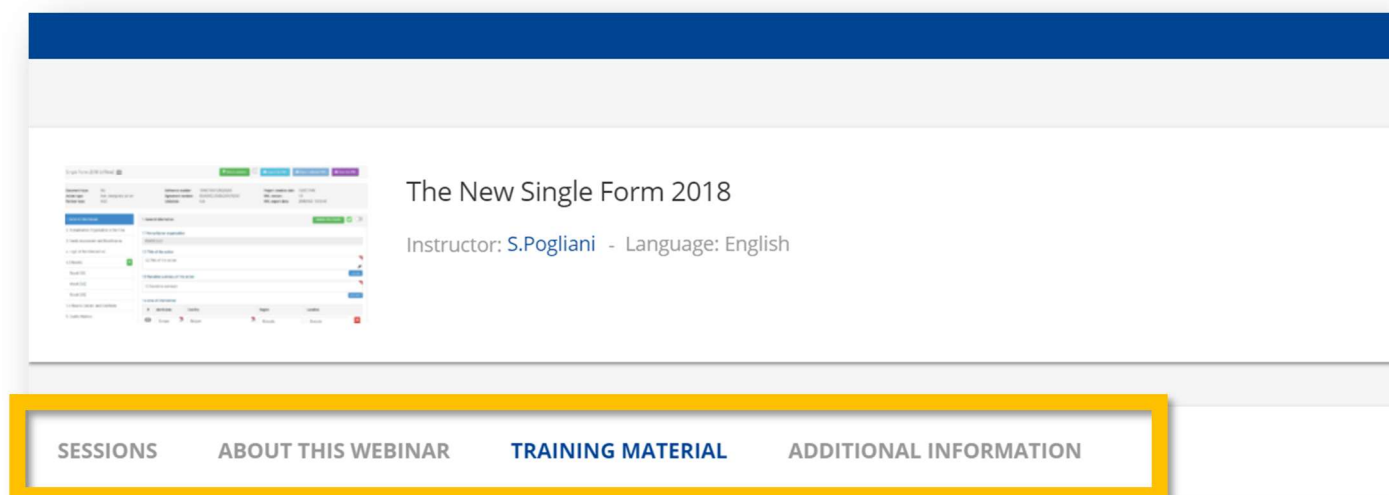


## How to enrol in a Webinar Session

You will find all the available webinar session in the public catalogue of the ELSE platform: <http://else.dgecho-partners-helpdesk.eu/learn>.

To have more information about the webinars, you should select the course you are interested in. Under the tabs you see below, you will find when the session(s) will be held, the learning objective, the agenda of the session etc.



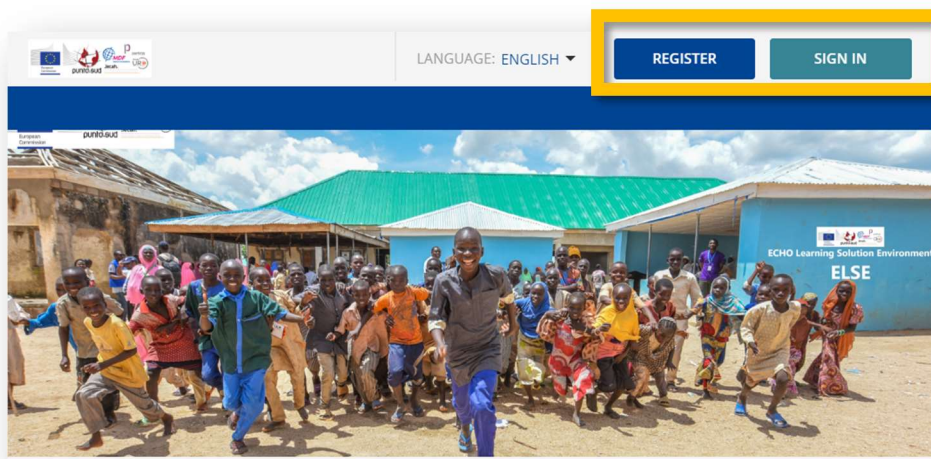
The New Single Form 2018

Instructor: S. Pogliani - Language: English

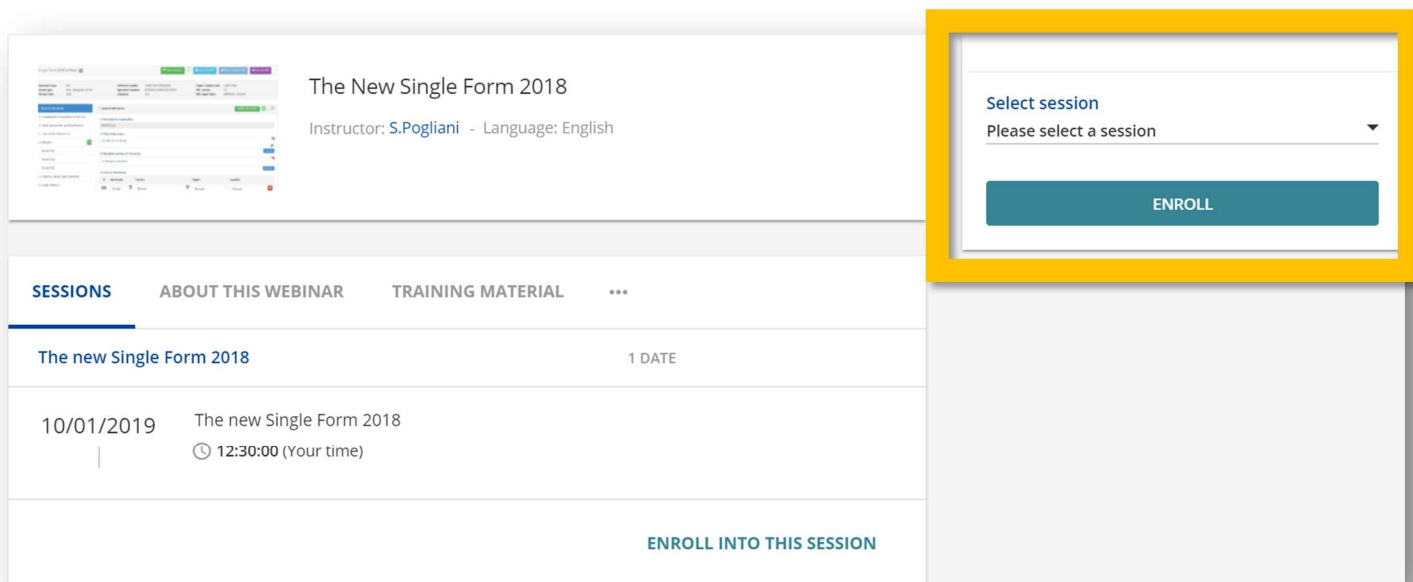
SESSIONS ABOUT THIS WEBINAR TRAINING MATERIAL ADDITIONAL INFORMATION

**To enrol** in a webinar, you should enter into the platform following one of these steps:

- If you are **not** yet registered in the platform, you should click on **Register** and follow the instruction
- If you are already registered, you should click on **SIGN IN** and enter you credentials.



Once you are in the platform, **select the webinar** course you are interested in. Then, select the session dates in which you want to attend the course and click on **ENROLL**.



The screenshot displays the course page for "The New Single Form 2018" by instructor S. Pogliani. The interface includes tabs for "SESSIONS", "ABOUT THIS WEBINAR", and "TRAINING MATERIAL". Under the "SESSIONS" tab, a table lists the session date as 10/01/2019 at 12:30:00 (Your time). A yellow box highlights the "Select session" dropdown menu and the "ENROLL" button on the right side of the page.

If places are still available, you will receive a confirmation email, otherwise you will receive an email informing you have been placed in the waiting list. In case some confirmed participants unenrol from the webinar session, you may have the opportunity to automatically take their place. In this case, you will receive a notification via email.

Once receiving the **confirmation email**, you will find the webinar under the “**My courses and Learning Plan**” section and you will have access to the training materials that will be uploaded in the platform as soon as possible.

## How to attend a webinar session

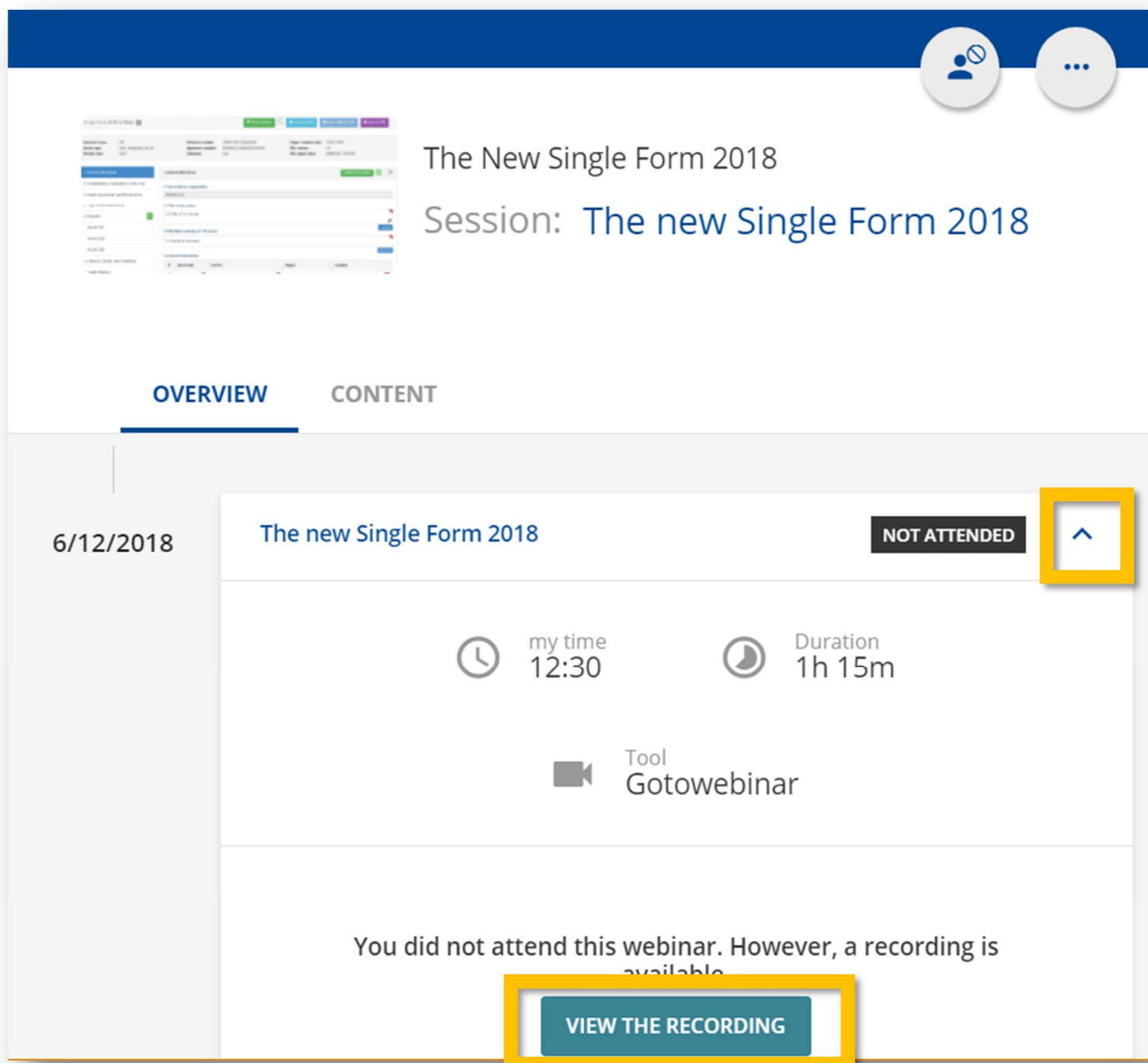
On the date of the webinar session, you should sign-in in ELSE, select the webinar you should attend and click on the button “**Join the Webinar**” that will appear only 30 minutes before the starting time.

By clicking on the button, you will be able automatically redirected to the webinar session.

**IMPORTANT:** If you experience any problem in accessing the session, please

**ENSURE YOUR BROWSER POP-UPS ARE ENABLED**

Up to 15 days after the webinar session you will be able to **view the webinar recording**.  
In order to do so, open the webinar course, click on the arrow highlighted below and then on the **View the Recording** button.



The screenshot displays the ECHO Learning Solution Environment interface. At the top, there is a blue header bar with user profile and menu icons. Below the header, the main content area shows a sidebar on the left with a date filter set to '6/12/2018'. The main panel displays a webinar session titled 'The New Single Form 2018' with a status of 'NOT ATTENDED'. A yellow box highlights an upward-pointing arrow icon in the top right corner of the session card. Below the session title, the duration is listed as '1h 15m' and the tool used is 'Gotowebinar'. At the bottom of the session card, a message states: 'You did not attend this webinar. However, a recording is available'. A yellow box highlights a button labeled 'VIEW THE RECORDING' at the bottom of the session card.

The New Single Form 2018  
Session: The new Single Form 2018

OVERVIEW CONTENT

6/12/2018 The new Single Form 2018 NOT ATTENDED

my time 12:30 Duration 1h 15m

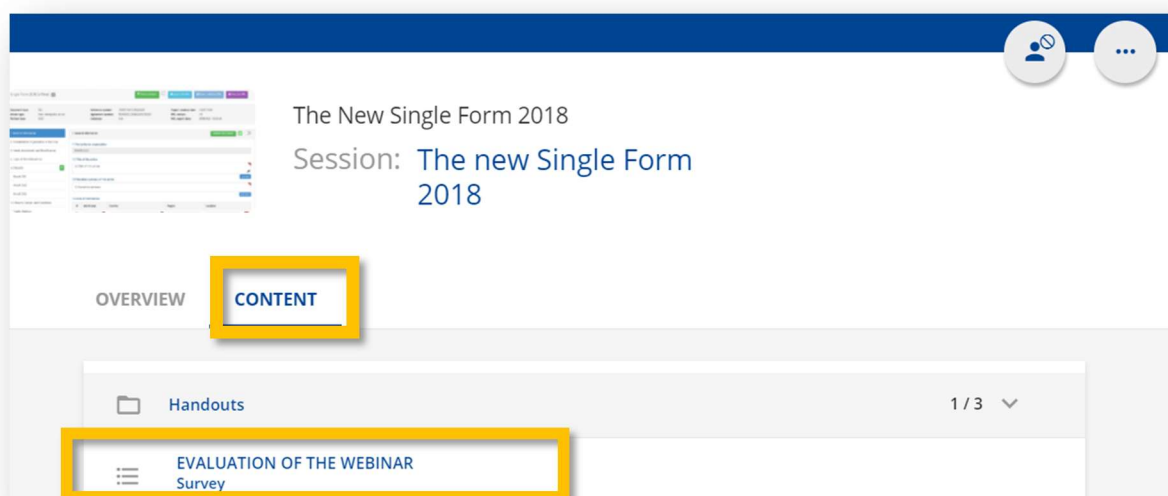
Tool Gotowebinar

You did not attend this webinar. However, a recording is available

VIEW THE RECORDING

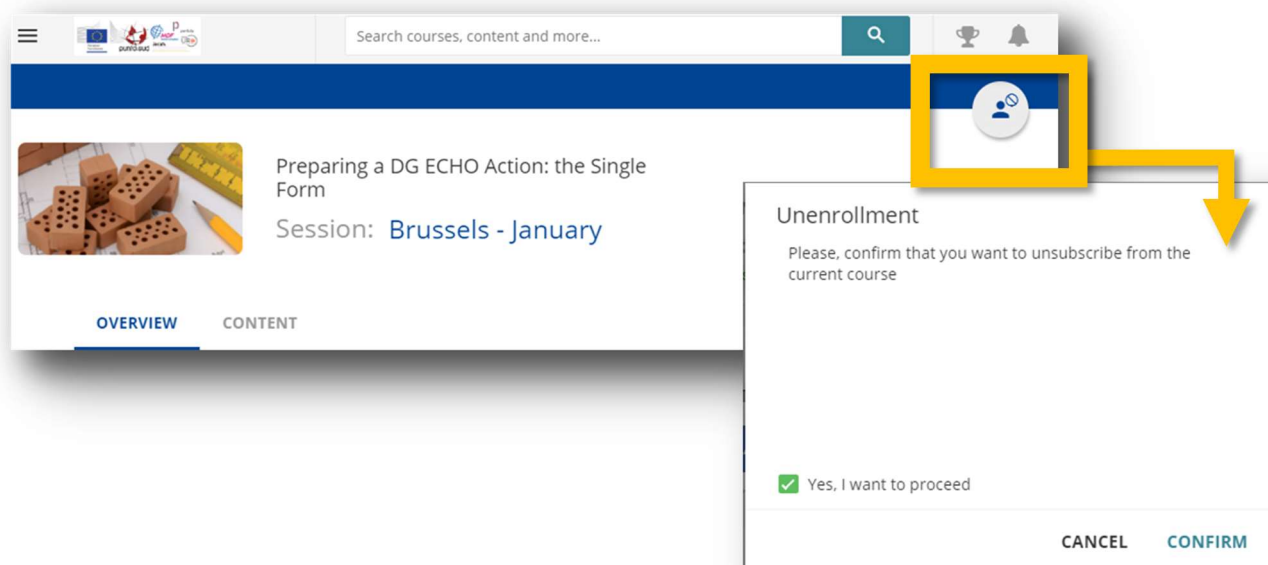
## Evaluation and Certificate of Attendance

At the end of the course, you will be asked to complete the **Evaluation Form** that you will find under the training material tab. By completing the evaluation, you will be authorised to download your Certificate of attendance (if any).



## What happen if you are not able to attend the training?

In case you are not able to attend the training you **MUST unenrol** by clicking on the icon shown below, and then confirm your action.



Remember that you can always be **replaced by one of your colleagues**, by informing us at this e mail address [echo-fpa-training@dgecho-partners-helpdesk.eu](mailto:echo-fpa-training@dgecho-partners-helpdesk.eu).

**Please note that absents that did not follow the above mentioned procedure will be notified to DG ECHO and to their HQ.**

## Contacts

In case of any technical problems, please write an email to this email address [echo-fpa-training@dgecho-partners-helpdesk.eu](mailto:echo-fpa-training@dgecho-partners-helpdesk.eu).