

Sample Webinar Access Email

Following is an email sent to team leaders to forward to team members. Wording varies slightly for individuals and payment methods.

Hello [Name],

Here's an email to forward to your team.

Each team member will use a coupon code at checkout that reduces the price to [\$00.00]. To purchase your webinar, you need to either have an existing Sensational Brain account or create a new one for free. Complete instructions follow.

To Create a New Account

1. Go to www.sensationalbrain.com.
2. Click on **My Account** in the upper right-hand corner of the webpage.
3. Follow the prompts and enter your email and password.

If You Just Created an Account or Already Have One

1. Go to www.sensationalbrain.com.
2. Click **My Account** to log into your account with your username and password.
3. Click on these links one at a time then **ADD TO CART**:

[URL for webinar]

4. Click **VIEW CART** then enter this coupon code to reduce your payment to [\$00.00]: [coupon code]
5. Click **PROCEED TO CHECKOUT** and enter all required fields.
6. Click **PLACE ORDER** to see your receipt, which also has instructions for accessing your webinar from your account.

Access Your Webinar

1. Go to www.sensationalbrain.com.
2. Click on **My Account** in the upper right-hand corner of the webpage and enter your username and password when prompted.
3. Click **Order** next to the shopping cart on the left.
4. Click on the **Order #** then click the blue hotlink with the title of the webinar.
5. The YouTube video displays with a start button in the middle of the screen. If that's not working on your device, click the unlisted YouTube link in the step titled **TROUBLE VIEWING?**
6. Scroll down past the video to access links to both the survey and post-test and CEU information.
7. Access is guaranteed for 1 year from the date of purchase. All webinars are powered by unlisted YouTube links, so you can watch in any time increment as well as stop, rewind, and forward.

I hope this helps! Email me if you encounter any difficulty.

Thanks for your interest in our webinars for your professional development needs!