Federal Grants Training Membership: Accessing Your Monthly Webinars

Where do I find the webinar promo codes?

Option 1: By Email from FTLF

FTLF will send an email to all annual members about one week prior to each live webinar. This email will contain a link to the webinar registration page as well as a unique promo code for a 100% discount for that webinar.

Option 2: On the Membership Course Page

1. Navigate to the <u>Federal Grants Training Membership</u> page

2. Click the gray *Take Course* button (found in the Course Summary box on the Overview tab)

3. Click the *Webinars* tab located on your left-hand side and then click *Start* or *Review* (the button changes once you have accessed the webinars)

4. Click the title of the webinar you wish to get the Promo Code for
   The promo code will be in blue and can be found under the webinar
   title.

Accessing the Webinar (Live or On-Demand)

You have multiple options for viewing the monthly webinars.

Option 1: Registering with a Promo Code

If you need a Certificate of Attendance you must register for the webinar (live or on-demand) using a promo code.

1. Navigate to the course page for the webinar you want to register for

   • You can find direct links to all of the webinars included in your membership on the Federal Grants Training Membership *Agenda* tab or inside the course under the *Webinars* tab

2. Click the orange *Register* tab and then click the gray *Add to Cart* button

3. Enter the promo code in the *Promotional Discounts* box and click *Apply to Order*

4. Click *Checkout*

Product		Attributes	Qty	Total
REMOVE	Research Grant Regulatory Compliance		1	$225.00
			Subtotal:	$225.00

Continue shopping   UPDATE CART   CHECKOUT

PROMOTIONAL DISCOUNTS   3. Click 'Checkout'

PROMO CODE
Enter a coupon code and click "Apply to order" below.

PROMO CODE   1. Enter promo code

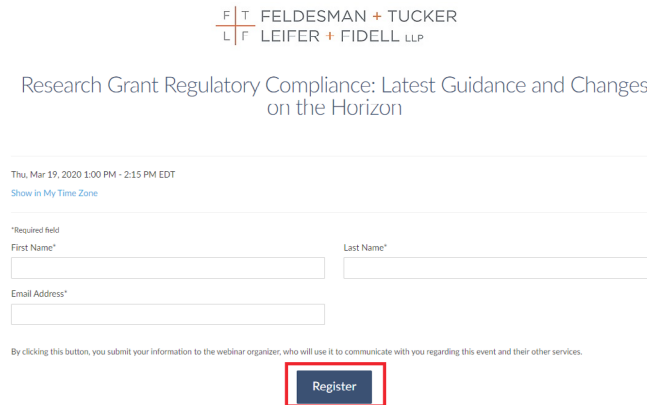APPLY TO ORDER   2. Click here

5. Enter your billing address (you will not be asked for your credit card information or be charged) and click the gray *Review Order* button at the bottom of the page

6. Click the *Submit Order* button at the bottom of the page

7. For instructions on downloading a certificate after the webinar, see our FAQs

Option 2: I Just Want to Watch the Webinar

If you do not need a Certificate of Attendance, you can log in to GoToWebinar directly to watch it live or view the on-demand version on the Federal Grants Training Membership page.

1. On the Membership page, navigate to the webinar tab

2. On the left-hand side in the course progress box, click the title of the webinar you wish to view

3. **(LIVE)** Click the date and time link (located below the webinar title) to be taken directly to the GoToWebinar registraton page

COURSE PROGRESS

● PLEASE WAIT FOR APPROVAL

● WEBINARS   Webinars
  ❶ OPTIONAL   available
                   to you   REVIEW

Subrecipient Monitoring
National Policy Requirements
Research Grant Regulatory...
Procurement Standards
Lobbying Restrictions
2020 Legal Update
Federal Interest and

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NATIONAL POLICY REQUIREMENTS

February 19, 2020 @ 1 pm ET   Click here to be taken   Direct link
(est. duration - 75 minutes)   directly to the webinar   to webinar
                                                                   course page

PROMO CODE: FGMBR_WEB20   Promo code (if you need a
                                   certificate of attendance)

If you wish to receive a certificate of completion for this webinar, you must register for LIVE
course with the promo code above and view the webinar on that course page. Otherwise, you

4. **(LIVE)** Enter the required information and click the blue *Register* button

1. **(ON-DEMAND)** On the Federal Grants Training Membership page, navigate to the webinar tab

2. **(ON-DEMAND)** On the left-hand side in the course progress box, click the title of the webinar you wish to view

3. **(ON-DEMAND)** The recorded webinar will be posted within two (2) business days of the live webinar. A video player will appear on this page at that time. You will be notified when the recording is available for viewing