

How to Sign Up for a TUG Training or Monthly User Community Meeting Webinar

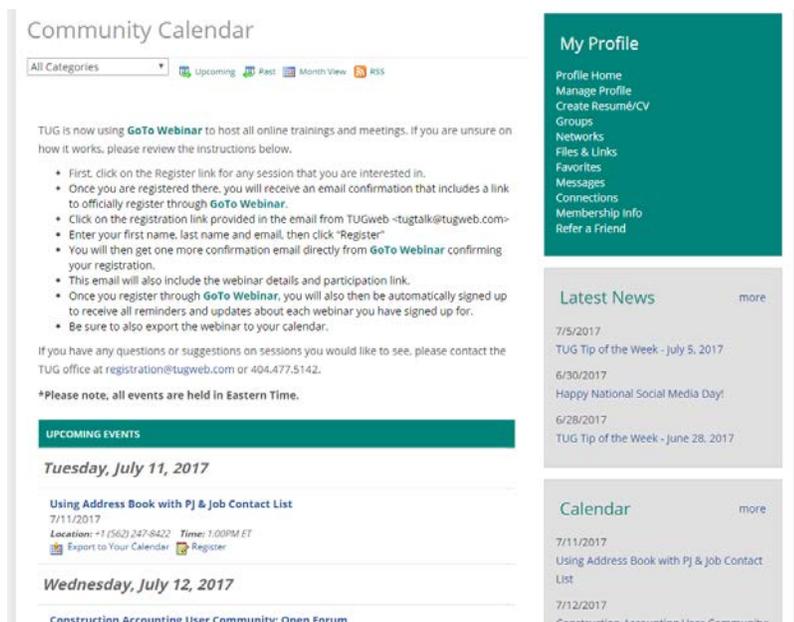
Are you interested in getting some online training or attending a monthly meeting for one of TUG's User Communities? Follow the steps below to get signed up today!

1. Visit www.TUGweb.com and sign into your account (you can use your company's master account, but we recommend each employee sign in with their own individual [Employee User Account!](#)). Hover your mouse over the Events tab on the top right-hand side of the screen. Click on the Community Calendar option.

or Sage Construction and Real Estate Solutions



2. The Community Calendar page will look like the image below. *Note: Bulleted instructions on how to sign up for a webinar are also conveniently located at the top of the page.*



3. Scroll Down to view upcoming training webinars and monthly User Community Meetings. Click on the title of any webinar to open up a page with more information, including a description, time & date, and presenter (if applicable). Toward the bottom of the page, you will see a blue Register button. Click this button  to begin the registration process.

4. Once you click the Register button, you will be brought to the Registration Page, seen in the image below. Enter your information in the fields provided. Once complete, click the SAVE & FINALIZE REGISTRATION button on the bottom. *Note: This button can be tricky! Hover your mouse over the button until it turns teal and the pointer finger mouse appears.*

TUG Sample Webinar | Registration

The screenshot shows a registration form titled "Attende Info" with a sub-header "REGISTRATION INFORMATION". The form includes the following fields and options:

- Event Name:** TUG Sample Webinar
- Your Name *:** Charlotte Boyd
- Email Address *:** charlotte@tugweb.com
- Address:** (empty field)
- Address cont.:** (empty field)
- City/Town:** (empty field) **State/Prov:** (empty field)
- Postal Code:** (empty field) **Country:** United States
- Phone:** (empty field)
- RSVP Comments:** (empty text area)
- Additional Comments:** (empty text area)
- Organization:** TUG

At the bottom, there is a checkbox labeled "Update the Professional Information section of my profile with the address and organization information entered above." and two buttons: "SAVE & FINALIZE REGISTRATION" and "SAVE & ADD ANOTHER ATTENDEE".

5. Once you click the SAVE & FINALIZE REGISTRATION button, a small grey pop up box will appear asking if you're sure you want to finalize your registration. Click Yes. *Note: This step will only register you on TUGweb; however, TUG uses GoToWebinar for all our webinars. You still need to register on their website. Continue to the next steps to complete the process.*

The pop-up box is titled "Finalize Event Registration" and contains the text: "Are you sure you want to finalize this event registration?". At the bottom right, there are two buttons: "Yes" and "No".

6. **ALMOST DONE!** You will then be brought to a registration confirmation page. Simultaneously, you will then receive an email from tugtalk@tugweb.com with the same information displayed at the top of the screen below. Click the link (either in the email or on the registration confirmation page) beginning with <https://attendee.gotowebinar.com/register/> to complete your registration on GoToWebinar's website.

Community Calendar - Registration Confirmation

 [View Event Details](#)

REGISTRATION INCOMPLETE

Please follow the GoToWebinar link in the invite below to complete your registration.

Please register for **Construction Accounting User Community: Open Forum** on Dec 6, 2017 2:00 PM EST at:

<https://attendee.gotowebinar.com/register/979559693697174529>

This session is a recurring monthly meeting oriented around the TUG Construction Accounting User Community.

After registering, you will receive a confirmation email containing information about joining the webinar.

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Webinars Made Easy®

When	12/6/2017 2:00pm ET
Where	Registration URL: https://attendee.gotowebinar.com/register/979559693697174529 Webinar ID: 512-369-667 +1 (415) 930-5321 Access Code: 231-468-252 United States
Contact	Charlotte Boyd registration@tugweb.com

 [View Printable Registration Confirmation](#)

Export Event to Your Calendar:

 [Construction Accounting User Community: Open Forum](#)

 Reply  Reply All  Forward  IM

 T
Wed 12/6/2017 9:46 AM
TUGweb <tugtalk@tugweb.com>
TUG Event Registration Confirmation

To  Charlotte Boyd

 If there are problems with how this message is displayed, click here to view it in a web browser.

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7. On GoToWebinar's registration page, enter your first name, last name, and email address. Click the Register button at the bottom of the page.

The screenshot shows the registration page for 'TUG Sample Webinar'. At the top, it says 'TUG Sample Webinar'. Below that, it indicates the date and time: 'Fri, Jun 30, 2017 2:00 PM - 3:00 PM EDT' with a link to 'Show in My Time Zone'. A note states 'This webinar is for training purposes only.' The registration form includes three required fields: 'First Name*' (filled with 'Charlotte'), 'Last Name*' (filled with 'Boyd'), and 'Email Address*' (filled with 'charlotte@tugweb.com'). A blue 'Register' button is located at the bottom center. A small disclaimer at the bottom reads: '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.'

8. Congratulations! You are now registered! You will receive an email from GoToWebinar with a confirmation of your registration. You have the option of adding this webinar to your calendar from both the email and the registration page on GoToWebinar. You will also receive a reminder email from GoToWebinar one day, as well as one hour, before the webinar begins.

The screenshot shows an email confirmation for the 'TUG Sample Webinar'. It is addressed to 'Dear Charlotte,' and thanks her for registering. It repeats the date and time: 'Fri, Jun 30, 2017 2:00 PM - 3:00 PM EDT'. It provides a link to add the webinar to a calendar: 'Add to Calendar: Outlook® Calendar | Google Calendar™ | iCal®'. The email contains two main sections: 1. 'Click the link to join the webinar at the specified time and date:' with a unique URL: 'https://global.gotowebinar.com/join/3140219885507782402/781570677'. A note states: '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.' 2. 'Choose one of the following audio options:'. Under 'TO USE YOUR COMPUTER'S AUDIO:', it says: 'When the webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.' Under 'TO USE YOUR TELEPHONE:', it says: '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: +1 (415) 930-5321 Access Code: 424-910-641 Audio PIN: Shown after joining the webinar'. The Webinar ID is listed as '248-200-523'. Finally, it provides instructions on 'To Cancel this Registration' with a link to 'cancel your registration'.

If you have any questions or concerns regarding webinar registration, contact Charlotte Boyd by email at registration@tugweb.com or by phone at (404) 477.5142.