

WebinarJam Setup Checklist

Setup Checklist | Use this checklist to configure your webinar inside WebinarJam from start to finish.

Step	Task	Notes
1	Define your Revenue Moment	Clarify the action you want attendees to take.
2	Create the event in WebinarJam	Use the WebinarJam event wizard to set date, time, and title.
3	Build your registration page	Apply your completed registration copy template inside WebinarJam.
4	Configure reminder emails and SMS	Use the Show-Up Email Sequence timings and customize copy.
5	Prepare your presentation	Align slides with the Presentation-to-Action Script.
6	Set up engagement tools	Enable chat, polls, Q&A, handouts, and tests.
7	Add your offer	Schedule when the offer button appears using Offer Timing Worksheet insights.
8	Enable replay	Set your replay availability and expiration.
9	Test the webinar	Join as an attendee and presenter to ensure all elements function.
10	Go live!	Deliver the webinar and capture chat, poll, and Q&A data.
11	Analyze performance	Review registration, attendance, engagement, and conversion metrics.
12	Iterate and improve	Use insights to optimize the next event.

Ready to build your Webinar Revenue Engine?
Start your 14-day WebinarJam trial.

