

How to Create a Teleclass Poster

If you have already registered for the teleclass

1. Connect to www.webbertraining.com
2. Click on Member Login
3. Enter your Username and Password and click on Enter. If you cannot remember your Username or Password, click on "Forgot Your Password" and enter your e-mail address. Your Username and Password will be immediately e-mailed to you.
4. You will now be in your Member's Page and you should see listed there all of the teleclasses for which you have already registered. To the right of each of the 2004 teleclass topics you will see an icon for Poster. Click on the icon.
5. The next screen will have 2 fields that you can fill in. In the "Being Held At" field, enter the room number, or building, or any information that will tell people where the teleclass is being held.
6. In the "Contact Information" field you can enter your name, your e-mail, your phone number, or the name and contact info of someone else.
Note - you can leave both of these fields blank if you prefer.
7. Click "Create".
8. The poster will appear on your screen. You can print it and distribute, or save it to your hard drive and send it as an e-mail attachment.

If you need help, or have not registered for the teleclass

Register for the teleclass, or contact Paul Webber paul@webbertraining.com