
How to register for a webinar

Create Your Account on Saclaw.org

To register for a Sacramento County Public Law Library webinar you will need an online account on our website. You will use your account to purchase webinar products from our site. From the top of our Home Page, locate Login/Signup, click the Webinars/Videos button and provide your email address and password to create an account. In your “My Account” dashboard go to Billing Address, and click Edit. Complete the registration process by furnishing your name, billing address associated with your credit card, a telephone number and email address. If you’ve already created an account on our site, you are ready to go. Simply use your account information when processing your transaction.

Log into Your Account

Once you have created your SCPLL online account, you will use your email address and password to log in . You can change your email address and password at any time from your “My Account” dashboard. If your log in attempt fails, call our Circulation Desk at (916) 874-8541 and someone from our staff will assist you. Please read the following instructions on how to register for a webinar.

Register for a Webinar

After successfully logging into your account,

Go to our [Continuing Legal Education](https://saclaw.org/services/continuing-legal-education-mcle/) (<https://saclaw.org/services/continuing-legal-education-mcle/>) page. From the list, select a webinar you wish to attend. Webinars with available seats will have an active link. If the link is not active, that means the webinar is full. After selecting the webinar you wish to attend, you will be presented with the webinar description page. From this page, scroll down to see the calendar.

1. Enter all necessary fields.
2. Click the “Book Now” button and the webinar will be put into your “Cart.”
3. Click the “View Cart” banner that appears above the webinar title to proceed, or you can click the “Cart” link on the top-right corner of the web page. Continue on with the payment process and “Proceed to Checkout” to complete the transaction.

NOTE: If you wish to book more than one webinar in a single transaction, you can go back to our MCLE Webinars List to select other webinars. Repeat steps **1-3** from the procedures above, and then, finish the transaction by following step **4**.

Webinar Confirmation

Once you have successfully registered for a webinar, print out a copy of the webinar registration for your records. You will receive a receipt for your transaction in your registered email inbox. You will also receive an email from our webinar platform, Demio, with a Join button. Please see the [Demio Privacy Policy](https://demio.com/privacy-policy) (<https://demio.com/privacy-policy>) for more details.

To review a list of all your upcoming webinars, log in to your account and click the “My Account” link. Your webinars will be listed under the “MCLE Webinar & room booking” URL.

Webinar Cancellation

If you wish to cancel a webinar registration go to your “My Account” page, then click “MCLE Webinar & room

booking.” Identify the webinar you wish to cancel and click the “Cancel Registration” link. If the “Cancel” button is not available, that means you cannot cancel your booking due to our “48-hour Webinar Cancellation Policy” on your original webinar confirmation for details.

Log In Help

If you are having difficulty logging into our website, you may need to adjust some of your browser settings. From the webinar calendar go to the Log In Help link and follow the instructions. If you continue to have problems, please contact our Circulation Desk at (916) 874-8541.

Contact Us

Please use the [Contact \(https://saclaw.org/contact/\)](https://saclaw.org/contact/) link at the top right of any page to send us an email. We welcome your comments and suggestions.

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