



Webinar Instructions

1. If you are new to webinars, please consider scheduling a Meet & Greet session. You can do a Meet & Greet session without registering for a webinar, so you can learn more about our webinars.
2. Each attendee needs their own device (phone, tablet, computer, etc.).
3. One or two days prior to the day of the webinar, you will receive an email with a link for the webinar. Follow those instructions when logging in.
4. Prior to the webinar, you will receive an electronic book from us. It will be in the email with the Webex link. The book will also be attached as a handout in the presentation. If you look at the electronic book on your computer when you are doing the webinar, you will be counted as inattentive. If you want to use the electronic book to supplement the presentation, please print it before the webinar starts. It is not necessary for you to print out the book.
5. I will start the webinar approximately a half hour prior to the scheduled start time. (e.g. If the course officially starts at 8 AM, then I will start the session around 7:30 AM.) This should ensure that everybody is ready to go at the start. I will go over instructions on how to use Webex and general class information about fifteen minutes prior to the start of class. If you log in at the last minute and have problems, then this may impact your ability to receive credit. The extra time before class officially starts will help familiarize you with Webex to make the day go more smoothly.
6. Please keep your device on the presentation and not minimized. If you minimize the presentation or click on anything but the presentation, then your device will be counted as inattentive.
7. You must be present for the entire webinar. I will take roll several times throughout the day to make sure that you are there.