QMMA E-Learning Series

Registration Instructions

Webinar Registration:

- Prospective attendants will receive an email to register
- If you did not receive an email to register, please contact Jennifer Lee at jennlee@state.pa.us
- Click "Register Now" button
- Fill in Name, Email, and Company (Organization, Agency) field.
- If multiple attendees plan to share a connection, i.e, view from a conference room, list the Agency or Organization in the Name category. Fill out the attached attendance form. Email to P4A to register.
- Click "Register"
- To add to Outlook calendar, click "Add Meeting To Calendar"
- Confirmation Email will be sent within a few minutes of registration.

Webinar Sign In:

There are two components to a sign in to view webinar, audio & internet, and you must sign in to each separately. Instructions for each are listed below:

Audio:

- Place phone on speakerphone setting
- Call 1-866-740-1260 to sign in (call at least 15 minutes prior to meeting start)
- Access code: 5414214. Then press #
- You will be logged into audio portion of webinar.
  (*6 will mute, *7 will unmute phone)

Internet:

- Go to www.readytalk.com
- Under Join a Meeting, type in access code: 5414214
- You will be taken to a screen which prompts you to Join Meeting or Wait for Another Meeting
- Click "Join Meeting"
- Sign in using name & email
- You will be taken to audio portion of webinar.
- Screen will remain grayed until presenter enables content sharing mode to begin webinar.

If multiple people plan to attend from one connection, such as several people watching the webinar from a conference room, they'll need to designate all the constituent attendees who are included in a sign in name. Please see the Webinar Sign-In Sheet.