

# How to Access On-Line Recordings

You can access on-line recordings in two ways – in your *Member's Area* if you've registered for the teleclass, and in the *Recordings Library* if you haven't.

## If you have 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.
6. Click on the NOTES/RECORDINGS link for whichever topic you wish.
7. The next screen will list several files under the heading "Documents" (usually a document for slides, two documents for handouts, and possibly others). There will also be a link for the recording. Click on the Recording link and the teleclass recording will begin to play automatically.
8. It might be prudent to minimize the recording screen and open the PowerPoint slides or pdf handout for that teleclass to follow along.

Teleclass recordings are usually posted to your Member's Page within an hour or two following the live teleclass. After 12 months the recordings and handouts are also posted in the free-access Recordings Library [www.webbertraining.com/recordingslibraryc4.php](http://www.webbertraining.com/recordingslibraryc4.php).

## If you have not registered for the teleclass

If the teleclass was free-registration, or if 12 months have passed since the live teleclass date, the on-line recording will be posted in the free-access Recordings Library that you can access from [www.webbertraining.com](http://www.webbertraining.com).

1. Connect to [www.webbertraining.com](http://www.webbertraining.com).
2. Click on Recordings Library icon on the right of the home page or in the menu on the left of your screen.
3. Scroll down to the topic or date that you want, or do a keyword search by entering one or more words into the Search Library field.
4. Click on one of the links for Recording.
5. Minimize the recording screen and click on the link for Handouts to open the pdf handout file, and follow along.