Important Instructions for Tomorrows Live Streamed Webinar

{Insert Course Title}presented by {insert presenters name}

Offered by: {insert offering company’s name}

**Start time:** Please note your time zone.  We will be streaming live: {input date of course} {input times for all time zones example 8am PT / 9am MT / 10am CT / 11 am ET}.

**Course Joining Links:** {insert course name with associated course link}

* You will need to be logged into to the session a minimum of X mins if you wish to receive credit.
* You can watch from any Wi-Fi enabled device.
* The course will be streamed live, therefore, there is not a pause and watch later button.

**To Join:**  Click the course joining link listed above {insert any additional information the attendee may need to do to join your webinar}.  If a name and email is required to log in, please make sure the name you use to log into the live stream is the same as the name you have on your CE Zoom account. (If you recently had a name change make sure you update your name on your CE Zoom account by [editing your profile](https://support.cezoom.com/how-to-add-update-your-profile-information)).  We will be confirming your attendance by comparing the name used on your registration to the name used to join the live-streaming.

**If you get disconnected:** Click on the course joining link again and log back in on the same device with the same name and email (if required).  If you get disconnected again try using a different device like a cell phone or iPad, but please make sure you are using the same name and email (if required to join).

**Verification Code:**  We will be announcing and displaying the verification code at the conclusion of each course.  You **MUST** get this code to receive credit.  We **cannot** re-issue verification codes! We ask that during the presentation, please don't ask for the verification code. It’s distracting to the audience and the presenter.

**Receive Credit:**  You will need to log back into your CE Zoom account [www.cezoom.com](http://www.cezoom.com) and verify ([How to verify](https://support.cezoom.com/how-to-verify-a-course)) If you are new to CE Zoom, you created this when you registered for the event

1. From your dashboard, click the green verify button for the course you wish to verify\*\*.
2. Enter the verification code announced at the end of the presentation, (case sensitive) make sure the course you are verifying is the one associated with the code you are using.
3. AGD members only, check the box and enter your AGD member number.
4. Click Submit
5. Select "take survey now".  If you select take later, you can access the survey by clicking “My Surveys” from your navigation menu.  All required surveys must be completed to receive credit.
* **PLEASE allow up 7 days for your attendance to be confirmed and your CE Certificates to be released.**

\*\*Don’t see the green verify button

* Your screen may be too zoomed in. Try Zooming out ­­­(command -)
* iPad and phones, keep scrolling down until you see all courses listed under “Scheduled Live Courses”
* If you don't have courses listed under Scheduled Live Courses on your CE Zoom dashboard, you will need to register through CE Zoom registration link first {insert course/event registration link}