

Thank you for visiting the CE by Design Website and Training Calendar

Please read and follow these Registration Guideline instructions to help you navigate the order system which includes information to join each webinar you purchase

updated 9/20/2024

Links are no longer emailed to attendees

You receive a receipt for your purchase and a second email at purchase with all info required to join webinars. YOU NEED BOTH EMAILS

Please follow **ALL** steps and directions below

ORDER INSTRUCTIONS

- Go to the View Calendar page and choose the course/s you want to purchase.
- **Purchase closes 30 minutes before webinar start time to allow processing time.**
- “Add to Cart” also “Add to Calendar” is available with four calendar choices.
- When you’re finished shopping continue to check out and include all required information. Choose Check out as a guest or choose the option to Set Up an Account.
- **Colorado agents**, you will need your National Producer Number (NPN) available at www.nipr.com, AND your Colorado Producer License number.
- **Iowa agents**, you will need your National Producer Number (NPN) and it can also be entered on the CO agents’ order line or type “N/A”.
- **Once you’ve completed your purchase you will receive an email from the system, with a receipt for your purchase.**
- **IMPORTANT: You’ll receive a second email generated from the system, with information to join each webinar you purchased.**
Subject line of that email: **“Your CE by Design Order Is Now Complete”**
PLEASE SAVE THAT EMAIL SO YOU CAN JOIN ALL WEBINARS YOU PURCHASED
Managers purchasing for agents, please forward that email to that agent and include their email and contact information in the Notes section of the order.

EXAMPLE of the order link with instructions to join titled

“Your CE by Design Order Is Now Complete”

Downloads

<u>Product</u>	<u>Expires</u>	<u>Download</u>
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Product: the course name purchased

Expires: never

Download will show the password which is a hyperlink to Go-To-Meeting.
CLICK ON THE PASSWORD to join

THE DATE OF THE WEBINAR – START AND JOIN EARLY

ACCESS TO THE WEBINAR RESTRICTS AT THE START TIME

Agents that try to join late will not be “let in” to the Webinar once it has started.

- Webinars open 20 minutes before the time to begin.
- **VERY IMPORTANT: BE SURE YOU CAN JOIN FROM YOUR CORPORATE COMPUTER OR YOUR DEVICE CHOICE. CHECK THE LINK AHEAD OF TIME TO AVOID CHALLENGES**

- Announcements, housekeeping info and introductions will be on the power point slides running ahead of the webinar starting.
- Once you've joined, enter your FIRST AND LAST NAME.
- Join with your audio choice before the webinar begins and access restricts.
- Any connection interruptions including devices with batteries that run down, computer restarts, audio drop out, or internet interruptions during the webinar will require rescheduling with fee at the Service Link on the website. *Prevent this challenge by installing updates ahead of time, clear history, cookies etc., and restart your device ahead of time as needed.*
- Following paid and completed training, CE credits will be posted to your State transcript with your National Producer Number.
- A State CE Certificate will be sent to the email address on your order.

RESCHEDULE INFORMATION

There is a Reschedule Link with a fee to process any changes on the Service Page of the Website.

Reschedule with fee will be available for 90 days from the original purchase date

REFUND POLICY:

Refunds when requested will be processed back to your payment method at 75% of your tuition for each course not attended.

Refunds are not available once the webinar has been joined.

QUESTIONS:

Questions should be sent by email to dana@cebydesign.com or use the Contact Us page on the website.

CE by Design wants all attendees to have a good continuing education experience with the current curriculum presented, opportunities for your participation, and links for you to keep.

We want to be your CE provider of choice with appreciation for your continued support and referrals.