

Quick How-To: How to Register for an Online Event or Training

Who is this for?

This guide is for anyone who wants to sign up for a virtual workshop, community training, or educational session online.

Step-by-Step Instructions

Step 1: Find the Event Link

- Go to the organization's website, social media page, or email that announced the event.
- Click the link that says **Register**, **RSVP**, or **Sign Up**.

Step 2: Fill Out the Registration Form

- Enter your name, email address, and sometimes your phone number or organization.
- Double-check your email — this is where the confirmation and Zoom link will go.

Step 3: Choose a Date or Time

- Some events offer multiple times. Select the one that works best for you. (only in some cases is this an option)

Step 4: Submit and Watch for Confirmation

- After clicking **Submit** or **Register**, check your email inbox (or spam folder) for a confirmation message.
- Save the date and Zoom link.

Step 5: Get Ready for the Event

- Add it to your calendar.
- If it's on Zoom, test your device ahead of time.
- Arrive a few minutes early on the day of the event.

You Did It!

You've registered for an online event — now you're ready to learn, connect, and grow.