

SDF WEBINAR ATTENDING GUIDE



REGISTRATION PROCESS

To register for one of our webinars:

- On the SDF website, on the webinar event page there is an RSVP button.
- Once you click the RSVP button, this will prompt you to enter in your details such as name, email, job title/organisation (if applicable) and ask if you want to join our mailing list.
- Once this has been completed, you will receive a confirmation email with your 'RSVP ticket' - please see example below.
- For some people, these emails may go to their junk folder, please check if the confirmation email has gone there as soon as you register.



**Please ignore the QR code, this will not take you to the Zoom meeting.

THIS IS THE LINK TO THE MEETING HERE



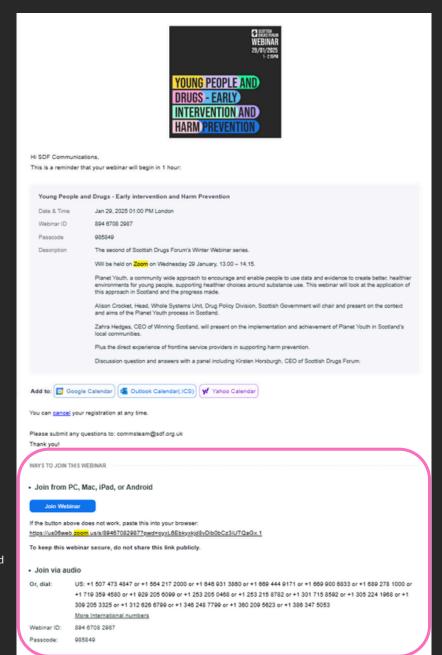


REMINDER EMAILS

In the lead up to the webinar, those who have registered will receive a reminder email 1 week, 1 day & 1 hour before the webinar.

The reminder email has a **blue button saying 'Join Webinar'** - when you click this it will take you to the webinar Zoom meeting.

For some people, these emails may go to their junk folder so please check in there if you think you have not recieved any emails.



THIS IS THE BUTTON YOU CAN CLICK TO JOIN THE WEBINAR



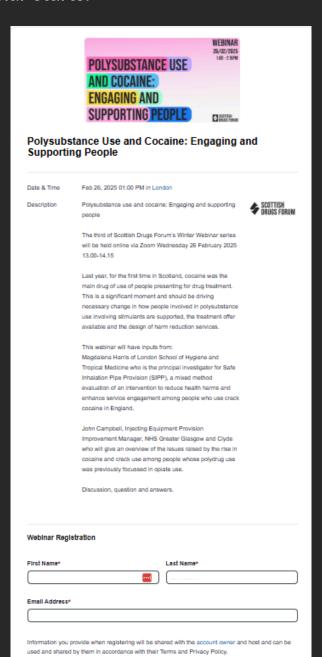
**There is also a link here, you can paste into your browser and info with the meeting passcode



JOINING THE WEBINAR

When you click the 'Join Webinar' button or use the link in the email, you will be taken to Zoom and prompted to fill out your name and email address to 'Complete Registration' - this only take 2 seconds and once you have done this they will automatically be put into the webinar room.

If you join before the exact start time then you will be held in a waiting room until the webinar starts.



THIS IS WHERE YOU PUT YOUR NAME AND EMAIL THEN HIT **REGISTER**





ONCE THE WEBINAR HAS STARTED

If you notice you have not received any emails beforehand, please let us know **before** the day of the webinar so we can remedy this for you. As it is a live event, once it has started we are unable to add attendees.

Our webinars are always recorded and uploaded to our YouTube channel, which you can access <u>here</u>.

REPORTING ANY ISSUES WITH REGISTRATION

If you have any queries about signing up, please contact the SDF Communications Team on **commsteam@sdf.org.uk**.



We look forward to seeing you there!