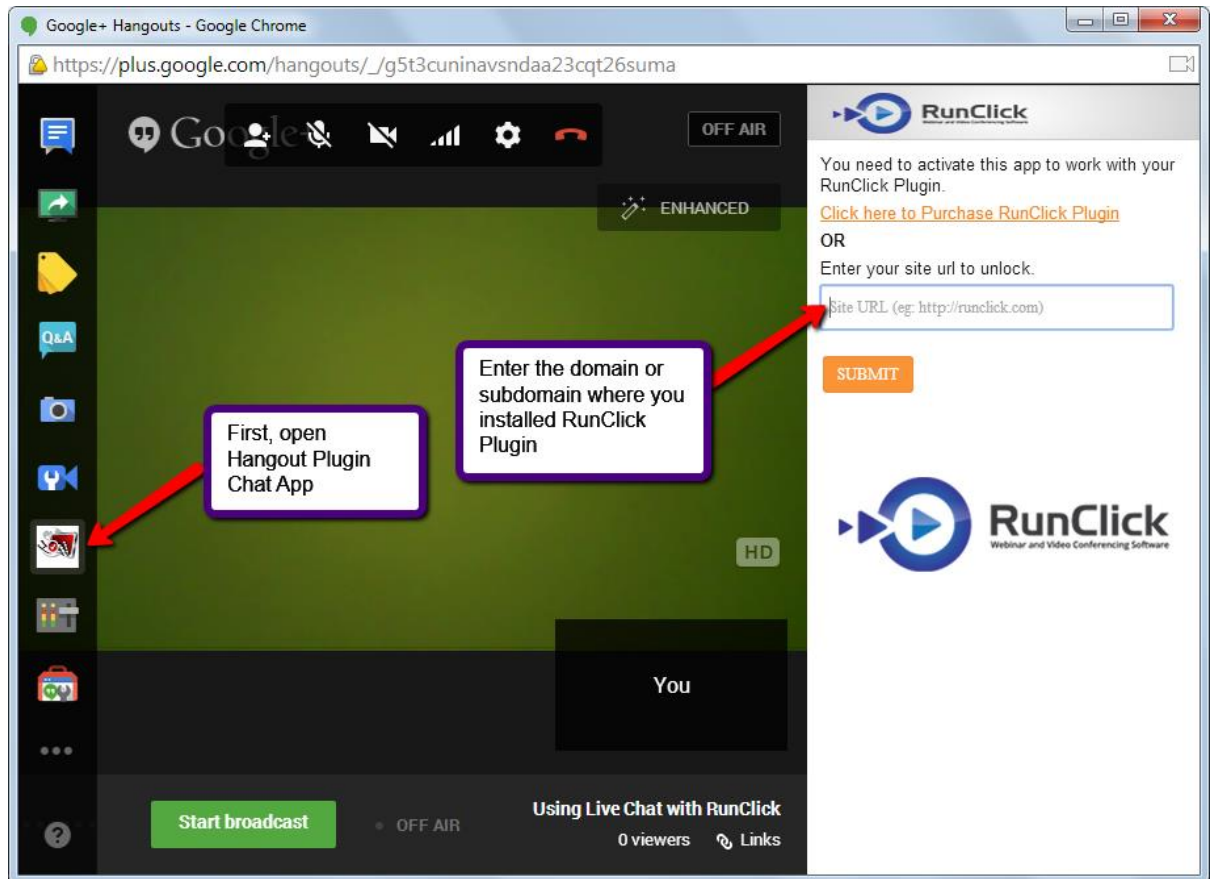


**XIII. Copy the YouTube URL, go back to RunClick, and paste it on the YouTube URL field**

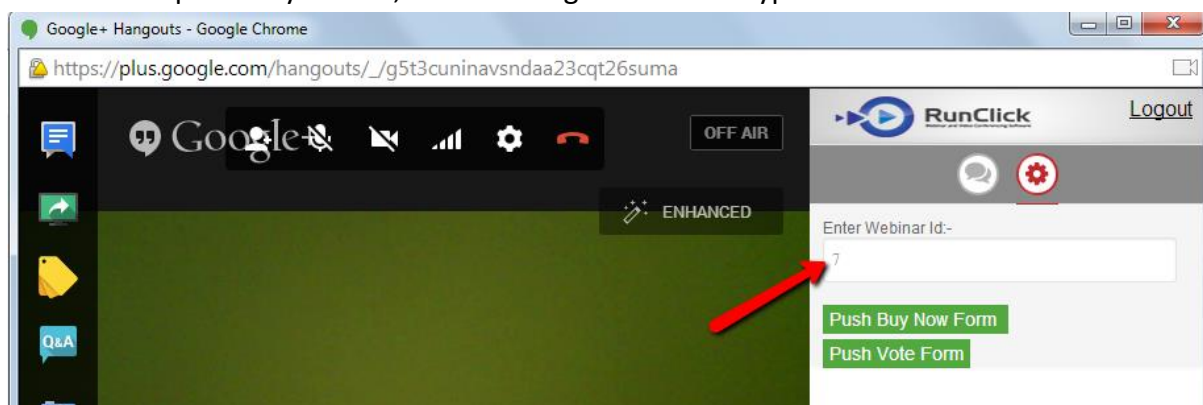
**LIVE EVENT SETTINGS**

Webinar ID	7
Start Webinar	Hangout
Youtube URL	<a href="http://youtu.be/UxbZfT4P6Ko">http://youtu.be/UxbZfT4P6Ko</a>

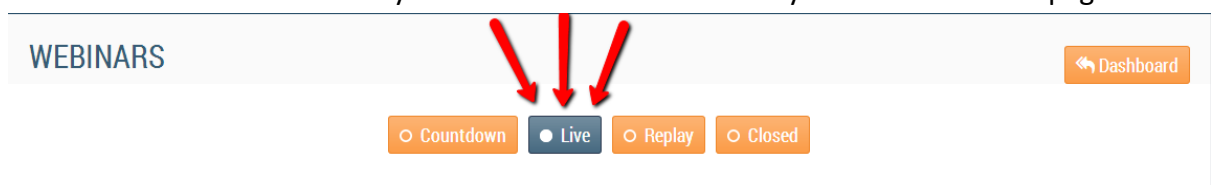
- XIV. Go back to your Google+ Hangout window, open Hangout Plugin Chat App and enter the domain or subdomain where you installed RunClick plugin



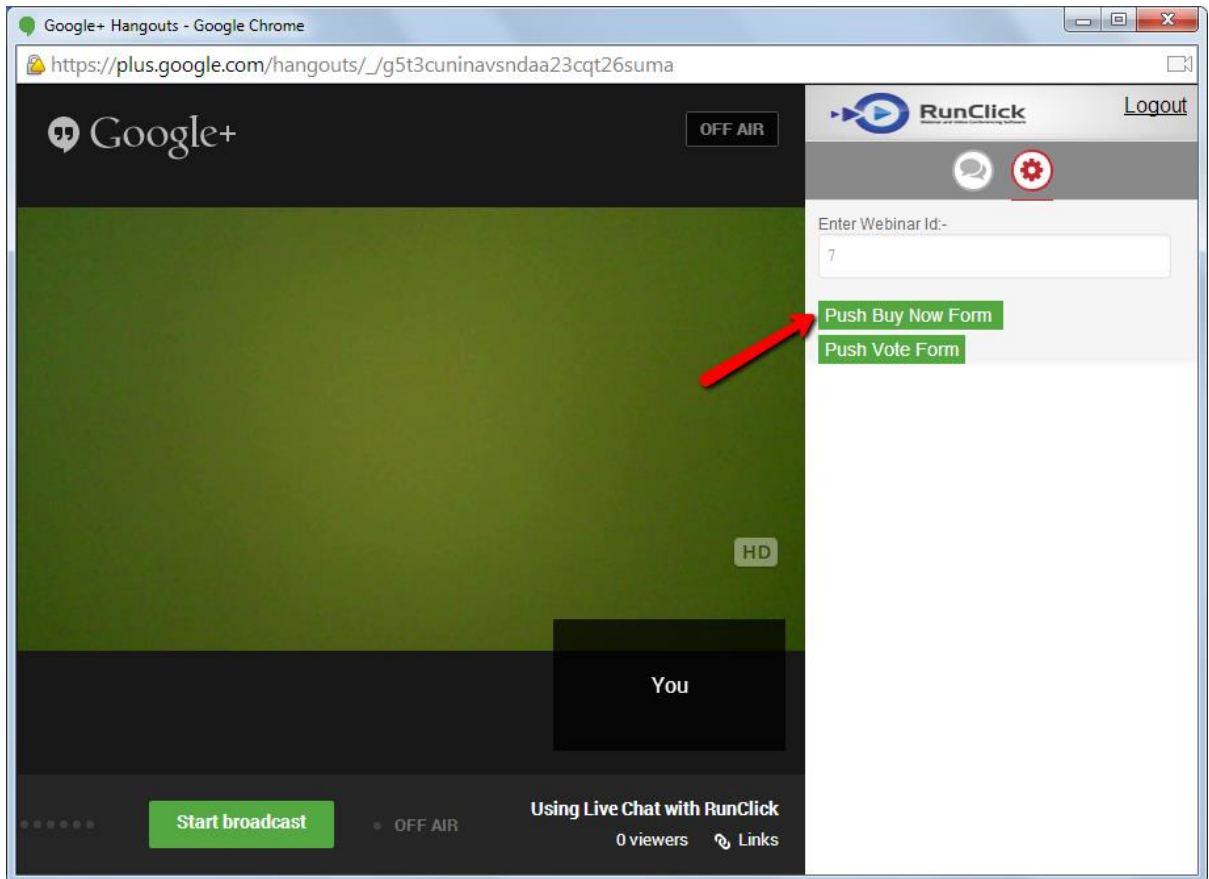
- XV. To setup the buy button, click on the gear icon and type in the Webinar ID number



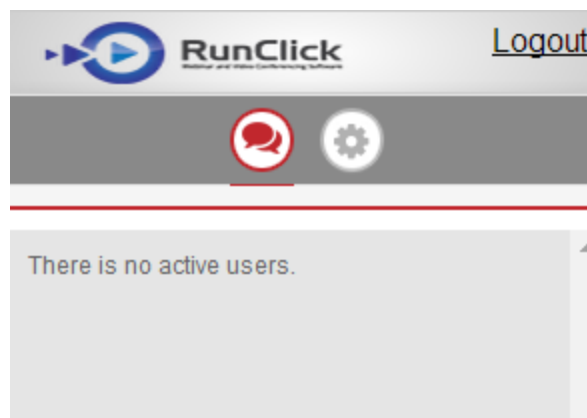
- XVI. Go back to RunClick and take your webinar Live and refresh your webinar event page



- XVII. Go back to your Google Hangout window. You're now ready for broadcast. You can use the Push Buy Now Form button anytime to display and remove the Buy Now button from your webinar.



- XVIII. To switch from Chat to activating or removing your Buy Now button, click on these icons



- XIX. To add a Vote Question, go back to RunClick and click on the Vote and Pop Up tab. Type in your question and enter you vote options. When entering your vote options, type in one choice and click add. Repeat for the other choices. Choose a default answer by ticking one of the choices and save settings.

**ADD VOTE QUESTION**

**Vote Question**

Do you agree

**Vote Options**

☐ Yes

Delete

No

Add

Submit