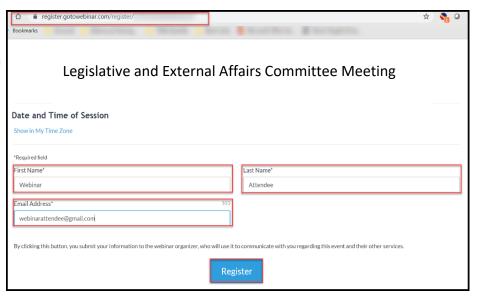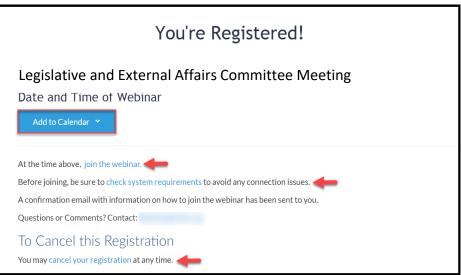# Accessing the TWIA Legislative & External Affairs Committee Meeting

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.

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.**

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.**

If you have any additional questions, please email TWIA at 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 the GoToWebinar Administrator (Kristina Donley/TWIA Meetings).

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 ▒▒▒▒,

Thank you for registering for

Please send your questions, comments and feedback to: ▒▒▒▒

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.

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 ▒▒▒▒
United States: +1 (562) ▒▒▒▒
Access Code: ###-###-###
Audio PIN: Shown after joining the webinar

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

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.