

Affiliate Group Recorded Webinar Process

ANPD affiliates may use recorded webinars to provide continuing nursing education at meetings to both ANPD members and non-members. Any ANPD member may access a webinar recording (at no charge) and project it during an affiliate meeting. After your affiliate meeting, please provide an attendee contact list to info@anpd.org, and ANPD will then email attendees with an access code to complete the webinar evaluation to earn contact hour(s).

Following the webinar viewing:

1. Affiliate contact to send list of participants to education@anpd.org.
 - a. Include first name, last name, and email address for each individual.
 - b. Please denote whether participants are members or non-members of ANPD.
2. ANPD will provide non-members of ANPD with a unique access code to access the webinar evaluation at no cost. ANPD members already have access to webinar evaluations at no cost.

The process to gain access to the webinar evaluation is different for members and non-members of ANPD.

If participant is a member of ANPD:

1. Log in to your profile on the ANPD website, www.anpd.org.
2. Navigate to the Recorded Webinars page of the Online Store (<http://www.anpd.org/page/online-store-recorded-webinars>). You will “purchase” the webinar (no charge) in order to gain access to the evaluation.
3. Click the desired webinar.
4. Click “Add to Cart and View Cart,” then check out. Once you check out, the webinar will automatically be added to the member’s Professional Development Center profile. Follow the steps below to access the webinar evaluation in the Professional Development Center.

If participant is a non-member of ANPD:

1. Click here to create a guest account on the ANPD website: <http://www.anpd.org/page/join-online>
2. Log in to your new guest account at www.anpd.org.
3. Navigate to the Recorded Webinars page of the Online Store (<http://www.anpd.org/page/online-store-recorded-webinars>).
4. Click the desired webinar.
5. Click “Add to Cart and View Cart.” You are “purchasing” the webinar in order to gain access to the evaluation.
6. Enter in access code provided by affiliate contact. This should automate the price to \$0.00.

Shopping Cart					Checkout
Description	Quantity	Price	Discount (each)	Extended Price	
 2018 ANPD Recorded Webinar: Creating Joy in the Workplace Through Resiliency Building	1	80.00	0.00 [Enter Discount]	80.00	
				80.00	Checkout

- Once you have entered the discount code and the price has automated to \$0.00, click "Checkout." This will automatically add the webinar evaluation to the member's Professional Development Center profile. Follow the steps below to access the webinar in the Professional Development Center.

Follow these instructions to access the webinar evaluation in the Professional Development Center (both members and non-members):

- Sign in to your ANPD profile on the website, www.anpd.org.
- Hover over the Education drop-down menu and select Professional Development Center.
- Click the button that reads, "Click here to enter the Professional Development Center."
- You should see the webinar(s) in your courses in the middle of your Professional Development Center profile. Click "Launch" when you are ready to complete a webinar evaluation.
- You must view the webinar (as a group with your affiliate) and complete the post-webinar evaluation (on your own, in the Professional Development Center) to earn your continuing education hours.

Please note: Some institutions have various firewalls that may prevent you from accessing our Professional Development Center or the webinar platform. Please check with your IT department to ensure you will be able to access the Professional Development Center and the GoToWebinar platform (<https://support.logmeininc.com/gotowebinar/help/system-requirements-for-attendees-g2w010003>). Please turn off pop-up blockers and do not use Internet Explorer if possible.