Attending CalHR Webinars

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.
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 form](image)

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.