

# Webinar Instructions

## What happens after I register for a webinar?

**Once you have completed your registration, expect the following:**

- Immediately after registering, you will receive a confirmation email to the email you provided when you registered for the event.
- If you are paying with ETTC Hours, your district will receive a letter from the SRI&ETTC requesting approval for the use of ETTC Hours to cover your registration.
- If your district approves the ETTC Hours, then, your registration will become final, otherwise, you will receive an email from our office stating that your registration was declined by your district.
- **The day prior to the webinar, you will receive instructions via email on how to access the webinar room. Be sure to supply the correct email when registering.** Please note that the webinar **starts promptly at 4:30PM** and ends promptly at **5:30PM**.

## CANCELLATION POLICY

**Please, be advised that:**

- In the event you wish to cancel your registration, you must notify the SRI&ETTC 24 hours prior to the event by emailing Faisal Youhari to [faisal.youhari@stockton.edu](mailto:faisal.youhari@stockton.edu), otherwise, your district will forfeit the registration fee.
- If you are a **No-Show** on the day of the event, and we did not receive a cancellation email 24 hours prior to the event, your district will forfeit the registration fee.
- Exceptions are possible in the event of circumstances beyond your control.