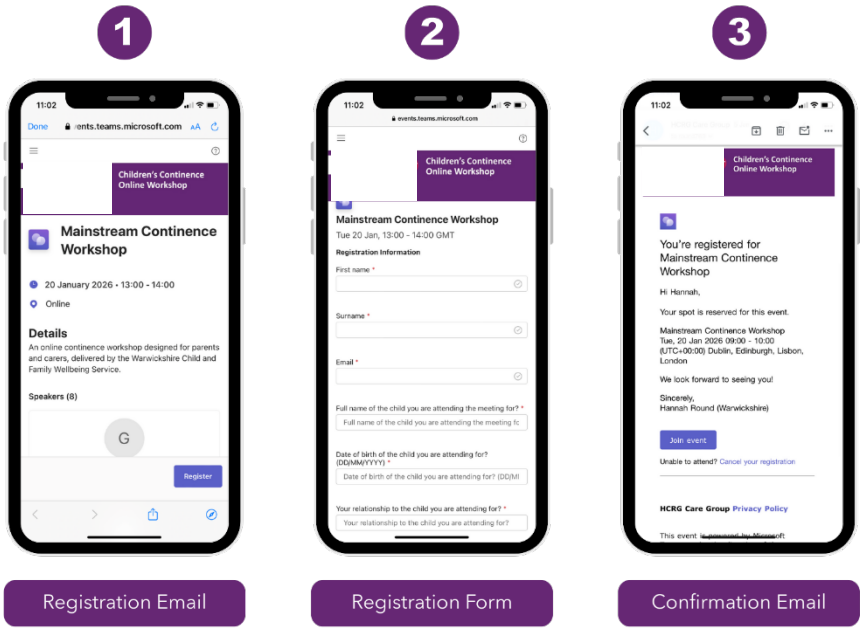
Registering For Your Workshop

The links we have shared with you will allow you to register for your chosen workshop.

Once you have registered, you will receive an automatic email from HCRG Care Group with the link to access your online workshop when it is due to be hosted.

We recommend that you complete your registration as soon as possible as you will need to register for your chosen workshop at least 24 hours before the workshop starts.

If you have registered for your workshop but have not received a confirmation email with your workshop link, please contact our administration team.



Step-by-step Guide for Downloading Teams and Joining Your Workshop

To access your continence workshop, you will need to **download the free Microsoft Teams App** before the workshop begins. We recommend you do this as soon as possible to give yourself enough time to get everything set-up.

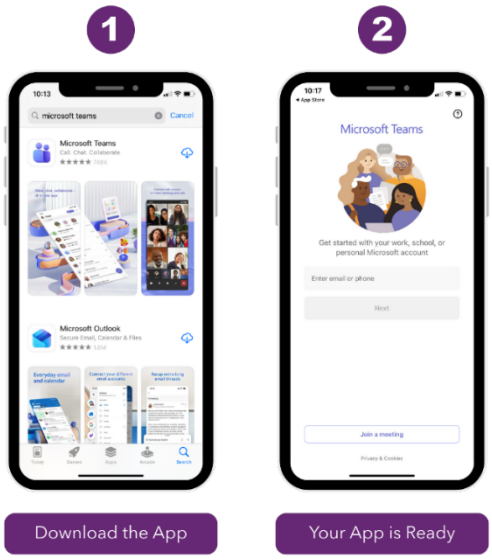
Step One: Check Your Device

- Make sure you know whether you'll be using a **computer (Windows or Mac)**, **tablet**, or **smartphone**.
- Ensure your device has an internet connection.

Step Two: Download Microsoft Teams

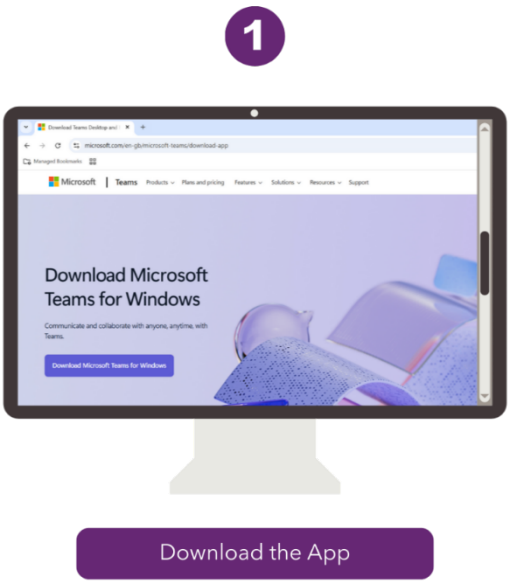
On a Mobile Device (iOS or Android)

1. Open the **App Store** (iPhone/iPad) or **Google Play Store** (Android).
2. Search for **Microsoft Teams**.
3. Tap **Install** (or **Get** on iOS).



On a Computer (Windows or Mac)

1. Open your web browser and go to: https://www.microsoft.com/en-gb/microsoft-teams/download-app
2. Click **Download for Desktop**.
3. Once the file is downloaded, open it and follow the installation prompts.



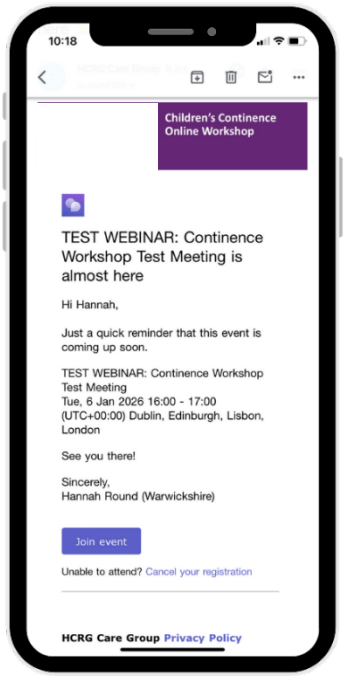
Step Three: Joining your Workshop

- Click the **webinar link** provided on your confirmation email.
- When prompted, allow Teams to open.
- Enter your name if joining as guest – you should not need to create a teams account or login to access your online workshop.
- Click **Join Now**.
- One of the presenters will allow you to join the waiting room, and once they are ready the online workshop will start.
- Your camera and microphone will be disabled during the presentation, so the presenters will be unable to see or hear you. However, once the presentation is over you can turn them on if you wish to ask any questions during the Q&A session
- We recommend that you join the webinar at least **10-15 minutes before it is due to start** in case you experience any technical difficulties

Lancashire Health Visiting and School Nursing

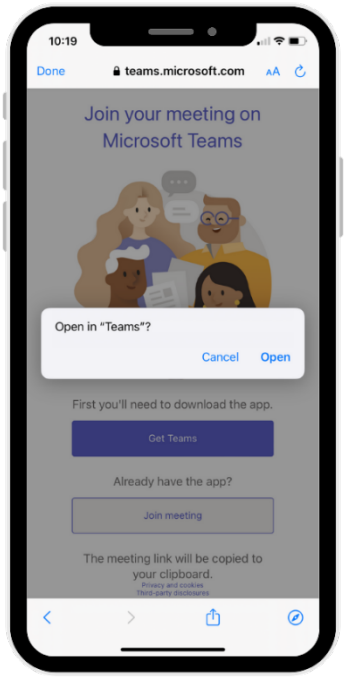
NHS

1



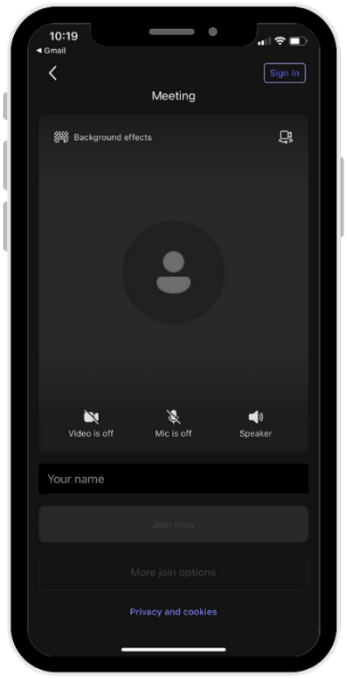
Use Link in Registration Email

2



Open up the Microsoft Teams App

3



Enter your name and click 'join now'