

## How to Register in GoToWebinar for the 2017 WI CAN Educational Series

1. Click on the registration URL: <https://attendee.gotowebinar.com/register/7443682004787491585>
  2. Fill out all required fields: first name, last name, organization and email address.
  3. Click **Register**.
  4. You will receive a confirmation email that lists all the **2017** dates as well as information on how to join the sessions.
  5. When it's time for the session, just click the meeting URL.
- ★ You only need to register one time in GoToWebinar for the entire **2017** series. The same link will work for all sessions.
  - ★ The meeting URL will be sent to you in a reminder email 1 day prior and then again 1 hour before each scheduled session. If you don't plan to attend, you can just ignore these reminders.
  - ★ Cancelling your registration will remove you from the entire **2017** series. Simply ignore the reminder emails for any sessions you are unable to attend.
  - ★ Don't share your meeting URL with anyone—it's unique to you.
  - ★ You may notice the following in some of your communications from GoToWebinar: *Attendees are expected to attend all 12 sessions*. Please ignore it. This phrase is automatically added by GoToWebinar and I can't remove it. The Truancy Officer will not show up at your door demanding to know why you didn't attend!

## How to join a WI CAN session in GoToWebinar

1. Allow yourself 10-15 minutes before the start time to establish your connection to the online and phone components of GoToWebinar.
2. Refer to the original confirmation email or a reminder email to locate your unique meeting URL. (You will receive these reminder emails 1 day before and then again 1 hour before the scheduled session.)
3. Click the link to join the webinar.
4. Join the audio conference by phone using the instructions on your screen. After dialing the phone number provided, you will be prompted to enter an Access Code and then an Audio PIN.
5. You will be in a "waiting room" until the organizer starts the meeting.
6. When a handout is available, you can find the PDF in the Handouts section of the control panel.

View the [system requirements](#) prior to using GoToWebinar. If you are using a desktop computer, you may need to download the Citrix Online Launcher file for [Windows](#) or [Mac](#) before launching GoToWebinar.

## If you have questions about using GoToWebinar please contact:

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