

Webinar Creation – Stealth Seminar Instructions

1) What type of event is this (select one):

Automated Webinar (repeats automatically)

2) Webinar Headline/Title:

INSERT YOUR TITLE

3) Webinar video:

UPLOAD IT HERE OR SHARE THE LINK FOR IT WHERE YOU HAVE UPLOADED IT TO VIMEO OR WISTIA:

<http://www.stealthseminar.com/editor/events.php?ssencoder=1>

I have already uploaded this. The file name is **INSERT FILENAME** (e.g. newwebinar.mp4)

4) Webinar Registration Page Template:

INSERT LEADPAGES REGISTRATION PAGE LINK (see LeadPages training)

Info needed for webinar scheduling:

5) Do you want to use our email reminders only? **Yes, please use the campaign/funnel I have created in my auto-responder (see info below) and add in your automatic confirmation and reminder emails at the beginning of that campaign/funnel.**

6) If you also want to use your own autoresponder/ crm system what is it?

INSERT YOUR CRM SYSTEM

7) If yes, what is the login and password for that system?

INSERT YOUR USERNAME & PW FOR CRM SYSTEM

8) Have you already set up lists (list in aweber/icontact/mailchimp) or Campaign (InfusioSoft/getresponse) or form/sequence (office autopilot) for it? If so, what are they?

INSERT NAME OF FUNNEL/CAMPAIGN

9) If not, shall we set up some lists/Campaign/form/sequence to get you started? **No**

10) If multiple options are available for your webinar registration what times do you want offered:

Pls run at the top of the hour, 9a EST to 9p EST

11) Do you have any call to action/buy now button/offer button during webinar? If yes, can you please give us the call to action/buy now button/offer button link, the start time and end time of showing button?

INSERT LINK TO APPLICATION FORM (see WooFu training)

12) How do you want to interact with your attendees:

Q&A box/Live chat/Chat replay

None/No

Additional Instructions:

Remove the bar that shows how many people are on the webinar

Remove the side area that shows the names of people who are on the webinar

Show the CTA button below the webinar at **INSERT TIME** and leave up until the end

Confirmation page – add this video (must be less than 3 mins) from YouTube **INSERT LINK**