



## Tips & Tricks

# Getting the Most Out Of Your Virtual Seminar

### Day Before the Seminar:

- Save your webinar link that you will have received in your reminder emails
- Download the 3-page notes, print them out if you'd like
- Be sure to verify your time zone for the proper start time
- If you are needing CEU's – **Be sure to complete the "Attendee CEU Requirement Form."** There are two ways to submit your form:
  1. Complete the online form [HERE](#) for immediate submission, this is the easiest and fastest way to submit your information to become eligible to receive CEUs for a Virtual Seminar.
  2. Complete a paper copy of the CEU Request Form and scan or fax it in. You can download a pdf copy of the CEU Request Form [HERE](#).

**Note: We must receive your completed form no later than 24 hours after the live Virtual Seminar begins.**

### Day of the Seminar:

- Click onto your webinar link to enter into the Virtual Seminar
- We recommend that you use a laptop or desktop to view your Virtual Seminar. Although you can view the seminar on your smartphone, it can be more difficult to type into the chat box to participate and/or ask questions throughout the event as well as download the materials.
- Log on approximately 10 minutes early to check your internet connection and make sure everything is good. You will be placed in a waiting room until the seminar begins.
- Turn off wifi on any extra devices such as your cell phone, tablet, etc. Doing this helps to maximize your connection strength and internet speed.
- If you want the strongest internet available, plug in a hardline connection to your router using an ethernet cable. This is best done ahead of time, please contact your internet provider for details.
- Find a quiet place to settle in for the next 3 hours!

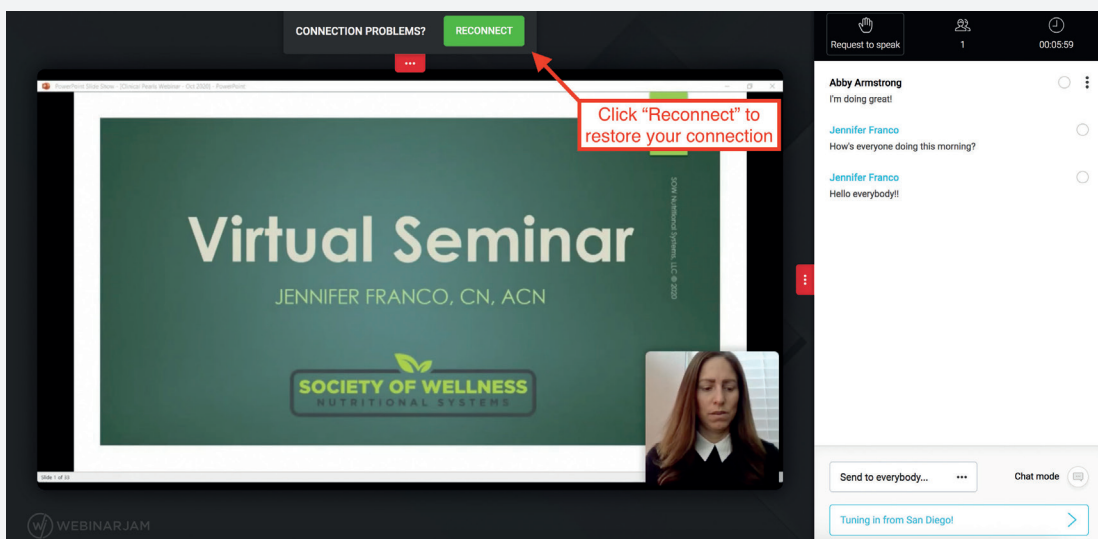
## During the Seminar:

- If at any time you experience “freezing” or technical errors, hit the red “reconnect” button on the top of your screen to restore your connection. Avoid refreshing the page or leaving to come back because it will result in an error in our attendance verification for continuing education purposes

Step 1: Hit the red “reconnect” button at the top



Step 2: Hit the green “reconnect” button to confirm



**NOTE:** Please avoid refreshing your screen as this may interfere with our attendance tracking.

- Stay engaged! Answer quiz questions in the chat box as they come through for participation credit
- Be sure to submit your questions to the presenter in the chat box as we will address as many as possible during the designated Q&A session in the last 15 mins.

## After the Seminar:

- Stay tuned for a follow up email that may include additional handouts or offers
- If you are requesting CEU's, please be sure to complete the **“Attendee CEU Requirement Form.”** Here's how:

The easiest and fastest way to submit your information to become eligible to receive CEUs for a Virtual Seminar is to complete the online form [HERE](#).

If you prefer instead, you can download a pdf copy of the CEU Request Form [HERE](#). Once you have completed the paper copy, there are 3 ways to submit it back to us:

### 1. Download, Edit and Email

Download the fillable “Attendee CEU Requirement Form” pdf and email back to us at: [info@sownutritionalsystems.com](mailto:info@sownutritionalsystems.com). \*See more instructions on this below.

### 2. Download, Print and Fax

Download the fillable “Attendee CEU Requirement Form” pdf, print it out and complete by hand with blue or black ink. Once completed, you can fax this form to 951-602-6833.

### 3. Download, Print, Scan and Email

Download the fillable “Attendee CEU Requirement Form” pdf, print it out and complete by hand with blue or black ink. Once completed, you can scan this document back into your computer, save it and email it back to us at: [info@sownutritionalsystems.com](mailto:info@sownutritionalsystems.com).

## \*How to Complete a Fillable PDF Form:

1. Download the “Attendee CEU Requirement Form” pdf document to your computer
2. Open the “Attendee CEU Requirement Form” pdf document by double clicking on it
3. Click on the gray field boxes, and type in your information as requested.

**Note: We must receive your completed form no later than 24 hours after the live Virtual Seminar begins.**

- Please allow up to 4 weeks to receive your certificate of completion. For more information on Continuing Education Units, please review our Frequently Asked Questions.

**For any emergency technical assistance on the day of the event,  
please email: [info@sownutritionalsystems.com](mailto:info@sownutritionalsystems.com)**