

## 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.

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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](http://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](http://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](http://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!