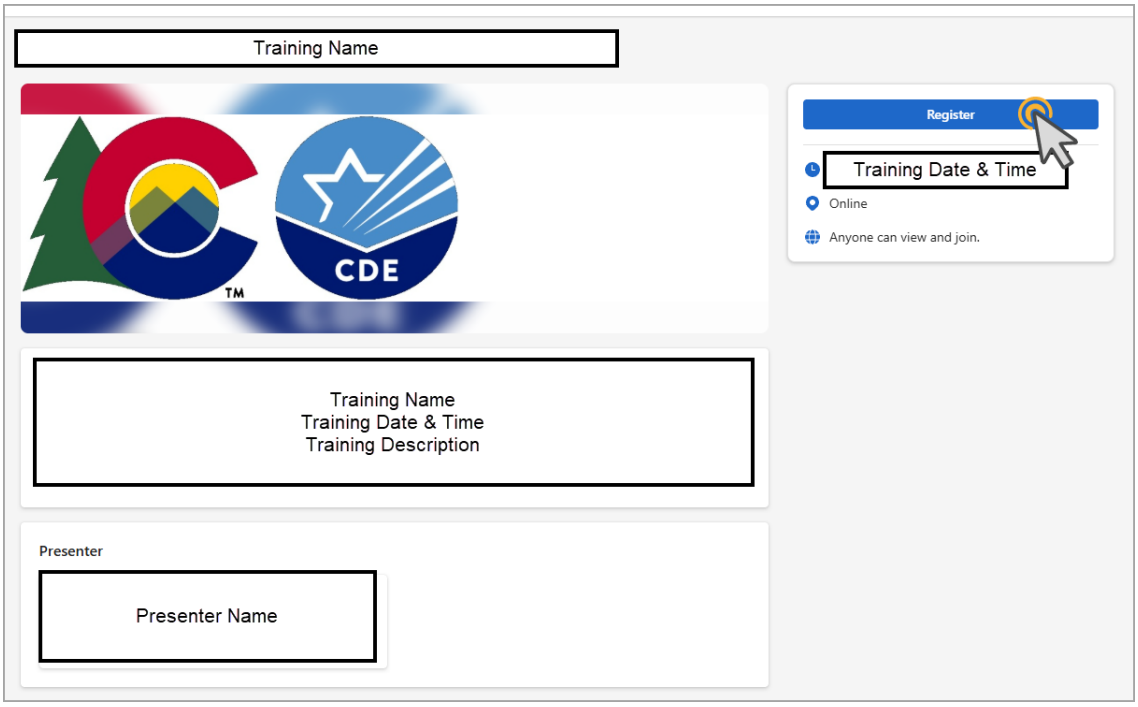
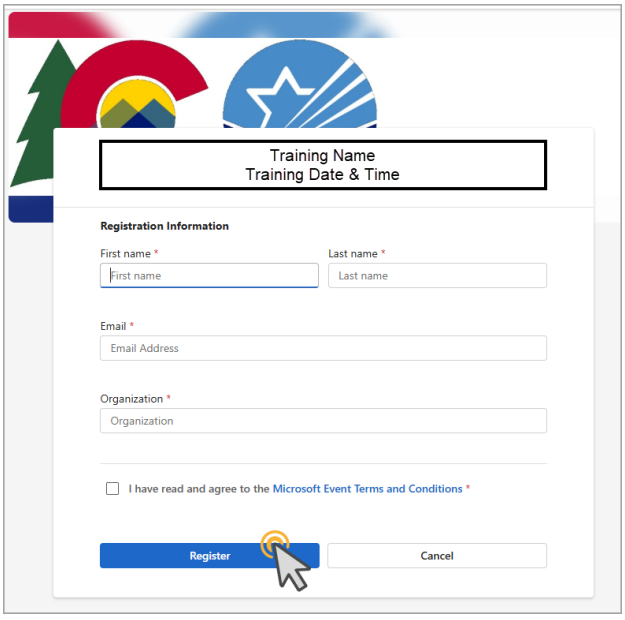
Registering for a Collection Webinar

Steps

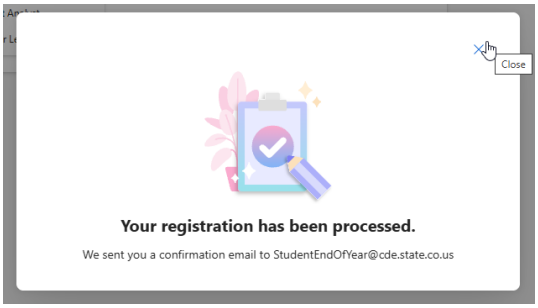
1. Go to the registration page
    a. Link available on collection website
2. Select ***Register***



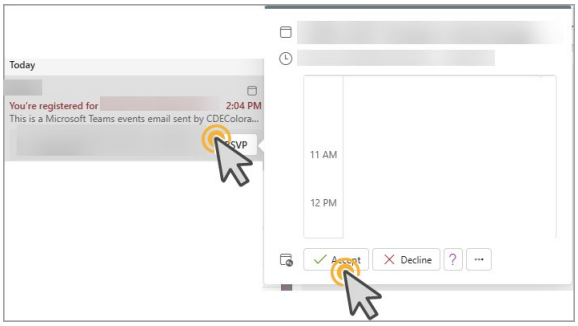
3. Complete registration information



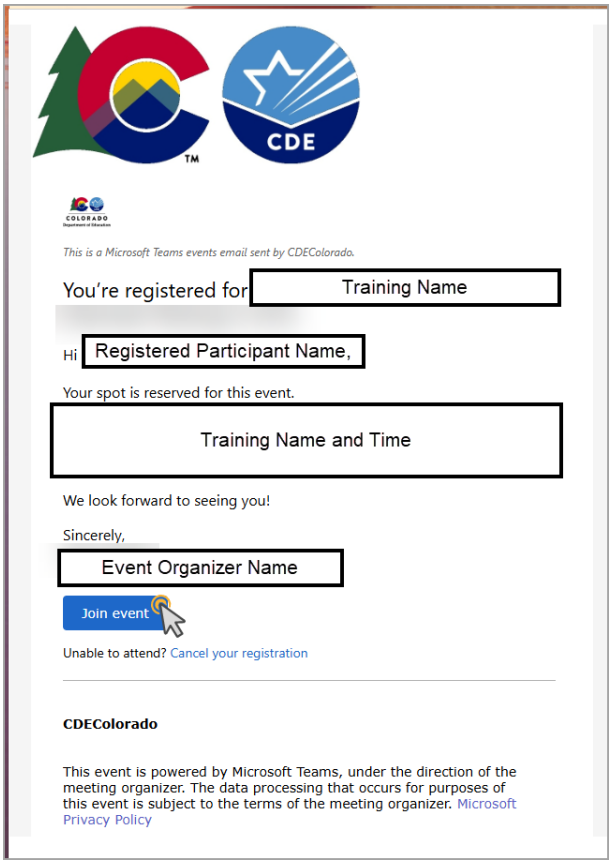
A pop-up will show registration has been processed



4. Review confirmation email and accept the invitation.



Confirmation email includes the Join Event meeting link along with the details of the calendar invitation.



Tips

- A reminder email including the 'Join Event' link is also sent to registered participants about a day before the event.
- If you are signed into a Microsoft Account, the join link will show on the registration page instead of a registration link if you have already registered for the event.
- If you don't receive a confirmation email:
    - Check your junk mail
    - Ask your IT team to confirm invites from CDE are not blocked in your LEA's spam filter.
        - Emails from CDE Webinar Registrations are sent from <noreply@cdecolorado.s02.usa1.teams-events.com>.
        - Emails from CDE Data Pipeline Support Bookings are sent from <CDEDataCollectionSupport@cde.state.co.us>.
- Use the Add to Calendar button at the top of the page to add the event to your calendar

