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. **Optionally add webinar details to your calendar of choice,** (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 (**Outlook** or **Outlook.com**)
      3. An .isc file will automatically download in your browser.
      4. Find the downloaded .ics file and “open” it
      5. When Outlook open, click on “Send Update”
      6. A warning code will come up. It will ask ”…..Would you like to save and close this meeting instead”
      7. Click “Yes”
      8. Check to make sure the webinar is on your calendar
      9. 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. Click on Outlook
      3. An .isc file will automatically download in a browser (one may open if one is not open already.)
      4. Find the downloaded .ics file and “open” it
      5. When Outlook open, click on “Send Update”
      6. A warning code will come up. It will ask ”…..Would you like to save and close this meeting instead”
      7. Click “Yes”
      8. Check to make sure the webinar is on your calendar
      9. 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.)**