



Association of Texas Professional Educators

Webinar Registration & Preparation

If you are interested in learning more about the Association of Texas Professional Educators and what is going on in your industry, webinars are a great tool to accomplish this. With up-to-date information and free registration, there is no reason why you shouldn't be signing up. Follow the simple steps below to participate in upcoming events!

Step 1: Registration

- Online registration is required to receive information on accessing the webinar.
- [Click here](#) to view the list of available upcoming and archived webinars.
- To register for an upcoming webinar, click on the '**Register**' icon next to the title of the event in which you would like to participate.
- You will now be on the seminar page, which lists the overview, objectives, and webinar date and time.
- To complete your registration, fill out the data fields under '**Register Now,**' and click '**Register**' to finalize the process.
- You will receive an automated email confirmation of your submission (check your spam folders and add Peach New Media to your list of valid senders).
- You will also receive email reminders seven days before, one day before and the day of the event with all of the instructions for accessing the live webinar.

Step 2: Test Your System

- This second step, and probably the most critical, will ensure you are ready to attend the webinar without technical issues.
- [Click here](#) to make sure you have the proper downloads to your system in order to participate in the webinar.
- Test your system as soon as you register, as well as 15-20 minutes prior to the start of the webinar.
- If you are still running into technical issues after testing your system, please call Peach New Media at any time for assistance:



If you are having difficulties watching an event, you can call Peach New Media, Inc. at +1 (877) 728-3904 or +1 (781) 829-4484. You can also [click here to contact support](#).

Do you use **Skype**? Clicking on the phone numbers above will launch a Skype call to get you the support you need quickly! (**Note:** Standard Skype rates apply.)

Step 3: Enjoy the Program

- All of your login and dial-in information can be found on the webinar launch page included in your email reminders. (Please pay special attention to the start date and time of the webinar.)
- Log in to the event 15-20 minutes prior to the start time to ensure you catch any technical glitches prior to the webinar start.
- You can download any handouts or materials that have been made available from the webinar launch page (included in the email reminders), or the Live Meeting classroom.
- You will be able to listen to the program by turning your computer speakers on and up (*only if you have the full version of Live Meeting downloaded*), or you can dial in at any time by using the phone number provided.
- **Enjoy the webinar!**

Step 4: Credit Submission

- Upon completion of the program you will be eligible to submit for Continuing Professional Education Credit.
- Log in to your online classroom: <https://atpe.peachnewmedia.com/store/account/acct-login.php?&topicid=0>
- Your email address and password will be the same ones you used to register for the event.
- Choose **'Click Here to Receive Your Continuing Professional Education (CPE) Credit'** under **'Manage Credit.'**
- Click on the **'Receive Credit'** next to the title of the program you just completed.
- You will be required to take a short quiz and evaluation about the program you just completed.
- Once you have finalized the steps above, you will be able to print a PDF certificate for the program.