



How to Join a Webinar:

1. Create a SETC client account and register for event. You will receive an email confirmation.
2. Prior to the webinar, go to the website [ReadyTalk.com](https://www.readytalk.com). Choose “Join Meeting” then “Test Your Computer” as a “Participant.”
3. You will receive an invitation via email prior to the event.
4. At the time of the meeting, follow the instructions provided in the email invitation

Step 1 Dial into the Toll-free number if you are joining by phone (866.740.1260). If you are joining via web audio, go directly to Step 2.

Step 2 Web Login - Click on the Link which will take you to a registration page. Enter your information and click the green “Register Now” button. This will place you into the “Lobby” or directly into the meeting if it has started. You will have the opportunity to select Web or Phone audio once the presenter has initiated audio.

5. Upon completion of the webinar, you system will automatically be logged out of Readytalk. Feel free to provide comments on your webinar experience.
6. You will receive a SETC survey within a week of the webinar. Please provide us with feedback on your webinar experience.

If you experience difficulty at the time of a webinar, please call the SETC office at 509.963.3350 or visit <https://www.readytalk.com/contact> and select “Chat with a Representative.”

If you experience difficulty with account creation or registration, please email Sue Wright at the SETC office to register: wrightsu@cwu.edu. Please include the title and date of each webinar for which you wish to register and put “*Webinar*” in the

email subject line. Add your school district, school address, phone and occupation for each request.