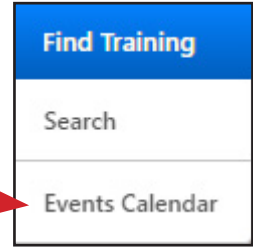
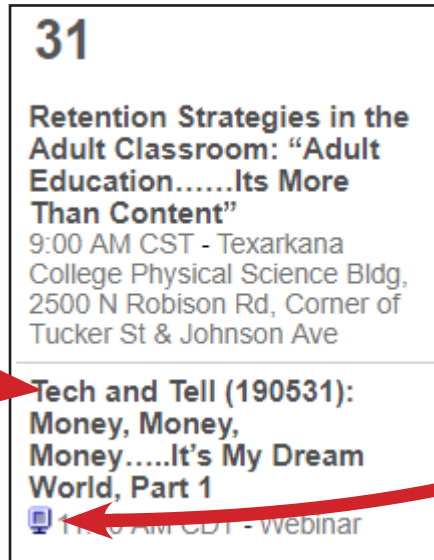


# Requesting a Live Webinar

1. Hover on the **Find Training** tab and click on **Events Calendar**.

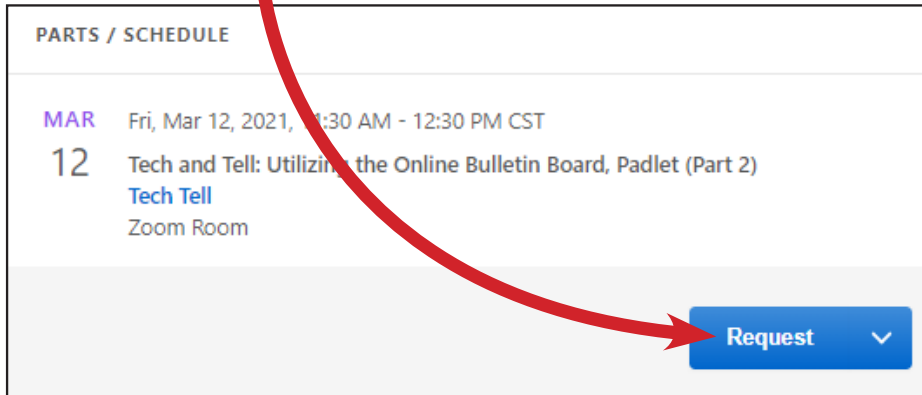


2. Use the events calendar to search for a live webinar. Click on the **bolded title** to view the Training Details.



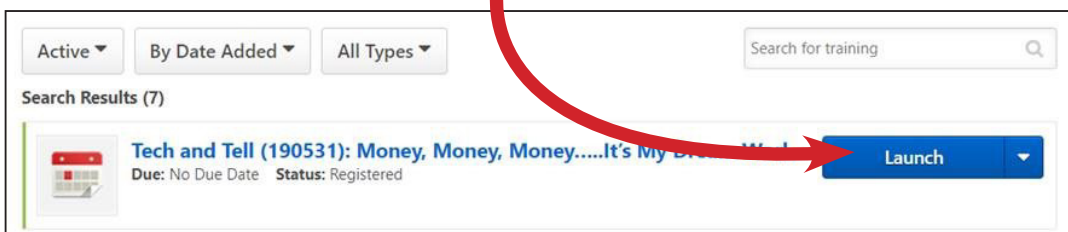
**NOTE: The computer icon represents a live webinar.**

3. Click on the **Request** button to register for the live webinar.



**NOTE: We recommend launching the webinar at least 15 minutes in advance, especially if this is your first time joining a webinar.**

4. On the day of the webinar, return to the active section of your transcript. Click **Launch** to join the webinar.

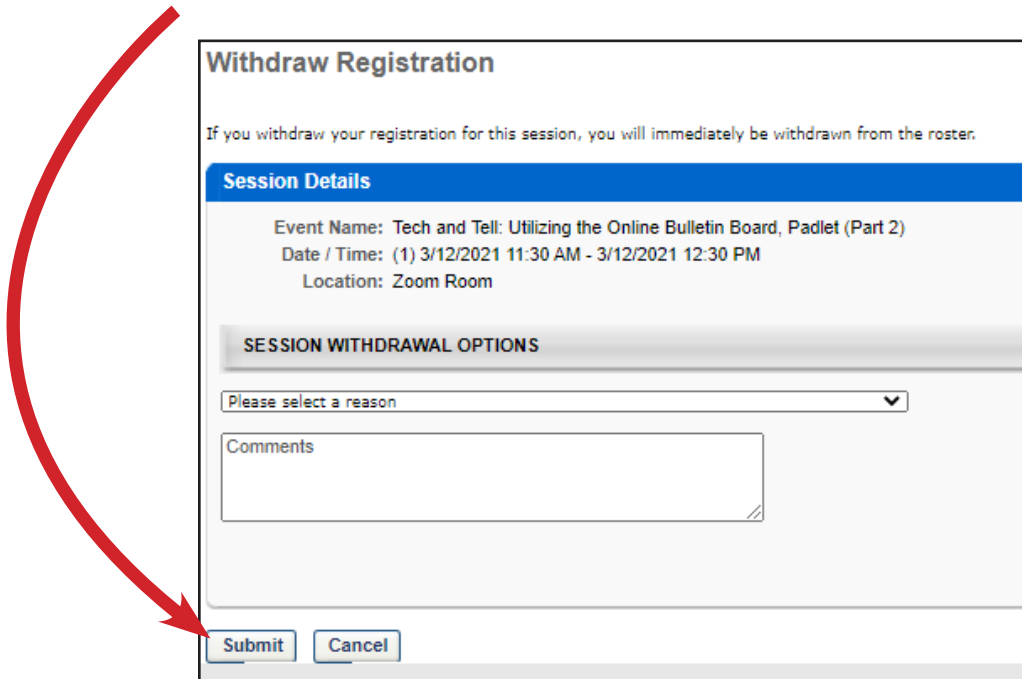


## Withdrawing from a Live Webinar

You can also withdraw from a session if you cannot attend. This can be done on your active transcript. Click the down arrow next to **Launch** and select **Withdraw**.



Please select a reason why you are withdrawing from the dropdown menu and **Submit**.

A screenshot of a "Withdraw Registration" form. At the top, it says "Withdraw Registration". Below that, a message reads: "If you withdraw your registration for this session, you will immediately be withdrawn from the roster." The form is divided into sections. The first section is "Session Details" with a blue header, containing: "Event Name: Tech and Tell: Utilizing the Online Bulletin Board, Padlet (Part 2)", "Date / Time: (1) 3/12/2021 11:30 AM - 3/12/2021 12:30 PM", and "Location: Zoom Room". The second section is "SESSION WITHDRAWAL OPTIONS" with a grey header. It contains a dropdown menu with the text "Please select a reason" and a downward arrow. Below the dropdown is a text area labeled "Comments". At the bottom of the form are two buttons: "Submit" and "Cancel". A red arrow points from the text above to the "Submit" button.

**Need help launching the webinar?**

Please review the instructional PDF on [Launching a Live Webinar via Desktop/Laptop](#) or [Launching a Live Webinar via Mobile Device](#).