**GotoWebinar FAQ Sheet**

**1.)**EACH license holder has to register with a SEPARATE email address!! We track who is logged in and participating based on individual email addresses and this is what we report to the state.

**2.)**EACH person who registers will need to watch on THEIR OWN device. You can watch via a computer or a phone (as long as you can open the invitation email from your phone). You can still watch as a group on one screen if you wish to do so but everyone still needs to have logged in under their reminder email and from their own device can be muted.

**3.)** You will need to stay on the ENTIRE time block to get credit for the corresponding CEU's.

**4.)** Please have your license number ready in order to register.

**5.)** After registration is complete, each email address used will get a confirmation email. This email will contain the link to join the day of the event.

**6.)** A REMINDER EMAIL will be sent 24 hours prior (so you should have already received SEE BELOW for example email) and again 1 hour before the start which will contain the link to click to watch.

7.) You will NOT need to download anything to attend the classes. Once you receive your confirmation email, the link provided once you click will just open up a new window and you will watch from there. There is NO video portion to the classes, you will only see a powerpoint and hear the speaker. You also will be muted during the class (because of the large size of attendees) however you will be able to type in questions.

8.) Because this virtual platform is less expensive for us at Target, we want to pass the savings on to you so this year's CEU's will be FREE to our valued customers.

