

StartUp Buffet

How to Create Webinar

Instruction Manual



Introduction

StartupBuffet is a web-based video sharing and learning platform for small businesses and entrepreneurs.

StartupBuffet allows Business Video Content Creators (Video Authors) to create business content to share and market their products, services & expertise; while entrepreneurs and wantrepreneurs come to StartupBuffet to learn anything and everything they need about starting and operating a business.

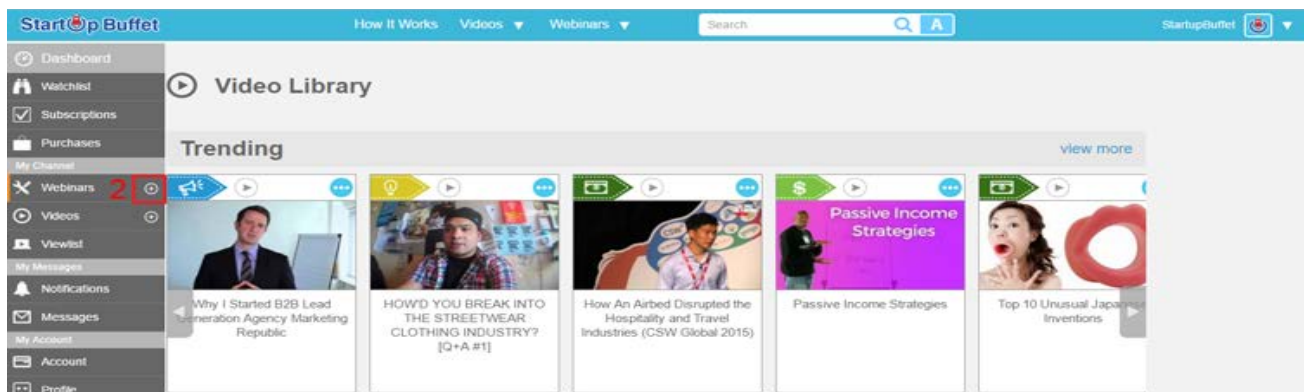
StartupBuffet Webinar Tools is user friendly and intuitive. StartupBuffet – a Buffet Style Business Video Resource Library.

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How to Create Webinar

1. Login to <http://www.StartupBuffet.com>
2. Go to :
 - a) Dashboard
 - b) My Channel
 - c) Webinar
 - d) “+”



3. Webinar Details :

a) Title

- Make your title interesting to attract more viewers – nobody wants boring webinars

b) Date

- Always plan a head – schedule your webinar early so you fans can spread the words for you

c) Start Time

d) Time Zone

- Don't forget to choose the correct Time Zone of where you are.

e) Duration

- How long would your webinar last? Most people would like to stay under 1 hour.

3a Title: How to create webinar in StartupBuffet

3b Date: 02/19/2014

3c Start Time: 03:00 PM

3d Time Zone: America/Los_Angeles

3e Duration: 01 HR 00 MINS

4. Webinar Details (continues) :

a) Primary Category

- Select a Primary Category for this Webinar

b) Description / Agenda

- Write a good description of topic of your webinar
- Create an agenda for your webinar

c) Price

- FREE (default)
- PAID (coming soon)

StartOp Buffet How It Works Videos Webinars Search

4a Primary Category Badge

- Legal
- Marketing
- Money
- Tech
- Ideas
- Treasure Chest

4b Description / Agenda

4c Price

FREE Webinar *(more people will sign up and attend)*

4d Note : To create "Paid Webinars", please Setup Merchant Account first.

5. Webinar Details (continues) :

a) Tags

- Create searchable keywords so users can discover your webinars

b) Language

- English (default)
- Espanol – additional languages will be available soon

c) Replay Settings

After the original air date and time, this Webinar will be available as On Demand Replay. There are three available settings:

- Public
 - Anyone can see and allow new attendees to register
- Exclusive
 - Only attendees who initially registered for this event can see – no new registration will be allowed
 - Allow Replay expiration date
- Private
 - Only Video Author can see

d) Click to Create webinar

StartUp Buffet How It Works Videos Webinars Search

5a Tags (use comma "," to separate tags)

5b Language

English



Español

5c Replay Settings

After the original air date, this Webinar will be available as an On Demand Replay Webinar.
Customize who can see this (you can still make changes later):

Public - anyone can see and allow New attendees to register

Exclusive - only attendees who initially registered for this event can see - No New Registration will be allowed

End Replay on  

Private - only you can see

5d

How to Invite People to Join My Webinar

6. Invite People to Join
 - a) Subscribers
 - Invite your current Subscribers who subscribed to your channel
 - b) Previous Attendees
 - Invite Attendees from previous webinars that you created
 - c) My Guest List
 - Invite your own Guests to join your webinar
 - d) Click to Send Invites

The screenshot shows the 'Invite people to Join' page in the StartUp Buffet application. The page has a blue header with the logo and navigation links for 'How It Works', 'Videos', and 'Webinars'. A search bar is located in the top right. A green notification banner at the top says 'Congratulation on creating your webinar - How to create webinar in StartupBuffet'. Below this, the main heading is 'Invite people to Join'. The page instructs the user to start inviting people and notes that the user's username will be used as the webinar author name unless a full name is entered. The 'Invite' section contains three radio button options: 'Subscribers (0)' (6a), 'Previous Attendees (81)' (6b, which is selected), and 'My Guest List (0)' (6c). There is an 'Add' button next to the 'My Guest List' option with a red '7' next to it. Below these options is a 'Send Invites' button (6d). At the bottom, there is a 'Post on my Social Network' section with a 'Choose Network' button (8). A vertical sidebar on the left contains various navigation icons.

7. ADD to My Guest List

a) Import Your Contacts – from one or all of the account services

- Gmail / Yahoo / Outlook / iCloud / Twitter / MailChimp / Eventbrite

ame, as you have not entered your Full Name yet. To enter contact Name please click

Import Your Contacts

Gmail Yahoo Outlook iCloud
 Twitter MailChimp Eventbrite

We will not store your password or login information.

Email :

Password :

Service :

7a

- b) Import Your Contacts – from one or all of the file formats
- csv / vcf / Idif / txt

you have not entered your Full Name yet. To enter contact Name please click

Import Your Contacts

Gmail Yahoo Outlook iCloud
Twitter MailChimp Eventbrite

Outlook Express, Thunderbird, Apple Mail and others.

🔒 We will not send emails to any of your contacts without your direct consent.
(Supported file formats : csv, vcf, Idif, txt)
[How to create a contact file..](#)

7b Contact File : No file chosen

Addressbook Enter Contacts

- c) Import Your Contacts – typing manually
 - Type your contact's email address manually

as you have not entered your Full Name yet. To enter contact Name please click

Import Your Contacts

Gmail Yahoo Outlook iCloud
Twitter MailChimp Eventbrite

We will not send emails to any of your contacts without your direct consent.
Enter your contacts separated by commas (Maximum 2000 Contacts).
List of supported formats..

7c

Enter your contacts here..


Find Friends

Addressbook Contact File **Enter Contacts**





8. Post on my Social Network

Share this with your friends **8**


Write your comment here...

 **Startup Buffet : How to create webinar in Startup Buffet**
Learn how to create webinar with Startup Buffet - use the most dynamic webinar platform to start and grow your business.
<http://www.startupbuffet.com/play/webinar/liOjJGAKYao=#sthash.T9txQiuR>

Pick one or more destinations:

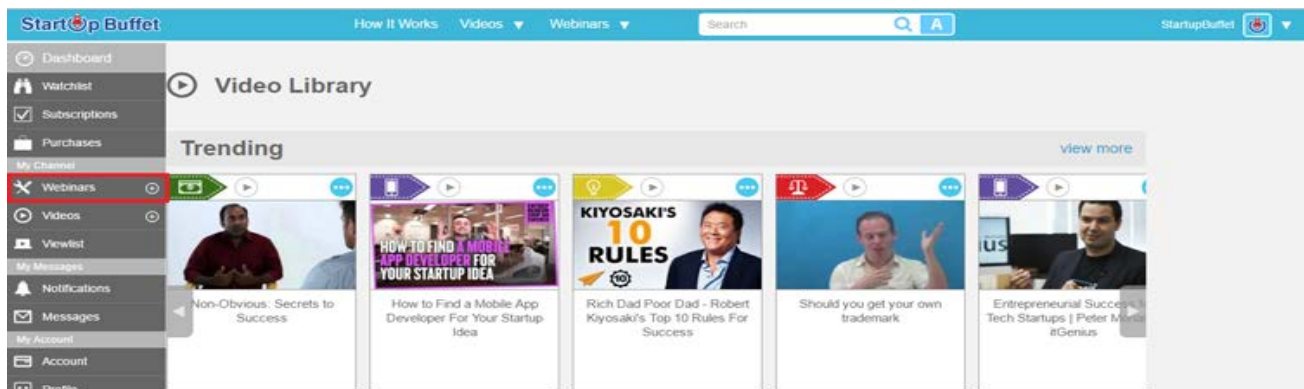
   

[Share](#)

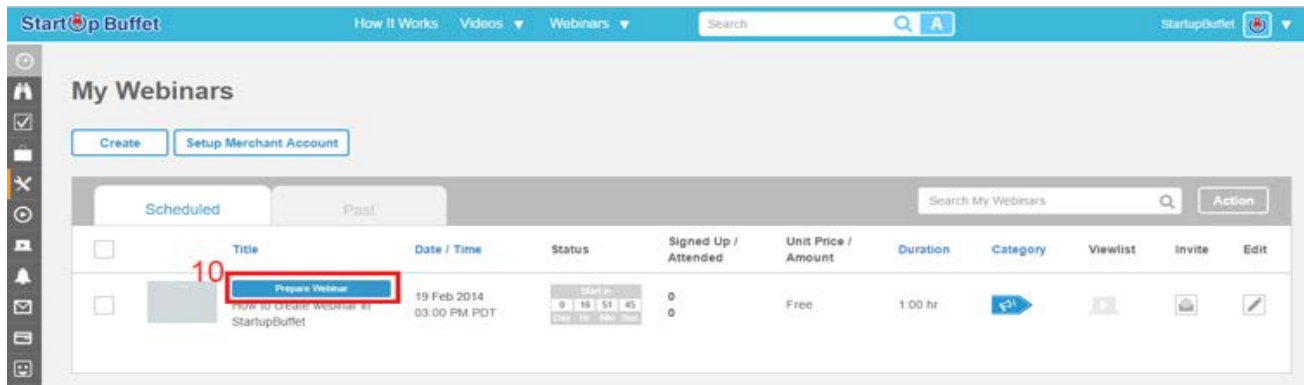
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How to Prepare & Start Your Webinar

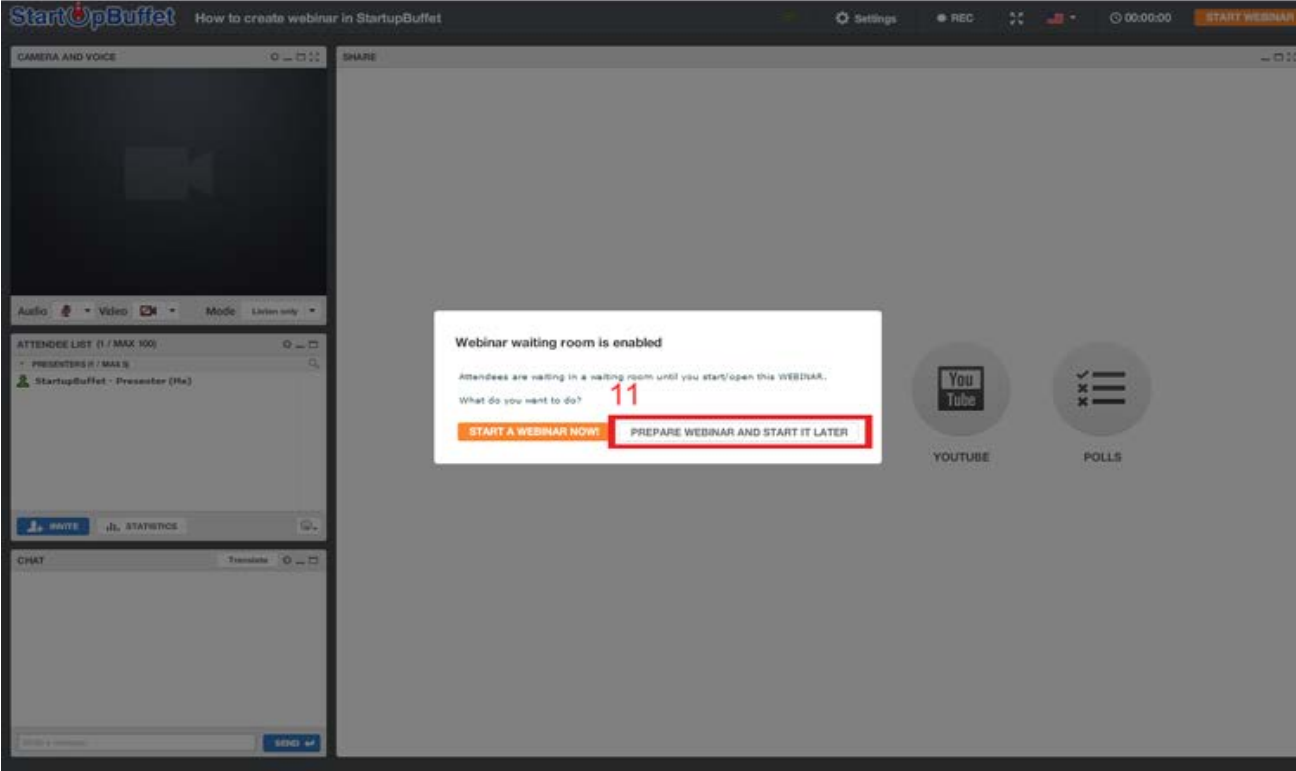
9. Go to :
 - a) Dashboard
 - b) My Channel
 - c) Webinar



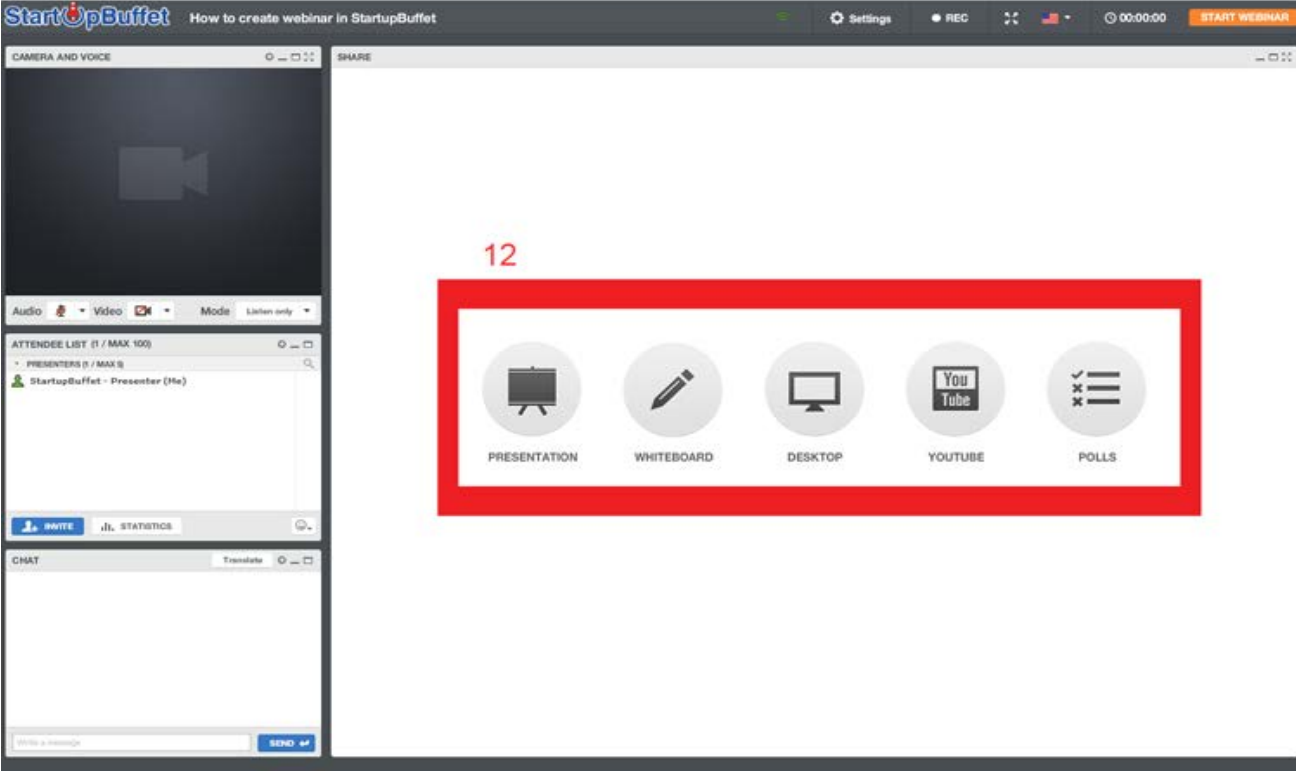
10. Prepare Webinar



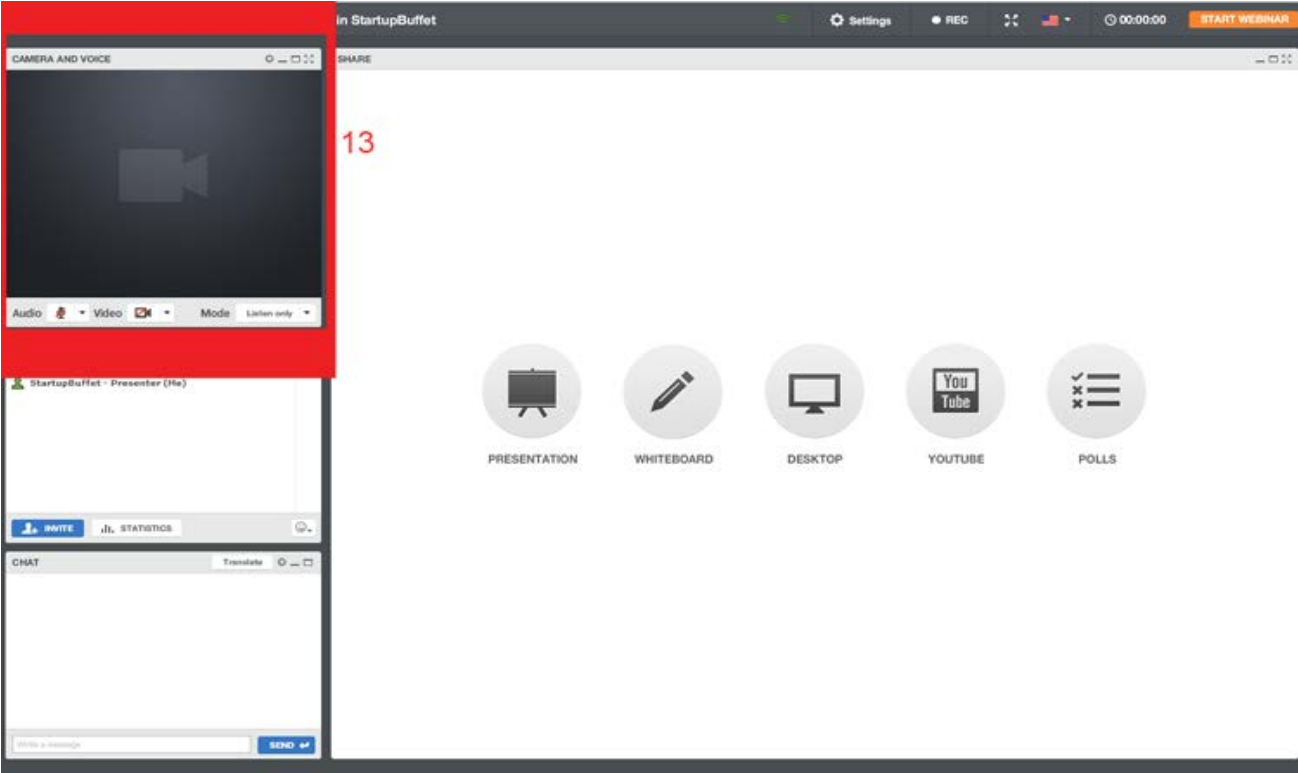
11. Prepare Webinar and Start It Later



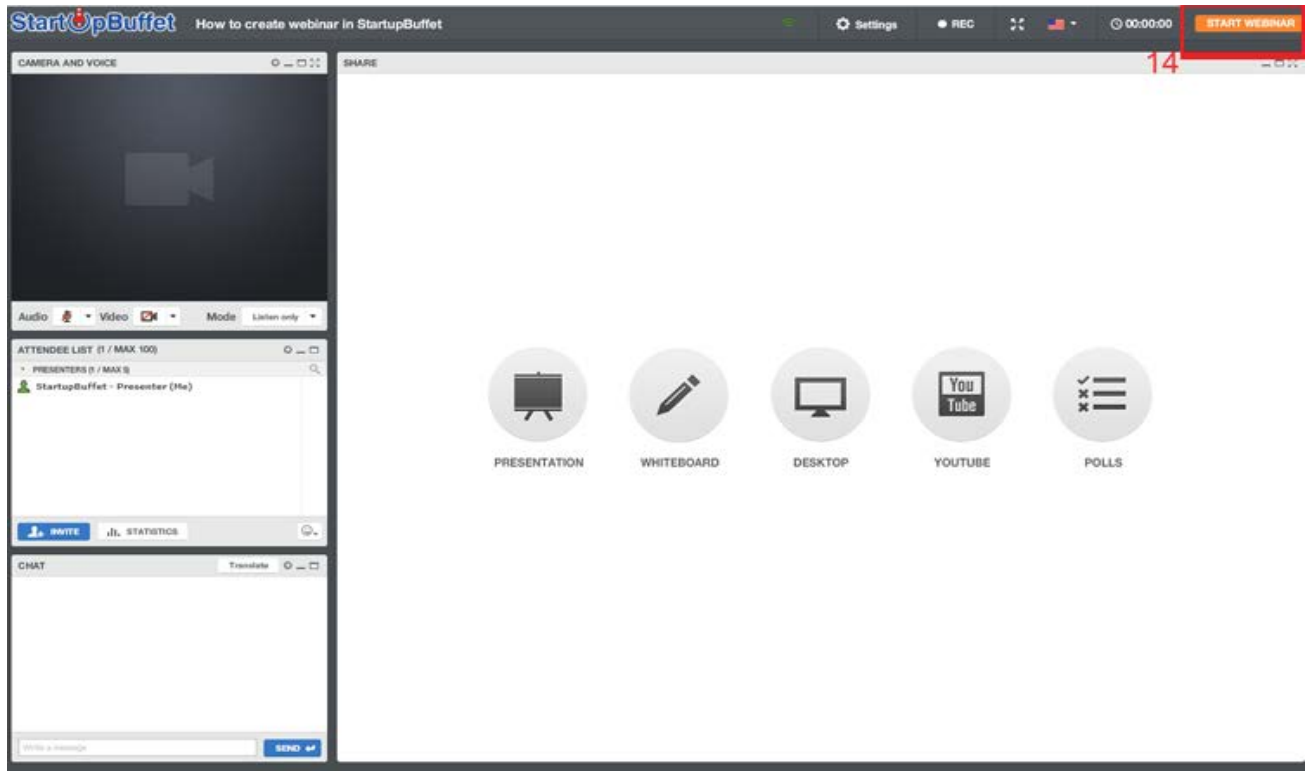
12. Create or Import Media for Your Webinar



13. Activate your Camera & Voice



14. Start Webinar



For Questions or Support, please email support@StartupBuffet.com

www.StartupBuffet.com