

# Attending CalHR Webinars

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It's simple to attend CalHR webinars. This guide will help if you run into trouble.

## Email from CalHR

The email you receive from CalHR has two important pieces of information.

- **Link** used to register and join the webinar.
- **Password** used to join the webinar.

When you click the link, you will then register. You can register before the webinar starts or after the webinar has started.

We start the webinars 15 before the scheduled time so you can log in a little early. Don't worry! The instruction and interaction won't begin until the scheduled start time, so you won't miss anything as long as you're logged in on time.

## If you register before the webinar starts

You will see the form below when you first click the link. Click the Register button.

Registration is required to join this event. If you have not registered, please do so now. [English : San Francisco Time](#)

<b>Event status:</b> Not started ( <a href="#">Register</a> )	<input type="button" value="Join Event Now"/>
<b>Date and time:</b> Friday, May 12, 2017 9:15 am Pacific Daylight Time (San Francisco, GMT-07:00) <a href="#">Change time zone</a>	You cannot join the event now because it has not started.
<b>Program:</b> Test Webinar	First name: <input type="text" value="David"/>
<b>Duration:</b> 1 hour	Last name: <input type="text" value="Gay"/>
<b>Description:</b>	Email address: <input type="text" value="donald.mcFarland@calhr.ca.gov"/>
	Event password: <input type="text"/>

By joining this event, you are accepting the Cisco WebEx [Terms of Service](#) and [Privacy Statement](#).

Before you join the event, please [click here](#) to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the event.

This leads you to the registration form where you'll enter your name and email address. Once you've registered, to join the webinar after it starts, click the link we sent. You'll need to know your email address and the password.

## After the webinar has started

Once the webinar has started, you will see the form below when you click the link.

Click the Register button. **Do not use the fields on the right side of the form.**

Registration is required to join this event. If you have not registered, please do so now. [English : San Fr](#)

**Event status:** ● Started ([Register](#))

**Date and time:** Friday, May 12, 2017 10:00 am  
Pacific Daylight Time (San Francisco, GMT-07:00)  
[Change time zone](#)

**Program:** Test Webinar

**Duration:** 1 hour

**Description:**

By joining this event, you are accepting the Cisco WebEx [Terms of Service](#) and [Privacy Statement](#).

Join Event Now

To join this event, provide the following information.

**First name:**

**Last name:**

**Email address:**

**Event password:**





Before you join the event, please [click here](#) to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the event.

This leads you to the registration form where you'll enter your name and email address. Once you've registered, you can join the event right away.