

Instructions for Joining Professional Planner Online Seminars

Joining is quick, easy and requires a simple and safe piece of software. The process takes 1-2 minutes depending on the speed of your computer and internet. On the day, we suggest you join the seminar 5-10 minutes early in order to ensure you have adequate time to get set up.

1. Register

From the email invitation (or our website), click the seminar you want to join. This will take you to the appropriate registration page. Enter your details and submit your registration.

2. Keep Your Confirmation Email Safe

You will automatically be sent a confirmation email and redirected to our website. Keep the confirmation email safe – it is unique to you and how you join the seminar on the day.

3. Decide How You Will Listen In

Before joining, decide how you're going to participate - there are two options:

- i. Telephone and computer with internet access
 - Click the link in your confirmation email (point 2 above). Your computer will ask you if you want to run a small piece of software – click RUN / YES / OK. You will then automatically log in to the session and see the seminar presentation on your own screen.
 - An 'audio options' box will appear at the top right of your screen, offering you the option to listen by telephone or 'mic and speakers'. Select telephone and dial in using the number, access code and pin.

For comfort we suggest using a speaker or headphones to save you holding the handset for an extended period.

- ii. Computer headset/headphones
 - Using a headset/headphones plugged into your computer, simply click the link in the confirmation email as above and select to RUN the software. You will then automatically log in to the session, see the seminar presentation on your own screen and be able to hear once the seminar starts.

4. Get Interactive

If you'd like to ask questions at any point, please enter these by text in the box at the top right of your screen and hit the return key on your computer. Due to the format of the session, time for Q&A will be made available at the end of the session. We may not be able to answer all questions but will try our best to do so.

Additional Notes

Unless we receive instruction otherwise, registered attendees' details may be passed on to third parties/event sponsors – if you would prefer not have your details passed on, please let us know by emailing webinars@conexusfinancial.com.au