

# **How to Access Teleclass Handout Notes**

## **If you have already registered for the teleclass**

1. Connect to [www.webbertraining.com](http://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. There will be link for "Notes/Recordings" to the right of the teleclass title.
6. Click on that link.
7. The next screen will list links for several files - slides, handouts (2 slides-per-page version and 6 slides-per-page version), recording, and possibly others. Click on the link for the file that you want to download and/or open.

## **If you have not registered for the teleclass**

Register for the teleclass, or contact Paul Webber [paul@webbertraining.com](mailto:paul@webbertraining.com)