



## Accessing the TWIA Legislative & External Affairs Committee Meeting

This document shows you how to register for and access the TWIA Legislative and External Affairs (LEA) Committee Meeting hosted on GoToWebinar, a virtual meeting platform. You may click [here](#) to view the meeting agenda and access the registration and broadcast information for the meeting on [www.TWIA.org](http://www.TWIA.org).

1. Click [here](#) to register for the LEA Committee Meeting. A web page will appear with a registration screen. Complete the required fields (First Name, Last Name, and Email Address). Make sure the email address entered is correct. Then, click on the **Register** button.

register.gotowebinar.com/register/

### Legislative and External Affairs Committee Meeting

Date and Time of Session  
[Show in My Time Zone](#)

\*Required field

First Name\*  
Webinar

Last Name\*  
Attendee

Email Address\*  
webinarattendee@gmail.com

By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services.

Register

2. After you click the **Register** button, a confirmation page will appear. On this page, you can add the LEA Committee Meeting information to your calendar and/or click on *join the webinar*, if you are registering the day of the meeting. You may also **check your system requirements** (highly recommended) or **cancel your registration**.

## You're Registered!

### Legislative and External Affairs Committee Meeting

Date and Time of Webinar

Add to Calendar

At the time above, [join the webinar](#).

Before joining, be sure to [check system requirements](#) to avoid any connection issues.

A confirmation email with information on how to join the webinar has been sent to you.

Questions or Comments? Contact:

To Cancel this Registration

You may [cancel your registration](#) at any time.

If you have any additional questions, please email TWIA at [Communicationsmail@TWIA.org](mailto:Communicationsmail@TWIA.org).



3. If you are completing your registration prior to the meeting, you can find a registration confirmation email with information for accessing the meeting in your inbox. Look for an email from TWIA Communications (customer@gotowebinar.com).

If you do not find the email in your inbox, check your Spam/Junk folders. It is also possible you entered your email address incorrectly when registering.

**Note:** You may join the meeting from a desktop computer, laptop, or mobile device. Review the image below for content and options available in the confirmation email.

Dear [redacted],

Thank you for registering for Legislative & External Affairs Committee Meeting.

Please send your questions, comments and feedback to: [redacted]

## How To Join The Webinar

Date and Time of Webinar

Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#) ← Add webinar to a calendar of your choosing.

**1. Click the link to join the webinar at the specified time and date:**

[Join Webinar](#) ← Use this button to join the webinar at the scheduled date and time.

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*Note: This link should not be shared with others; it is unique to you.*

Before joining, be sure to [check system requirements](#) to avoid any connection issues. ← Use this link to ensure your system is compatible with GoToWebinar.

**2. Choose one of the following audio options:** ← Use section two to select an audio option. You may either use your computer's audio or dial in to the webinar via telephone.

**TO USE YOUR COMPUTER'S AUDIO:**

When the webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

--OR--

**TO USE YOUR TELEPHONE:**

If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below.

United States (Toll-free): 1 877 [redacted]

United States: +1 (562) [redacted]

Access Code: ###-###-###

Audio PIN: Shown after joining the webinar

Webinar ID: ###-###-###

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## To Cancel this Registration

If you can't attend this webinar, you may [cancel your registration](#) at any time. ← Use this link to cancel your registration.

If you have any additional questions, please email TWIA at [Communicationsmail@TWIA.org](mailto:Communicationsmail@TWIA.org).