

Registration for Recorded WebShops enabled for unlimited viewing for a period of time is significantly different than traditional single viewing. Please follow these instructions carefully to ensure proper access during the 14 days following your initial registration.

1. Click [here](#)
2. Under "Attend a Session" click on "Recorded Sessions"
3. Click on the WebShop title you are interested in viewing
4. Review the agenda, CEU and disclaimer information, then scroll down to the bottom of the page where you will see the following: *"You need an access code to access this session. To obtain an access code, click Register and enter the required information."*
5. Click Register and enter the required information, including payment details.
6. Once payment is accepted you will see a screen that looks like the following

Registration Successful

Thank you. You have successfully submitted your registration for viewing the following recorded session:

Logistics of Leadership Part II: The Details

A fee of USD \$0.00 has been charged on your card

Registration Name: Amy Seiberlich
Registration Email: amy.leadershipinstitute@gmail.com
Cardholder's Name:
Card Type:
Card Number:

You will receive an email with instructions on how you can access this recording.

(If you are not able to print, please use your browser's print function or press Ctrl+P.)

7. Now go to your email program; you should see an email from "messenger" titled "Your request to view a recorded session is approved." (This email will be sent to the email address you provided on the registration form.)
8. Follow the instructions in this email to view. This email serves as your link to the recording for as many times as you would like to access it within the allotted 14 day period. This email also indicates when your 14 day viewing time period will expire.
9. **IMPORTANT:** Be sure to fill out the evaluation form you are directed to after you have viewed the WebShop in its entirety. If you viewed it over a period of a few days, be sure to note that on the last page of your evaluation form under the 3rd and final question.