DOWNLOAD & UPLOAD YOUR WEBINAR

Contents

EASY PRO WEBINARS

This guide will take you through downloading, uploading and running your Easy Pro webinars.

REQUIREMENTS

Self Hosted Webinars

Each webinar you create is fully stand-alone and required uploading to your hosting or web server.

If you require web hosting then I recommend you use Hostgator.

Hostgator is a well established and solid hosting service. It is well set up so things just "work out of the box' with it.

It is very low cost and has the advantage of monthly payments that you can cancel at any time.

https://www.hostgator.com/web-hosting2

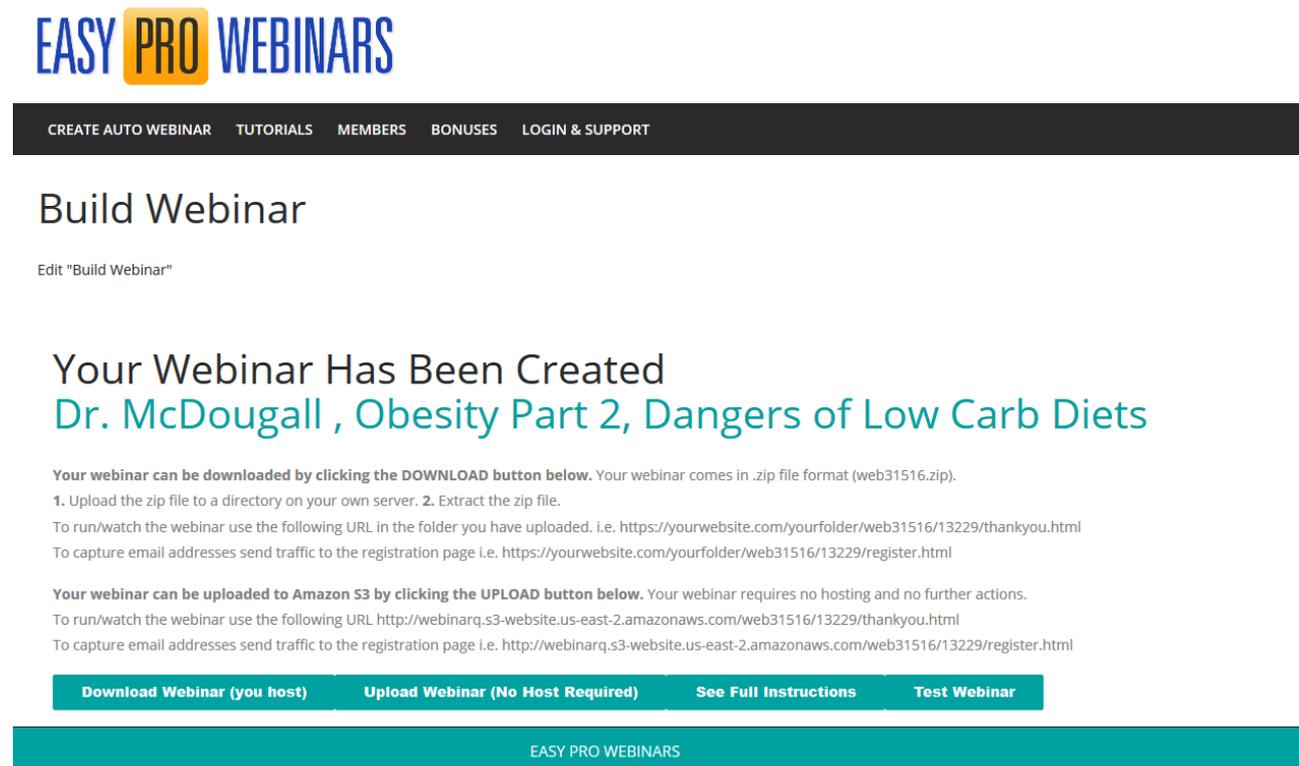The hatchling option is enough for one website and your webinars.

You don't need an actual website (but better if you do) but you will need a domain.

S3 Hosted Webinars

If you purchased the monthly option then that will include free hosting for your webinars. This Means you do not have to download/upload your webinar to your own hosting. However that option is still available to you if you wish.

OVERVIEW

Once your webinar has been created you will see a page similar to the screenshot below

This is the information you will need to download, upload, distribute and run your webinars.

Note that this image also shows additional function [Upload Webinar (no hosting required)]. This allows you to upload to Amazon S3 for free. This is only available to monthly members.

So in the example above the text for downloading a webinar is:

Your webinar can be downloaded by clicking the DOWNLOAD button below. Your webinar comes in .zip file format (web59568.zip).
1. Upload the zip file to a directory on your own server. **2.** Extract the zip file. To run/watch the webinar use the following URL in the folder you have uploaded. i.e.
https://yourwebsite.com/yourfolder/web59568/95828/thankyou.html
To capture email addresses send traffic to the registration page i.e.
https://yourwebsite.com/yourfolder/web59568/95828/register.html

In brief you will need to:

1. Download the webinar in zip file format
2. Upload the zip file to a suitable folder on your server.
3. Unzip the webinar file.
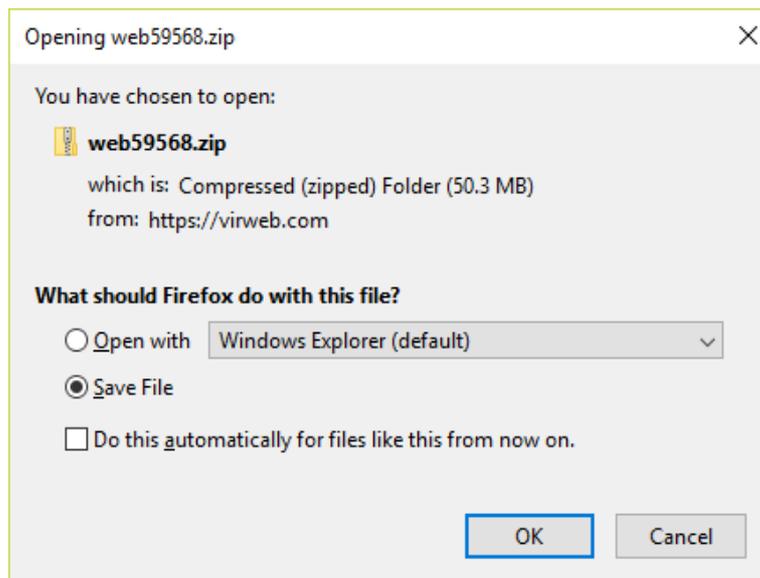4. Give the register.html URL to your target audience.

Here are the instructions in more detail.

DOWNLOADING

1. To download the webinar zip file simply click the DOWNLOAD WEBINAR button on the "Webinar Created" page as seen in the screenshot above.
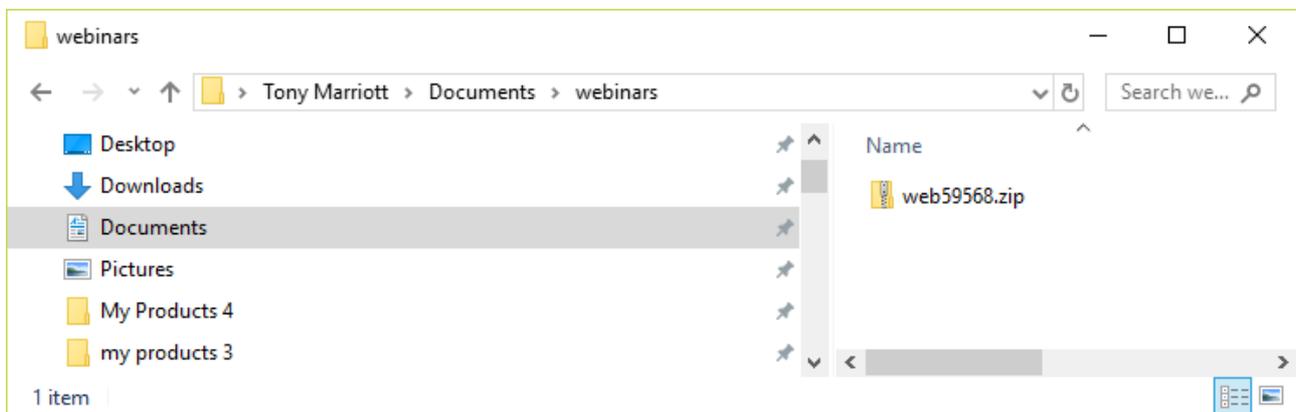
In this example the zip file will be named web59568.zip. But each webinar will have a unique name. That name is listed on the download page.

By default most browsers will download the file to your default download page. This will depend on your own settings. You may want to create a folder on your computer called "webinars" to store all your webinars in. This will make it easier to manage later.

2. Click OK to download the zip file.

As you can see below in windows explorer have created a folder called webinars and my zip file has been copied into that folder.
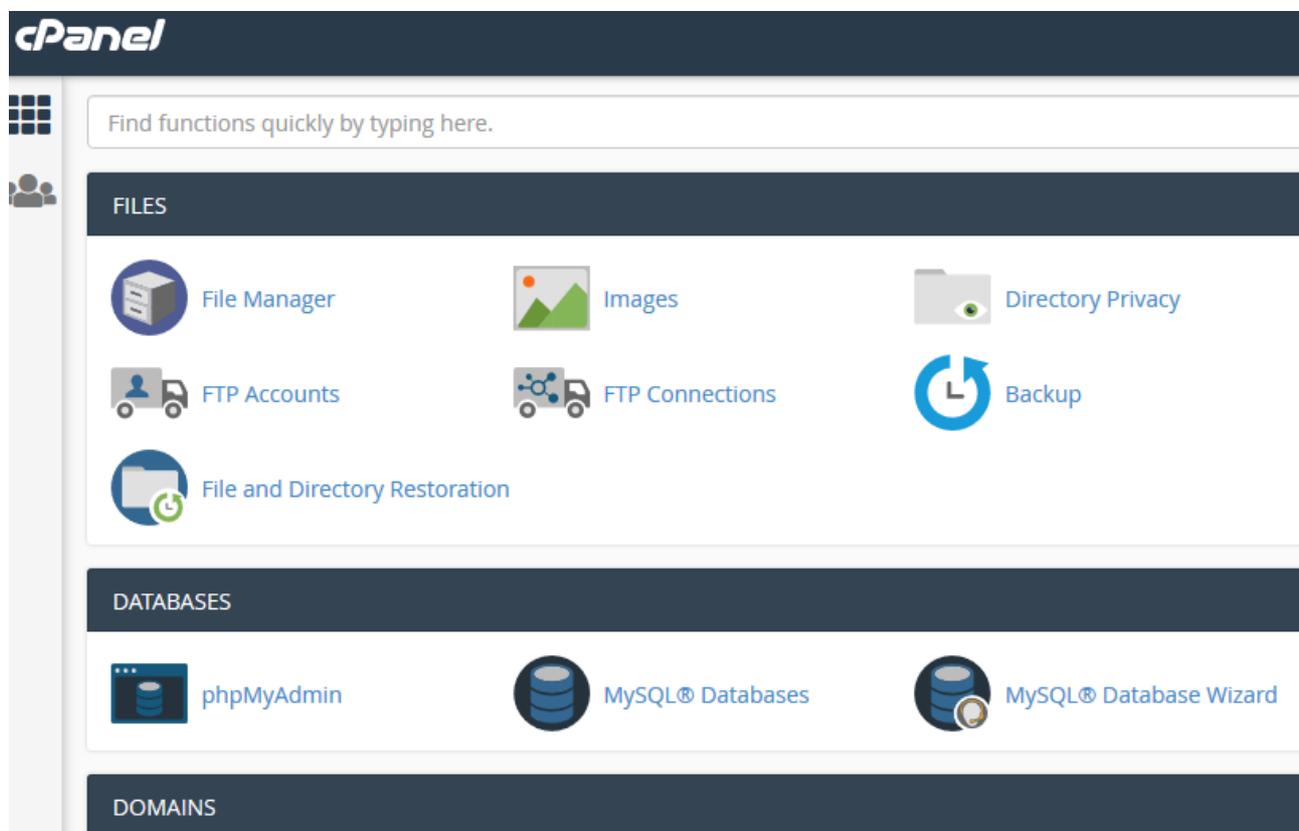

UPLOADING (to your own host)

To upload the webinar files to your server you will need an FTP application or

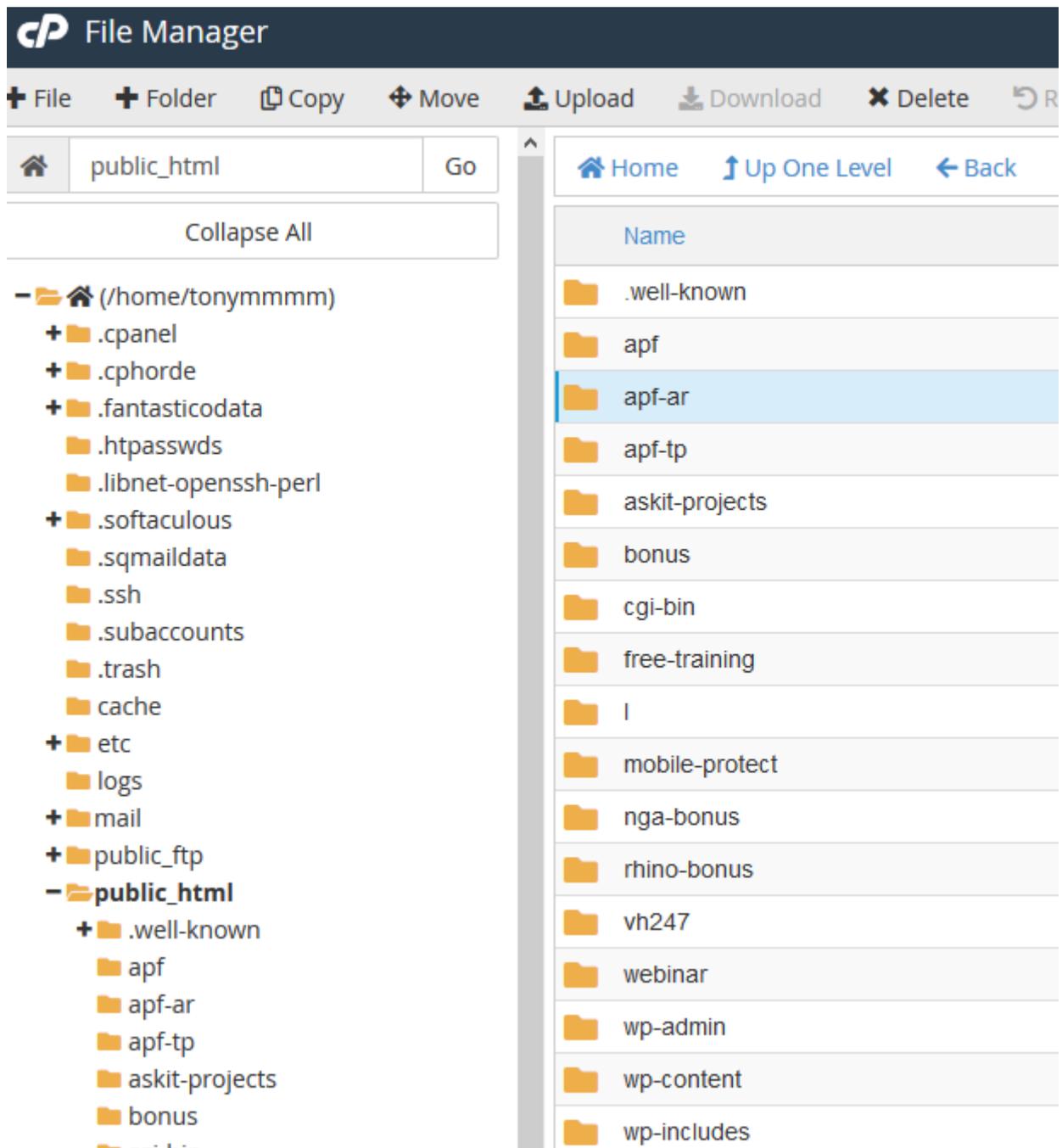a file manager application in your cPanel (or other server management panel).

If you do not have or are not familiar with an FTP application then go to your hosting cPanel.

cPanels may look different in different host companies but they will be something similar to the screenshot below.
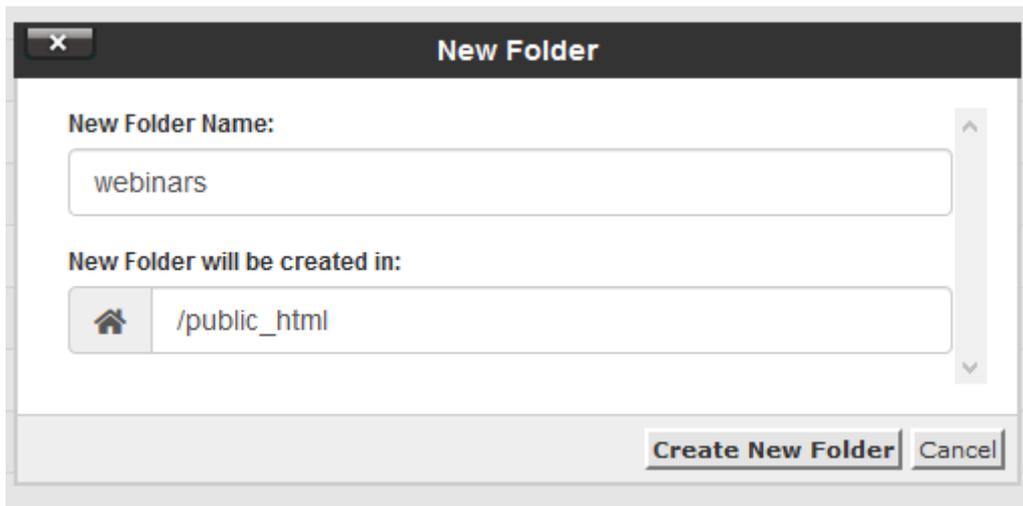

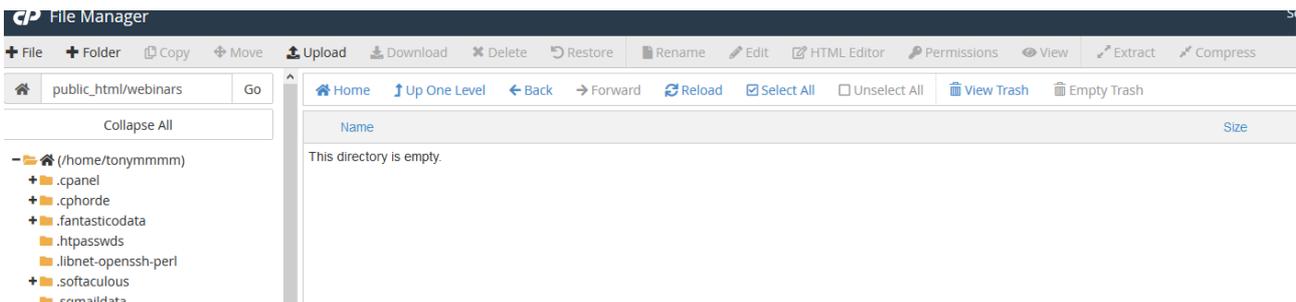1. Click on FILE MANAGER to open that application.

You will see something similar to the screenshot below:

2. Navigate to the public_html directory and click +FOLDER from the top menu to create a new directory called "webinars" (or a directory name of your choice).
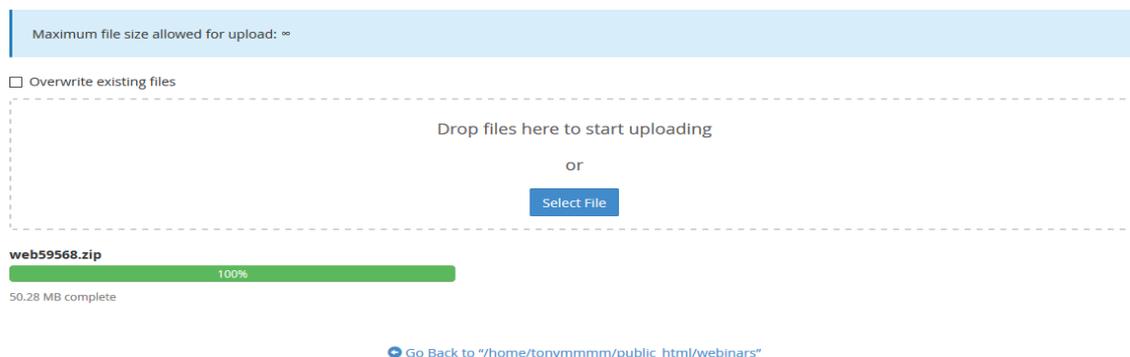
3. Click CREATE NEW FOLDER to complete the process and open that folder by clicking on it.
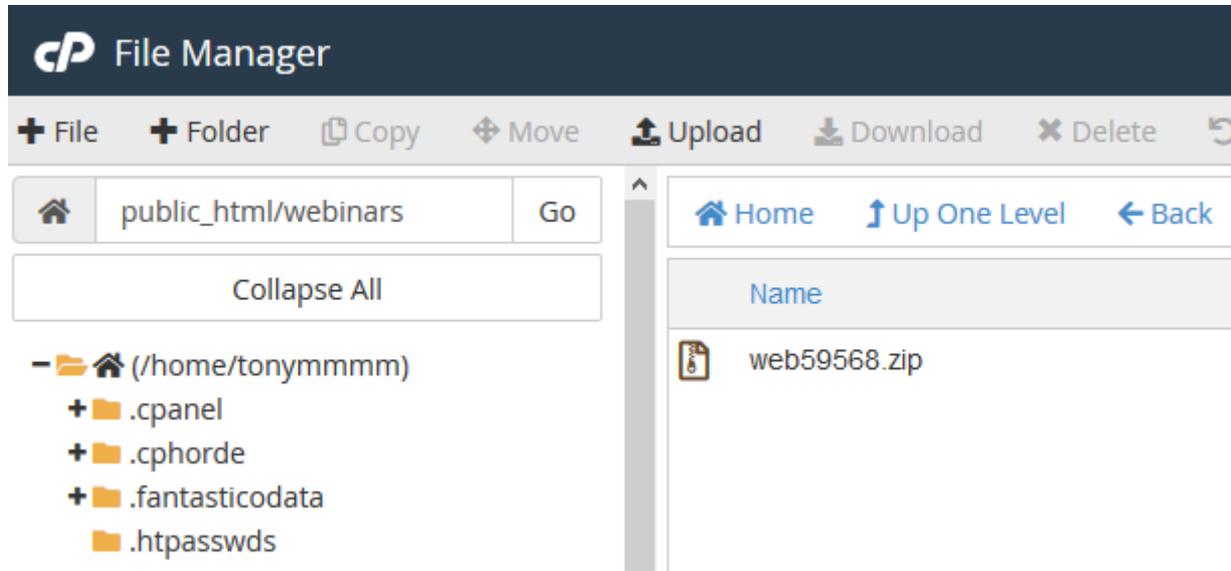

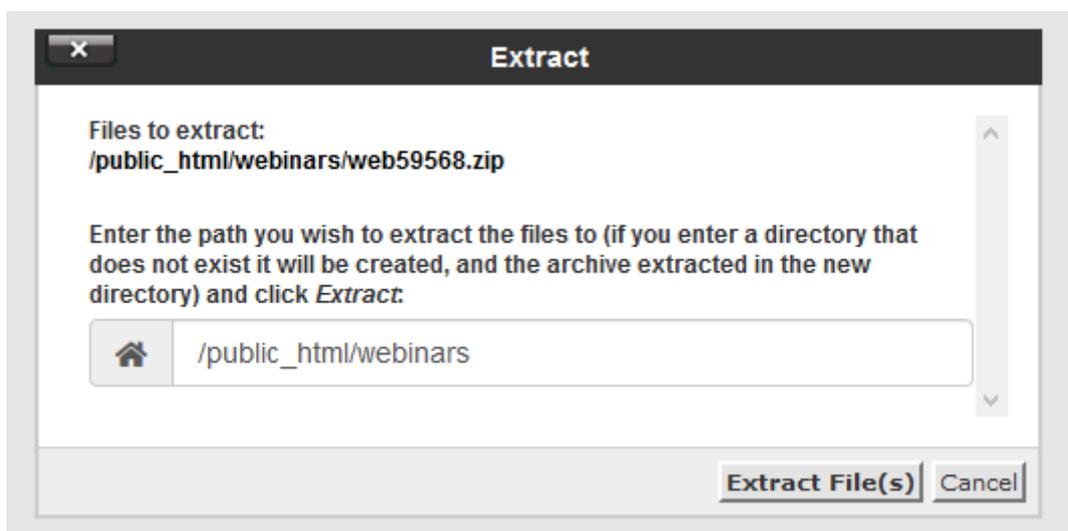**4. Click UPLOAD from the top menu and select the zip file you downloaded**

When uploaded go back to the File Manger screen and refresh the WEBINARS directory to see the new file.
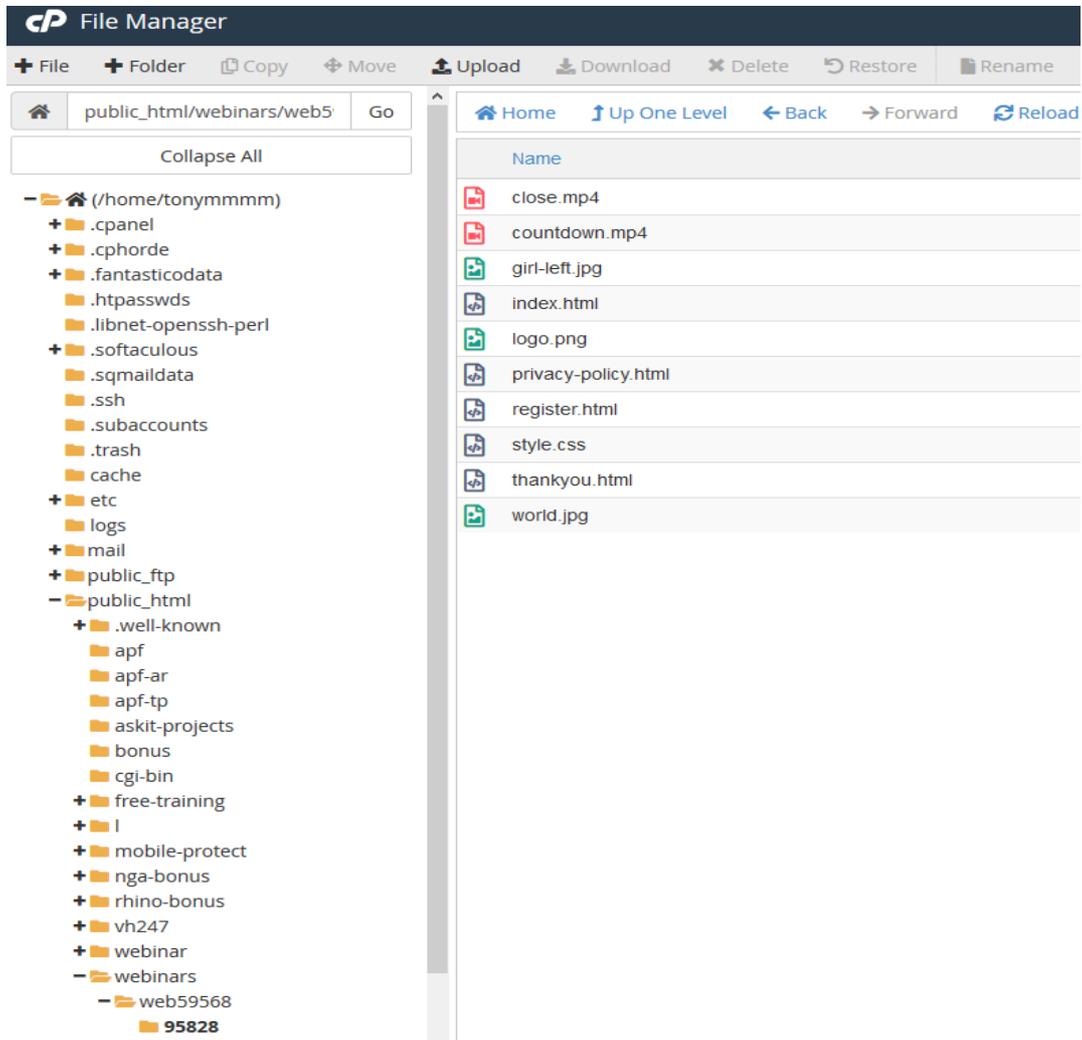

EXTRACTING

1. Right Click on the file and choose EXTRACT. Or click on EXTRACT on the top menu.

2. Click EXTRACT FILES button to complete the process

Note that the results are as shown above. The file structure is:

yourwebsite.com/webinars/web59568/95828

Referring back to the Easy Pro Webinar download page (shown below) the working URLs for this webinar are:

Registration Page
https://tony-marriott.com/webinars/web59568/95828/register.html

Thank you page
https://tony-marriott.com/webinars/web59568/95828/thankyou.html

Play Webinar
https://tony-marriott.com/webinars/web59568/95828

Remember that each webinar will have a different name and may be uploaded to different domains so the URLs above are simply examples and the names and numbers need to be replaced by your specific details.

UPLOADING TO S3

Uploading your webinar to S3 is only available to monthly members.

You can upload your webinar by simply clicking the UPLOAD WEBINAR(No Host Required) button on the Build Webinar page.

This will Automatically upload the webinar files to S3.

Use the URLs given to access your webinar and registration pages. In the example above this is:

Your webinar can be uploaded to Amazon S3 by clicking the UPLOAD button below. Your webinar requires no hosting and no further actions.
To run/watch the webinar use the following URL http://webinarq.s3-website.us-east-2.amazonaws.com/web59568/95828/thankyou.html
To capture email addresses send traffic to the registration page i.e. http://webinarq.s3-website.us-east-2.amazonaws.com/web59568/95828/register.html

TESTING WEBINARS

After creating your webinar you can test it by clicking the TEST WEBINAR button. This will run the webinar in a new tab.

Note this is run from a temporary location. Once you are happy with your webinar either download it to your computer or upload it to Amazon S3. Either way the temporary files will be deleted and the test button will no longer work.

If you wish to edit your webinar you can use the browser back button to return to the CREATE WEBINAR page. You can edit any of the options and rebuild the webinar and retest.