

Attendee Information



As a Zoom webinar attendee, you will have the capability to learn about subject matter important to your responsibilities in the water & wastewater industry in a virtual learning environment. There are some key points you should know about connecting with New Jersey Water Association's online training.

Participant Preparation and Conduct:

- These are virtual classes, not mobile! The training cannot be successfully completed "on the fly" if earning TCHs is the expected outcome.
- A desktop, laptop or tablet computer is required to interact with the instructor, ask and answer questions and submit poll questions. A phone is not recommended.
- Log in to the training session at least 5 minutes prior to the scheduled training session start time to address any technical issues. Like in-person training, *you need to be there on time.*
- Educational materials consist of audio and video streaming which requires sufficient bandwidth. You are responsible for ensuring you are able to finish the remote training session.
- Stay engaged. There will be Q&A, Online Polls and Verification Codes during your training session. These are conducted to gauge comprehension of the material presented and ensure your participation to determine eligibility for credit. So please pay attention and be ready.

Requirements for Attendees:



- Desktop or Laptop Computer (preferred) with audio. Tablet (iPad/Android)
- Wired (preferred) or Wire-less (WiFi) internet connection.
- Acceptable and stable bandwidth for internet broadcasting.
- A valid and active email address.
- A Confirmation email with your unique link to join the session.

Helpful Tips (Zoom)

- Get your computer set up by signing into the Zoom session early via the link provided. You may be placed in a "waiting room" until the presenter is ready to start.
- Be prepared to rename yourself. Your zoom name is what is used for attendance and participation, so we need your full name. Sometimes you may log in and appear as "iPhone" or something like that. You will need to manually rename yourself in that case.



How to rename yourself

On computer

Step 1: When in a meeting, click on 'Participants' at the bottom of your screen in the calling bar.

Step 2: Hover the mouse pointer above your name until you see the option to select 'More'.

Step 3: Once you see it, click on it and select Rename.

Step 4: Enter your desired name in the text field and click on 'Ok' to confirm your selection.

On Phone

Step 1: During the meeting, tap on 'Participants' to bring up the list of participants in your meeting. Step 2: Now find and select your name from the list and tap on it.

Step 3: Select 'Rename' and enter your desired new name in the text fields to change your name.

Please note: Although the NJWA is using the best technology available, there may sometimes be technical issues that are beyond our control. If the remote training event is interrupted, please stand by. We will use the email address you provided to us to relay important information on rejoining the session.

Once the training session has begun, if technical problems occur with the broadcast, every effort will be made to complete the training session, even if there was a pause and additional time must be added to the length of the remote training session. If the training session cannot be completed within a reasonable amount of time, you will be advised as to when the rest of the session will be completed. You can then log on at the rescheduled time and complete the training session.



Submitting your course for TCH Credit:

After the session is complete and we have verified that you attended the required number of hours you will receive an email. The Remote Training Information, Certification and Credit Application Form is an electronic document. The document can be completed, signed, and submitted electronically right on your computer or laptop. The form needs to be complete with Participant Information, Participant Verification Codes, a full water/wastewater operator License Number(s): please include *at least one* license with all digits. (e.g. 002343, 0000004) and your signature. Once complete, you will see a blue button at the bottom of the screen asking you to Click to Sign this will submit the document to us for verification.



This form, once completed by you and accepted and signed by a NJWA staff member, will be your only record of having successfully completed the remote training session.

The NJWA will retain a record of all those who successfully complete the remote training sessions. Those records will be reported electronically to NJDEP.

If you do not receive a Training Certification Form from us within one-business day, please check your Spam/Junk Folder.

If you have any questions or concerns prior to or after the session, please email webinar@njwater.org

Thank You,

New Jersey Water Association