1. **Register for each webinar**
   1. Click on the webinar’s corresponding link in the table below which will navigate you to the corresponding GoToWebinar registration page
   2. Enter your first and last name and e-mail address in the boxes provided
   3. Click the blue, rectangular button labeled “Register” at the bottom of the page
   4. Congratulations! You are registered for the webinar. A confirmation e-mail will be sent to you with details on how to join the corresponding webinar
2. **Add webinar details to your Google Calendar,** (choose either Option 1 or Option 2 you do not need to do both)
   1. **Option 1: Through the GoToMeeting Response Page**
      1. On the “You’re Registered” page that comes up directly after pressing the “Register” button press the “Add to Calender” button
      2. Select the type of calendar you use on the dropdown (**Google**)
      3. When your calendar comes up, save the meeting by clicking on the blue “Save” button in the upper right hand corner.
      4. Check to make sure the webinar is on your calendar
      5. Congratulations, you are ready to connect on the appropriate day.
   2. **Option 2: Through the confirmation e-mail**
      1. On the registration confirmation e-mail you receive see the links just below “How To Join The Webinar”
      2. Select the type of calendar you use on the dropdown (**Google**)
      3. When your calendar comes up, save the meeting by clicking on the blue “Save” button in the upper right hand corner.
      4. Check to make sure the webinar is on your calendar
      5. Congratulations, you are ready to connect on the appropriate day.
3. **Repeat process for all topics. (Even if you don’t intend to attend the live session, your connection to the recordings is made through this registration process.)**