

How To Participate in Teleclass Education

If you have registered for the teleclass

1. Retrieve the attached teleclass handout notes (see “How To Access Teleclass Handout Notes”).
2. Please make sure that you are connected at least **5 minutes** before the scheduled start time, and stay connected until we say goodbye at the conclusion of the class.
3. To connect to the Bridge Line, dial the number that was e-mailed to you (or see “How To Access Teleclass Bridge Line & PIN Code”) and then enter the PIN code when requested. Note that the Bridge Line opens only **10 minutes** before the teleclass start time.
4. During the teleclass, please mute your telephone by pressing *6. To take yourself off mute to ask a question, press *6 again. Or you could use your own mute button.
5. You are welcome to and encouraged to tape record the teleclass for your later reference and for the benefit of those who couldn't participate.
6. The teleclass technology is not perfect and sometimes you might get “bumped off”. If you get disconnected for whatever reason, simply dial back in.
7. When you ask a question please identify yourself by at least your first name, and the facility or city from which you are calling. Please keep the question as concise as possible.
8. If Murphy's Law conspires against you and you are unable to join the class for whatever reason, don't worry. The teleclass recording will be available to you on-line. It isn't as good as being there but it's close.

If you have not yet registered for the teleclass

1. Register for the teleclass through your Member's Page
2. If you are not yet a Webber Training Member or if you don't remember how to register for a teleclass, refer to “How To Register as a New Member”, or “How To Register for a Teleclass”.
3. If you need help contact Paul Webber at paul@webbertraining.com.