



WEBINARS - AS EASY AS THAT

a quick course to *SIMPLIFY* webinars *FOR YOUR CONVENIENCE*

WHY WEBINARS?

Simply put, it's convenient. By attending a webinar from the comfort of your office or home, you can save time, money, effort and discomfort, by not having to travel or sleep out. Imagine, no shoes, no shirt, but you still get service.

WHAT YOU NEED:

1. A functional PC/Laptop/Tablet/Smartphone, with a stable Internet Connection
2. An E-mail Address
3. A set of functional Earphones/Speakers



HOW TO REGISTER AND JOIN:

STEP 1 - CREATE AN ACCOUNT (THIS STEP MAY BE SKIPPED, IF PREVIOUSLY DONE)

- a. You receive an Invitation E-mail. Click on the embedded Link to be directed to the Course Page, where you need to Click on Log In/Register, and select the Register option to Create an Account. Once registered, you'll receive an e-mail with the Password to your new account.



STEP 2 - REGISTER FOR A WEBINAR COURSE

- a. From the Invitation E-mail, Click on the embedded Link to be directed to the Course Page. Log In to your account with the Password that you received during STEP 1.
- b. Allocate the specific Webinar, by Adding it to your Cart, and then proceed to the online Check Out. Follow the Payment Gateway instructions. (Free and Paid).



STEP 3 - CONFIRMATION AND REMINDER E-MAILS

- a. You receive a Confirmation E-mail, at your registered email address, for Each Session purchased, with an embedded Join Webinar Button.
- b. A day before the Webinar, you receive a Reminder E-mail, with an embedded Join Webinar Button.



STEP 4 - JOIN THE WEBINAR

- a. On the date and time of the Webinar, Click on the Join Webinar Button to be directed to the Webinar and Automatically Join/Attend.



STEP 5 - ACCESS POST-WEBINAR RECORDINGS AND ASSESSMENTS

- a. Log In to your Articulate-IT account. Navigate to the relevant Recording or Assessment. Follow the online instructions.



You're done ... **AS EASY AS THAT**



Webinar and live streaming facilitators