

We have completed two full weeks of our **free** Webinars and we are *extremely pleased* with your enthusiastic responses. Already we feel that our Webinars are a great success and that they will be an effective way to help you become more knowledgeable about our software products.

We are also very pleased with the two web-based products that we use to organize and present our Webinars—**GoToMeeting.com** and **SurveyMonkey.com**.

Please review the basic Webinar logistics below. For more details and hardware and software requirements, see the *HTS Express Special Hi-Q Edition* emailed on 1/8/2009 and posted on our website.

## **Hi-One**      **Webinars are Short and Highly Focused**

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Most of our Webinars are 30 to 60 minutes long, so it is easy to add them to your day. A few Resident Accounting Webinars are 90 to 120 minutes long due to the nature of billing operations.

A Webinar focuses on a specific feature making it easy for you to master a new skill.

## **Hi-Two**      **Hi-Tech will Invite You to the Webinar**

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***Please wait until you receive the invitation to sign up.***

We keep a list of our users' email addresses by Application (i.e. Clinical, Resident Accounting, etc.). About a week before a Webinar, we email an invitation to the users of the application to be covered.

To attend the Webinar, simply respond to the email invitation and provide the requested information.

Hi-Tech will email you a Confirmation with instructions on how to sign in to the Webinar.

**SAVE this email.** You can print or forward it to another email address to have additional copies.

NOTE: If you do not receive an invitation to a Webinar that you want to attend, let us know.

Email [Webinars@Hi-TechSoftware.com](mailto:Webinars@Hi-TechSoftware.com) with your facility name, your first and last names, email address(es) and application(s) used by you or your staff.

## **Hi-Three**      **“Join a Meeting” from your Facility, Home or Anywhere**

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Join a meeting from any PC with Internet capability (preferably high-speed rather than dial-up).

About 15 minutes before the Webinar begins, use your confirmation email to sign in.

Click the link in the email, enter the Meeting ID, click Ok and wait for the session to begin.

You can also Join a Meeting through our website. Go to [www.Hi-TechSoftware.com](http://www.Hi-TechSoftware.com) > **Hi-Tech Clients**.

Click [GoToMeeting](#) > [Join a Meeting](#) > [Launch Software](#). When prompted, enter the Meeting ID that Hi-Tech emailed to you. Click [OK](#). Wait for the Webinar to begin.

## **Hi-Four**      **Respond to SurveyMonkey**

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After the Webinar we might send you a survey through SurveyMonkey.com. The survey is short, and your responses will help us improve our technique (and the Monkey is adorable).



## **Hi-Five**      **Review the Webinar Schedule**

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Go to [www.Hi-TechSoftware.com](http://www.Hi-TechSoftware.com) > **Hi-Tech Clients** > [View Webinar Schedule](#).

We welcome your suggestions for Webinar topics. Send them to [Webinars@Hi-TechSoftware.com](mailto:Webinars@Hi-TechSoftware.com).

View previous **Hi-Tech  Hi-Fives** at [www.hi-techsoftware.com](http://www.hi-techsoftware.com).

*Send your own Hi-Fives to [marti@hi-techsoftware.com](mailto:marti@hi-techsoftware.com)*